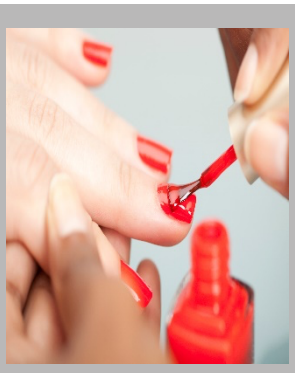

VIRTUOUS SCHOOL OF NAILS AND ESTHETICS

CATALOG

2023 - Present

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This catalog is a guideline of what Virtuous School of Nails and Esthetics (VSNE) expects of its Students. VSNE reserves the right to modify its policies based on changes for any other reason at the discretion of VSNE Executive Committee.

WELCOME

Dear Future, Professional,

Please let me be among the first to welcome you to Virtuous School of Nails and Esthetics (VSNE)… and to the fabulous beauty industry.

This catalog is designed to provide you as much information as we can about your course offerings, rules, regulations, and listings of the student services at your disposal. We have made every effort to make this information relevant and understandable in order to answer any questions you might have about your school experience here at VSNE.

I truly hope that you will work to get the most out of your Beauty School education. There will be a lot of great educational opportunities available to you in the next few months and I urge you to take full advantage of it. I think you will find our textbooks, and our team of amazing educators teaching to be very helpful to your learning. I hope you will really focus on your career while you are with us. Remember, while it is important to learn great technical skills... it is even more essential for you to learn about how to communicate with and sell to your future clients and to work with your team of fellow professionals.

I'm currently a Spa owner and have been for the past 13 years, this has been an awesome experience and I want to join this journey with you. I wish you the best of luck and success in the coming months… and for the rest of your career. I look forward to meeting you in the future and personally welcoming you into the most beautiful profession in the world.

With warmest regards,

Alicia Thomas

Executive Director
Virtuous School of Nails & Esthetics
Owner of Virtuous Salon & Spa

OUR

MISSION

The mission of Virtuous School of Nails and Esthetics (VSNE) is to prepare students for career in Nails or Esthetics. To provide quality cosmetology career oriented higher education to a diverse student population. In addition, we incorporate both professional and personal development into our programs to help our students achieve a lifetime of success.

The goals of VSNE are simple. We want to teach students the best possible salon-centric education and techniques for becoming successful in the beauty profession.

ADMISSION REQUIREMENTS

VSNE is committed to equal educational opportunity and does not discriminate on the basis of race, color, age, sex, gender, religion, sexual orientation, ethnic origin / national origin, disability, perceived gender, or gender identity in admissions, career services, or any other activities. Applicants will not be denied admission on the basis of any of the foregoing factors, but applicants must meet all requirements specified for admission. This School does not recruit Students already attending or admitted to another school offering a similar program of study.

A Student must meet the state minimum age requirement to enter school (if applicable) and must submit the following:

- A copy of a valid state or federal issued photo identification
- A copy of high school diploma or its equivalent, such as a copy of GED certificate or copy of transcript showing high school completion
- The required fee(s)
- A Complete Enrollment Package

Providing false information for the purpose of gaining admission or access to financial assistance is a violation of law and could result in criminal prosecution as well as denial of admission or termination from school.

STUDENT ORIENTATION

All incoming Students must attend Orientation which will be held prior to the start of the program. During Orientation, the Student will learn about responsibilities and standards, the format of the program, the progression of the program, and how performance will be measured.

RE-ENROLLMENT POLICY

Students who wish to re-enroll after withdrawing need to consult with, and must have the approval of, their Executive Director prior to reenrollment. Students should know that his/her current Satisfactory Academic Progress standing follow through to their new school when this occurs.

ADDITIONAL ADMISSIONS INFORMATION

Admission Requirements for Foreign Students

VSNE accepts United States citizens and foreign nationals who are permanent residents (or have documented proof that they are in a candidacy/application part of the process), and foreign nationals with a valid non-immigrant status who are eligible to attend school. Foreign nationals may enroll if they possess a current visa and a valid I-94 (which allows attendance at school), which do not expire prior to their scheduled graduation date. Additional acceptable enrollments:

- U.S. national (includes natives of American Samoa or Swains Island)
- U.S. permanent resident with form I551, I151, or I551C (Permanent Resident Card, Resident Alien Card, or Alien Registration Receipt Card). Also known as a green card.
- Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services showing
  - Asylum Granted
  - Cuban-Haitian Entrant (Status Pending)
  - Conditional Entrant (valid if issued before 4/1/80)
  - Parolee – must be paroled for at least one year and must be able to provide evidence from USCIS that he/she is not in the U.S. for a temporary purpose and that he/she intend to become a U.S. citizen or permanent resident
- T-Visa (for victims of human trafficking) or parent holds a T-1 Visa and can produce certification letter from the U.S. Department of Health and Human Services
- "Battered immigrant-qualified alien" who is a victim of abuse by a citizen or permanent resident spouse, or a child designated as such under the Violence Against Women Act
- Citizen of the Federated States of Micronesia, the Republic of the Marshall Islands, or Republic of Palau
- Student has a "Notice of Approval to Apply for Permanent Residence" (I-171 or I-464)
- Student has an M-1 (for Manhattan school location only)
- Student holds an A-1, A-2, A-3, E-1, G-1, G-2, G-3, G-4, H-1B, H-1C, H-2A, H-2B, H-3, H-4, I, J-2, L, O, or R
- Deferred Action for Childhood Arrivals or undocumented Students (Dream Act)

Student should note that eligibility to enroll does not ensure access to Federal Financial Student Aid. Financial aid is available to only those that qualify.

All courses are taught in English. Textbooks and course materials are only offered in the English Language.

In addition to satisfying the requirement for a valid high school diploma or equivalent, an applicant must demonstrate the character, readiness and commitment to successfully complete the academic program for which admission is requested and to work effectively in the occupation(s) for which the program provides training. In determining whether to grant or deny admission, VSNE will consider information about the applicant's prior postsecondary educational experiences, employment record, credit record and any criminal record. An applicant may be asked to provide such information and to sign authorizations allowing VSNE to obtain information from other educational institutions, employers, credit agencies and law enforcement authorities (Any prior criminal offenses will be evaluated with respect to time, circumstances, seriousness and relationship to the academic program for which admissions is requested; if an applicant with a criminal record is admitted, VSNE makes no guarantee that the criminal record will not be an impediment to the applicant's ability to obtain employment and pursue a successful career). VSNE also will consider an applicant's statements and demeanor during the admissions and orientation process.

VSNE reserves the right to deny admission to any applicant who VSNE, on the basis of background, record and statements and conduct during the admissions process, determines to not be qualified to succeed in or benefit from an academic program offered by VSNE.

AMERICANS WITH DISABILITIES ACT (ADA)

VSNE does not discriminate on the basis of race, color, age, sex, gender, religion, sexual orientation, ethnic origin / national origin, disability, perceived gender, or gender identity. The School is responsible for ensuring that students with disabilities are provided Reasonable Accommodations that meet their corresponding needs (academic adjustments, auxiliary aids, and services). Student requests for accommodation will be considered under the Reasonable Accommodation Policy and in Compliance with the ADA as amended and Section 504 of the Rehabilitation Act of 1973 without discrimination. The need for Reasonable Accommodations depends upon the Student's disability and is determined by the needs of the Student, documentation from the Student, and documentation from appropriate professionals. The determination of what specific accommodations will be provided will be based upon evaluation of the individual Student's documentation, personal needs, and academic requirements. A Student's Reasonable Accommodation may be subject to review and adjustment from time to time.

The Executive Director of the school is generally designated as the Local Disability Compliance Coordinator. All requests for Reasonable Accommodation Forms should be submitted to the Local Disability Compliance Coordinator. Depending on the requested accommodation, the Local Disability Compliance Coordinator and the Division President can approve the Reasonable accommodation.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

Responsibilities of Students with Disabilities

- **MEET** admission qualifications and be able to perform all items on the Essential Function Form with or without reasonable accommodations
- **SELF-IDENTIFY** as a Student with a disability
- **COMPLETE** the Request for Reasonable Accommodation and provide documentation
- **FOLLOW** established procedures for requesting accommodations
- **REQUEST** accommodations in a timely manner by meeting with the Executive Director
- **NOTIFY** the Executive Director if there are difficulties securing accommodations or with the quality or effectiveness of the accommodations provided
  Note: Receiving services or accommodations at the high school level, at another college or university, or from a testing *agency does not necessarily mean that Empire Beauty School will conclude that the Student is disabled and/or agree to provide the Student with the same services or accommodations received at other educational institutions or agencies*
- **FILE** an appeal if a Request for Reasonable Accommodation is denied within 10 days of its denial, if you disagree with the denial

RESPONSIBILITIES OF VSNE

- Ensure that programs, services, and activities are accessible
- Explore and provide appropriate Reasonable Accommodations that maintain the academic integrity of the Educational program

- Communicate with the Student with a disability about Reasonable Accommodations using the Interactive Process
- Ensure that all information will be maintained and used in accordance with applicable confidentiality requirements

START DATES & SCHEDULES

CLASS START DATES

Nails	Esthetics
April 3, 2023	April 3, 2023
September 18, 2023	September 18, 2023
October 10, 2023	October 10, 2023
May 13, 2024	May 13, 2024
January 13, 2025	January 13, 2025
August 18, 2025	August 18, 2025

Students should have a reasonable expectation of the time it should take to complete a program in order to plan and budget accordingly. Program lengths for DAY and EVENING schedules are stated in weeks and include estimated days the school is closed for holidays, educator training, special events, inclement weather and a limited number of days scheduled to allow Students to make up missed work as necessary for state licensing purposes.

EDUCATIONAL CLASS SCHEDULE

NAIL PROGRAM

The NAIL program consists of 300 hours of instruction. Upon completion of the program, the Student is qualified to take the state licensing exam. Upon successful completion of state licensing requirements, the Student may seek employment as an entry-level licensed nail technician.

SCHEDULE	NORMAL TIME TO COMPLETE	DAYS	TIMES	INSTRUCTIONAL CREDIT
Day	5 months	M-Th	10:00pm - 3:00pm	5 hrs/day
Evening	5 months	M-Th	5:00pm – 10:00pm	5 hrs/day

ESTHETICS PROGRAM

The ESTHETICS program consists of 450 hours of instruction. Upon completion of the program, the Student is qualified to take the state licensing exam. Upon successful completion of state licensing requirements, the Student may seek employment as an entry-level licensed Esthetician.

SCHEDULE	NORMAL TIME TO COMPLETE	DAYS	TIMES	INSTRUCTIONAL CREDIT
Day	5 months	M-Th	10:00pm - 3:00pm	5 hrs/day
Evening	5 months	M-Th	5:00pm – 10:00pm	5 hrs/day

GRADING PROCEDURE

Students receive a number of theory and practical assessments during each module. Evaluation, feedback and grades are given to the Student for each assessment. Work is graded using the following grading scale:

A – 100-93 || B – 92-85 || C – 84-75 || D – 74-70 || F – Below 70

In case of a failure (F-Below 70), the Student will have the option to retake the assessment up to two times. The first passing grade will be recorded. The Enrichments are evaluated on a Pass or No Pass basis. Satisfactory completion is needed in the following areas: General Safety and Technical Skills.

Programs

Course

COURSE DESCRIPTION

The Nail programs

Includes the Fundamentals and Techniques of the following: Communicable Diseases, HIV and AIDS; and Nail Care including Manicures, Pedicures, and Nail Sculpting; all incorporating Safety Precautions, Sanitation and Sterilization, Chemistry and Beauty Product Chemistry, Electricity, Anatomy and Physiology, State Board of Cosmetology Laws and Rules; and Stylist Success Skills as they relate to Social Skills in the Salon Environment.

EDUCATIONAL OBJECTIVES / GOALS:

Upon completion / graduation, Students will be able to demonstrate the following:

- Basic practical skills in the following areas: Nail Care including Manicures, Pedicures, and Nail Sculpting
- Practice General Safety, Sanitation, Disinfection and Sterilization
- Proficiency in all Theory related topics
- Knowledge of the many job opportunities in the Beauty Industry
- Professionalism with a focus on providing excellent Customer Service

COURSE DESCRIPTION

The Esthetics program

Includes the Fundamentals and Techniques of the following: Communicable Diseases, HIV and AIDS; Histology of Skin, Dermatology, Facial Treatments, Hair Removal, Makeup, Body Wraps all incorporating Safety Precautions, Sanitation and Sterilization, Chemistry and Beauty Product Chemistry, Electricity, Anatomy and Physiology, State Board of Cosmetology Laws and Rules; and Stylist Success Skills as they relate to Social Skills in the Salon Environment.

EDUCATIONAL OBJECTIVES / GOALS:

Upon completion / graduation, Students will be able to demonstrate the following:

- Basic practical skills in the following areas: Facials, Waxing, Body Treatments
- Practice General Safety, Sanitation, Disinfection and Sterilization
- Proficiency in all Theory related topics
- Knowledge of the many job opportunities in the Beauty Industry
- Professionalism with a focus on providing excellent Customer Service

COURSE FORMAT

Course content is identified and prioritized through State and Industry standards. Each course will provide Students with an understanding of the Basic Technical Skills, Related Sciences, and Customer Service Skills necessary to complete a successful salon level service.

INSTRUCTIONAL METHODS

In a student-centered classroom, Educators will instruct and coach students to achieve competency in all the various skill sets, through problem solving, self-paced study, interactive theory and hands-on practice. Enrichment Activities will be provided so that the student can individualize their education.

REFERENCES

Each classroom will have the following: Textbooks, Tools / Equipment and Hair Products. In addition, the school is provided with an internet connection allowing accessibility to current Websites, Videos, and Tutorials. Electronic and/or hard copies of any Textbooks, Periodicals or other Reference Materials may also be available

GRADUATION REQUIREMENTS

In order to graduate and receive a diploma, Students must meet the following requirements:

- Complete the required hours of training for the Program
- Complete curriculum requirements as set forth in the Catalog and any Supplement to the Catalog
- Fulfill all financial obligations to the school

Upon completion of all course requirements, successful completion of the State Board of Cosmetology Examination is required to obtain a license to practice. The School does not guarantee that the Student will pass the examination.

LICENSING REQUIREMENTS

Detailed licensing requirements are provided on a separate handout.

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NAIL TECHNICIAN

PROGRAM

NAIL PROGRAM OVERVIEW – 300 HOURS

Sanitation and Safety Measures 75 hours	**Anatomy and Physiology** 30 hours	**Nail Technology** 105 hours
Artificial Nails 50 hours	**Power Equipment** 25 hours	**State Law** 15 hours

VSNE maintains the maximum Student / teacher ratio for the state of SC of 20:1

ESTHETICIAN

PROGRAM

ESTHETICS PROGRAM OVERVIEW – 450 HOURS

Professional Practices 50 hours	**Sciences** 120 hours	**Facial Treatments** 125 hours
Hair Removal 50 hours	**Makeup** 50 hours	**Body Wraps** 40 hours
State Law, Rules, Regulations and Codes 15 hours		

VSNE maintains the maximum Student / teacher ratio for the state of SC of 20:1

STUDENT
SERVICES

During career planning interviews and Student orientation, you will receive information about the instructional programs, goals of each course, policies affecting Students and services available to Students. **Our goal is to provide you with a clear picture about:**

- Program requirements
- Student performance expectations
- Successful enrollment and financial planning

Often Students experience stress and tension while juggling these demands. The Executive Director will give Students access to resources and support, allowing them to feel that their school is determined to give them as many tools as possible to cope with challenges.

In addition, we may assist you in preparing for school by offering information about:

- Transportation options and parking
- Career options and placement information

CAREER PLACEMENT ASSISTANCE

VSNE Placement Assistance strives to assist every graduate in obtaining a career-related position. Employment opportunities are available for review.

Regulations prohibit any school, college or institution of higher learning from guaranteeing placement as an inducement to enter school.

CAREER OPPORTUNITIES

Here are some of the careers available to our graduates:

SALON	SPA	PRODUCT	INDUSTRY
• Nail Artist / Manicurist • Makeup Artist • Esthetician • Salon Manager • Salon Owner	• Esthetician*: Day spas Cruise ships • Day Spa Manager • Day Spa Owner	• Product Distributor • Sales Consultant • Manufacturer's Sales Representative • Product Educator/Trainer • Salon Sales Consultant	• School Educator • Freelance Makeup Artist • Image Consultant • Photo / Movie Stylist • Magazine Writer /Editor

POLICIES

ATTENDANCE

All students are expected to attend all classes according to the schedule on their enrollment agreement. Attendance is required to maximize every educational opportunity and to ensure successful completion of their program.

TARDINESS

Students must report to class on time. Late arrival for any reason must be communicated and explained to the Educator and/or Executive Director at your location. Tardiness will be clocked at the nearest ¼ hour.

ABSENCE

All students must attend all classes. Failure to communicate an absence with your Educator and/or Executive Director may result in dismissal from school and/or loss of Title IV funding. Any student who is absent for fourteen (14) consecutive calendar days will be terminated.

MAKE-UP WORK

Make-up work is permitted for missed work related to an absence while the student is still scheduled in their current class.

Students may make-up work during any unscheduled hours during the current scheduled class with prior approval and assigned make-up work ticket(s) from an Educator.

Once the class has ended, students may not complete make-up work for any prior class. The only exception is if an absence occurs during the final week of a class, then the student is permitted to make-up any missed work within 1 week after the class has ended.

Any grade changes as a result of make-up work must also be submitted within 1 week after the class has ended. Students are not allowed to exceed 100% attendance or "Bank Hours" in advance of, or in anticipation of an absence.

Opportunities for make-up work vary by state. Contact your Educator and/or Executive Director for more information.

WEATHER OR EMERGENCY SCHOOL CLOSINGS

In case of a weather or school emergency, the Executive Director makes the decision to open late or close. Check your text messages, Facebook, local TV and/or radio stations for school information.

SCHEDULE & START DATE CHANGES

Schedule Changes may be approved. An approval is dependent upon the course rotation.

A Student who meets the admissions requirements for a start date may request a change their to current start date.

PROGRAM CANCELLATION POLICY

If the start of a program needs to be delayed or cancelled, the School will work with the Student to arrange a new start date. Should a refund be required, it will be done in accordance with the refund policy contained within this catalog.

GRADING PROCEDURE

In Pre-Salon, assigned work will be weighted:
Theory 60% • Practical 40% In Salon, assigned work will be weighted: Theory 40% • Practical 60%

Students take a predetermined number of theory and/or practical assessments per module. Work is graded using the following grading scale:

A – 100-93 B – 92-85 C – 84-75 D – 74-70 F – Below 70

In case of a failure (F-Below 70), the Student will have the option to retake the assessment up to two times. The first passing grade will be recorded. The Enrichments are evaluated on a Pass or No Pass basis. Satisfactory completion is needed in the following areas:
General Safety and Technical Skills. At the completion of modules, students must have a minimum cumulative academic grade of 75% in order to proceed to the Student Salon floor to perform services on Guests.

Students are required to have a minimum number of salon services / units in each subject. Each service or practical assignment a student performs is recorded on a daily basis. These services / units are part of the graduation requirements.

The goal of an assessment is to measure competency. Ample practice and feedback will be given prior to any assessment.
Students will be periodically evaluated based upon performance and attendance.

RECORD RETENTION POLICY

The school maintains educational records for six years and attendance records for a period of seven years. These records include:

- Evidence of compliance with the school's admissions requirements
- Credit granted for previous experience or training
- Dates of admission start dates and withdrawal or completion dates
- Reasons for withdrawals, when known
- Daily attendance
- Tuition and financial aid records, when applicable

- Records shall be maintained after Student either terminates training or graduates

LEAVE OF ABSENCE *

VSNE does not offer leaves of absence. If a Student needs to interrupt their training, they must be withdrawn from the program and re-enrolled upon return according to the Re-enrollment Policy.

* Refer to Addendum C for Temporary Leave of Absence Policy Due to COVID-19

WITHDRAWAL POLICY

A Student will be considered as withdrawn when one of the following occurs:

1. The Student officially notifies Executive Director, of his/her intent to withdraw.
2. A formal termination (unofficial withdraw) by the Student shall occur not more than 14 consecutive calendar days from the last day of physical attendance.
3. The School officially notifies the Student of dismissal from the program.

RETURN OF TITLE IV FUNDS/REFUND POLICY/BUYERS RIGHT TO CANCEL: *

1. If the student is not accepted for admission to the selected Program as specified in the Enrollment Agreement; or the student (or the student's parent or guardian if the student is under the legal age to enter into the Enrollment Agreement) provides written or verbal notification canceling Student's enrollment within seven (7) calendar days after Student executes the Agreement, the School will provide Student with a full refund of all monies paid, including any Registration, Student Supplies, and Application Fees paid as indicated in the Tuition and Fee Description in the Enrollment Agreement. This policy applies regardless of whether Student starts actual attendance during such seven (7) calendar day period. The postmark on the written notification will determine the cancellation date, or the date the notification is received by the Executive Director.

2. If Student (or Student's parent or guardian if Student is under the legal age to enter into this Agreement) provides written or verbal notification canceling Student's enrollment more than seven (7) calendar days after Student signs this Agreement, but before student starts actual class attendance, the School will provide Student with a full refund of all monies paid (including the tuition fees) less the $100 Registration and $25 Application Fees paid.

3. If Student enrolls with the School and starts actual class attendance and Student either withdraws from the selected Program or the School dismisses Student from the selected Program for a violation of the School's Policies, this may result in a return of Federal Student Financial Assistance (Title IV Funds).

4. Return of Title IV Funds and Refund Policy. The law specifies how VSNE must determine the amount of Title IV Program Funds that you can earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Stafford Loans, Plus Loans and Federal Supplemental Educational Opportunity Grants (FSEOG).

When you withdraw during a payment period, if the amount of Title IV program funds that you have earned up to that point is received on your behalf less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the School must return the excess funds.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of your payment period, you earned 30% of assistance that you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive.

If you are due a post-withdrawal disbursement, you may choose to decline loan funds so that you do not incur additional debt. Empire Beauty School may automatically use all or a portion of a post-withdrawal disbursement (including loan funds if eligible) for tuition and fees. If you allow the School to keep the funds it will reduce your debt to the School.

Because of other eligibility requirements, there may be some Title IV program funds that you were scheduled to receive which are not available once you withdraw. For example, if you are a first-time, first-year undergraduate Student and you have not completed the first 30 days of your program before you withdraw, you are not eligible for any Direct Stafford Loan Funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return the portion of excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your fund, or
2. The entire amount of excess funds.

The School must return this amount even if it didn't keep this amount of your Title IV program funds.

If the School is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the unearned amount. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirement for Title IV program funds when you withdraw are separate from any refund policy that your school may have.

Therefore, you may still owe funds to the School to cover unpaid institutional charges. VSNE may also charge you for any Title IV program funds that the School was required to return. VSNE's refund policy is also printed in your catalog Also printed in the catalog are the requirements and procedures for officially withdrawing from school.

I if you have any questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-FEDAID. The center accepts calls from 8 a.m. to midnight (EST), seven days a week. TTY users may call 1-800730-8913. Information is also available on the U.S. Department of Education's "Financial Aid for Student's Home Page" at www.studentaid.ed.gov.

5. The following Refund Policy is the same or less strict than the relevant State refund policy and shall apply, after the Return of Title IV Funds calculation has been made, if applicable, to remaining tuition payments once the student has started actual class attendance. The following refund policy is for all Students, excluding persons enrolled under provision of Title 38, United States Code (Veterans). For Students who are eligible for veteran's educational benefits – Per 38 CFR 21.4254(c)(13) and 4255, the pro-rata policy will be applied to the entire period of time unless the school's refund policy is more favorable to the student.

a. **Application Fee:** This fee is not refundable except as provided in paragraph 1, above.

b. **Registration Fee: T**his fee is not refundable except as provided in paragraph 1, above.

c. **Student Supplies Fee:** Student Supplies Fee will not be cancelled or adjusted unless Student returns the supplies unused and in their original condition within twenty (20) Calendar days from receipt of the Student supplies issued by the school on day one. If the Student Cancels within 7 days of enrollment, Student Supplies Fee will be full refunded.

6. Enrollment Time means the number of actual hours completed between the Student's first day of attendance in the Program to the last day the student actually attended class. Total Time means the total hours of instruction for the Program in which the student is enrolled. School Officials monitor student attendance every day

7. W here required

8. If the selected Program is cancelled subsequent to Student's enrollment, but before Student started class attendance, the School shall provide Student with a full refund of all monies paid by Student or provide alternative means for the Student's completion of the Program.

9. Student shall be entitled to a prorated refund of tuition paid if the School permanently closes and no longer offers instruction after Student begun classes.

10. If the School cancels a course and/or program and ceases to offer instruction after the student has enrolled and instruction has begun, the school shall provide a completion of the course and/or program; or provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school.

** If a Student on approved Temporary Leave of Absence Due to Covid 19 notifies the school that he or 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.*

GROUNDS FOR DISMISSAL / SUSPENSION

The school reserves the right to dismiss / suspend a Student for any reason, including but not limited to the following:

- Providing fraudulent information or documentation of requirements for admission or attendance.
- Failure to attend classes regularly.
- Refusal to complete assigned classes or Student Salon work.
- Breach of school rules and regulations.
- Falsification of school records.
- Cheating.
- Hazing.
- Theft.
- Conduct or conditions that pose a direct, adverse threat (including bullying) to other Students, guests or employees of the School.
- Failure to make required cash payments.
- Intentional destruction of school property, destruction of other Students' or staff members' property; and
- Physical violence and threats of violence can mean immediate dismissal / suspension without previous warning.

Student understands that a violation of any of the School Policies may be grounds for immediate dismissal. If dismissed, student will still be liable for all amounts set forth in the Enrollment Agreement.

Students are responsible for their own education equipment and personal belongings that may have been left in the School. These items must be removed by the Student from the School's premises within 30 days from their last day attendance or the equipment and personal belongings will be removed by the School and disposed of accordingly.

POLICY AGAINST HARASSMENT

VSNE has developed a "Policy against Harassment" that is given at the time of enrollment. The Policy provides information on how an individual can bring any violations of the Policy to VSNE's attention. It also includes guidelines for the investigation of complaints and enforcement of the Policy. Please address any questions regarding the Policy to your Executive Director.

POLICIES

ZERO TOLERANCE

VSNE has zero tolerance for any forms of violence or threats, offensive language or aggressive behavior, bullying, use of or possession of illegal substances or alcohol, possession of firearms, ammunition, explosives, fireworks, or any other dangerous weapon (any instrument that may be used to inflict bodily harm), theft and fraud. If anyone is suspected of any of these types of violations, they will be immediately suspended from school during an investigation. Once the investigation is complete and if the suspected party has been found to be in violation of the policy they will be terminated from the program. Future enrollments at VSNE location will not be approved. No REFUNDS for any fees paid to the school.

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

VSNE is committed to providing a safe educational environment which is free of violence, harassment and discrimination. Therefore, in accordance with Title IX of the Education Amendments of 1972 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), along with its amendments made pursuant to the Violence Against Women Reauthorization Act of 2013 (VAWA), VSNE has adopted strict policies regarding these matters. Students should refer to the Campus Safety and Annual Security Report provided during the admission process for detailed information. Additional copies can be obtained from the Executive Director or when updated Reports are distributed annually.

Additionally, in accordance with our school's obligations under Title IX, VSNE will excuse Student absences due to pregnancy or related conditions, as long as the Student's doctor deems the absences to be medically necessary. Students would need to provide the School with written confirmation from the doctor confirming that the absence occurred based on the doctor's medical opinion that the Student should not attend. The doctor will also need to identify the dates which should be excused based on his/her medical determination.

NON-DISCRIMINATION POLICY

VSNE does not discriminate on the basis of race, color, age, sex, gender, religion, sexual orientation, ethnic origin / national origin, disability, perceived gender, or gender identity in its programs or activities.

SOCIAL MEDIA GUIDELINES

VSNE Students are responsible for what they post on social networking sites (including but not limited to Facebook, Instagram, Pinterest, Twitter, YouTube, blogs, wikis, file-sharing and user-generated video and audio). VSNE does not permit ethnic slurs, personal insults, obscenity, intimidation, cyber bullying or engaging in conduct that would not be acceptable at VSNE or any social media sites. VSNE reserves the right to remove any posts at its discretion and take necessary disciplinary action as appropriate. It is the duty of VSNE to protect itself from undue harm related to information that is shared on social networking sites.

COPYRIGHT INFRINGEMENT POLICY

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject a Student to civil and criminal liabilities. A summary of the penalties may be found at: www.copyright.gov/title17/92appf.pdf. Students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school's information system will be terminated.

FAMILY EDUCATION RIGHT TO PRIVACY ACT POLICY (FERPA)

In accordance with the Family Education Rights and Privacy Act, it is the policy of VSNE (the "School") to maintain confidentiality of information entrusted to it by eligible Students, prospective Students or parent / guardian(s) of a dependent minor child. Therefore, prior to each release of information an "Authorization for Release of Information" form must be filled out by the eligible Student for every request of Student information to a third party. Information is released only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the eligible Student or parent/guardian. An "Authorization for Release of Information" form is not required for Students, prospective Students, or guardian(s) of dependent minor Students wishing to review their own records or for legal or accreditation purposes.

School staff members and administrators who the School deems to have a "legitimate educational interest" have access to Students' information as required to perform duties that are specific to their position. Section 99.37 of FERPA permits the School to disclose, upon request, directory information without the Student's consent unless the Student has otherwise directed the School in writing. Directory information may include

Student's name, address, telephone number, date and place of birth, field of study, dates of attendance (meaning a period of time during which a Student attended and not specific daily records of a Student's attendance) and degrees/awards received. FERPA also permits release of personally identifiable, non- directory information in connection with a health or safety emergency that presents imminent danger. In this situation, the School will make the determination to release information based on the totality of the circumstances pertaining to a threat to the health or safety of a Student or other individuals. If the School determines that there is an articulable and significant threat to the health or safety of a Student or other individuals, the School will disclose information to any person whose knowledge of the information is necessary to protect the health or safety of the Student or other individuals.

FAMILY EDUCATION RIGHT TO PRIVACY ACT POLICY (FERPA) – Continued

Student or parent/guardian complaints regarding alleged FERPA violations can be filed in writing with the U.S Department of Education's Family Policy Compliance Office. A Student or parent/guardian of dependent minor Students may review the Student's record by contacting the Executive Director to make an appointment. The Executive Director will be present during the review to provide supervision and interpretation. A Student shall be permitted to review his/her record on file with the School within seven (7) days after the School has received the Student's written request to review his/her records in accordance with the manner set forth in this Catalog or any Supplement to this Catalog. An eligible Student or parent /guardian of a dependent minor Student may seek to amend education records that the Student or parent/guardian believes to be inaccurate, misleading, or otherwise in violation of the Student's privacy rights. The School will make a determination on the Student's request for amendment within 30 days of the request. If the School agrees that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the Student, the School will amend the record accordingly and inform the parent or eligible Student in writing that the record was amended. If the School decides not to amend the record, the Student has a right to a hearing within 30 days of the denial. The School will notify the parent / guardian of dependent minor or eligible Student of the time, date and place of the hearing. The decision of the hearing will be sent to the parent or eligible Student in writing and will be based solely on the evidence presented in the hearing. If the decision not to amend the record is determined, the parent or eligible Student has the right to place a statement in the Student's file contesting the information in the record.

PROFESSIONAL DRESS CODE

Students at VSNE are held to the beauty industry standard professional dress code. We require all students to present themselves in a professional manner with regard to attire, personal hygiene and appearance. Students should dress in a manner that is appropriate for a business setting, is not offensive to Guests, and is safe to wear while performing services. Clothing must be clean and neat and must fit appropriately, being neither too tight nor too loose. Additionally, dress codes must meet individual state requirements. Tops and bottoms must be black. School issued name tags must be worn at all times. If you are out of dress code or forget your name tag, you will be asked to clock out and clock back in when you conform to the dress code. If you lose your name tag, you will be asked to purchase a new one; if you do not purchase one, you will be asked to clock out. Listed below are examples that meet the dress code standard:

Acceptable:

- Tops and Bottoms must be all black
- Suits, jackets, dress shirts, or blouses
- Shirts must have sleeves and must cover midriff
- Slacks, yoga pants/leggings, capris, or knee-length skirts
- Closed-toe, comfortable footwear
- Accessories
- Hair, nails, and make-up are to be done prior to attending school

Unacceptable:

- Hoodies or Sweatshirts
- Logos, slogans and other words on clothing
- Leggings that show skin, undergarments, or have see through panels
- Clothing with holes or rips
- Denim jeans
- Flip flops, sandals, or any open toed shoe
- Shorts or Miniskirts
- Hats and head scarves (may be allowed for religious purposes)
- Undergarments that show through tops or bottoms

STUDENT STANDARDS

- Students are responsible for the cleanliness of their work area and equipment used throughout the day.

- Students are required to wear personal protective equipment (e.g., gloves, mask and safety glasses) as specified in the Safety Data Base Pro (SDS).
- Students must have a complete tool kit, required class materials and completed assignments each day.
- Students must silence all electronic devices (cellular phones, pagers, laptops, tablets, etc.). There are times when electronic devices may be used in the classroom for educational purposes.
- Students must get educator approval for nail and skin services performed. VSNE may offer discounts on products or services for current Students. Discounts vary by product line. VSNE reserves the right to alter or cancel any discounts. Exclusions may apply.
- Students who refuse a client may be sent home and will not earn hours for the remainder of the day.
- Students must not eat or drink in the classroom or on the Student Salon floor. Students are permitted to eat in designated areas at the times posted. Bottled water can be present in the classroom in a resealable container.
- Students must only smoke or vape in the designated area outside of school. The area must be kept clean from debris.
- Students may not use the School business phone for personal use.
- Students are not to provide cosmetology services at home in exchange for money. Solicitation of VSNE guests to be serviced in your home is unethical and is grounds for termination.
- Students must behave in a professional and courteous manner. Respectful communication with staff, fellow Students, and service guests is required. Unnecessary conversation, creating noise, causing discord, abusive language or using racial, sexual, ethnic or religious slurs or references is prohibited and may result in termination from the program.

Students who do not follow the guidelines or disrupt the learning process for others may be subject to disciplinary action, which may include suspension or termination.

STUDENT CODE OF CONDUCT

Students, faculty, staff and visitors to campus are expected to follow the Student Code of Conduct, federal, and state laws. The following types of behavior are not allowed, and individuals found to have committed such infractions by the procedures set forth in this Code shall be subject to sanctions being imposed including the sanction of suspension or expulsion from the program.

A) Academic Infractions

1. Collaborating, conspiring or cooperating during an examination with any other person by giving or receiving information without authority.
2. Copying or obtaining information from another Student's examination paper.
3. Selling or giving away all or part of an examination.
4. Stealing, buying or otherwise obtaining all or part of an examination.
5. Submitting as one's own any practical assignment, written work or examination of another person.
6. Substituting for another person or permitting another person to substitute for one's self to take an examination.

B) Informational Infractions

1. Fabricating, forging, altering, or misusing any VSNE document, record, instrument of identification, etc.
2. Furnishing false information to VSNE with the intent to deceive.
3. Providing false identification to duly authorized VSNE.

C) Personal Conduct Infractions

1. Disorderly conduct which disturbs the orderly functions and processes of the facility and/or infringes on the rights of others as defined by this Code.
2. The intentional interference with the lawful rights of any person on school property.
3. Loud music, noise, or disruptive conduct at the school that interferes with educational events or processes.

D) Property Infractions

1. Vandalism, destruction, damage, defacement, abuse, or misuse of public or personal property, whether intentional or by negligence.

E) Other Infractions

1. Failure to comply with a lawful order, direction or request of an VSNE employee made by the employee in the performance of the employee's duties.
2. Any conduct not specifically stated herein which adversely affects the educational processes or the rights of members of the community or others.
3. Aiding or inciting others to commit any infraction in this Code.

ADDENDUMS

Faculty			
Last	**First**	**Teachers License #**	**Course Taught**
Thomas	Alicia	IRC – 35276	Nails & Esthetics
Hunter	Tawanna	IRC - 35355	Nails & Esthetics

A - Faculty and Administration

B - Tuition and Financial Information

C - Temporary Leave of Absence Policy Due to COVID-19

School **Street Address** **City, State, Zip** **Phone Number**	Virtuous School of Nails and Esthetics 2705 North Main Street Anderson, SC 29621 (864) 221-5751

Administration

Owner / Executive Director – Alicia Thomas
Manager – Leatrice Annette Thomas
Admissions Director – Leona Renae Frazier

TUITION

B

FINANCIAL INFORMATION

NAIL PROGRAM	
APPLICATION FEE	$50.00
DEPOSIT (NONREFUNDABLE)	$2000.00
TUITION	$2,500.00
STUDENT SUPPLIES Student Kit and Textbook (Does Not Include Sales Tax)	$600.00
TOTAL	$5150.00
ESTHETICS PROGRAM	
APPLICATION FEE	$50.00
DEPOSIT (NONREFUNDABLE)	$ 2000.00
TUITION	$ 2500.00
STUDENT SUPPLIES Student Kit and Textbook (Does Not Include Sales Tax)	$ 600.00
TOTAL	$ 5,150.00

TUITION

B

FINANCIAL INFORMATION

SELF-PAY SCHEDULE

DOES NOT INCLUDE SALES TAX, APPLICATION FEE, OR REGISTRATION FEE

NAIL PROGRAM			
	PAYMENT	**MONTHLY INSTALLMENT**	**FINAL INSTALLMENT**
Day and Evening Schedule	5 payments	$500.00	$2,500.00

ESTHETICS PROGRAM			
	PAYMENTS	**INSTALLMENT**	**FINAL INSTALLMENT**
Day and Evening Schedule	5 PAYMENTS	$500.00	$2,500

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ADDENDUM TO CATALOG C

TEMPORARY LEAVE OF ABSENCE POLICY DUE TO COVID-19

A Leave of Absence (LOA) is a temporary interruption in a student's program of study due to COVID-19 related circumstances such as medical reasons, family emergency, childcare provider issues, loss of transportation, inability to participate in temporary distance education or other situations with appropriate documentation.

In order to be placed on a Leave of Absence, the student must:

1) Complete and sign the school's Leave of Absence Request Form in advance, unless unforeseen circumstances prevent the student from doing so*

2) Must state the reason for the Leave of Absence (LOA) request

3) Be approved by the Executive Director

LOA requests can be approved for a minimum of five (5) consecutive calendar days and may not to exceed 180 calendar days in a 12-month period. A Leave of Absence will extend the student's contract period and maximum time frame by the same number of days taken in the LOA. The student is expected to return to school on the next school day following the end of the LOA. An Addendum to the Enrollment Agreement will be completed upon return from the LOA to extend the contract end date by the applicable number of days and must be signed and dated by all parties.

Failure to be approved for an LOA or to return from LOA will result in the termination of the student's enrollment agreement. The student will be responsible for any remaining balance after the refund calculation is completed. The withdrawal date for the purpose of calculating a refund is always the student's last date of attendance.

In order to grant an LOA, there must be the expectation that the student will be returning to school. A student that is granted an LOA that meets these criteria is not considered to have withdrawn and no refund calculation is required at that time.

There will be no additional charges for an LOA. For federal aid recipients, the student's payment period is suspended during the LOA and no federal student aid monies can be disbursed during the LOA. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period.

*In special circumstances such as the COVID-19 pandemic, the school may grant a Leave of Absence to a student in the case of an emergency that would prevent the student from requesting the leave of absence prior to the incident occurring. In these cases, the school will collect the request from the student at a later date and document the reason for granting the LOA after the incident occurred. The beginning date of the LOA will be based on the first date it has been determined that the student cannot participate in class due to the COVID-19 related circumstances listed above.