INTERNATIONAL SCHOOL
OF SKIN, NAILCARE & MASSAGE THERAPY

School Catalog & Student Handbook

2024 Academic Year
Volume 17
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International School of Skin, Nailcare & Massage Therapy
7840 Roswell Road, Building 500, Suite 550
Sandy Springs, GA 30350
Telephone: (404) 843-1005
Fax: (404) 393-9665
Email: admissions@ISSNschoolspa.com
Website: www.isssnmtschool.com

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Welcome to the International School of Skin, Nailcare and Massage Therapy. We look forward to serving the community we serve which includes the students, clients, guests, and employers of the institution.

Address and Contact Information

The International School of Skin, Nailcare & Massage Therapy
7840 Roswell Road, Building 500, Suite 550
Sandy Springs, GA 30350
404.843.1005
Fax: 404-393-4665

E-mail:
admissions@issnschool.com or ptjones@aeholding.net

Website: www.issnmtschool.com

Facebook: https://www.facebook.com/ISSNSchoolSpa
Instagram: @issnmt_schoolandspa

Welcome Letter from the Leadership Team

Dear Prospective Students,

On behalf of all our students, faculty, and staff, we are happy to welcome you to the International School of Skin, Nailcare and Massage Therapy. We are pleased that you have elected to partner with the school to pursue your goals in the beauty and wellness industries.

The ISSNMT mantra is that "we do not enroll students; rather, we enroll individuals who have a desire to be *successful graduates and professionals."*

Our expectation of an ISSNMT student is great and the progressive teaching methods are designed to produce a consummate professional with more than the basic skills to pass State Board examinations. We encourage individuality, creativity, and inquisitive individuals. Our approach to instruction includes theory, clinic/lab experiences as well as instilling professionalism in each student.

The number one client at ISSNMT is the employer seeking to hire our graduates. We utilize our talented and professional instructors to build our product for that number one client – **YOU**. As a student here, you are the product of the educational process. We take immense pride in building the absolute best product for the beauty and wellness industry.

It is your time to turn your passion into a career. Congratulations for taking that first step on your journey to a different future. Our goal for you is to have a long career that will make you happy and successful for many years to come. We will applaud you through every step of that journey.

Successfully Yours,

The Campus Leadership Team

William Jones, CEO
Pamela Jones, Campus President, CMO
Michael Johnson, Director of Student and Career Services
Rachel O'Neal, Director of Financial Services
Heather Johnson, Director of Enrollment Services
Sheila Kitchen, Director of Salon and Spa Services
Scott Crewes, Massage Therapy Program Director
Lannie Swangim, Nailcare and Cosmetology Program Director
Marquavia Whitehead, Skin Care Program Director

Mission Statement

The mission of the International School of Skin, Nailcare & Massage Therapy is to provide the fundamental training necessary to prepare individuals for career opportunities in the Skin Care, Nailcare, Cosmetology and Massage Therapy and Vocational Education Teaching industries. Graduates will be qualified to sit for the Georgia State Boards (Massage Therapy and Cosmetology/Barbering) Licensing Examinations and, will be equipped with the knowledge and skills necessary to complete the exams successfully. Additionally, students will acquire the marketable skills needed to meet the needs of the specific industries for entry level positions such as Estheticians, Nail Technicians, Massage Therapists, Cosmetologists, and industry Instructors.

Vision Statement

The International School of Skin, Nailcare and Massage Therapy reviewed and revised the Vision Statement as follows: *As individuals seeking to lead a healthier lifestyle through improved beauty and wellness practices, the **Vision** for ISSNMT is to continue to be a leader in providing the educational requirements for one of the fastest growing occupations nationally.*

Core Values

The staff and faculty adopted Core Values during an annual meeting which we hold dear to our heart and will see as non-negotiable for students, staff, faculty, and guests.

- Teamwork and Communication
- Honesty and Integrity
- Compliance
- Accountability and Responsibility
- Professionalism
- Passion
- Respect
- Humor

Objectives

The objectives of the school are:

- To prepare people for opportunities in skin, Nailcare and massage careers and, develop in them a sense of responsibility and loyalty to their employers.
- To provide employment placement service for our graduates at no additional cost to them. To provide instruction that is appropriate for developing sound, entry-level skills.
- To teach the student to perform in an efficient and professional manner the duties and responsibilities of the job and work site.
- To help the student understand and accept the responsibilities of good citizenship on local, state, and national levels.
- To guide the student in developing self-control, self-discipline, self-reliance, and self-direction. To help the student realize that he or she will be judged as an individual in terms of job performance, attitude, and reliability.
- To utilize the services of an institutional advisory committee to:
  Annual review skill training data and the local area job market for placement; and to assist the governing board and staff/faculty in evaluating the effectiveness and appropriateness of the curriculum, facility, equipment, supplies, and the various services provided by the Institution.
- Assemble the requisite facilities, course materials, technology, equipment, administrative and support personnel, and services, along with qualified, enthusiastic instructors to assist our students in the achievement of their career goals. The school's primary goal is to provide the best possible career training in the shortest possible time consistent with quality education.
- To establish levels of proficiency and to structure its programs, instructional methods, and delivery of services to enable all students who diligently apply themselves to receive the requisite knowledge and skills for employment.

History

The International School of Skin, Nailcare & Massage Therapy has a history of being a leader in the industry for training qualified Estheticians and Nail Technicians. The school offered the first Nail Care classes in February 1985 in Atlanta, Georgia and was the first state-approved school for Nail Care training in Georgia. In June 1987, the School achieved national accreditation by what is now known as The Council on Occupational Education (COE). In June 1988, the Skincare/Esthetician program was added. The school became the first in the United Stated to be nationally accredited for skin and nail care training exclusively. In 2008, the school added the Massage Therapy program to compliment the other programs and respond to a growing job market in the beauty and wellness industry. In November 2022, the school added Cosmetology. The school relocated to Sandy Springs, GA in June 2022 with the goal of increasing square footage and providing a more spacious and modern facility for instruction, services, and the addition of new programs.

The school's enrollment is a mix of international students as well as students from other parts of the United States and is a culturally diverse population. Over the years, the school has provided graduates for the beauty and wellness industry to the employers in Georgia as well other States and countries. The school's graduates span approximately 25 States and approximately 10 countries, plus a variety of travel and resort locations.

The school is recognized for quality training, knowledgeable and credentialed faculty. The credentials of each educator can be found in the catalog addendum. Some of the ISSNMT instructors may be C.I.D.E.S.C.O. Diplomats or ITEC certified. The CIDESCO diploma is recognized as the most advanced certification in the field of Esthetics and Beauty Therapy in the world**.** Those who have achieved this standard are indeed valuable as they can not only analyze the skin but the body as well. The skin reflects the state of the body as well as lifestyle and diet. A CIDESCO diplomat can diagnose skin problems based on training in Anatomy and Physiology. Another important element of the training is in the chemicals and product content, and how best to treat a skin condition.

At the heart of the school's history has been the consistent and effective training for marketable skills in the beauty and wellness industry to an ever-changing student population and employer needs.

Legal Control

In September 2010, Access Education Holding Corporation purchased the school. Access Education is comprised of three partners who have extensive experience in the post-secondary education industry. Access Education Holding Corporation is located at 7840 Roswell Road, Building 500, Suite 550, Sandy Springs, GA 30350. The principals are:

- CEO - William G. Jones, Jr., B.S.
- COO - Mona Reiser Armstrong, B.S., M.B.A.
- CMO - Operations/Admissions – Pamela T. Jones, B.G.S.

Access Education Holding Corporation provides operational oversight and corporate governance for the International School of Skin, Nailcare & Massage Therapy.

Location

The school is in Atlanta, Georgia at 7840 Roswell Road, Building 500, Suite 550, Sandy Springs, GA, 30350. The school is conveniently located on the MARTA transit line with service provided regularly throughout the day and evening for students and clients. Several apartment complexes are conveniently located close to the campus facilities.

Facilities – Current Location

In June 2022, the school moved to its present location consisting of larger and more centrally located facilities in the Morgan Falls Office Park in Sandy Springs, GA. The school occupies approximately 37,000 square feet. The space provides students with classrooms, student lab/clinic space and a student salon and spa utilized for hands-on experience with clients. The space is delineated as follows:

- 8 Lecture Classrooms
- 2 Lecture/Student Lab or Clinic Classrooms
- 1 Student Wax Room which may use as a client wax room
- 2 private Wax/Tanning Rooms
- 1 Skin Care Student Lab/Clinic Room
- 1 Massage Therapy Student Lab/Clinic Room
- 1 Nailcare Student Lab/Clinic Room that can be used as a Lecture Classroom
- 1 Cosmetology Student Lab/Clinic Room that can be used a Lecture Classroom
- 1 Skin Care Student Lab/Clinic Room
- 2 ADA Restrooms
- 6 Restroom Facilities for Clients and Students
- 18 Private Spa Rooms (Single and/or Double Occupancy
- 1 Pedicure Area with 5 Pedicure Chairs
- 1 Manicure Salon Area with 13 Manicure Stations
- 1 Makeup Bar for Client and Student Services
- 1 Hair Washing Station with 6 Shampoo Bowls
- 1 Hair Drying Station with 6 Dryers
- 1 Hair Salon Area with
- 1 Student Locker Room
- 2 Student Break Rooms
- 1 Student Resource Room/Library
- 1 Instructor Work Area
- 20 Offices for Staff and Faculty

The school has TVs with DVD players. Each classroom is equipped with a computer, projector, and a drop-down projection screen for theory instruction or an interactive white board with technology that supports instructors and provides students with an excellent lecture experience and in April 2023 the school has added five interactive white boards to facilitate better instruction for students.

The school makes every effort to maintain industry standard equipment. The equipment utilized at the school, in all programs, is up- to-date and designed to provide students with valuable hands-on experience with a variety of techniques and equipment.

The school operates a Student Salon and Spa for the public and serves approximately 500 clients and/or guests each month. Students perform all work, under the supervision of a licensed instructor, as the salon and spa are considered a teaching area. clients/guests receive the benefit of reduced prices for all services and the opportunity to assist a student in learning in the clinic environment. Guests are sometimes invited in, at no charge, for special events and unique instructional and demonstration needs. All clients and guests complete the required forms prior to services.

The facility is air conditioned, barrier free and accessible to disabled persons. A wheelchair ramp is conveniently located outside and inside the building for individuals needing assistance. Double doors permit easy access to the school which is a one-level floor plan. Ample, free parking is available to include handicapped parking spaces.

Programs Offered

The programs offered at the school are Skin Care, Nailcare, and Massage Therapy. The school also offers instructor training in Skin Care, Massage Therapy, Cosmetology and Nail Care. The Cosmetology program commenced in January 2023. More detailed information may be found in the Program Descriptions section of this Catalog. All training programs are measured in clock hours. Students earn their attendance by "clocking in/out" utilizing the school's timeclock. Only hours in class, approved field trips or events, or performing approved services or credits after clocking in will count toward completion of the program.

Accreditations and Approvals

The International School of Skin, Nailcare and Massage Therapy **is accredited** by the Commission of the Council on Occupational Education, Atlanta, GA. This represents a national accreditation recognized by the U.S. Department of Education. The address of the Council is:

The Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350
Telephone (Local): 770.396.3898 Telephone (Toll-Free): 800.917.2081 FAX: 770.396.3790

The programs of International School of Skin, Nailcare and Massage Therapy are approved and licensed by Georgia Secretary of State Board of Cosmetology and Barbers and Georgia Board of Massage Therapy.

The International School of Skin, Nailcare and Massage Therapy is authorized under the Non-Public Postsecondary Educational Institutions Act of 1990 by Georgia Non-Public Postsecondary Education Commission (GNPEC) to offer instruction in Massage Therapy, Skin Care and Nailcare. The GNPEC's address is:

Georgia Nonpublic Education Commission
2082 East Exchange Place
Suite 220
Tucker, GA 30084
https://gnpec.georgia.gov
770-414-3300

The International School of Skin, Nailcare and Massage Therapy is a National Certification Board for Therapeutic Massage & Bodywork approved school **(NCBTMB Assigned School #490309-04).**

Georgia State Board of Cosmetology and Barbers: School License **#COSC000337** Georgia Board of Massage Therapy: School License **#RMP-000013**.

Program Credentials

Upon successful completion, students in the Skin Care and Nailcare programs will receive a diploma for the specific program in which they attended, and the Massage Therapy graduates will receive a certificate of completion. Upon successful completion of State Board required examinations and licensure procedure, graduates can be licensed and certified by the Georgia State Board of Cosmetology and Barbers or the State Board of Massage Therapy.

Non-Discrimination Policy and Students with Disabilities

The institution, its admission, instruction, and graduation policies, do not discriminate based on age, race, color, ethnic origin, creed, religion, sex, gender identity and expression, disability, veteran status, or any other characteristic protected under applicable Federal or State law. The institution will make reasonable accommodation for students with disabilities.

Admissions Requirements - Prospective or New Students

The following admissions requirements must be met for acceptance into any program at the school.

1. A personal interview with an admissions staff member.
2. Provide proof of all high school graduation or GED or provide official college transcripts or college diploma.
   a. Must have a high school diploma; and/or have the recognized equivalent of a high school diploma; and/or
   b. are beyond the compulsory school attendance in the State in which the school is physically located; and
   c. The school will validate the validity of a student's high school completion if the school ISSNMT or the Secretary has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary education.
   d. The high school, online or brick and mortar, must be accredited as defined by the U.S. Department of Education. ISSNMT will verify this information by contacting schools which may in question and verify accreditation status through the U.S. Department of Education website at one or more of the following websites:
   - http://gac.coe.uga.edu/gac-standards/accreditation-requirements-for-all-schools-agencies-and-centers-organization/ and/or
   - http://www2.ed.gov/admins/finaid/accred/accreditation_pg6.html#RegionalInstitutional and/or-
   - https://www2.ed.gov/admins/finaid/accred/index.html
   e. A diploma or transcript that cannot be verified as valid will not be accepted by ISSNMT.
   f. Tour the Campus.
   g. Complete required admissions paperwork.

h. Instructor Programs: Personal interview with the Campus President, Program Director. Candidates must also be prepared to "audition" (instruct in a mock classroom).
i. Complete a payment plan with the Financial Services Department, complete all required paperwork and submit appropriate documents including a copy of a current driver's license.
j. Pay the registration fee of $100.00 or make payment arrangements.
k. Cash pay students: 100% of the tuition and fees are due on or before the first day of class. Students may opt to purchase textbooks and kits on their own; however, students are required to obtain these items no later than the second week of class. A payment plan may be available with a down payment of at least 50% of the tuition and fees and may include interest. Typically, all tuition and fees must be paid in full on or before the midpoint of the program (all programs) or, with approval, one to two months prior to the program completion.
l. Attend an Orientation on or before the first day of class. Orientation is mandatory and is considered your first day of class.

Students who do meet all the admissions requirements on the first day of class will be subject to cancellation for that start date and will need to reapply for another start date.

Ability to Benefit (ATB) Students

To be considered for admission, all applicants must be beyond the age of compulsory school attendance and hold a high school diploma, GED, or college degree. Please note the Georgia State Board of Cosmetology and Barbers or Georgia Board of Massage Therapy will not accept the Ability to Benefit for testing or for licensing, and the student must be at least (17) years of age and have a GED or HS Diploma to take the exam. **The school does not admit students on an Ability-to-Benefit basis.**

International Students

The school does not currently accept international (non-immigrant) students. The school will revisit enrolling international students in 2024.

Student Shopping Sheet

All students, in include VA students, will receive a Student Shopping Sheet, or an Undergraduate Financing Plan, which will provide details about the cost of attendance and the types of Federal Financial Aid (Title IV – Grants and Direct Loans), Scholarships, and VA Education Benefits available before enrolling in the school.

Formerly Withdrawn (Re-entering/Re-starting) Students

Re-admittance/Re-entry/Re-start

Students wishing to be readmitted to their program after voluntarily withdrawing or being involuntarily withdrawn must do the following:

1. Schedule an interview with the Re-instatement committee. The committee meets by appointment only. Students wishing to meet with the committee must contact the school to request an appointment.
2. If approved to re-apply, a meeting must be scheduled with the admissions and financial services department.
3. A $100 non-refundable re-start fee must be paid prior to re-starting the program.
4. All previous balances paid in full, or payment arrangements made and successfully paid, as required, by the student.
5. Students who have been withdrawn more than once may be ineligible for reinstatement unless the reasons for withdrawal were for mitigating and significant circumstances.

Assuming the student is re-starting the **SAME** program: The student will be charged the original tuition and fees if returning within 180 days months of the last day of attendance (LDA) and must have a financial plan in place to pay off all tuition and fees by the graduation date.
If a student returns more than 180 days but within 365 days from the student's last day of attendance, then the tuition and fees in effect at the time of return will be charged; however, the school will consider payments already made previously and transfer these payments as well as the outstanding balance to the new account. All hours and credits will transfer to the new account. In some cases, the student may be allowed to return to the program with all previously attempted hours and credits and may also be given credit for previously paid tuition and fees for up to a period of two years. This may only occur with the approval of the Campus President and/or the Reinstatement Committee.

Assuming the student is re-starting in a **NEW** program: The student must satisfy the outstanding balance on the previous program or complete a payment agreement with a down payment before being accepted into the new program.

Factors that could impact the decision are:

1. Previous attendance and/or grades.
2. Previous demeanor and/or unprofessional behavior.
3. Previous disregard for school policies and equipment or property.
4. Previous disrespectful behavior toward other students, staff and/or faculty.
5. Previous unpaid balance or repayment plan not executed as required by the student.

Failure to take the steps outlined above will result in denial of request to be reinstated. There are no exceptions to this rule.

The reinstatement committee consists of one or more of the following individuals:

- ✓ Pamela Jones – Campus President
- ✓ Mona Reiser Armstrong – COO
- ✓ Program Director
- ✓ Rachel Oneal - Director of Financial Services or Financial Aid
- ✓ Michael Johnson - Director of Career and Student Services

Transfer Policy: ISSNMT Graduate for Licensure

Graduates of ISSNMT who never took the State Board Examination or received a license and are no longer able to do so due to the Georgia State Board of Cosmetology and Barbers regulations may return to the institution as a transfer student. The student may be evaluated with a written and practical exam. **Students who fail both will be required to take the entire program again or a determination made by the Program Director on the number of hours required to become proficient.** The following represents the policy on graduates requiring additional training to take the state board examination:

1. Ten years or more since graduation: **Must** retake the entire program.
2. Five to nine years since graduation: Placement test required to determine number of hours required to become proficient; however, it is likely the entire program will be taken again.
3. One to four years: Placement test required but may transfer all but 100 hours of the hours and credits depending on the placement test results.

Transfer Student for All Programs Except Massage Therapy

The International School of Skin, Nailcare and Massage Therapy does ***may accept hours from other institutions for all program except the Massage Therapy program*** with the following stipulations:

1. The institution from which the student is transferring must be accredited by a US Department of Education approved accreditor.
2. No more than 50% of the hours taken at another institution will be accepted unless student is already licensed in another State or by exception. Each student will be evaluated individually. All classes must be similar to the transfer hours to be accepted.
3. To ensure a student's knowledge of material, testing may occur to ensure the student is placed in the appropriate section. If a student fails part or all the testing, the student may be required to take the program from the beginning or less hours may be accepted.
4. The student must meet all the requirements of the program and follow all policies and procedures.
5. Students taking less than 50% of the program at ISSNMT **will not be eligible for payment of the state examination and licensing fees.**
6. The following represents the policy on transfer students:
   a. Ten years or more since attendance: **Must** retake the entire program unless mitigating circumstances provide reason to amend this policy.

   b. Five to nine years since graduation: Placement test may be required to determine number of hours required to determine Proficiency: however, it is likely the entire program will be taken again.

   c. One to four years: Placement test required and no less than 50% of the program can be transferred. Unless approved by the corporate office through the approval of the Campus President, Academic Dean and/or Program Director.

   d. **Massage Therapy:** **The school will consider transfer hours from other schools that are approved by the Georgia Massage Therapy Board and is good standing with the Georgia Nonpublic Education Commission and National Certification Board for Therapeutic Massage & Bodywork as well as "a" through "c: above.**

Internal Transfer from One Program to Another

Students wishing to change from one program to another program at the school may apply to make the change within the first week of class. Any change in programs **after the first week of class**: students will be responsible for tuition and fees for the initial program under the standard refund policy. Students who transfer from the initial program **WITHIN** the first week will not be charged tuition and fees and the student's enrollment in the initial program will be canceled and the only charges incurred will be the registration fee and any textbooks or kit items received that have been used. No credit or hours will transfer to the new program. The programs are not similar enough in nature to transfer credits or hours.

Transfer to Other Schools

Every institution has its own policy regarding transfer of credit and the school **does not guarantee** transferability of any of the programs or courses offered at the school. It is possible that no credits will transfer from the school to any other school in the United States or abroad. If a student is considering transferring the school's courses to another institution, it is recommended that this information is researched prior to enrolling. The school will not, and cannot, provide information on another institution. The student should contact that institution directly.

Academic Calendar 2023 - 2024

The International School of Skin, Nailcare & Massage Therapy operates on a course basis, twelve months per year, and students may enroll each month if openings are available. The program start dates vary and may change based upon factors influencing enrollment. The school observes the following legal holidays which are taken into consideration when determining projected graduation dates. The school does not observe spring or summer breaks. A Fall and Winter Break is observed.

School Closings/Emergencies: This calendar represents January 2024 through January 2, 2025. The school closings are subject to change throughout the year.

	ISSNMT Holiday and Break Schedule – 2024		
	Students	**Staff**	**Instructors**
	Off	**Off**	**Off**
New Year's Day	Observed Monday, January 1, 2024	Observed Monday, January 1, 2024	Observed Monday, January 1, 2024
Martin King Jr. Holiday	Monday, January 15, 2024	Monday, January 15, 2024	Monday, January 15, 2024
Memorial Day Break	Monday, May 27, 2024	Saturday, May 27, 2024	Saturday, May 27, 2024
Juneteenth	Wednesday, June 19, 2024	N/A	Wednesday, June 19, 2024
Independence Day Observed and Summer Break	Monday, July 1, 2024, to Saturday, July 6, 2024	Wednesday, July 4, 2024	Monday, July 1, 2024, to Saturday, July 6, 2024
Labor Day	Saturday, August 31, 2024, and Monday, September 2, 2024	Monday, September 2, 2024	Saturday, August 31, 2024, and Monday, September 2, 2024
Harvest Week Break	Monday, November 25, 2024, to Saturday, November 30, 2024	Thursday, November 28, 2024, OFF for Staff **In-Service Day: Monday, November 25, 2024**	Monday, November 25, 2024, to Saturday, November 30, 2024 **In-Service Day: Monday, November 25, 2024**
Winter Break	Monday, December 23, 2024 Through Wednesday, January 1, 2025 **Students return Thursday, January 2, 2025**	Wednesday, December 25, 2025, Staff OFF	Monday, December 23, 2024 Through Wednesday, January 1, 2025 **Students return Thursday, January 2, 2025**

The school may be closed due to inclement weather, especially during the winter months. Students, staff, and faculty will be notified of the closing through Channel 2, WSB News Station, and/or KLASSApp of delays and closing. Additionally, students may be notified via Constant Contact provided the student has provided the school with a valid e-mail address for school related notifications. Additionally, students will be contacted via text provided a cell phone number has been provided to the school.

The school may be closed due to critical emergencies which may endanger the students. Students, staff, and faculty will be notified of the emergency closing through Channel 2, WSB News Station, and the ISSNMT APP available to all students who have both an iPhone and an Android. Additionally, students may be notified via e-mail provided the student has provided the school with a valid e-mail address for school related notifications. Additionally, students will be contacted via text provided cell phone has been provided to the school. In the case of an on-campus emergency requiring a barrier to entrance, the school will be locked, and a message placed on the telephone system and the website.

Schedules and Start Dates

The International School of Skin, Nailcare & Massage Therapy is open for student training continuously throughout the year. The school reserves the right to change the dates and class schedules for both existing and new students. In such case, all students and prospective students will be notified of changes via

1. KlassApp or,
2. School catalog or,
3. The school catalog or,
4. School Website or,

5. Student Notification Board.
6. Text Messages.

The school is open Monday – Saturday for prospective students, classes as well as specific hours for the Spa/Clinic for the public. Prospective students wishing to tour the campus on Saturday or after 6 pm on weekdays should contact 404-843-1005, ext. 113 to schedule an appointment.

- **Skin Care: Morning classes start monthly unless the class is full. Evening classes may start on a different schedule.**
- **Nailcare: Morning and evening classes start monthly unless the class is full.**
- **Massage Therapy: Morning and evening classes start monthly unless the class is full. May start more frequently.**
- **Cosmetology: Weekly class starts unless the class is full.**
- **Instructor Programs: Classes start four times per year.**

The school retains the right to change the schedules as well as the hours or cancel classes at the school's sole discretion at any time.

School Federal Title IV Eligibility

The International School of Skin, Nailcare & Massage Therapy is eligible for, and may participate in, certain Federal Title IV programs of aid for education, including the Pell Grant and the Direct Loan Program, which includes student and parent loans. ISSNMT is authorized under Federal law to enroll eligible non-immigrant alien students, social security beneficiaries and students as vocational rehabilitation participants. The school also accepts VA benefits and veterans should contact the financial aid office for a list of VA benefits accepted.

Student Shopping Sheet

All students, in include VA students, will receive a Student Shopping Sheet, or an Undergraduate Financing Plan, which will provide details about the cost of attendance and the types of Federal Financial Aid (Title IV – Grants and Direct Loans), Scholarships, and VA Education Benefits available before enrolling in the school.

Education and Training Voucher (EVT) Program for Former Foster Care Individuals

Postsecondary education funding for students who have experienced foster care. As part of Fanning's youth leadership development work, the Education and Training Voucher (ETV) program is a partnership with the Georgia Division of Family and Children's Services to provide leadership programming and necessary funding to meet the postsecondary education needs of youth who have experienced foster care. To be eligible for the program, youth must have been in foster care for at least 6 months (non-consecutive) and in care at 14 years of age or older. Youth who have achieved permanency through guardianship or adoption after the age of 14, must contact their Independent Living Specialist to determine eligibility. These funds are limited to the pursuit of an undergraduate degree, diploma, or certificate. This program supplements, rather than replaces, other types of financial assistance available to the youth. Additional leadership training, college awareness opportunities, and connection to campus services are provided through the ETV UGA team. Visit t for program details and qualification specifics. Education and Training Voucher | Fanning Embark/ETV (embarkgeorgia.org) or Georgia Education and Training Vouchers (ETV) | FosterClub

Financial Aid Programs – General Information

Federal financial aid is available to those who qualify under the guidelines of the U.S. Department of Education. Student aid is awarded based on the applicant's need. Factors such as income, assets and family size are all considered in determining the applicant's need. ISSNMT participates in the following federal financial aid programs:

- Government Direct Student Loans
- The Pell Grant Program
- Government Direct Parent Plus Loans for Undergraduate Students
- Federal Supplemental Educational Opportunity Grant (FSEOG) Program
- ISSNMT is approved for VA Education Benefits including Post 911 & GI Montgomery
- ISSNMT is also approved for 529 Plan.

Eligibility Requirements

In general, an applicant may be eligible for Federal Title IV programs if she/he meets the requirements listed below. The applicant must be:

1. Must have a high school diploma; and/or
2. Have the recognized equivalent of a high school diploma; and/or
3. Are beyond the compulsory school attendance in the State in which the school is physically located; and
4. The school will validate the validity of a student's high school completion if the school ISSNMT or the Secretary has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary education. high school, online or brick and mortar, must be accredited as defined by the U.S. Department of Education.
   ISSNMT will verify this information by contacting schools which may in question and verify accreditation status through the U.S. Department of Education website at one or more of the following websites:
   - http://gac.coe.uga.edu/gac-standards/accreditation-requirements-for-all-schools-agencies-and-centers-organization/ and/or
   - http://www2.ed.gov/admins/finaid/accred/accreditation_pg6.html#RegionalInstitutional and/or
   - https://www2.ed.gov/admins/finaid/accred/index.html

   A diploma or transcript that cannot be verified as valid will not be accepted by ISSNMT.
5. Be enrolled at least half time as a regular student in an eligible program.
6. Be a U.S. citizen or an eligible non-citizen.
7. Demonstrate that she/he has a need.

8. Be making satisfactory progress in his/her course of study.
9. Not be in default on a federal student loan or PLUS loan as the State Boards of Cosmetology and Barbers and the Georgia Massage Therapy Board will not issue a license to candidates for licensure are in default of a federal student loan.
10. Not owe a refund on a Pell Grant or a federally guaranteed student loan.
11. Certain male students who are at least 18 years old and not currently a member of the armed forces must be registered with selective service to receive Title IV funds and may be required to provide proof of registration.

The Pell Grant Program

A grant is an award of federal financial aid which does not require repayment by the recipient. The Pell Grant is an entitlement program, and the recipient will receive the grant provided qualification is met. The amount of the award is based on the U.S. Department of Education's determination of the student's need.

Applying for a Pell Grant: The necessary forms are available from the financial aid office at ISSNMT or online at The FAFSA (Federal Application for Financial Student Aid) form must be completed by the student and returned to the ISSNMT financial aid office, or the student may complete the FAFSA online and ***submit it using the ISSNMT School Code (017286).*** The forms must be completed accurately and submitted in a timely manner. Students are responsible for checking the status of the application for processing. Each student will be assigned a PIN (Personal Identification Number) number for federal financial aid by the U.S. Department of Education.

Re-applying for A Pell Grant: Federal financial aid does not automatically continue from one award year to the next. Students must re-apply every year if additional financial aid is needed. There are specific deadlines that must be met to qualify. Students should visit the website above or contact the ISSNMT financial aid office for these dates. The award year for Federal Title IV programs is July 1 – June 30th.

Direct Student Loan Programs

Government loans can be an integral part of a complete student aid package. The loans are made by the government to the student by the U.S. Department of Education. Some federal loans will only be given to those students who demonstrate a financial need. There are different kinds of federal student loans, but one thing most of them have in common is that borrowers must maintain at least half-time student status to remain eligible. If for some reason a student's course load falls under half of a full-time status, the student will be required to begin repaying the money after the grace period has expired. Students must repay the loans borrowed regardless of whether the student completes the program, receives a job, or likes the program.

A student must complete the FASFA to prove financial need for qualification for government direct loans. Direct loans are either subsidized or unsubsidized. Subsidized loans mean the federal government pays the interest while you are in college, and for six months after a student's last date of full-time attendance. For unsubsidized loans, the borrower becomes liable for the interest immediately upon taking out the loan. Interest payments can be made in school, or the borrower may choose to defer the interest payments until graduation or the last day of attendance and begin paying off the principal as well as the interest.

Direct loans are not made by the college; rather, the money is borrowed directly from the U.S. Department of Education. Parents of dependent undergraduate students may take out loans to help their children get an education. These are called PLUS Loans and the borrower must have good credit. PLUS, Loans can be used to cover the difference between the cost of a child's college, and the total of all other financial aid they receive. Dependent students whose parents are denied a PLUS loan based on credit, or independent students, are eligible for additional unsubsidized Stafford Loan.

Loan Default and Loan Deferment: All student loans must be repaid timely. A student who defaults on these loans will lose a professional license or not be able to renew this license from year to year through the State Board of Cosmetology or the State Board of Massage Therapy. Additionally, access to additional grants and loans will be denied until the loan default status is removed. Contact the school if you have questions or need assistance and guidance on avoiding default. Keep the school informed, always, of address and contact information as well as the lender, the U.S. Department of Education. Failure to receive notification will
not be an acceptable reason if the loan defaults (is not paid). The school, and the Department of Education, will guide students who may be struggling to make payments.

Student loans are eligible for deferment when the borrower is enrolled in school as a full-time student. There are other types of deferment for borrowers. Contact the financial aid office for more information. As with the Pell Grant Program, students will need to complete a FAFSA to determine eligibility.

Loan Repayment: Students who receive Direct Loans must repay their loans even if the student fails to complete the program, becomes dissatisfied with the program, or fails to secure employment upon graduation.

Loan Counseling: The U.S. Department of Education requires that any student receiving a Direct Loan must receive loan counseling prior to exiting the school for any reason. The school counsels each student regarding loan indebtedness to make sure the student understands the obligation, the amount borrowed and the student's rights and responsibilities regarding repayment. The student will again be counseled at the time of withdrawal or graduation regarding repayment amounts, refunds due (in the case of withdrawal) and estimated payment schedules and monthly amounts due. If the student cannot be reached, this information will be sent to the student instructing them to complete the information on-line.

Federal Supplemental Educational Opportunity Grant (FSEOG) Program

The FSEOG Program provides need-based grants to help low-income undergraduate students finance the costs of postsecondary education. When making FSEOG awards, the institution must give priority to those students with "exceptional need" (those with the lowest Expected Family

Contributions, or EFCs, at the institution) and those who are also Federal Pell Grant recipients. To apply for an FSEOG award, a student must fill out the Free Application for Federal Student Aid (FAFSA) so ISSNMT can determine any eligibility.

Method of Payment – Federal Loans, Pell Grants and Cash

Payment of Pell Grants and Student Loans are done electronically directly to the school. The student's account is credited for each payment. A receipt is generated for all credits on the account and placed in the student's file. Federal loan receipts, along with the notification of the student's

right to cancel are either mailed or given to a student who is borrowing Federal loans. Disbursements are usually made in at least two equal payments, depending upon the program in which the student is enrolled.

Students who elect not to participate in Federal programs, or are ineligible, or for programs not eligible for Federal programs are required to pay the tuition in full on the first day of class or make payment arrangements that requires at least **50%** paid before the first day of class. All tuition and fees must be paid in full at least two months before the student's original expected graduation date. The school offers payment plans through TFC Tuition Funding and is subject to approval.

TFC Tuition Financing to find an affordable way for students to get the education they need for the future they deserve and as partnered with ISSNMT to make that happen. For over 50 years, TFC Tuition has been a respected leader in student financing, helping students achieve the professional career of their dreams. TFC makes education affordable for all students at the International School of Skin, Nailcare and Massage Therapy (and now offering Cosmetology), with a wide range of payment options, superior student support, and an online portal to self-manage your account. Options are available to all students regardless of credit or financial history.

We understand that many students are working toward improving their future, and TFC works hard to make education affordable to everyone. To get started with TFC Tuition, simply contact the Enrollment Services Office at 404-843-1005, Ext. 113 (if you are not yet enrolled to make an appointment to meet with an Admissions Coach) or, the Financial Services Office, at 404-843-1005, ext. 115, if you are a current student and ask them to help you set up a payment plan that works for you.

- No minimum credit score requirement.
- Low interest rates are from 0% - 3%.
- Monthly administrative fee of $15 per month for all payment plans.
- Payments made by credit card will include fees.
- 4 – 24 months repayment plans based upon approval.
- No pre-payment penalty.
- Review account status and make payments online.

All students, regardless of the type of aid received or payment plans are expected to pay the registration fee of $100.00 at the time of enrollment. The registration fee is non-refundable unless the applicant cancels enrollment in writing within three (3) days after completing the enrollment agreement or contract. The school has limited seats available in some of the programs and the registration fee paid and all appropriate paperwork must be complete for a student to commence class. Students who do not pay the deposit at the time of enrollment, or secure an acceptable payment plan, are at risk of having their enrollment canceled. Please contact the school in the event this payment has not been made by New Student Orientation. The administration may elect to set up alternate payment arrangements for students with financial need. A student's failure to meet financial obligations to the school may result in dismissal from the school. **Students MUST have a zero balance, to include overtime charges and missed clinic day charges, on the last day of attendance before completing the final exit exam. Students who owe a balance may not be able to take the exit exam and may be withdrawn from the program until the balance is paid in full unless alternative arrangements have been made and approved by the Campus President.**

Verification for Financial Aid Students

Students may be selected for verification by the U.S. Department of Education or those with conflicting information in their records will be required to submit supporting documentation. In most cases, the required documentation consists of the following and any conflicting information in the student's file must be resolved before any financial aid may be disbursed, regardless of the student's verification status.

School's Verification Policy

Individual Student Information Records (ISIR) selected for verification are verified using the Department of Education Worksheet(s) for dependent and independent students.

Deadline for students to submit documentation: Students must submit required documentation to the school's financial aid office before any disbursements of Title IV funds requested but no later than 30 days after starting school. The only exceptions will be in the case of any delays that are outside the control of the student, in the school's opinion, in which case the school will extend the deadline to up to an additional 30 days.

Consequences for failure to meet deadline for submitting documentation: A student that fails to meet the school's deadline for required documentation as defined above will be given the option to continue in school as a private paying student or withdraw from the school. The

student will be responsible for any tuition charges earned and future tuition charges if they remain in school. If the student drops from the school, the student will be responsible for tuition charges up to the date that the school is aware that the student is terminating school.

Method of notifying student of award changes due to verification process: If a student's award changes due to the verification process, the student will be contacted if they are currently attending school to meet with the financial aid office to resolve any award changes prior to the school disbursing any funds. If the student has not started classes, the FAO (Financial Aid Office) will contact the student to arrange for the student to either meet personally with the financial aid office or to provide the necessary information to complete the verification process and to resubmit the application, if necessary.

Required correction procedures for students: Any corrections to the application due to the verification process must include:

- Copy of corrected documents, if applicable
- Clarification of any incorrect information
- Initials on ISIR of changes if new ISIR is not needed.

Students will be advised on:

- Documents that are required for verification.
- Deadlines required to submit documentation.
- Consequences of missing required deadlines.

Verification exclusions: Certain applicants may be eligible for exclusion from the verification process. These exclusions will be limited to those listed in the Verification Guide only.

Items to be verified:

- Household size and number enrolled in college.
- Adjusted Gross Income and U.S. Tax Paid
- Certain untaxed income and benefits

The school will follow the guidelines for verification as outlined in the Student Handbook – The Application and Verification Guide of the most current Student Handbook.

Requirements – State Board of Cosmetology and Barbers and Georgia Board of Massage Therapy

To sit for the Practitioner's license in the State of Georgia, certain requirements must be met, as listed below, for each license associated with the programs offered at the school. After successful completion of examination, the candidate must apply for licensure to the Georgia State Board of Cosmetology and Barbers or the with the appropriate fee.

All graduates may not work without the appropriate license and students are encouraged to take the examination within thirty (30) days of graduation. Both the State Board of Cosmetology and Barbers and the Georgia Board of Massage Therapy require the following to become licensed in the State of Georgia:

- MUST be a permanent resident or authorized to work in the United States (therefore, to receive a license)
- Fingerprinting (Massage Therapy)
- Criminal Background Check (Massage Therapy only)
- Proof of high school graduation, equivalent and foreign transcripts must be translated to meet the minimum requirements of a United States high school diploma
- May not be in default of a Federal Student Loan
- Application Fee
- Felony Convictions: Georgia Board of Massage Therapy: Current and/or previous felony convictions may impede licensing with this board - http://sos.ga.gov/index.php/licensing/plb/33
- State Board Cosmetology and Barbers: Felony Convictions – may need to go before board before licensing (see A below).

The following represents the regulations regarding licensing requirements including high school requirements, age requirements, felony convictions and passing scores.

THE GEORGIA STATE BOARD OF COSMETOLOGY AND BARBERS POLICY REGARDING HIGH SCHOOL GRADUATION AND CRMIMINAL RECORDS – STUDENT DISCLOSURE (Per the State Board of Cosmetology and Barbers).

A. Convictions.

1. Regarding applications in which the applicant has been convicted of a criminal offense, the applications will be approved administratively once all criteria as outlined in the law and Board rules have been met; the Board will review any applicant with an affirmative answer to the conviction or Board sanction question; and administratively issued licenses are considered for a vote to ratify at the next regularly scheduled Board meeting.

2. Applicants who are on probation for conviction are required to sign a Consent Order that the license be placed on probation to run concurrent with the criminal probation.

3. All applications with murder convictions of life sentences with the possibility of parole will be considered for licensure at the time of parole hearings.

B. HS/GED Diploma

Proof of passing the Georgia High School exit exam does not satisfy the proof of high school diploma requirement.

C. Educational Requirements / Post-Secondary

Evidence of a post-secondary degree submitted by a master cosmetologist, hair designer, esthetician or nail technician applicant is sufficient to meet the requirement of a high school education or its substantial equivalent.
A passing score for either a practitioner's license, or an instructor's license, is 70% on the written examination and 70% on the practical portion. Failure to pass either section will require the applicant to retake that portion of the test.

Esthetician, Cosmetologist, Nail Technician License: The student taking the examination for either a practitioner's license or an instructor's license must pass the written and practical portions of the test with at least a 70%. We believe the ISSNMT graduate is well prepared to sit for the examination.
Esthetics, Cosmetology and Nail Instructor License: The student must make application to the Georgia Board of Cosmetology and Barbers, along with:

1. A photocopy of a current Georgia Cosmetology or Esthetics license.
2. Skin Care Instructor: Official certification of at least 1000 hours in Esthetics or 1500 in Cosmetology from a board approved school.
3. Nailcare Instructor: Official certification of 500 hours from a board approved school certifying completion of instructor training.
   - Proof of high school education or equivalent (See "C" above)
   - Proof of 18 months of job-related experience.
   - The required examination fees.

The student taking the examination for either a practitioner's license or an instructor's license must pass the written and practical portions of the test with at least a 70%. We believe the ISSNMT graduate is well prepared to sit for the examination.

Massage Therapy License: The student must take the Massage and Bodywork Licensing Examination (MBLEx). The test is Pass/Fail on MBLEx. We believe the ISSNMT graduate is well prepared to sit for the examination. The ISSNMT Graduate must hold a license issued by the Georgia Board of Massage Therapy. More detailed information regarding licensure can be found at: GEORGIA BOARD OF MASSAGE THERAPY - http://sos.ga.gov/index.php/licensing/plb/33.

Below is the licensure procedure for applicants who have criminal offenses.

Category:	Applications
Title:	Staff Approval of Applications for Licensure and Renewal Related to Criminal Offenses
Statutory Basis:	O.C.G.A. §§ 43-1-19(a)(3, 4), 43-1-25, 43-24A-7(a)(1), 43-24A-7(b)(1, 2), 43-24A-7(c), 43-24A-8(b)(4), 43-24A-9(a)(4), 43-24A-13(a)(2), and 43-24A-14(b)
Rule Basis:	Chapter 345-3 through 8

The Georgia Board of Massage Therapy accepts the following guidelines for review of applications for licensure and renewal which indicate that the applicant has an arrest and/or conviction. Applications that do not fall within the parameters indicated below will be referred to the Board Cognizant and/or the Board for consideration. See next page.

Offense	Freq.	Time Period	Other	Action
DUI	One Time	No Time Period	No active probation / No active parole	Issue the license.
DUI	Two Times	More than four years between convictions	No probation / No parole	Issue the license.
Bad Checks, Municipal Ordinance Violations, Driving with Suspended/Revoked License	Two Times	No Time Period	No probation / No parole	Issue the license.
Petit Theft, Shoplifting, NonViolent Property Crimes (not related to drugs)	Two Times	No Time Period	No probation / No parole	If conviction is older than five years proceed with licensure. If conviction is less than five years license with LOC Criminal
Felony Conviction for NonViolent Property Crimes (i.e. Shoplifting, Theft By Taking, Theft By Deception, Burglary, Larceny, Vandalism, etc.)	One Time	No Time Period	No probation / No parole	If conviction is older than five years proceed with licensure. If conviction is less than five years license with LOC Criminal
Marijuana Possession of Less than One Ounce	One Time	No Time Period	No probation / No parole	Issue the license.
Misdemeanor Offenses with the Exception of Drug Related Misdemeanor Crimes	No Limit	No Time Period	No probation / No parole	If conviction is older than five years proceed with licensure. If conviction is less than five years license with LOC Criminal
Any felony convictions for drugs, crimes of moral turpitude or offenses of a sexual nature	**No Limit**	**No Time Period**	**N/A**	**Must be presented to the Board.**

Adopted: 12-03-2012
Revised: 10-25-2013; 06-27-2014; 02-20-2020

The ISSNMT Program Directors and Instructors work closely with students to prepare for all required examinations prior to graduation. Preparing for the examinations is part of each program offered at ISSNMT.

CHANGES TO THE STATE BOARD TEST FEE and LICENSE FEE TO BE PAID BY THE SCHOOL – The following changes have been made for the school to pay for the graduates State Board Examination and the first license AND graduates must meet <u>all of them</u>:

For the State Board Examination:

- The state board examination will be paid for any student who meets 95% attendance based on the time students reach the clock hour completion of the program**. Make up time (must follow all make up time policies) does count in the 95%, AND**
- The student must have **paid all tuition, fees, fines, overtime, and all other outstanding charges before the last date of attendance**. Students must have a zero balance on the last date of attendance/graduation day to be eligible.
- The requirement to **take the test within sixty (60) days of graduation to be eligible** for payment remains part of this policy. Students must have a scheduled date within the 60-day period. Students who miss the test in that sixty-day period will be required to reimburse the school for the payment. If the student schedules a date but misses it or fails the examination, ALL rescheduled, and retake fees will be at the expense of the student.

For the State License;

- The State License will be paid for any student who meets **95% of PURE attendance** based on the time students reach the clock hour completion of the program**. Make up time is NOT counted in the 95%, AND**
- The student must have **paid all tuition, fees, fines, overtime, and all other outstanding charges before the last date of attendance**. Students must have a zero balance on the last date of attendance/graduation day to be eligible.
- The requirement is that the student must **receive the license within 90 days of graduation to be eligible** for payment remains part of this policy. Students who miss the 90-day period will be required to reimburse the school for the payment.
- Proof of applying for the license is required.

Below represents the breakdown of hours for each program:

- Skin Care: cannot miss more than 50 hours *(50 hours of PURE attendance for license).*
- Massage Therapy: cannot miss more than 33.75 hours *(33.75 hours of PURE attendance for license).*
- Nailcare: cannot miss more than 30 hours *(30 hours of PURE attendance for license).*
- Cosmetology: cannot miss more than 75 hours *(75 hours of PURE attendance for license).*
- Skin Care Instructor: cannot miss more than 30 hours *(30 hours of PURE attendance for license).*
- Nailcare Instructor: cannot miss more than 15 hours *(15 hours of PURE attendance for license).*

Licensing Requirements – Georgia Board of Massage Therapy

Following is the website for licensing requirements from the Georgia Board of Massage Therapy. We strongly encourage prospective students to visit the site for more information. This information is included in a prospective student packet when visiting the campus. https://sos.ga.gov/PLB/acrobat/Forms/50%20Reference%20-%20Massage%20Therapy%20Board%20Policies.pdf

Clock Hour Definition and Academic Year

One clock hour is defined as a unit of instruction which spans 60 minutes of real (clock) time and consists of a minimum of 50 minutes of classroom, lab and/or clinical instruction. An academic year is a period of instruction which consists of 900 clocks hours.

2024-2025 Programs Exceeding 150% Rule			
Program	**Clock Hours**	**Academic Years**	**Payment Period**
Skin Care	1000	1 2	1-450 451-900 901-1000
Nailcare	600	1 1	1-300 301-600
Massage Therapy	675	1 1	1-337.5 338.5 - 675
Skin Care Instructor	600	1 1	1-300 301- 600
Nailcare Instructor	300	1 1	1-150 151-300
Cosmetology	1500	2	1- 450 451-900 901-1200 1201-1500

Ju1y 1, 2024 Programs Meeting Minimum State Board Standards			
Program	**Clock Hours**	**Academic Years**	**Payment Period**
Skin Care	1000	1 2	1-450 451-900 901-1000
Nailcare	525	1 1	1 - 262.5 263.5 - 525
Massage Therapy	500	1 1	1-250 251 - 500
Skin Care Instructor	500	1 1	1-250 251 - 500
Nailcare Instructor	250	1 1	1 - 125 126 - 250
Cosmetology	1500	2	1- 450 451-900 901-1200 1201-1500

Student to Teacher Ratio

The goal of the school is to provide quality instruction to all students. It is the school's policy to maintain a minimum of one (1) instructor for every twenty (20) students. Junior instructors (enrolled in the Instructor Program) and floating instructors will assist when appropriate.

Orientation

To ensure new students become acquainted with the policies and procedures of the school, orientation is held, and mandatory, prior to starting class. Orientation is an integral part of the education process, and it is expected new students will attend. New students may be allowed to begin classes up to five (5) days after the official start date during the "Add Week" period IF the student has attended an orientation and IF the Dean of Students approves this request. Effective June 28, 2023, students will not receive hours for attendance, but it is still mandatory.

Graduation Requirements

All students must successfully complete all coursework, hours, progressive exams, and an exit exam to graduate from any program at the school. All financial obligations to the school must be met, including payment of charges not included in tuition and fees, if applicable. All tuition, fees, and fines must be paid in full before the student can take the exit exam or the student is at risk of being terminated from the program for violating the payment requirement.

A diploma or certificate of completion and two (2) official transcripts will be issued upon successful completion of all requirements to include payment of all outstanding tuition, fees, and other charges. Official or unofficial transcripts, diplomas and certificates will **not be issued** to graduates or any other institution, employer, State agencies or other schools or colleges **if the student owes a balance**. A duplicate diploma or a change of name on the diploma is $25.00 and additional transcripts are $15.00 per transcript. Transcripts and/or additional diplomas are not issued until payment is received and/or all outstanding balance to the school is paid in full. Credit card charges over the phone without a signature or checks received will require that transcripts and/or diplomas are held for a period of sixty (60) days unless payment is made via a school payment portal (e.g., PayPal or another vendor).

Graduation Ceremony

Students are not required to attend the graduation ceremony; however, it is strongly encouraged. The school holds graduation ceremonies one (1) to two (2) times per year or on campus with a virtual event or off campus for a live event. Gowns are rented or purchased by the student. There is a fee of $125.00 which includes a gown rental and a set number of invitations. This fee is not included in tuition and fees and **must be paid for students to participate**.

All academic coursework and clock hours must be completed to participate. **All fines, fees and tuition must be paid in full to participate in graduation.** The graduation fee must be paid by the deadline date to participate in the ceremony and all outstanding school balances must be paid in full.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Federal regulations require that all federal financial aid (Title IV aid) recipients enrolled in a diploma-seeking program must maintain satisfactory academic progress toward a diploma to maintain eligibility. ISSNMT complies with this requirement by monitoring **every** student's cumulative average, attendance rate, and maximum period for completion of a diploma or certificate of completion regardless of whether or not Federal Financial Aid funds are used. All federal aid programs administered by ISSNMT are governed by this policy. **Additionally, the same standards apply to students who do not receive Title IV aid, and applies to full and part-time students, in all programs.**

Students are required to attend class according to their scheduled hours. All scheduled hours are based on full-time enrollment. Students are expected to notify the school of any absence, scheduled or unscheduled. If a student has transfer hours accepted from another institution, these hours will be counted as attempted and completed hours for the purpose of determining the allowable maximum time frame. The maximum time frame for students to complete the program is listed below. Any approved Leaves of Absences extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence and absences of any kind will extend the student's graduation date. Students who cannot graduate within the maximum time frame are subject to dismissal and risk losing Federal Financial Aid Funding. Students may appeal this decision to the Academic Dean and/or Campus President.

Students in all programs must maintain at least an 80% attendance rate and must maintain a 75% cumulative grade point average. Failure to do so will result in the student facing official warning, probation, loss of Title IV eligibility, or dismissal from the program. Students who miss fourteen (14) consecutive CALENDAR days with no contact with the school will be involuntarily withdrawn from the school.

Qualitative (Academic Performance) Requirement

Academic Performance is a qualitative element used to determine academic progress by assigning a reasonable system of grades. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least one comprehensive practical skills evaluation will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school.

All students are required to maintain Satisfactory Academic Progress with specific checkpoints in place to officially monitor SAP. The following is the description of the Satisfactory Academic Progress checkpoints. This applies to all students to include both Title IV and non-Title IV recipients.

Satisfactory Academic Performance Requirement Programs before July 1, 2024 2024-2025	
Program	**Attempted Hours**
Nailcare	300
Massage Therapy	337.5
Skin Care	450 & 900
Cosmetology	450, 900 & 1200
Skin Care Instructor	300
Nailcare Instructor	150

Satisfactory Academic Performance Requirement Minimum State Requirement Programs 2024-2025	
Program	**Attempted Hours**
Nailcare	262.5
Massage Therapy	250
Skin Care	450 & 900
Cosmetology	450, 900 & 1200
Skin Care Instructor	250
Nailcare Instructor	125

A minimum grade of C or a GPA of 75% is required to maintain satisfactory progress. Students must maintain a cumulative theory grade average of at least 75% and pass a final written exam prior to graduation. Students must make up failed or missed tests and incomplete assignments according to the programs' standard operating procedures. Practical skills performances are counted toward course completion only when considered satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated.

Students will be provided a Student Handbook, at Orientation, which includes this Student Catalog, and will include programmatic policies and procedures, to include, but is not limited to, the following:

a. Testing policy and procedure.
b. Make up hours policy and procedure.
c. Credit Sheet policy and procedure.
d. Program specific policies and procedures (will be discussed in class with program director and/or instructors.
e. Protocol policies and procedures – these will be outlined at throughout the programs.
f. SAP Warning and Probation.
g. Non-SAP Warning and Probation.
h. Student Code of Conduct.
i. Time Clock Policies.

Numerical grades are given on the following scale:

Numerical Grade Scale	
Percentage	**Ranking**
93 - 100	A - Excellent
85 -92	B - Very Good
75 - 84	C - Satisfactory
70 - 74	Unsatisfactory

Each month, students may be given an unofficial progress report and may need to meet with their instructor or Program Director to review academic progress towards completion of their program. This is a review of the monthly and cumulative academic progress. Students will be given information about their monthly and cumulative scheduled vs. actual hours, grade average and an opportunity for any additional applicable work projects. Progress Reports are distributed containing the above information and the student is provided a copy. It is requested that students sign for the monthly progress report to ensure students are aware of their status monthly. **Students are <u>required</u> to sign the progress report only at official SAP checkpoints which is maintained in the student's academic file. Students also receive a copy of the previous month's attendance record and a financial account balance statement to ensure the student is aware of financial account status and attendance.**

Quantitative (Attendance) Requirement

Student must complete his/her educational program in no longer than 150% of the published length of the program as stated below:

Students are required to attend a minimum of 80% attendance for the hours possible based on the applicable attendance schedule to maintain satisfactory attendance progress. The attendance rate is based on scheduled hours, not the attended/actual hours. Attendance Rate = Actual Hours ÷ Scheduled Hours.

1. Maximum Time Frame: The maximum timeframe a student must complete any course is 150% of the course length. Course length is defined as the period of time identified on the enrollment contract. Leaves of absence are not included in this total. Should a leave of absence be granted, that leave will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence. Students re-enter at the same status as when they left. Students will be monitored, at the evaluation periods, who maintain the minimum attendance rate of at least 80% cumulative since the beginning of the program to determine if the student will graduate within the maximum time frame allowed. Students may be dismissed for exceeding the maximum time frame and this applies to all Title IV and Non-Title IV recipients. Students who are in danger of exceeding, or have exceeded the maximum time frame, must appeal to remain a student who can complete the program successfully.
   Student SAP Evaluations: OFFICIAL evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements.
2. Minimum requirements. Evaluations are based on the cumulative attendance percentage each month of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. The student's start month in school will be counted as the first month of the evaluation period. For partial months, scheduled hours will be calculated by multiplying the number of scheduled days by the number of hours scheduled each day.
3. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame Requirement	**Prior to July 1, 2024**	**2024-2025**
Program	**Required Hours**	**Maximum Hours**
Nailcare	600	900
Massage Therapy	675	1012.5
Skin Care	1000	1500
Skin Care Instructor	600	900
Cosmetology	1500	2250
Nailcare Instructor	300	450

Maximum Time Frame Requirement	**July 1, 2024, for Min. State Hour Requirement**	**2024-2025**
Program	**Required Hours**	**Maximum Hours**
Nailcare	525	787.5
Massage Therapy	500	750
Skin Care	1000	1500
Skin Care Instructor	500	750
Cosmetology	1500	2250
Nailcare Instructor	250	375

Review of SAP

Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be meeting SAP until the next evaluation point. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of the evaluations. Students deemed not maintaining SAP may have their Title IV funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Students are notified of Satisfactory Academic Progress Report at the time of the program's official checkpoint. Below is a chart that represents these checkpoints, by program, and the student is required to sign the form and return it to the Dean of Students or the Financial Services Director. The SAP checkpoint form is given to the student on the day the student hits the SAP hours.

Additional Attendance and Performance Requirements

All student attendance hours are recorded. Students are required to attend class according to their scheduled hours. All scheduled hours are based on full-time enrollment. Some programs and hours may include Saturday and students are expected to attend consistently and ON TIME. Students are expected to notify the school of any absence, scheduled or unscheduled.

The following will impact attendance:

1. Attending class or clinic out of uniform to inappropriate shoes, nails and headwraps: May be sent home for the day.
2. Refusal to provide services to clients, other students, staff, and guests: May be sent home for the day and continued refusal may result in dismissal from the program.
3. Missing Client Clinic Day: Frequent clinic or spa/salon day misses may result in dismissal from the program. There is fee for missing clinic days as the student spa and salon must cancel your appointment with a client.
4. Tardiness: Frequent tardiness may result in dismissal from the program.

Students in all programs must maintain at least an 80% attendance rate and must maintain a 75% cumulative grade point average. Failure to do so will result in the student facing official warning, probation, loss of Title IV eligibility, or dismissal from the program.

The institution WILL automatically withdraw a student who has been absent for **fourteen (14) consecutive calendar days** unless the student contacts the school to communicate a date of return. After fourteen **(14) consecutive calendar days** of absence it is expected the school to have determined whether the student intends to return to classes or to withdraw. If it has been determined that a student will not return to class, the

student will be withdrawn on the date of determination and no later than fourteen (14) consecutive calendar days of non-attendance. If a student fails to communicate with the school during this time, the school will automatically withdraw the student. It is imperative that a student communicate with the school if it is necessary to miss class for any reason. The school will make every effort to contact the student when absent. If students must miss too many days of class, it is possible the student may qualify for a leave of absence, if eligible.

Excused and Unexcused Absences
Students are expected and required to attend every scheduled class hour/day as outlined and contracted for on the student's enrollment agreement and admissions paperwork. **ISSNMT does NOT recognize "excused absences" for any reason, and this includes overtime charges.** An absence is an absence and only makeup time can reduce the net absences or overtime charges based upon missed hours. Students WITH proper documentation for an absence that may result in overtime fees may have the overtime fees waived for that day (the absence is not removed). Examples are Illness, court dates, jury duty. Documentation is the key and must be presented to the Registrar at the time of the occurrence.

Tardy Policy: Students are considered one (1) minute past the scheduled class start time. A grace period of 15 minutes for day students and 15 minutes for evening students will be allowed; however, students arriving past the grace period will be sent home unless administration allows late in for students due to traffic issues, road blockage due to accidents, or weather issues. The following represents the result of being tardy during the program. The following represents the policy in full.

1. Students can clock in up five (5) minutes early to avoid congestion at the time clock; however, the student must remain on campus and go directly to the classroom or clinic area with an instructor. **An instructor MUST be on campus for students to clock in early or stay late.**
2. Leaving class early disrupts a student's training and it is expected this occurs for emergencies only.
3. Students who are frequently tardy or leave early are subject to dismissal from the program.

Tardy Policy Exceptions
IF the school administration notifies students of class delays due to weather, major traffic issues due to accidents, etc. via the KlassApp, students will be allowed in late (based upon information in the KlassApp emergency notification or via other notification). Students who are clocked in but cannot be located on campus, after clocking in, ***WILL*** be manually clocked out. Students who do not return from a break will be clocked out at the beginning time of the break. Students who return late from break may also be asked to clock out and leave the campus.

Refusal to Service Clients on Client Clinic Days and Students on Student Clinic Days: General Policy. Specific programmatic policies on Refusal to Service Clients and Other Students will be addressed by the Lead Educator/Program Director or the Dean of Students in the event the policy differs from the general policy. However, the school policy is clear: refusal to service clients (hands-on credit days) will result in the student being sent home for the day.

Student and/or Client Clinic Days are important to the training programs at ISSNMT. Regardless of whether students have completed all required practical (or credits as it is defined at the school) in the program, it is a requirement, especially on Client Clinic and Spa/Salon days, that students participate in practicing the skills learned. The more practice students have the better they will be upon graduation and entering the workforce. Leaving class early disrupts a student's training and while students are not penalized for leaving early it is expected this occurs for emergencies only.

If there are mitigating circumstances surrounding any policy regarding tardiness or refusing a client, the Campus President and/or Academic Dean may override the warning or dismissal; however, it will only be reviewed with PROPER documentation regarding the issue. Failure to provide proof will result in denial of mitigating circumstances.

Grading Requirement and Student Statuses for All Programs

Unless otherwise stated in the Programs of Study (Massage Therapy grading requirement is different) section in this Catalog, the following represents the ISSNMT grading system:

A	Excellent	90% - 100%	=	4.0 Quality Points
B	Good	80% - 89%	=	3.0 Quality Points
C	Average	75% - 79%	=	2.0 Quality Points
D	Poor	74 or below	=	1.0 Quality Points

The attendance, academic and code of conduct policies are enforced by every instructor, staff member and the management of the school. These are non-negotiable policies.

Disciplinary decisions may be appealed by submitting a clear, concise written statement containing all pertinent data and facts. The appeal will be reviewed by the school administration using the school's grievance procedure.

Make-up Hours and Credits

The school may schedule time for students to make up for missing hours. The school is not required to do this as instructors are scheduled according to class hours. Students are assigned the schedule selected by the student at the time of enrollment. The schedule is exact and, based upon the days and times selected at enrollment, the time clock will not allow students to clock in for extra hours. There may be designated makeup hours, as defined by each program and program director, available for students to make up hours.

Hours missed must be made up prior to graduation and, in some cases, made up prior to moving from one section to another. It is at the discretion of the Program Director or Dean to allow students to move from one section to another with missing hours and/or credits. If students have excessive incomplete hours and/or credits, the Program Director may retain students in a section until all credits and/or hours have been completed successfully. This may result in the student incurring overtime charges and puts the student at risk of completing within the maximum time frame of the program.

On occasions, the school will offer a day or hours outside of regularly scheduled class as an opportunity to make up for missed hours. Students who sign up for the make-up days and do not show (resulting in the need to cancel clients) may lose the option of making up time on these days. Note: There is no guarantee that the school will provide instruction for make-up time outside of regularly scheduled hours. **Students enroll with the commitment to the schedules offered at the school.**

Each Program Director **may designate** their own schedule for making up time and credits. This policy is a general policy for all students and making up hours cannot be used to accelerate the program. Students must be actively engaged in a purposeful and educational related activity be approved for makeup hours.

ALL makeup hours will provide the following benefit to students:

1. Ensure your "on time" graduation date and get you closer to your career goals.
2. Increase your attendance percentage for missed days (this has not changed; makeup hour always provided this benefit).
3. Making up hours will reduce your overtime charges if you have accumulated any.
4. **Made up hours will be calculated in the percentage required to have State Board Examination but not the License Fee paid by the school.**

The following policy applies to making up time:

1. The schedule for theory and testing may be pre-set. Failure to show up on time is unacceptable and the student may be asked to leave. Failure to show up at all, and/or remain for the fully scheduled time may, and likely will, result in the privilege being suspended for a time and a second infraction WILL result in loss of this privilege completely.
2. Cannot be used to accelerate the program.
3. A licensed instructor must be present. Students who clock in without an instructor present will be clocked out and required to leave campus unless studying, without being clocked in, in the resource center. Students may study in the resource center or student break room but may not be clocked in and cannot conduct services. We encourage students to utilize the student resource center during this time; however, this is on a student's personal time and is not affiliated with clocked-in activities.
4. Clocking in and leaving the campus or suddenly "missing and unable to be found" will result in being clocked out with full loss of hours and credits for the day and will result in future loss of the privilege to make up time.
5. Refusal to do services will result in the student being sent home and a permanent loss of make-up time privileges.
6. Failure to restock and clean will result in future loss of the privilege.
7. Students may not "drop in and out" to make up hours and may not attend another section of schedule for make-up time without the approval of the Dean of Students.
8. The allowable days and times for making up theory, clinic and hours may change and there is no guarantee make-up time will be allowed every day. These will be strictly enforced, and students may not self-designate how and when they arrive and leave for make-up time.
9. Students must SCHEDULE with the Program Director before making up time.
10. Makeup time is a gift and not a right and creates additional costs for the school to offer students makeup time.

Make-Up Lectures and Demonstrations

Students who miss theory classes and demonstrations must make arrangements to receive the lecture or demonstration based upon the lecture and demonstration schedule or the make-up schedule. If the lecture or demonstration is not being taught, the student will need to schedule this on a designated make-up day when the lecture and/or demonstration is scheduled or wait until the next time the lecture or demonstration is on the schedule. Instructors may be unable to repeat these during regularly scheduled class times as it will detract from the schedule in place for the class and program. Program Directors may adjust the makeup days, by program, and in the best manner that fits the instructional schedule. These may not be the same from program to program. Students are not allowed to arbitrarily make up hours without approval. These hours must be scheduled, with approval, and a licensed educator must be on the premises for students to be on campus making up hours. Students may not be on campus to "study" as all students involved in making up hours must be either receiving a theory, a demonstration or be receiving credits by working with clients and/or other students under the supervision of licensed educator.

Schedule Changes

Students are expected to attend classes as scheduled during the enrollment process. Students who elect to change a class schedule must meet with the Program Director first to discuss the possibility of schedules matching the academic track of the student. If the change is approved, there will be a $75.00 schedule change fee that must be paid prior to the Registrar making the change in the student information system.

Overtime Charges

Students are expected and required to attend every scheduled class hour/day as outlined and contracted for on the student's enrollment agreement and admissions paperwork. Students who do not attend 100% of their scheduled time will not graduate on time. Students in this situation

are considered to be adding time to the program which is called "overtime." Overtime charges do not occur unless the student misses more than 10% of their scheduled class time.

ISSNMT does NOT recognize "excused absences" for any reason; therefore, no documentation will be accepted for missed hours. An absence is an absence, and no overtime charges will be reduced for any absence. Poor attendance creates extremely poor habits. Students may miss up to 10% of scheduled hours before overtime charges occur. All overtime charges are posted monthly and when students reach the last day of attendance it is expected that all monthly overtime charges will have been paid. Students who fail to pay all outstanding overtime charges by the last day of attendance WILL be terminated for non-payment of fees and will not be allowed to take the final exam or graduate. Students may contact the Bursar to review these potential charges anytime in the program. The chart below represents overtime charges based upon a student's attendance percentage.

Overtime Chart - SAMPLE CALCULATION OF CHARGES based upon last day of attendance (Please note: These Are Examples ONLY)					
Program	**Total # Hours**	**# Of hours allowed (10%)**	**# Hours Missed above the allowable 10%**	**Charge per Hour over 10% Allowed**	**Final Charges Charged to Account**
Nailcare	600	60	66	$10.00	$660.00
Skin Care	1000	100	120	$10.00	$1,200.00
Massage Therapy	675	67.5	105	$10.00	$1,050.00
Cosmetology	1500	150	200	$10.00	$2,000.00
Skin Care Instructor	600	60	48	$10.00	$480.00
Nailcare Instructor	300	30	28	$10.00	$280.00

NOTE: students receive notification monthly of either 1) past due balances, 2) estimated overtime charges and, 3) the number of missed hours and make up hours. Students who would like to know the estimated overtime charges should subtract the 10% allowable absences plus the make-up hours from the missed hours. The final number should be multiplied by $10 see the amount of overtime charges a student could be subject to paying.

Example: Skin Care Student:

Total Hours of Program	1000
10% of Allowable Missed Hours	**100**
Student's Progress	
# of Missed Hours To Date	**150**
# of Made Up Hours To Date	**7**
Calculation for Overtime Cost	
Missed Hours	**150**
Allowable Hours (subtract for Missed Hours)	**100**
Made Up Hours (subtract from Missed Hours)	**7**
# of Net Hours After Subtractions	**43**
Calculation for Overtime Cost ($ Amount Owed)	
# of Net Hours After Subtractions	43
Multiply x $10 Per Hour Missed	430
Total Overtime Charges Owed	**$430**

Charges Posted to Student Accounts: Students can miss 10% of their scheduled time without being charged overtime. Students will be charged $10 an hour for every hour the student misses after the allowed 10% missed time. Make up hours WILL assist students in hitting the scheduled graduation date or improve the attendance percentage, so students are encouraged to make up all missed hours to stay on track. **Charges for** overtime and all other outstanding tuition and fees must be paid by the student before taking the exit exam for graduation. Overtime charges are posted to the student's account at each Satisfactory Academic checkpoint and again, at the end of the students required hours. Students are expected to pay the overtime charges before the exit exam can be taken. If students do not pay outstanding overtime charges, they are subject to termination and will not graduate until the fees are paid in full.

If these are not paid, the student may be withdrawn from the program, subject to the withdrawal and re-enrollment fee, and will not be accepted back into the program until all fees and tuition are paid in full. If the student is allowed to graduate, which is rare and only for unusual circumstances, without making the payment, the result of this will be:

1. No diploma or transcripts will be given to the student, state board, or other institutions or employers.
2. Students will be ineligible for payment, by the school, of the State Board examination or license.
3. Students will not be able to take the State Board Examination until the balance is cleared. The school will NOT send paperwork, on the student's behalf, to PSI for testing.
4. Students may be placed on a payment plan NOT to exceed 180 days and placed on a plan with TFC (Tuition Financing) and all applicable fees and interest will be charged.

Title IV funds cannot be used to pay overtime charges. Students will not be able to take the final exam until all overtime charges are paid in full. The student will be withdrawn from the program and will not be re-enrolled until ALL outstanding charges are paid in full. This policy is non-negotiable and will be enforced for every student.

Course Incompletes and Missed Assignments and Program Policies and Procedures

All programs are designed to allow students to make-up incomplete work within the time frame of the program. In addition, the school attempts to make provisions throughout the program for the student to make-up missed assignments and re-take tests. Missed assignments may delay moving on to the next section of the program. Failure to make up missed assignments may result in a zero(0) until the student has made up the assignment. Missed tests or failures on a test are addressed in the Test Repeats section of this catalog. All other occasions are covered with a student leave-of-absence. Failure to participate in the agreed upon plan to make- up work may result in the removal of the provisions. Program Directors/Instructors will provide students with a syllabus and program standard policies and procedures for all program related policies and procedures. Each program is different, and students will be held to the standard set forth by each program. These are provided to students during the first week of class.

Test Repeats or Missed Tests

All work must be completed to graduate from any program. Students who fail tests will be required to take a different test. Students who fail a test three (3) times will be referred to the Program Director and/or Campus President for advising and scheduling a new test. If not meeting the GPA requirement the student may be placed on warning and/or probation with a testing plan put in place. The student must meet the warning/probation within the designated time. Failure to meet the requirements may result in termination from the program.

Students are not "signed off" on clinical assignments until the work has been completed and all tests have been taken. Failure to successfully pass the FINAL exit exam after three (3) attempts will be referred to the Program Director and/or Campus President and this may result in immediate dismissal from the program if the student is not meeting the cumulative GPA of 75% overall.

Note: Students where English is a second language or students with documented learning disabilities will meet with the Program Director regarding retaking exams or for special accommodations. Students in these categories may not be subject to the retake policy and may be given additional opportunities to retake exams.

Incomplete Graduate Status

Students who complete the required clock hours but have outstanding academic work will be considered an "Incomplete Graduate." Students are given fourteen (14) days beyond the requisite program clock hours. If students do not complete the academic work within fourteen (14) days students will be withdrawn from the program. Students who return to re-enroll for the purposes of completing the academic work will be allowed an additional fourteen (14) calendar days to complete the required academic work. Students who do not complete the academic this time frame after re-enrolling, will be administratively withdrawn and must appeal this decision in writing. There are no guarantees students will be allowed to return. All withdrawal and re-entry fees will apply. Students with excessive absences that require additional instructor time to complete the program outside of regularly scheduled class hours may be charged $25 per hour for every hour an instructor is required, and this must be pre-paid prior to scheduled instructor time.

Withdrawals

Students that withdraw while maintaining satisfactory academic progress may return to school to complete the program and continue to participate in Title IV programs. Students that withdraw without maintaining satisfactory academic progress must satisfy the school's reinstatement policy as described in this catalog to return and participate in Title IV programs. The school does not allow a student to withdraw and return for the express purpose of avoiding the school's SAP policy.

US DOE Regulation: Students who return to school within 180 days of the last date of attendance will return under the same student number and status. Students who return to school after 180 days will be considered a new student and may or may not be given transfer hours from the old program. ISSNMT Policy: Exceptions may be made to extend the US DOE regulation for students returning to the school after the 180 days. This is on a case-by-case basis and must be approved by the Campus President.

Leave of Absence

While students are encouraged to keep long-term absences to a minimum, a leave of absence may be granted by the administration in the event of an emergency. The student may request the leave **but there is no guarantee the leave will be granted,** and each situation is evaluated on an individual basis.

The following policy applies to any leave of absence requested:

1. All requests must be submitted to the Dean of Students. No other department or individual can accept these requests.
2. A leave of absence within the first 90 days is discouraged and may be denied unless for emergency hospitalization, severe illness, COVID related illness or positive test result.
3. A leave of absence cannot exceed 180 days in any student's enrollment year.
4. Only ONE leave is allowed during a student's enrollment year unless for mitigating circumstances.
5. The leave will only be granted when the student requests the leave in writing and signs all required leave paperwork. Failure to complete the required paperwork and submit the necessary documentation will result in denial of the leave of absence. There may be mitigating circumstances when a student cannot physically sign the paperwork; however, the leave will be granted via text, email, indicating the leave is necessary and paperwork will be obtained upon the student's return to campus or is able to sign via DocuSign, etc.
6. Only **ONE extension** is allowed for students on current leave, and it cannot exceed 180 days. The only time the extension is approved, is:
    a. When the leave is requested and approved on or before the current leave of absence END date and,
    b. The leave paperwork is completed and SIGNED by the student (or, in the case of a student being unable to physically sign document, an email will suffice or a text of signed document or through DocuSign) on or before the leave end date and,

7.

a. All documentation related to the leave of absence is submitted on or before the leave of absence end and,
    - All leaves must be approved by the Campus President before it is granted.

b. The leave of absence may be granted for:

i. Medical (Documentable) which may include the care of a sick parent or child.
ii. Death of an immediate family member. (Documentable).
iii. Required business or military travel that exceeds 14 consecutive calendar days (Documentable).
iv. Military training or deployment.
v. Required travel that exceeds 14 consecutive calendar days (funerals, pre-enrollment travels plan, work requirements).
vi. Work related issues.
vii. Homelessness and/or eviction.
viii. Severe personal reasons.
ix. Leaves will be denied for personal vacations or travel or summers off unless pre-approved before starting class. Students may need to withdraw from the program and re-enter later (there will be administrative charges for withdrawing and re-enrolling).

In ALL cases, failure to return from the leave on the scheduled return date will result in termination of the leave and withdrawal from the program unless an extension is requested, in writing and granted, on or before the scheduled return date. Extensions will not be allowed without following the proper protocol.

To obtain a leave of absence, the steps below outline the required steps. In the event the student is unable to complete the steps in person, the school will complete required paperwork based upon a verbal request from the student or, in the case of a medical situation where the student is unavailable or incapable, from the student's advocate or family member or it is expected the student will complete all required forms as soon as physically possible. The steps are:

1. Contact the school and request a leave of absence in writing via email or in person.
2. Complete the appropriate forms with the Program Director (or other administrative personnel) and the form must be signed by the student.
3. The leave **begins on the day** the student requests it in writing via either email or on a Leave of Absence form or unless mitigating circumstances would not allow the student to request the leave timely or in person or via an alternative communication method. In this case, the leave may commence on the day after the student's last day of attendance. Examples of mitigating circumstance might be sudden hospitalization or emergencies where the student was incapable of communication with school officials.

WARNING FOR NOT MEETING SATISFACTORY ACADEMIC PROGRESS AND LOSING AND REGAINING ELIGIBILITY

Warning

Students who fail to meet minimum requirements for attendance or academic progress may be placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised on the actions required to attain satisfactory academic progress by the next evaluation. If, at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation.

Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period.

Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary

period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds and may be terminated from the program.

Appeal Process
If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point.

Appeal documents will be reviewed, and a decision will be made and reported to the student within thirty calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

Reinstatement of Aid
Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period under evaluation. Prior periods in which the student was determined ineligible for aid will not be included in the student's reinstatement of eligibility. Students making SAP by the conclusion of the probation period will be removed from the probation status and will regain eligibility for Title IV aid. A student may be paid Pell Grant funds for the actual hours remaining in which he/she resumes satisfactory academic progress. For Stafford and PLUS loans, he/she will regain eligibility for the entire payment period, upon meeting SAP standards.

Student Services

Financial aid counseling, academic and career counseling is available at no cost to all students. The school does not have a licensed counselor on site; however, the administration is able to work individually with students who may need to speak with someone regarding personal issues which may impact his or her education. The school is resourceful in finding community programs to assist students with issues outside of the academic setting but may be impacting his or her education.

A Student Resource Board available which for students to post information regarding, but not limited to, ride sharing, items for sale as well as a place for the school to post information about day care services, community services and other pertinent information.

Academic Assistance/Tutoring

Students needing additional help or tutoring are encouraged to meet with the Program Director or Director of Student Services. Every attempt will be made to assist in this area.

Career Services

The school offers job placement assistance to all students and graduates. The school cannot, and will not, guarantee job placement for either part- or full-time jobs, nor can it guarantee salaries associated with the same. The school provides placement services, at no cost to the student, as follows:

- Part-time and full-time **non-industry** related jobs to help students with financial need while in school.
- Part-time and full-time **industry**-related jobs for graduates.
- Assistance in the development of industry ready resumes.
- Assistance with interviewing skills required to successfully enter the industry job market.

The school maintains a list of job opportunities and a Facebook page specific to job placement opportunities for students to use as resources for both industry and non-industry jobs. The staff are available to discuss student needs while in school and are available to work with all graduates of the school. While employment during the student's tenure and/or after graduation cannot be guaranteed, the resources provided to assist students with employment needs, in and out of the industry, are always available.

A Career Services Facebook page is available for students to check for jobs, career information, events, CEU classes and communication. Students and graduates of the school are required to always maintain an updated resume on file with the Career Services department and inform the school of the following:

1. Name change and address change.
2. Current telephone and e-mail addresses
3. Current employment

The staff begins working with future graduates throughout their programs. The following graduation procedures are required for students preparing to graduate:

1. Students will receive a graduation packet two to four weeks prior to his or her expected graduation date. The packet will include directions to complete the graduation process, in sequential order, which includes signatures from each department as outlined below. Failure to complete any step in this process may delay graduation.

    a. **Financial Aid Office:** The Director of Financial Aid must provide a signature indicating the student/future graduate has fulfilled all financial obligations to the school and completed all Exit Interview requirements for funding received through Title IV funding sources.

b. **Education Department:** The Program Director must provide a signature that the student/future graduate is on track to complete all academic requirements to graduate from the program.
c. **Career Services:** The Director of Career Services must provide a signature that the student/future graduate has completed the graduation placement form stating his or her request for assistance and a current resume is on file with current contact information. If the student/future graduate does not desire assistance from the Career Services department, the form stating their denial of assistance along with their current employment information, if applicable, must be completed. Additionally, the student must complete an Exit Survey as part of the graduation process.
d. **Registrar:** The Registrar provides a signature confirming all required information is in the student's academic file.

Until the signature form is complete, students may not take his or her final exam. The signature forms must be returned to the appropriate department prior to taking the exit exam.

2. Students/graduates receiving a job offer, of any type, are required to notify the Career Services department. This will assist the Director of Career Services in maintaining an up-to-date file on graduates and provide future employers who may be interested in a graduate with experience.

Campus Performance Outcomes

The school maintains completion and placement rates for all programs and graduates. The current placement and completion rates are available to all prospective students, students, and graduates. All prospective students are provided with how to find this information prior to enrollment. The following represents the school's completion and placement statistics as it was reported to the Commission on Occupational Education for July 1, 2021 – June 30, 2022, and the most recent from July 1, 2022 – June 30, 2023.

Completion, Placement and Licensure Rates - July 1, 2022, to June 30, 2023

Program	Completion Rate	Licensure Rate	Placement Rate
Cosmetology (new program)	0	0	0
Skin Care	71%	100%	74%
Nailcare	74%	100%	75%
Massage Therapy	71%	100%	91%
Skin Care Instructor	80%	100%	100%
Nailcare Instructor	100%	100%	100%

Completion, Placement and Licensure Rates - July 1, 2021, to June 30, 2022

Program	Completion Rate	Licensure Rate	Placement Rate
Skin Care	75%	100%	82%
Nailcare	70%	100%	90%
Massage Therapy	85%	100%	86%
Skin Care Instructor	100%	100%	100%
Nailcare Instructor	N/A	N/A	N/A

Gainful Employment

The Higher Education Act of 1965, as amended (HEA), has long provided for the extension of financial aid to students attending postsecondary programs that "lead to gainful employment in a recognized occupation," including all programs at for-profit institutions and certificate programs at public and non-profit institutions. The Secretary amended the Student Assistance General Provisions regulations to improve disclosure of relevant information and to establish minimal measures for determining whether certain postsecondary educational programs lead to gainful employment in recognized occupations, and the conditions under which these educational programs remain eligible for the student financial assistance programs authorized under title IV of the Higher Education Act of 1965, as amended (HEA).

Students enrolling in programs that do not meet all GE Regulations will not be eligible to use financial aid. **Based upon the regulations outlined by the U.S. Department of Education, the institution and all its programs are meeting all Gainful Employment regulations at this time.**
New regulations effective July 1, 2024, may make some programs ineligible for all or part of Federal Title IV funding. Students enrolling in ineligible programs are expected to pay the tuition and fees without Federal grants and/or Federal student loans.

Center for Learning and Resources

Introduction

ISSNMT's Center for Learning and Resources is available to students in each program. The resources contained in the media center include industry-related books, periodicals, VHS tapes and DVD's. Program Directors and the Director of Career and Studen Services maintain their own Resource Center for students but can access this Main Resource Center to provide students with information.

Scope and availability of Service

In accordance with the equipment and media resources policy, the institution supplies and maintains current and relevant library and media resources in the resource center. Operating hours are listed on the door of the center and the institution's website is on the home screen of the computers in the media center. The Resource Center provides, at a minimum, the following for student access:

- Career related and/or professional DVD's/VHS Videos.
- Industry related magazines and information.
- Appropriate books and resource material.
- Job Placement resource material (Hallway outside and near the center).

Students may not remove items from the Resource Center without approval or proper check-out procedures. Check-out procedures are posted in the Resource Center. All items must be returned to the Resource Center on or before the due date. Items not returned or lost must be replaced by the student or a replacement charge will be billed to the student's account.

Educational Materials

Resources include:

- Periodicals
- Reference books
- Study guides
- Dictionaries
- Manuals of a business, professional, technical, and industrial nature
- Magazines and publications related to each program offering.
- Audio-visual materials and equipment related to each program offering.
- DVD player
- VHS player

Staffing and Operational Hours

The resource center can be opened to students with special permission from a Lead Educator, Program Director, or the Dean of Students. These staff members are responsible for ensuring the smooth day-to-day operations of the Center, including monitoring of students while the Center is in use, re-stocking of bookshelves, re-stocking and re-cycling of magazines and publications and reporting issues to the Dean of Faculty and Students.

Facilities and Technical Infrastructure

All equipment is checked periodically for its effectiveness and ability to meet the needs of students in each program. The resources are maintained, updated, and upgraded to ensure that students have access to current information and technology. The IT support team at MIS Solutions (IT Services) are available to provide any remote technical support to the campus. Currently, the Resource Center is being upgraded and computer access will be limited until the end of 2024.

Budget

The institutions occupational advisory committees meet twice annually to evaluate and provide recommendations on program facilities, equipment, instructional materials, and supplies. The Campus President, Academic Dean, Program Directors, and Instructors use this feedback to determine a program budget that will ensure that the instructor delivers and maintains quality lectures using current and relevant resources and technology. The budget is developed with the Campus President and Corporate affiliates. In an emergency, the Campus President may purchase instructional supplies directly from suppliers to ensure continuity of and consistency in education across all programs.

Policies regarding the Center:

1. Please return all magazines to the correct storage bin.
2. Please do not remove the magazines from the center unless checked out.
3. Please do not cut the magazines in the bins for projects.
4. Industry-related books, or the books in the locked bookshelves, and videos must be checked out through the student services coordinator for use. Students are required to leave a driver's license which will be secured and returned when the items checked out are returned. These items may not be removed from the campus unless special approval is granted from the Campus President. Items not returned or lost will result in the replacement cost of the item(s) charged to student which must be paid immediately. This includes if the items are returned damaged.

The Center will not always be open and unlocked. Students who wish to come in early or stay after class can do so when the Center is open but may not be clocked if outside class hours. While students may be allowed to study in the Center, all students must be in their respective classrooms and clinic areas while clocked in.

Advisory Boards

The school maintains Institutional and Occupational Advisory Boards. The Advisory Boards are designed to maintain current industry standards and provide the school with an outside evaluation of the mission, objectives, facilities, equipment, processes, and outcomes. A list of Advisory Board members is available in the Career Services department. The school attempts to include at least one current student and graduate as part of the advisory board. We encourage students to become involved. Institutional Advisory Board meetings are held once annually, and the Occupational Advisory Boards are held twice annually for each program offered.

Student Attire and Conduct

All Students: Students are expected to present themselves in a professional manner regarding appearance and conduct at all times. Students are required to purchase scrubs in the appropriate program color (burgundy for massage therapy and royal purple for skin care and royal blue for Nailcare and black for cosmetology) that fit comfortably and professionally. Students may wear a school t-shirt with appropriate scrub bottom. Students wishing to buy a school T-shirt must see the Campus President. School t-shirts may be purchased directly from the school. T-shirts range from $10.00 - $30.00. Students out of uniform or inappropriately dressed WILL be sent home for the day. Students are required to wear clean scrubs daily along with closed-toe shoes that are comfortable and professional. Black or white tennis shoes are the most appropriate; however, students may select other colors. Crocs, Ugg's, and boots may not be worn nor are any open toe or open heel shoes. Shoes with high heels and/or a slippery bottom are not appropriate due to the type of flooring and activities a student will be involved with in the clinic. Hats, or head coverings (unless for religious reasons) are **not permitted** at any time and jewelry should be modest and appropriate for performing services in the Spa/Salon. Headbands may be worn provided they are either solid black, white or match the color of the scrubs and no more than two (2) inches wide.

Coats may ***not*** be worn in the classrooms or in Spa treatment rooms at any time. Black, white or the matching scrub color long sleeve shirts with no logo or design may be worn under scrub tops for more warmth and comfort. Students will be issued a name badge which must be always worn when on campus. Students who are not dressed appropriately ***will*** be sent home which includes missing a name badge. Students are required to always maintain a professional demeanor with the administration, fellow students, and clients.

Hair and Nails: All students must wear long hair tied back or up and away from the face during all services on clients, other students, or staff.
Massage Therapy and Skin Care: Nails must be short and natural nails (NO artificial nails of any type).

Parking

Students may park in spaces unreserved and not restricted by time. Please note that this is a standard request applied to most service-oriented businesses. Students' cars are subject to being towed, at their own expense, parked inappropriately. The parking lot is not owned by the school, and therefore is not responsible for ticketing or towing and/or associated expenses.

Student Lockers and Personal Items

Students will be issued lockers within the first week of classes as well as a clear plastic book bag which is included in the tuition. All personal and school items must be in a clear book bag or another type of clear bag (students must purchase their own if they elect to use a different clear bag). Other types of book bags, backpacks, purses, etc. that are not clear are not allowed on campus. This is for safety purposes and all personal items, including cell phones, ***must be kept in lockers during class/theory and clinic time.*** This is a strict policy and will be enforced. Students will be sent home if they elect to ignore the policy and continuous violation of the cell policy may result in termination from the program. Students who withdraw, voluntarily or involuntarily, or graduate must clean out lockers within 24 hours. Failure to do that will result in the administration removing all items. ***Items will be held for up to seven (7) days only and all items will be disposed of appropriately.*** If, after this time, there is no response from the student, the items will be discarded, and the school is not responsible for the replacement of any items left in lockers.

Blood Borne Pathogen Exposure Control

To protect students and employees who may reasonably anticipate being occupationally exposed to blood and other potentially infectious materials during work tasks, our company has a school blood borne Pathogens Exposure Control Program. Briefly, our program includes a student and employee exposure determination, information and training about blood borne pathogens, the availability of hepatitis B vaccinations, Universal Precautions, engineering controls, safe work practices, personal protective equipment, and housekeeping measures to help reduce the risks of occupational exposure. Procedures to be used following an exposure incident and necessary record keeping are also included. These matters are discussed in our written Infection Control Plan, which is available to you in accordance with the plan. Further information about our blood borne Pathogens Exposure Control Program will be provided to affected students and employees and may be obtained from your Immediate Supervisor.

Fire Drills, Severe Weather and Evacuation Plan

Fire drills are required and held periodically. Fire extinguishers are located throughout the building, and fire exits are clearly marked above the doors. Severe weather is rare; however, when severe weather is in the area, you will be instructed by Faculty or management by intercom regarding the action to be taken while on the premises. In the case of a tornado warning, move as quickly as possible to an inside classroom with no windows or to the middle of a room or hallway. Do NOT leave the building until instructed to do so. A school manager or educator will direct you accordingly. An exit plan is posted in every classroom. Please be familiar with the evacuation plan.

Weapons Policy

No person shall be permitted to carry or possess a concealed or unconcealed firearm, weapon, or other hazardous materials on the school premises, other premises owned or within the control of the school, or at functions sponsored or sanctioned by the school. Items covered by this policy include, but are not limited to the following (Note: while the courtyard is not owned by the school it is an integral part of students moving to and from the different suites of the campus building and, as such, is considered part of the campus as it relates to policies and procedures up to, and including, the weapons policy):

- Guns and firearms of all types
- Air and Spear Guns
- Machetes
- Knives
- Swords
- Billy clubs
- Metallic Knuckles
- Martial Arts Weapons
- Bows & Arrows
- Fireworks and Incendiary Devices
- Explosives of any type
- Any other type of deadly weapon

Theft and Care of Equipment and Building

The school does not assume responsibility for loss of textbooks, supplies, or personal property. Lockers are available to store personal items. The school also retains the right to remove the locker and inspect the contents in the event of suspicious content or theft. The school will make every effort to request the presence of the student prior to opening the locker. Theft from fellow students and school property is prohibited and will not be tolerated. Students **will** be dismissed from the school if caught stealing from students, staff, faculty or the school property and charges may be filed with the Sandy Springs Police Department. The campus uses security cameras for continued safety of students, staff, faculty and guests of the school and Spa. The administration takes theft very seriously. It is important to keep supplies, towels, etc. on campus for the use by students and clients. Replacement costs should be for normal wear and tear. Replacing supplies due to theft is costly and unnecessary.

The school is equipped with cameras in all public areas which include visual and verbal recording. Students should be aware that the recordings are stored in a cloud-based system for retrieval by school officials.

The school is equipped with excellent equipment and students are always responsible for caring for the equipment and the building. Students who purposefully destroy equipment or cause damage to the building intentionally or maliciously will be held accountable. Students should report broken equipment or building issues to the administrative staff and/or instructor immediately. Replacement costs should be for normal wear and tear. Replacing equipment due to theft and intentional damage is costly and is unnecessary. The care of kits and books is the student's responsibility and if theft or damage (kits left in cars are stolen or product quality compromised); it is the student's responsibility and cost to replace. If kits or books are damaged in an accident (car or other); it is the student's responsibility and cost to replace (and work with their insurance carrier).

Student Code of Conduct

The school is serious about providing a professional environment. The student code of conduct will be enforced. All students should review the list and understand that it may not be comprehensive and should always be professional in all ways.

	Student Code of Conduct
1	No food or drink is permitted in any area of the school except in student break areas.
2	All sterilization and sanitation rules and regulations must be followed.
3	Student will be required to participate in laundry, spa services, clean-up each day.
4	Smoking and/or vaping is prohibited in buildings. Designated smoking areas are outside the side and back of the building.
5	Students are responsible to report any malfunctions in equipment, furniture, or tools on campus to ensure the safety of students, clients, guests.
6	Using client supplied equipment or products is not allowed.
7	Students may not sell personal products or services on campus.
8	Students are responsible for any medical emergency costs associated with personal issues (e.g., ambulance and medical charges).
9	Theft of ISSNMT equipment, supplies, products, etc. as well as theft of other student's or employees' items will result in termination from the program.
10	Accepting money and/or charging clients, other students, guests for services are not charging clients for upselling during a service is considered theft. This is considered to have stolen money from the school and will be terminated from the program.
11	Sequestering clients/friends/guests is not allowed. ALL individuals arriving for services must check in through the spa desk.
12	Firearms, weapons, drugs, and alcohol are prohibited on campus and students are subjected to termination if violating this policy.

13	The use of alcohol and/or drugs on campus is prohibited. Students who arrive on campus under the influence of drugs and/or alcohol will not be allowed on campus, which includes the courtyard area, and will be expected to go home in a safe manner (not driving).
14	Students may not refuse to provide services on clients, students, employees, guests, or instructors even if all credits have been completed.
15	Students who cheat or falsify credit sheets or time will be terminated from the program.
16	Failure to pay tuition and fees, as agreed upon, will result in termination from the program.
17	Social visitors are not allowed on campus unless receiving services and checked in through the Spa Services desk.
18	The use of tape recorders or recording on campus is prohibited. Students are subject to termination if recording employees, clients, instructors, guests, or other students without written permission.
19	The use of cell phones in the classrooms unless an instructor guided event is taking place.
20	The use of cell phones in any clinic area is prohibited.
21	All personal items must be kept in the student's locker to include cell phones. This includes ensuring all personal belongings and kit items are carried in a clear bag of some type.
22	Not following school, classroom, program related, and clinic policies and procedures is unacceptable and students are subject to disciplinary action up to, and including, termination from the program.
23	Bullying, threatening, gossiping, fighting, yelling, and all inappropriate behavior and actions will result in dismissal for the day, suspension, or dismissal from the program.
24	Threatening and/or physically assaulting an employee, student, or client will result in immediate termination.
26	Students must also follow programmatic policies, procedures, and codes of conduct in addition to the school policies, procedures, and codes of conduct.

School Clinic/ Spa/Salon

The school provides services to the public which allows students the opportunity to learn in an expanded clinic setting. This is called the ISSNMT Salon and Spa and known as the Client Clinic.

All work is performed by students under the supervision of qualified faculty and staff. Students will be expected to perform services as required by the program curriculum and the faculty. Students may not decline to work on clients, guests, employees, or other students; and faculty will assign clients to students based upon skill level. Students may be required to perform work in other areas of the Spa to receive the credits required to graduate. This may include a rotation in the following areas:

- Front Desk and/or Client Services
- Laundry Services
- Spa and Sanitation Services
- Spa Manager (by program and course)

Clients, or Guests, may receive discounts on services but not products unless the specified due a promotion. Students are expected to sell products as well as provide services. All monies received for services or products are paid to and retained by the school.

Students may not give services at no cost or add services at no charge for clients or guests without approval. Students will be subject to disciplinary action, up to and including, suspension or termination for rendering free services to clients or guests.

Student Discounts and Policy on Receiving Services

As a student at the school, all services except packages and specialty services are offered at no charge to the student **WHEN** the student is on campus and clocked in for classes unless on Spa/Salon and Clinic Days. **However, students must receive approval by educators from each program before having a service AND will be charged for products costs. Students who are behind on credits and classwork or have less than a 95% attendance will NOT be allowed to take time away from class to receive services.**

During class time, the services are at no charge, except for specialty services or products used for these services. This encourages teamwork in helping students achieve required credits for graduation. The student must have stellar attendance and be current on credits and classwork for the instructor to approve the service. The school has the right to always change this policy, especially if students abuse the student services policy. Students may not receive services during a Spa/Salon/Clinic day reserved for Clients and Guests. list of specialty product prices is included in the enrollment packet, will be placed in the orientation binder, and your instructors and the Spa and Salon Desk will maintain a copy on file.

Students will NOT receive credits for exchanging with other students after certain benchmarks in each program. After that benchmark is achieved, ALL credits must be achieved by working in the Student Salon and Spa and providing services to *clients who have booked appointments for services*. Additionally, even if students have achieved all required credits, students are required to perform services on Client Days with no exceptions to this rule.

The only exception to this is when the school offers Friends and Family Days after the freshman level required number of clocks hours have been achieved (State Board regulations) or authorizes a Student Exchange Day or by, occasionally, instructor approval. The instructor must first seek approval from the Campus President.

CUSTOMERS COME FIRST!!! Students are clients, too; however, Spa clients take priority for services, etc. Note: Specialty products and services will differ by program. The Program Directors and Spa Manager will have additional information, by course and section, regarding these products and services.

Student Discounts: A student and employee discount program is listed below. Assume retail prices when referring to discounts and all services are based upon availability. Full paying clients come first – ALWAYS.

1. **Services:**
   a. See Above
   b. Friends and Family of students must pay full price for services except on Friends and Family Days.
   c. Employees – No charge for services except for **specialty products** used in services.
   d. Family Members of Employees: Must pay full price for services.
   e. Graduates – While we encourage graduates to return to received services, however, they are expected to pay the already discounted full prices for services.
2. **Products:**
   a. Students – 10% discount on personal products.
   b. Students – Specialty Products: Ticket for product must be given to front desk for payment. Once paid, the product will be distributed by the spa desk personnel.

When the student is clocked out and desires to receive services at any other time the student must pay full price for the service. Some retail products are at a 10% discount unless the product is already discounted. We encourage graduates to support the school and return often to be pampered**. There are some products that will never be discounted to students and back bar products for students/graduates wanting to purchase to use at home or in their own salon and spas will be *minimally* discounted.**

Withdrawal – Official or Unofficial for All Programs – Title IV and Non-Title IV Recipients

The school's goal is to graduate all students who enroll and enroll in the programs offered. Students who withdraw, officially or unofficially, from enrollment prior to course completion but after starting classes must notify the school and complete all exit paperwork.

Unofficial withdrawal occurs when a student misses fourteen (14) consecutive calendar days without communication with the school. Official withdrawal occurs when a student notifies the school of his or her intent to withdraw from the program.
Students should notify the Campus President, Academic Dean, Program Director, or Registrar of his or her intent to withdraw from a program. It is preferable to notify these individuals in writing via email; however, a verbal notification is acceptable.

The official withdrawal date is determined as follows:

1. The student missed fourteen (14) consecutive days without communication to the school; or,
2. Did not return from a Leave of Absence; or
3. Notified the school either in writing or verbally, of the intent to withdraw.
4. The school dismisses the student due to violation of policies and procedures or failure to maintain Satisfactory Academic Progress.

The student's last date of attendance is used to calculate the refund policy and the refund policy is based upon scheduled hours rather than actual hours.

The email addresses for these individuals are:

1. Director of Financial Aid: Rachel Oneal – finaid@issnschool.com
2. Registrar: Deborah Elrod – delrod@issnschool.com
3. Campus President: Pam Jones – ptjones@aeholding.net

The following is required of all students who are officially, or unofficially, withdrawn from the school. In the event the student is not on campus when the withdrawal occurs, all exit paperwork will be emailed and/or mailed to the student's last known email and/or postal and email address.

All students must:

- Complete all required exit paperwork and attend an exit interview or complete student loan exit information.
- Remove all items from his or her locker within 24 hours. Failure to remove items from his or her locker will result in the items being removed. Items will only be maintained on campus for a period of seven (7) days. After this time, the items will be discarded.
- Upon withdrawal all outstanding tuition and fees owed to the school must be paid in full immediately or acceptable payment arrangements made.
    - ✓ Students who do not pay any outstanding tuition immediately from the official withdrawal date will be sent three notifications via either email or snail mail or contacted via telephone. If no response results after thirty (30) days for payment or payment arrangements made, the student will be sent to collections with an outside collection agency.

Upon completion of the withdrawal requirements and full payment of all outstanding debts a certified Final Transcript of Hours will be forwarded to the State Board, other institutions, employers or to the student. Upon payment of the $15.00 transcript fee, and all fees paid in full a certified Final Transcript of Hours will be given to the student. **If withdrawal requirements are not met (to include payment in full), neither an official or unofficial transcript or progress reports will be released to either the student or a third party or any other institution. A withdrawal fee of $100 will be charged to all students, except massage therapy students, who withdraw, officially or unofficially, from the institution.**

Students may be unofficially withdrawn from the program as follows:

- If a student misses fourteen (14) consecutive class days without contacting the school either via text, e-mail or telephone, the student will be withdrawn from the program.
- If a student does not return from a leave of absence or requests an extension, in writing, the student will be withdrawn from the program.

DISMISSAL: Enrollment may be terminated at the discretion of the school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the institution. Disciplinary decision, including termination, may be appealed by submitting a clear, concise written statement containing all pertinent data and facts. The appeal will be reviewed by the school administration using the school's grievance procedure.

Treatment of Title IV Aid When a Student Officially or Unofficially Withdraws, Post-Withdrawal Disbursements and Consumer Information

The Department of Education specifies how we must determine the amount of Title IV program assistance that a student can earn if he or she withdraws from school. The Title IV programs that are covered by this Federal regulation are Federal Pell Grants, Iraq, and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

There are two refund policies that impact a student who starts a program at ISSNMT. One is the Return to Title IV refund policy which is required of all institutions of higher education by the United States Department of Education. This impacts how much aid the USDOE will allow a student, or the institution to keep for tuition and fees owed by a student is ***calculated based upon a payment period and is ONLY used to determine how much Title IV funds the student may keep defraying the tuition and fees for that period.***

The institutional refund policy is the official refund policy of ISSNMT and is used to calculate what student owes once withdrawn, officially or unofficially, from a program. **The student balance on this refund calculation is based upon how long the student was enrolled in the program and is based upon the *entire cost of tuition and fees for the program rather than just a payment period.* It will also include the drop fee and any overtime fees.**

Though a student's financial aid/Title IV funding, is posted to the student's account at the start of each payment period, and the student earns the funds as the student completes the period. If a student withdraws during her or his payment period, the amount of Title IV program assistance that is earned up to that point is determined by a specific formula. If the student received (or a parent on the student's behalf) less assistance than the amount earned, the student may be able to receive those additional funds. If the student received more assistance than earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that a student may have earned is determined on a pro rata basis. For example, if the student completed 30% of their payment period, the student would earn 30% of the assistance they were originally scheduled to receive. Once the student has completed more than 60% of the payment period or period of enrollment, the student will earn all the assistance that the student was scheduled to receive for that payment period.

If the student did not receive all the funds that he or she earned, the student may be due a **post-withdrawal disbursement**. If the student's post-withdrawal disbursement includes loan funds, the school must get student permission before it can disburse these funds to a student's account. The student may choose to decline some or all the loan funds so that the student does not incur additional debt. The school may automatically use all or a portion of a student's post-withdrawal disbursement of grant funds for tuition and fees (as contracted with the ISSNMT). The school must receive student permission to use the post-withdrawal grant disbursement for all other school charges. If a student does not give permission, the student will be offered the funds. However, it may be in the best interest of the student to allow the school to keep the funds to reduce the student debt at the school. If there is a balance to the school, based upon the school's non-Title IV refund policy, the student will not and the student elects to keep the post-withdrawal disbursement, the school will not release unofficial or official transcripts to the student or any other institution until the balance is paid in full.

There are some Title IV funding that the school was scheduled to receive that cannot be disbursed to the student once they have withdrawn because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program before withdrawal, the student will not receive any Direct Loan funds that would have been disbursed by being actively enrolled past the 30th day.

If the student receives (or ISSNMT or parent receives on student's behalf) excess Title IV program funds that must be returned, ISSNMT must return a portion of the excess equal to the lesser of:

1. The student's institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds. The school must return this amount even if it did not keep this amount of the student's Title IV program funds.

If ISSNMT is not required to return all the excess funds, the student must return the remaining amount. For any loan funds that a student must return, the student must (or the student's parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, a student must make scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that a student must return is called an overpayment. The maximum amount of a grant overpayment that a student must repay is half of the grant funds a student received or was scheduled to receive. A student does not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. A student must make arrangements with ISSNMT or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when the student withdraws are separate from any refund policy of ISSNMT. Therefore, a student may still owe funds to the school to cover unpaid institutional charges. ISSNMT may also charge you for any Title IV program funds that the school was required to return.

If a student has questions about his or her Title IV program funds, he or she can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

The refund policies for both Return to Title IV and the school's refund policy are outlined, by program, on the next few pages of this catalog.

Refund Policy for Skin Care, Nailcare, Cosmetology and Instructor Programs Only

The school's tuition refund for students who commence classes who incur a financial obligation to the school covering a period for programs twelve (12) months or less is listed below. The school complies with the Refund Policy of the Council on Occupational Education for the Skin Care, Nailcare and Instructor Programs.

The refund policy is based upon scheduled clock hours and the last date of the student's attendance.

1. **Refunds for Classes <u>Canceled by the Institution</u>**
   - If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The student may elect to transfer the enrollment and fees to the next class start date, if applicable.
2. **Refunds for Students Who <u>Withdraw on or Before the First Day of Class</u>**
   - If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws, in writing, on the first day of classes, no more than $100 of the tuition and fees may be retained by the institution.
3. **Refunds for Students Enrolled <u>Prior to Visiting the School</u>**
   - Students who have not visited the school facility prior to enrollment will have the opportunity to Withdraw, without penalty, within three (3) days following either attendance at a regularly scheduled orientation or class; or following a tour of the facilities and inspection of the equipment.
4. **Refunds for <u>Withdrawal After Class Commences</u>**
   - During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition only (including fees, supplies, and books).
   - After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition only (excluding fees, supplies and books which are non- refundable).
   - After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition only; (including fees, supplies, and books) and,
   - After the first 50% of the period of financial obligation, the institution may retain all the tuition only (including fees, supplies, and books).

A $100 withdrawal fee will be charged to all students terminated, voluntarily or involuntarily, at the time of the termination (exception: Massage Therapy students will not be charged a withdrawal fee). All refunds due directly to the student will be made no later than thirty (30) days after formal withdrawal or date of determination of withdrawal. Refunds to the Title IV programs will be made within forty-five (45) days after formal withdrawal or date of determination of withdrawal. **Instructional time is defined** as the time elapsed between the actual class start date and the date of which the student enrollment formally terminates. **Any remaining tuition and fees owed to the school, at the time of withdrawal, is due and payable immediately upon official withdrawal date from the school. After three attempts to collect payment for outstanding tuition and fees are made, without payment or a payment plan or the student fails to communicate or respond to these attempts, the student's account will be sent to an outside collection agency.**

Post-withdrawal Disbursements: If the student did not receive all the funds that he or she earned, the student may be due a **post- withdrawal disbursement**. If the student's post-withdrawal disbursement includes loan funds, the school must get student permission before it can disburse these funds to a student's account. The student may choose to decline some or all the loan funds so that the student does not incur additional debt. The school may automatically use all or a portion of a student's post-withdrawal disbursement of grant funds for tuition and fees (as contracted with the ISSNMT). The school must receive student permission to use the post-withdrawal grant disbursement for all other school charges. If a student does not give permission, the student will be offered the funds. However, it may be in the best interest of the student to allow the school to keep the funds to reduce the student debt at the school. If there is a balance to the school, based upon the school's non-Title IV refund policy, the student will not and the student elects to keep the post-withdrawal disbursement, the school will not release unofficial or official transcripts to the student or any other institution until the balance is paid in full.

Upon completion of the withdrawal requirements and full payment of all outstanding debts a certified Final Transcript of Hours will be forwarded to the State Board, other institutions, employers or to the student. Upon payment of the $15.00 transcript fee, and all fees paid in full a certified Final Transcript of Hours will be given to the student. If **withdrawal requirements are not met, neither an official or unofficial transcript or progress reports will be released to either the student or a third party or any other institution. A withdrawal fee of $100 will be charged to all students, except those enrolled in the massage therapy program, who withdraw, officially or unofficially, from the institution.**

Return to Title IV Program

The school also computes a calculation in accordance with the U.S. Department of Education's Return to Title IV refund policy. A separate refund calculation to determine the amount of funds to be returned to the appropriate program is calculated using the U.S. Department of Education's policy and percentage completed within the student's payment period. These calculations are based on the number of hours the student was scheduled to complete within the payment period for the period when the student withdrew.

Order of Return to Title IV Funds
Title IV funds credited to outstanding loan balances for the period of enrollment for which a return of funds is required must be returned in the following order:

1. Direct Loan Program – Unsubsidized Loans
2. Direct Loan Program – Subsidized Loans
3. Direct PLUS Loans
4. Federal Pell Grants
5. Iraq and Afghanistan Service Grants
6. FSEOG Grants
7. TEACH Grants

Refund Policy for Massage Therapy Only

The school's tuition refund for students who commence classes who incur a financial obligation to the school covering a period for programs twelve (12) months or less is listed below. The school complies with the Refund Policy of the Council on Occupational Education for the Skin Care, Nailcare and Instructor Programs (School Refund Policy) and the Georgia Nonpublic Postsecondary Education Commission (GNPEC) Refund Policy for Massage Therapy.

The school's tuition refund for students who commence classes who incur a financial obligation to the school covering a period for programs twelve (12) months or less is listed below. The school complies with the Refund Policy of the Council on Occupational Education for the Skin Care, Nailcare and Instructor Programs.

The refund policy is based upon scheduled clock hours and the last date of the student's attendance.

If the school's refund policy (The Council on Occupational Education) is more favorable to the student than GNPEC's, the school will refund the student the greater amount in the event of withdrawal from the Massage Therapy program. The refund below represents the GNPEC required refund policy. The Council on Occupational Education's refund policy is outlined in the previous pages.

1. **Refunds for Classes Canceled by the Institution**
   - If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded unless the student wishes to transfer to the next class available class start date, if applicable.
   - The refund shall be made within 30 days of the planned start date.
2. **Refunds for Students Who Withdraw on or Before the First Day of Class**
   - If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or officially, in writing, on the first day of classes, no more than $100 (Registration Fee and non-refundable) of the tuition and fees may be retained by the institution (Books and Supplies and kit items are non-refundable unless returned to the institution unused and in excellent condition).
   - Appropriate refunds for a student who does not begin classes shall be made within 30 days of the class start date.
3. **Refunds for Students Enrolled Prior to Visiting the School**
   - Students who have not visited the school facility prior to enrollment will have the opportunity to Withdraw, without penalty, within three (3) days following either attendance at a regularly scheduled orientation or class; or following a tour of the facilities and inspection of the equipment.
4. **Refunds for Withdrawal After Class Commences**
   - Students completing less than five (5) percent of instructional time is refunded ninety-five (95) percent of tuition and Fees, books, and any student supplies, if applicable.
   - Students completing no more than five (5) percent, but no more than ten (10) percent of instructional time is refunded no less than ninety (90) percent of tuition and fees, supplies, and books, if applicable.
   - Students completing more than ten (10) percent, but no more than twenty-five (25) percent of instructional time is refunded no less than seventy-five (75) percent of tuition and fees, supplies, and books, if applicable.
   - Students completing more than twenty-five (25) percent, but no more than fifty (50) percent of instructional time is refunded no less than fifty (50) percent of tuition and fees, supplies, and books, if applicable.
   - Students completing more than fifty (50) percent of instructional time are not entitled to receive a refund.

All refunds due directly to the student will be made no later than thirty (30) days after formal withdrawal or date of determination of withdrawal. Refunds to the Title IV programs will be made within forty-five (45) days after formal withdrawal or date of determination of withdrawal. Instructional time is defined as the time elapsed between the actual class start date and the date of which the student enrollment formally terminates. **Any remaining tuition and fees owed to the school, at the time of withdrawal, is due and payable immediately upon official withdrawal date from the school. After three attempts to collect payment for outstanding tuition and fees are made, without payment or a payment plan or the student fails to communicate or respond to these attempts, the student's account will be sent to an outside collection agency.**

Post-withdrawal Disbursements: If the student did not receive all the funds that he or she earned, the student may be due a **post- withdrawal disbursement**. If the student's post-withdrawal disbursement includes loan funds, the school must get student permission before it can disburse these funds to a student's account. The student may choose to decline some or all the loan funds so that the

student does not incur additional debt. The school may automatically use all or a portion of a student's post-withdrawal disbursement of grant funds for tuition and fees (as contracted with the ISSNMT). The school must receive student permission to use the post-withdrawal grant disbursement for all other school charges. If a student does not give permission, the student will be offered the funds. However, it may be in the best interest of the student to allow the school to keep the funds to reduce the student debt at the school. If there is a balance to the school, based upon the school's non-Title IV refund policy, the student will not and the student elects to keep the post-withdrawal disbursement, the school will not release unofficial or official transcripts to the student or any other institution until the balance is paid in full.

Upon completion of the withdrawal requirements and full payment of all outstanding debts a certified Final Transcript of Hours will be forwarded to the State Board, other institutions, employers or to the student. Upon payment of the $15.00 transcript fee, and all fees paid in full a certified Final Transcript of Hours will be given to the student. If **withdrawal requirements are not met, neither an official or unofficial transcript or progress reports will be released to either the student or a third party or any other institution. A withdrawal fee of $100 will be charged to all students, except those enrolled in the massage therapy program, who withdraw, officially or unofficially, from the institution.**

Return to Title IV Program
The school also computes a calculation in accordance with the U.S. Department of Education's Return to Title IV refund policy. A separate refund calculation to determine the amount of funds to be returned to the appropriate program is calculated using the

U.S. Department of Education's policy and percentage completed within the student's payment period. These calculations are based on the number of hours the student was scheduled to complete within the payment period for the period of time when the student withdrew.

Order of Return to Title IV Funds
Title IV funds credited to outstanding loan balances for the period of enrollment for which a return of funds is required must be returned in the following order:

1. Direct Loan Program – Unsubsidized Loans
2. Direct Loan Program – Subsidized Loans
3. Direct PLUS Loans
4. Federal Pell Grants
5. Iraq and Afghanistan Service Grants
6. FSEOG Grants
7. TEACH Grants

All refunds to any Title IV or State program will be paid within 45 days of the date of determination.

Veterans Compliance Form

Title 38 United States Code Section 3679(e) School Compliance Form

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended, The International School of Skin, Nailcare & Massage Therapy is required to sign the compliance form to confirm compliance with the requirements as outlined.

Effective August 1, 2019, the State approving agency, or the Secretary when acting in the role of the State approving agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with the areas below:

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

- Our policy permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28- 1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
- 1. The date on which payment from VA is made to the institution.
- 2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Joint Military Services Transcript (Chapter 33 Only)

The Joint Services Transcript (JST) provides a description of military schooling and work history in civilian language. It serves as a counseling tool for academic and career counselors in advising service members and veterans. It also can save time and money by awarding academic credits, which means less tuition to pay and less time spent in the classroom. It also can serve as an aid in preparing resumes and explaining military work experience to civilian employers. The JST is accepted by more than 2,300 colleges and universities.

What Is The Joint Services Transcript? The JST tells civilian schools and employers what skills you gained in the military that may transfer to your current situation. You can use this information when applying to school or for a job. Your JST can also be used to transfer some of your military experience to college credit or civilian job certifications. It also contains records of your military schools as well as results of tests taken through DANTES. The JST includes:

- Personal service member data
- Military course completions—all courses that have been evaluated by the American Council on Education (ACE), with full descriptions and credit recommendations
- Military occupations—full descriptions, skill levels, and credit recommendations
- College level test scores—CLEP, DSST, NCPACE, ACT/PEP, and Excelsior
- Other learning experiences—additional completed courses and occupations that have not been evaluated by ACE for college credit

Funding for ALL VA Students

The school will not receive any educational benefits from VA for the first sixty (60) days. Per VA regulations, the school is not able to post tuition for the first thirty (30) days and it takes another thirty (30) days to receive the payment for the student's tuition and fees. Therefore, if a student withdraws from the school during the first sixty (60) days or before payment is received, the student is responsible for any unpaid tuition and fees owed to the school AND the responsible for any repayment to the VA for all stipends paid directly to the student during the student's enrollment period.

Student Shopping Sheet

All students, in include VA students, will receive a Student Shopping Sheet, or an Undergraduate Financing Plan, which will provide details about the cost of attendance and the types of Federal Financial Aid (Title IV – Grants and Direct Loans), Scholarships, and VA Education Benefits available before enrolling in the school.

Legal Disputes

Arbitration in Lieu of Litigation

Students enrolling in the school agree that any dispute or controversy arising out of, relating to, or concerning any interpretation, construction, performance, or breach of the enrollment agreement, shall be settled by arbitration to be held in Fulton County, Georgia, in accordance with the dispute resolution rules then in effect of the American Arbitration Association. The arbitrator may grant injunctions or other relief in such dispute or controversy. The decision of the arbitrator shall be final, conclusive, and binding on the parties to the arbitration. Judgment may be entered on the arbitrator's decision in any court having jurisdiction.

Legal and Collection Attempts

Students/graduates and withdrawn students will be sent to outside collections after thirty (30) days of non-payment or non- responsiveness to three attempts to collect outstanding balances. Withdrawn students who wish to return will be required to satisfy the outstanding balance before acceptance to the program will be allowed. Graduates with balances who wish to enroll in another program will need to satisfy all balances with the school prior to being accepted into another program. Student accounts will be sent to the following outside collection agency after thirty (30) days or three (3) attempts to collect the debt. Attempts may be made by phone calls, text messages, emails or through the U.S. Postal Service. The outside collection agency is listed below.

www.alliedaccountservices.com
Allied Account Services, Inc
422 Bedford Avenue
Bellmore NY 11710
800-486-2929 x110
516-813-9110 Direct 516-783-4059 Fax

PRIVACY AND FILE ACCESS POLICY

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all International School of Skin, Nailcare & Massage Therapy students who receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of eighteen or attends International School of Skin, Nailcare & Massage Therapy beyond high school. Students to whom the rights have transferred are "eligible students."

- Students, Parents or Guardians of dependent minors have the right to inspect and review the student's education records maintained by the International School of Skin, Nailcare & Massage Therapy. International School of Skin, Nailcare & Massage Therapy is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. International School of Skin, Nailcare & Massage Therapy may charge a fee for copies.
- Students, Parents or Guardians of dependent minors have the right to request that International School of Skin, Nailcare & Massage Therapy correct records which they believe to be inaccurate or misleading. If the International School of Skin, Nailcare & Massage Therapy decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the International School of Skin, Nailcare & Massage Therapy still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- International School of Skin, Nailcare & Massage Therapy must have written permission every time from the Students, Parents or Guardians of dependent minors to release any information from a student's education record. However, FERPA allows International School of Skin, Nailcare & Massage Therapy to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    1. International School of Skin, Nailcare & Massage Therapy officials with legitimate educational interest
    2. Other schools to which a student is transferring.
    3. Specified officials for audit or evaluation purposes.
    4. Appropriate parties in connection with financial aid to a student
    5. Organizations conducting certain studies for or on behalf of the International School of Skin, Nailcare & Massage Therapy
    6. Accrediting organizations
    7. To comply with a judicial order or lawfully issued subpoena.
    8. Appropriate officials in cases of health and safety emergencies, and
    9. State and local authorities, within a juvenile justice system, pursuant to specific State law

International School of Skin, Nailcare & Massage Therapy may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must tell Students, Parents or Guardians of dependent minors about directory information and allow them a reasonable amount of time to request that the International School of Skin, Nailcare & Massage Therapy not disclose directory information about them. The school must notify Students, Parents or Guardians of dependent minors annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of the school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Privacy of Student Information (FERPA Rules)
The Family Educational Rights and Privacy Act (FERPA) sets limits on the disclosure of personally identifiable information from International School of Skin, Nailcare & Massage Therapy records, and defines the rights of the student to review the records and request a change to the records. With exceptions such as those noted in this section, FERPA generally gives postsecondary students the right:

- to review their education records,
- to seek to amend inaccurate information in their records, and
- to provide consent for the disclosure of their records.

These rules apply to all education records the International School of Skin, Nailcare & Massage Therapy keeps, including admissions records (only if the student was admitted) and academic records as well as any financial aid records pertaining to the student.

Therefore, the financial aid office is not usually the office that develops the International School of Skin, Nailcare & Massage Therapy's FERPA policy or the notification to students and parents, although it may have some input.

Students, Parents or Guardians of Dependent Minors' Rights to Review Educational Records
The International School of Skin, Nailcare & Massage Therapy must provide a student with an opportunity to review his or her education records within 45 days of the receipt of a request. The school is required to provide the student with copies of education records or make other arrangements to provide the student with access to the records if a failure to do so would effectively prevent the student from obtaining access to the records. While the school may not charge a fee for retrieving the records, it may charge a reasonable fee for providing copies of the records, provided that the fee would not prevent access to student records.

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit the school to disclose a student's education records to his or her parents if the student is a dependent student under IRS laws.

Note: the IRS definition of a dependent is quite different from that of a dependent student for FSA purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

Prior written consent to disclose the student's records:
Except under one of the special conditions described in this section, a student must provide written consent before an education agency, or the school may disclose personally identifiable information from the student's education records. The written consent must—

- state the purpose of the disclosure,
- specify the records that may be disclosed,
- identify the party or class of parties to whom the disclosure may be made, and
- be signed and dated.

If the consent is given electronically, the consent form must—

- identify and authenticate a particular person as the source of the electronic consent, and
- indicate that person's approval of the information contained in the electronic consent.

The FERPA regulations include a list of exceptions where the International School of Skin, Nailcare & Massage Therapy may disclose personally identifiable information from the student's file without prior written consent. Several of these allowable disclosures are of particular interest to the financial aid office since they are likely to involve the release of financial aid records.

Disclosures to International School of Skin, Nailcare & Massage Therapy officials

Some of these disclosures may be made to officials at the school or another school who have a legitimate interest in the student's records. Typically, these might be admissions records, grades, or financial aid records. Disclosure may be made to:

- other school officials, including teachers, within the organization with whom the International School of Skin, Nailcare & Massage Therapy has determined to have legitimate educational interests.
- to officials of another postsecondary education system, where the student receives services or seeks to enroll.

If the school routinely discloses information to other schools where the student seeks to enroll, it should include this information in its annual privacy notification to students. If this information is not in the annual notice, the International School of Skin, Nailcare & Massage Therapy must make a reasonable attempt to notify the student at the student's last known address.

Disclosures to Government Agencies
Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. "Authorized representatives" includes employees of the Department—such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics—as well as firms that are under contract to the Department to perform certain administrative functions or studies. In addition—

- Disclosure may be made if it is in connection with financial aid that the student has received or applied for. Such a disclosure may only be made if the student information is needed to determine the amount of the aid, the conditions for the aid, the student's eligibility for the aid, or to enforce the terms or conditions of the aid.
- International School of Skin, Nailcare & Massage Therapy may release personally identifiable information on an F, J, or M nonimmigrant student to U.S. Immigration and Customs Enforcement (formerly the Immigration and Naturalization Service) in compliance with the Student Exchange Visitor Information System (SEVIS) program without violating FERPA.

Disclosures in Response to Subpoenas or Court Orders
FERPA permits the International School of Skin, Nailcare & Massage Therapy to disclose education records, without the student's consent, to comply with a lawfully issued subpoena or court order. In most cases, the International School of Skin, Nailcare & Massage Therapy must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying, so that the student may seek protective action. However, the International School of Skin, Nailcare & Massage Therapy does not have to notify the student if the court or issuing agency has prohibited such disclosure. International School of Skin, Nailcare & Massage Therapy may also disclose information from education records, without the consent or knowledge of the student, to representatives of the U.S. Department of Justice in response to an *ex parte* order issued in connection with the investigation of crimes of terrorism.

Documenting the Disclosure of Information
Except as noted below, International School of Skin, Nailcare & Massage Therapy must keep a record of each request for access and each disclosure of personally identifiable student information. The record must identify the parties who requested the information and their legitimate interest in the information. This record must be maintained in the student's file if the educational records themselves are kept.

FERPA Responsibilities and Students' Rights
The International School of Skin, Nailcare & Massage Therapy is required to:

✓ annually notify students of their rights under FERPA.
✓ include in that notification the procedure for exercising their rights to inspect and review education records; and
✓ maintain a record in a student's file listing to whom personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information (does not apply to school officials with a legitimate educational interest or to directory information).

A student has the right to:

✓ inspect and review any education records pertaining to the student.
✓ request an amendment to his/her records; and
✓request a hearing (if the request for an amendment is denied) to challenge the contents of the education records, on the grounds that the records are inaccurate, misleading, or violate the rights of the student.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of eighteen or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Eligible students have the right to inspect and review their own education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for eligible students to review the records. Schools may charge a fee for copies.
Eligible students have the right to request that a school corrects records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

The school must have written permission from the eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell eligible students about directory information and allow eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Schools must notify eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. Or you may use the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

OSHA

The United States Department of Labor of Occupational Safety and Health Administration requires the International School of Skin, Nailcare and Massage Therapy to advise its students of the chemicals used in cosmetology, esthetics, nail salons, and related training. During the program, the student will learn about the importance of safety in the workplace and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology, esthetics, nail salons, massage therapy or related training.

During each unit of study students are apprised of the various chemicals used and safe practices that apply. In addition, a complete file containing Material Safety Data Sheets for the chemicals used at the International School of Skin, Nailcare and Massage Therapy is available at the spa desk.

FEDERAL CONSUMER INFORMATION

All the requirements, counseling, assistance, and documents referred to in this section and within the catalog may be obtained by request to International School of Skin, Nailcare and Massage Therapy officials during regular daytime business hours Monday through Thursday from 8:30 a.m. – 7:00 p.m. and Friday from 8:30 a.m. – 4:00 p.m.

A current year FAFSA (Free Application for Federal Student Aid) is required to be completed prior to a determination of eligibility for all Title IV funds. Directions to complete this application, an MPN (Master Promissory Note), and Entrance Counseling are located on the "Directions to Apply for Federal Student Aid," the US Department of Education's annual publication of "Funding Education.

Beyond High School: The Guide to Federal Student Aid" and Direct Loan Basics for Students" available from the Financial Aid Office; or:
FASFA Information Center..... 1800-433-3243
FAFSA website.....www.fafsa.ed.gov

The International School of Skin, Nailcare and Massage Therapy participates in the Pell Grant, Stafford Direct Loan and Parent PLUS Direct Loan programs. The International School of Skin, Nailcare and Massage Therapy does not coordinate but will certify veterans, state, local government, and private funding sources.

Need Based Aid (Pell Grant and Stafford Subsidized Loan) Calculation:
COA (Cost of Attendance) - EFC (Expected Family Contribution) = Need Eligibility
Non-Need Based Aid (Unsubsidized Stafford and Parent PLUS Loan) Calculation:
COA - EFA (Expected Financial Assistance/all other aid) = Non-Need Eligibility
COA = Budget – each student receiving an Award Letter estimating Title IV Eligibility will be assigned a Budget. The COA includes the following items:
Tuition & Fees, Room and Board, Transportation, Misc. /Personal, Kit/Supplies and Other items such as special circumstances or expenses related to disabilities.

All students have the following rights and responsibilities: The student has the right to ask the International School of Skin, Nailcare and Massage Therapy:

- The name of its accrediting and their licensing organizations.
- About its programs, it is instructional, laboratory, their physical facilities, and their faculty.
- What the cost of attending is, and the institutions policies concerning refunds and Return to Title IV (R2T4) to students who drop out.
- What financial assistance is available including information on all federal, state, local, private, and institutional financial aid programs.
- What the procedures and deadlines are for applying for each available financial aid program.
- How it determines a student's eligibility and need for financial aid.
- How much of your financial need, as determined by the International School of Skin, Nailcare and Massage Therapy, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, and when a student must start repaying.
- Deferment of repayment or forbearance for certain defined periods if you qualify and if you request deferment or forbearance.
- Provide written information on student loan obligations and information on your rights and responsibilities as a borrower.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the International School of Skin, Nailcare and Massage Therapy determines when and whether you are making satisfactory progress (SAP) and what happens if you fail to maintain SAP. How failing to maintain SAP affects your title IV eligibility.
- What special facilities and services are available to students with disabilities and how to request reasonable accommodation.

It is the student's responsibility to: Review and consider all the information about the International School of Skin, Nailcare and Massage Therapy program before enrolling.

- Pay special attention to the application process for Federal student financial aid, complete it accurately, and submit it on time to the right place. Errors on the FAFSA can delay or prevent your receiving aid timely.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all enrollment and verification documentations, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the International School of Skin, Nailcare and Massage Therapy of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you were asked to sign.
- Ensuring you are aware that you must start making monthly repayment on your student loan after your grace period ends unless you

have a deferment or forbearance. When you sign your master promissory note (MPN), you agree to repay your loan.

- Attend an exit interview at the time you leave the International School of Skin, Nailcare and Massage Therapy to determine the net balance of your account with the International School of Skin, Nailcare and Massage Therapy as well as the net balance of any student loan.
- Notify the International School of Skin, Nailcare and Massage Therapy of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
- Understand the International School of Skin, Nailcare & Massage Therapy's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that you may be responsible and have liability for portions of Title IV funds returned by the institution on your behalf. Understand that there could be liabilities when errors are made as a result of inconsistent information provided by the student result in funds being awarded that a student was not eligible for are advanced to the student or credited to the student's school account.

All students who borrow a Federal Direct Loan while attending the International School of Skin, Nailcare & Massage Therapy must complete Direct Loan Entrance Counseling before funds will be certified. Exit Counseling must be completed by all students who are graduating or withdrawing from the International School of Skin, Nailcare and Massage Therapy. If a student is unavailable to complete at the International School of Skin, Nailcare & Massage Therapy Exit Counseling will be sent or emailed to them instructing the student to complete the counseling on-line. Counseling may be provided in person (individually or in groups), using audiovisual materials US Department of Education Publications and /or online. Student borrowers should be advised to complete online exit counseling or come to the counseling session at the International School of Skin, Nailcare and Massage Therapy shortly before graduating, or ceasing at least half-time enrollment.

Due to a class size of under fifty students at a time we do not release the gender and ethnicity of enrolled, full-time students who receive Federal Pell Grants; doing so would lead to individually identifiable student recipients and violate their right to privacy.

NSLDS (National Student Loan Data System) is available at www.nslds.ed.gov where borrower's loan history can be reviewed. Students without Internet access can identify their loan holder by calling 1-800-4-fed-aid. The borrower will be made aware that the information on the NSLDS site is updated by the International School of Skin, Nailcare and Massage therapy and the Department of Education and may not always have the most current information available.

The Ombudsman's office is a resource for borrowers when other approaches to resolving student loan problems have failed at 1- 877-557-2575.

COPYRIGHT POLICY

The International School of Skin, Nailcare and Massage Therapy supports enforcement of copyright law for the protection of its employees as both creators and users of copyright protected works. The International School of Skin, Nailcare and Massage Therapy requires that staff and students comply with federal law regarding the use of copyright protected materials. In addition, in the spirit of promoting "the progress of science and the useful arts," the school supports the fair use for such purposes as criticism, comment, news reporting, teaching scholarship or research and reproduction of copyrighted materials (including multiple copies for classroom or library use), for educational purposes as outlined in the federal Copyright Law (PL94-553).

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws: Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the filesharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not
more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at (www.copyright.gov).

INTERNET AND COMPUTER USE GUIDELINES

Internet access is now available to students and staff. The goal in providing this service to Instructors and students is to promote educational excellence by facilitating resource sharing, innovation, collaboration, and communication. The International School
of Skin, Nailcare and Massage Therapy's network is an electronic network, which enables access to the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and Instructors and staff may have access to:

- Electronic mail
- Information and news
- Opportunity to conduct research.
- Public domain and shareware software of all types

With access to computers and people all over the world also comes the availability of material that may not be of educational value in the context of the International School of Skin, Nailcare and Massage Therapy setting. On a global network, it is impossible to control all materials and an

industrious users may discover controversial information. The International School of Skin, Nailcare and Massage Therapy believes that the educational value of information and the interaction available on this worldwide network outweighs the risks that users may procure materials that are not consistent with the educational goals of the International School of Skin, Nailcare and Massage Therapy.

Privileges
The use of the network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator may close an account at any time as required. The International School of Skin, Nailcare and Massage Therapy may request the system administrator to deny, revoke, or suspend specific user accounts.

Users' Obligations
- Users must be clearly aware of which computing practices are considered acceptable and which are considered unacceptable.
- International School of Skin, Nailcare and Massage Therapy related files are the only files to be saved on one's account. Storing commercial software, utility programs, games or hidden files to the account is not permitted.
- Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secrets.
- Playing games on the International School of Skin, Nailcare and Massage Therapy's computer equipment or using the system in association with inappropriate textual material or graphic images is prohibited.
- Saving to the hard disk drive is granted only by permission of the system administrator.
- One may use computing facilities and services only for authorized purposes.
- One may not attempt to copy, disclose, transfer, examine, restore, change, add or delete information or programs belonging to another user.
- One may not attempt to subvert the restrictions associated with your own or any other computing accounts.

Etiquette
Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
- Be polite. Do not use abusive, vulgar, or inappropriate language in messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Messages relating to or in support of illegal activities may be reported to the authorities.
- Be careful what you say about others.
- Leave equipment and room in good condition for the next user/class.
- Do not use the network in a way that you disrupt the use of the network by others.

Security
Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify the system administrator. Do not demonstrate the problem to other users. Do not use another user's account. Do not give your password to any other individual. Attempts to log in to the network as a system administrator will result in cancellation of user privileges.

Vandalism
Vandalism will result in immediate cancellation of privileges and may result in disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user and abuse or misuse of hardware. This includes, but is not limited to, the uploading or creation of computer viruses. Users should report any suspected violations to a teacher, administrator, or system administrator.

Accounts and Passwords
- If students are issued a school email address or have access to other information via the school, they may be required from time to time to update the user account. This may require changing a password or deleting some of the files.
- Do not use another individual's account. DO NOT REVEAL PASSWORD TO ANYONE. Attempts to log in to the network as system administrator will result in immediate cancellation of user privileges.
- Any users identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
- Students must maintain secure passwords to their account.

- Students must follow all directions of the System Administrator with respect to security of passwords and take reasonable precautions against unauthorized access.
- Students may not set up an account for another user, if the school sets up student emails (not applicable, at this time). Students may not make any attempts to find out the password of a service for which they have not been authorized, including accounts set up for other users.

DRUG AND ALCOHOL ABUSE PREVENTION

The International School of Skin, Nailcare and Massage Therapy fully supports the prevention of drug and alcohol abuse. The International School of Skin, Nailcare and Massage Therapy is approved to offer Federal Title IV loans and grants, and as such we certify to the Department of Education that we operate a drug free campus. Students are provided with an informative pamphlet that outlines the hazards of drug abuse. A list of agencies and phone numbers is maintained in the administration office and is provided to any student requesting assistance in this area.

Campus Drug and Alcohol Policy

In compliance with the U.S. Department of Education Drug Prevention Programs of the Higher Education Act, Publication 101-226- 20 U.S.C. Section 1145g, the following Drug Free Prevention Program has been put in place for the International School of Skin, Nailcare & Massage Therapy in recognition of drug and alcohol abuse.

The unlawful possession, use, or distribution of any drugs or alcohol on school premises or, in connection with any school activities is prohibited.

The following legal sanctions for said illegalities are set forth by the State of Georgia.

LOCAL: First-time offenders: Fines from $1,000,000 - $5,000,000 and up to 40 years Imprisonment.
Repeat offenders: Fines up to $10,000,000 and up to lifetime imprisonment.

STATE: First time offenders: Up to 20 years imprisonment.
Repeat offenders: Up to lifetime imprisonment and a schedule of fines up to $20,000,000.

FEDERAL: Penalties are determined by the nature of the drug, amount of drugs involved, and number of offenses.

Please be aware that partaking of any of the following may result in health risks associated with the use of illicit drugs.

- ✓ Marijuana – fatigue, paranoia, possible psychosis
- ✓ Cocaine – agitation, increase in body temperature, hallucinations, convulsions, possible death.
- ✓ Barbiturates – shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death
- ✓ LSD - long intense "trip" episodes, psychosis, possible death
- ✓ Alcohol – impaired judgment and coordination, respiratory depression, possible death
- ✓

Students who need help can contact:

Atlanta for Drug-Free Schools and Communities (AACS) | 99 Peachtree St. SW | Atlanta, GA 30303 | 404.594.8367

The school does not discriminate in employment or admissions solely on the grounds of prior drug or alcohol abuse or against individuals who have completed a substance abuse/assistance or rehabilitation program. However, students with a felony drug conviction should know that this may prevent licensure by the State Board of Cosmetology and Barbers and the Georgia Board of Massage Therapy and could lose access to Federal Title IV funding program. Students are encouraged to disclose this information prior to enrolling in the programs offered at ISSNMT.

Employees are to notify school officials of any criminal drug statute conviction for a violation occurring in the workplace, or on campus, no later than 24 hours after such conviction. ISSNMT will notify the United States Department of Education, Office of Student Financial Assistance, after receiving such notice. Disciplinary action will be imposed on any student who violates the policy. This includes the following:

- Referral for treatment at local treatment center (ISSNMT will assist employees and students in selecting appropriate counseling)
- Completion of rehabilitation.
- Probation.
- Expulsion or total discharge from the school.

For individual counseling, please contact the Student Services Office for a referral. The full employee and student Drug Prevention Program will be included in the new student orientation packet and posted on the student resource board.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY REPORT

The Student Right-To-Know and Campus Security Act of 1990 requires all post-secondary institutions participating in federal student aid programs to disclose campus security policies and certain crime statistics. The International School of Skin, Nailcare and Massage Therapy has prepared a publication and makes it available to all current students, faculty and staff, and prospective students. This report is required by federal law and contains policy statements and crime statistics for the International School of Skin, Nailcare & Massage Therapy. The policy statements address the International School of Skin, Nailcare and Massage Therapy's policies and procedures concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. Three years' worth of statistics as included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the International School of Skin, Nailcare and Massage Therapy and on public property within or immediately adjacent to the campus. This report is available to prospective and current students as follows:

1. Requesting a copy from the Campus President.
2. Provided online at https://ope.ed.gov/campussafety by selecting this school.
3. Provided online at www.ISSNschoolspa.com under Consumer Disclosures.

Campus Security Information

On November 8, 1990, President George H. W. Bush signed the "Student Right to Know and Campus Security Act of 1990." The Act applies to every institution of higher education that receives federal financial aid. Title II of the Act was called the "Campus Crime Awareness and Campus Security Act of 1990." It requires institutions of higher education to distribute to all current students and employees, and applicants for enrollment or employment, two types of information: (1) Descriptions of policies related to campus security, and (2) Statistics concerning specific types of crimes. Amendments enacted in 1998 renamed Title II, and it is now known as the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act." The amendments require the disclosure of crimes that are reported to police and campus officials other than police, along with a breakdown of locations of criminal activity to be specified as on-campus, non-campus, residence hall or public property.

The ISSNMT Administration publishes this report to inform the ISSNMT staff, faculty and students of campus security policies, initiatives to prevent and respond to crime and emergencies, and the occurrence of crime on campus.

The data and full annual Security and Fire Report along with pertinent data will provide students with campus security policies concerning the occurrence of criminal offenses on campus, and non-campus building/property. ISSNMT does not recognize any off-campus student organizations or on campus student housing that would be covered under this act. This report is available on the school's website at www.ISSNschoolspa.com and is included in the New Student Orientation Manual. All prospective students may request a copy of this report from the Administration at any time and the report is provided to students via the website and written each time the report is updated annually.

The purpose and authority of campus security personnel is limited to securing premises and protecting the facility. The enforcement authority of campus security personnel is limited to the enforcement of campus rules and regulations. Incidents that go beyond the scope of campus security personnel are referred to and investigated by the local law enforcement agency. All visitors must first check in with the spa services staff in the Spa/Salon and with the Receptionist in the Administrative/Classroom Building. All students are informed about additional campus security procedures at orientation.
Should students witness a crime in process or are a victim of a crime, the school requests the procedure below be followed: During school hours, notify the Campus President and another administrator. In the event this individual is not on campus, inform a faculty member or another Manager. If no one is available, call the Sandy Springs Police Department at 770-551-6900 immediately. Preserve any evidence for proof if possible.

Safety begins with being aware of the surroundings. Please keep in mind the following:

1. When walking on campus and in the parking lot, be aware of who and what is around. Try not to walk alone and avoid streets and secluded pathways or alleyways. Walk in a group or with another student when possible. The Prado does have security personnel and they are familiar with our students. When they are available, and at their discretion, they often walk students to the parking lot.
2. Do not carry large amounts of cash.
3. Keep your bags zipped, closed and not easily accessible.
4. Keep the vehicle in good running condition. Take car keys out of bag, purse, or book bag before leaving the school. Always lock the vehicle and remove packages, valuables, and personal mail with home address.
5. Do not leave books or personal property unattended in the classroom or student break areas.

The following represents how the school will notify students and deal with crimes on campus.

1. A campus crime report is updated annually and maintained in the administrative offices. The annual campus crime statistics is updated annually and uploaded to the school's website at www.issnschoolspa.com. Currently attending students may request a copy at any time and will be provided with a copy of the Annual Campus Security and Fire Safety Report annually.
2. To ensure the accurate and prompt reporting of crimes, authorized administrative personnel will take a full written statement from involved parties and witnesses at all reported emergency or criminal incidents. The written statements are included as part of a written report and such statements may be used by campus security personnel and local/state law enforcement authorities for the purpose of criminal apprehension and/or crime prevention.
3. Criminal incidents may also be reviewed by the school's administrative staff for the purpose of disciplinary action up to, and including, arrest and termination from the school.

Sexual assault prevention programs and counseling for sex offenders are available in Sandy Springs. Students are informed at Orientation of If any disciplinary proceedings are held in cases of sex offense, both the accuser and the accused have the opportunity to have others present. Both the accuser and the accused will be informed of the school's final disposition and any school disciplinary proceeding, and any sanction imposed against the accused.

CAMPUS ALERTS AND REPORTING

Students are required to complete, as part of registration, correct contact information to include the following:

- Email address
- Cell phone number
- Email address and cell phone number of a significant other/spouse/parent if the student wishes them to be added to the campus alert notification.

The Campus Security Authority (CSA) will ensure all contact information is placed in a database for the purposes of Campus Alerts. This database may also include using Constant Contact, texting to student phones, emailing or through the school's app – KLASSApp. Students who unsubscribe to Constant Contact or do not notify the school of email address or cell phone changes will not receive alerts. Campus Alerts are used to alert students of the following:

- Imminent danger on campus
- Missing student (identified when a parent/significant other/spouse contacts the campus with a concern that the student is missing, and the student has not been in attendance for more than 24 hours).
- Inclement or dangerous weather (tornado warning, hurricane warning, blizzard warning).
- Emergency evacuation.
- School closures for any of the above reasons.

A campus crime log is maintained in the administrative office and a designated Campus Security Authority is responsible for the maintenance of the log and to accept crime reports from students and/or employees. Students should report any of the following that ***occurs on campus***, in the ***parking lot*** or at a ***school sanction event off campus***:

- Theft
- Harassment or Sexual Harassment
- Bullying on campus
- Social Media Bullying or Harassment by other students or employees
- Stalking that occurs on campus.
- Sexual Violence or Assault or Dating Violence
- Hate Crimes that occur on campus.
- Aggravated Assault that occurs on campus
- Any crime not included in this list.

As part of ensuring the safety of all students, staff, and faculty all students must carry personal belongings and school items (e.g., textbooks, kits, etc.) in a clear backpack or bag. There are no exceptions to this policy.

GRIEVANCE PROCEDURE, TITLE IX POLICY AND COORDINATOR

The International School of Skin, Nailcare & Massage Therapy is committed to complying with all laws associated with Title IX of the Education Amendments of 1972. This law prohibits discrimination and harassment on the basis of sex in admissions to, employment with, and otherwise in the operation of its educational program and activities. This law also extends to students, employees and third parties. International School of Skin, Nailcare & Massage Therapy is committed to the policy towards violence against women to include domestic violence, dating violence and stalking in addition to everything covered under the Jeanne Clery Act and VAWA.

The school has developed a policy to ensure full compliance and identified an individual as the Title IX Coordinator or Campus Security Authority. Mr. Michael Johnson is the Title IX Coordinator for the International School of Skin, Nailcare & Massage Therapy. He oversees and supports the school's enforcement of its Title IX policy.

Mr. Michael Johnson may be reached at:
Michael.johnson@issnschool.com
Or via telephone at 404-843-1005, Ext. 136
7840 Roswell Road, Building 500, Suite 550
Sandy Springs, GA 30350

If Mr. Johnson is not available, please contact the main office and ask to speak to Deborah Elrod at delrod@issnschool.com and ext. 102 or the Campus President at ptjones@aeholding.net or ext. 103. It is important to immediately report to an instructor or other staff member if the individuals above are not available. They will relay the information promptly.

Resources for victims of crimes are available through the CSA's office and/or on the Violence Against Women/Clery Act bulletin board on campus. Student's rights include being able to report anonymously. This can be done by sending a letter or requesting a crime report form. In all cases, when a student reports a crime, confidentiality by school administration is maintained when possible. Appropriate disciplinary action and investigation will take place up to, and including, notifying the local authorities. Following are the rights of survivors of violence or crimes:

- Survivors shall be notified of their options to notify law enforcement.
- The accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

Nondiscrimination Policy & Notice of Nondiscrimination (Title IV 106.8(b) – (c)

The International School of Skin, Nailcare and Massage Therapy (ISSNMT) does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, sex characteristics, disability, or age in its educational programs, activities, or employment practices, as required by Title II of the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975 as well as any applicable State Laws. ISSNMT is committed to providing equal access and opportunities for all students, employees, and applicants for employment, including admissions, and prohibits any form of discrimination, harassment, or retaliation.

Inquiries about Title IX may be referred to ISSNMT's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights (OCR), or both. ISSNMT's Title IX Coordinator is the Director of Students and Career Services located at 7840 Roswell Rd BLDG 500 Suite 550 Sandy Springs, GA 30350. Phone: 404.84.1005 ext. 136 Emal:Michael.johnson@issnschool.com or inquires directly to the OCR: https://ocrcas.ed.gov/contact-ocr

What constitutes discrimination under Title IV is located on our website at https://issnmtschool.com/ on the OCR's website or can be provided by ISSNMT's Title IX Coordinator. ISSNMT's nondiscrimination policy [Above] can also be located in our student/employee handbook, our school catalog, on our website https://issnmtschool.com/ or it can be provided to you by the Title IV Coordinator.

ISSNMT's grievance procedures and our appeals procedures can be located on our website https://issnmtschool.com or it can be provided to you by the Title IV Coordinator. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact ISSNMT's Title IV Coordinator Director of Students and Career Services located at 7840 Roswell Rd BLDG 500 Suite 550 Sandy Springs, GA 30350. Phone: 404.84.1005 ext. 136 Emal: Michael.johnson@issnschool.com and/or OCR at https://ocrcas.ed.gov/contact-ocr

Title IV Coordinator
Students & Career Services
7840 Roswell Rd BULD. 500
Sandy Springs, GA 30350
404.84.1005 ext. 136
Michael.johnson@issnschool.com

U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

HARASSMENT/RETALIATION

The International School of Skin, Nailcare and Massage Therapy is committed to addressing activities creating a safety hazard to other persons at the International School of Skin, Nailcare and Massage Therapy including, but not limited to, bullying, cyber-bullying, verbal abuse, sexual harassment, threats of violence, retaliation, or harassment of any type on the International School of Skin, Nailcare and Massage Therapy premises.

Retaliation is prohibited against any person who makes a complaint or who is a witness under this policy and will result in disciplinary action against the person responsible for the retaliation. Concerns may be raised to the Campus President and if no response, forwarded to the Campus President at 404-843-1005, ext. 103 or at ptjones@aeholding.net.

Grievance Procedure

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in the new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files to determine the frequency, nature, and patterns of complaints for the institution.

The following procedure outlines specific steps in the complaint process:

1. The student should register the complaint in writing on the designated form provided by the institution within sixty (60) days of the date that the act which is the subject of the grievance occurred.
2. The complaint form must be given to the Campus President.
3. The complaint will be reviewed by the administration and a response will be sent in writing to the student within thirty (30) days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the administration, it will be referred to the corporate office, if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, the administration will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of the committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions from all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness's testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting or licensing agency, if applicable.

Students may also contact the Georgia Nonpublic Education Commission with complaints at:
2082 EAST EXCHANGE PLACE | SUITE 220 | TUCKER, GEORGIA | 30084-5305
| https://gnpec.georgia.gov/student-resources/complaints-against-institution | 770-414-3300
Or
Council on Occupational Education | 7840 Roswell Road | Building 300, Suite 325 | Atlanta, GA 30084 | 770-396-3898 | www.council.org

Programs of Study

- Skin Care Program
- Massage Therapy Program
- Nailcare Program
- Cosmetology Program
- Nailcare Instructor Program
- Skin Care Instructor Program

Career Considerations

The International School of Skin, Nailcare and Massage Therapy wants to ensure that students interested in pursuing a career in the beauty or wellness industry consider all aspects of such a decision. Persons who want to become professionals in the field of Nail Care, Skin Care and Massage Therapy must:

- Have finger dexterity and a sense of form and artistry.
- Enjoy dealing with the public and be able to follow a client's direction.
- Keep abreast of the latest techniques and technological innovations.
- Work long hours while building a personal clientele to earn the desired income.
- Make a strong commitment to the educational process and complete the course of study.
- Learn the skills necessary to operate a personal business.
- Understand and abide by regulatory oversight and restrictions.
- Be able to stand and/or sit for long hours.
- Understand and be aware of exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used correctly.
- These careers require physical demands on the entire body.

Students are at the threshold of opportunity as licensed professionals. They are encouraged to apply themselves to ensure career possibilities are strong. We strongly encourage and support students entering the classroom with an open mind as they begin their course of study. The following vocations are options they may want to consider upon graduation:

Massage Therapist	**Nail Technician**	**Esthetician**	**Instructor**
Massage Therapist	Nail Professional	Esthetician	School Instructor
Self-employed Practice	Nail Technician	Brow and Eyelash Specialist	Industry Trainer/School Educator
Massage Therapist in Doctor's Offices	Manicurist	Wax Specialist/Eyelash Specialist	School Owner/Administrator
Massage Therapist in Wellness Centers	Pedicurist	Product Representative	School Program Director
Massage Therapist if Physical Therapy Centers	Reflexologist	Equipment Representative	Curriculum Developer
Work on Cruise Ships/Hotels/Resorts/Spas	Foot Care Specialist	Spa Manager/Owner	State Board Member/Examiner
Massage Therapist in Rehab Centers	Product Representative	Industry Publication Writer	State Board Examiner
Massage Therapist in Hospitals	Salon Manager or Owner	Retail Specialist	**Cosmetology**
Sports Team Massage Therapy	Work for a Podiatrist	Make up Specialist/Artist	Nail care and Skin Care Professional
On-site Chair Massage Specialist	Blogger/Magazine Writer	Reflexology	Color and/or Cut Specialist
Educator	Trainer	Development of Skin Care Products	Salon Manager or Owner
	Educator (with additional training)	State Board Member/Examiner	Product Representative
	Work on Cruise Ships/Resorts/Hotels/Spas	Educator (with additional training)	Makeup Artist
		Work on Cruise Ships/Resorts/Hotels/Spas	Work on Cruise Ship/Resorts/Hotels/Spas and Salons
			Educator (with additional training)

Skin Care Program Information

Please Note: Each program may have additional programmatic policies and procedures that are in addition to the current policies and procedures in the catalog. These will be outlined in the syllabi of each program or section of the program.

Skin Care (Esthetics) Program
1000 Clock Hours – 40 – 53 Weeks to Complete with Perfect Attendance

The study of skin care, or esthetics, involves the science of skin care, body care, hair removal and makeup. The school program is based on European skin care traditions and American technology. Our program prepares the student not only for State Board licensing requirements but also for the professionalism needed in today's skin care work environment. Students will learn advanced concepts in the program which exceeds the Georgia State Board requirements for licensure. This is accomplished by providing students with contemporary and technologically advanced information in areas of clinical and medical esthetics. This training will add to the fundamental skill sets and provide students with additional tools to build upon during a career as a licensed aesthetician.

The following represents insight regarding licensure and certification in the clinical and medical esthetics field. Currently – the state of Georgia does not grant nor recognize a "medical aesthetician" license. Currently there are a few states in the U.S. that grant a separate medical aesthetician license apart from the state aesthetic license. These states require additional training and hours to receive this type of licensure.

Licensure is defined as: *official or legal permission to perform a craft, trade or service recognized by national, state, or international laws and guidelines*. Upon completion of the training at the school and the required exit formalities, students will be eligible to sit for the state board exam to receive an aesthetic license. This license is issued by state authorities and is recognized in the United States. Although the hour requirements may vary from state to state this is a transferable license.

At the completion of the training at the school students are awarded certificates for completion in certain subjects, equipment training and practical skills. These certificates will be awarded to students providing:

1. Academic and financial standing is maintained throughout the program.
2. Students have satisfactorily completed the required course material.
3. The instructor has approved of your performance to receive the certificate.

These are "certificates of completion" under the school's guidelines for our specific classes and equipment use. They are important for a career resume as accolades and accomplishments. However, they should not be compared to or considered "licensure" or advanced certification as a final means for a particular aspect of training.

Certification *is defined as an official document that gives proof and details regarding educational achievements and authenticity of training*. There are also many manufacturers and individual aesthetic firms that offer "certification" for their product and equipment training; however, this is not recognized as license to perform medical procedures or operate machines deemed as clinical that may require a medical or nursing license.

Program Objectives

1. Provide the most current curriculum and procedural applications under the scope of practice as prescribed by the Georgia State Board of Cosmetology.
2. To provide the necessary training to become a licensed esthetician in the state of Georgia, and present to the student the many career opportunities that may be available to the graduate under the license stature.
3. To instill a sense of confidence and professional decorum, while inspiring students to recognize their abilities and potential in preparation for a career in the field of beauty and esthetics.
4. To provide esthetic students with developmental tools to assist in effectively communicating with their clients, assess client needs to perform services, and steps necessary in securing a clientele.
5. To encourage the sense of community, teamwork, and graciousness as to anticipate in the work environment in the professional field.
6. To introduce and demonstrate the art of spa makeup and the varied career opportunities in the fashion and beauty field as a makeup artist.
7. To introduce and present varied techniques, sciences, and applications in the art of waxing and hair removal.
8. To provide the student with a fundamental understanding of anatomy, physiology, and sciences in addition to the introduction to business practices, including marketing, finances, legal issues, and business planning.

Esthetics Equipment at ISSNMT
(Subject to change)

- Skin for Life: Nue Skin Microdermabrasion and Skin for Life: LED Light Emitting Diodes
- Skin for Life: Nue Wave Panel LED and Skin for Life: Microcurrent
- Skin for Life: Ultrasonic
- Dermavista: Diamond Microdermabrasion and Dermavista: LED Panel Diode
- Dermatouch: Microdermabrasion and Dermavista: Jet Clear – Saline Exfoliation and Infusion
- Dermavista: Countour Ultra Microcurrent and Gala: Galvanic and Iontophoresis

Skin Care Program – Theory and Practical for Freshman and Intermediate

SKIN CARE – THEORY
Program Theory

- History of Esthetics
- Professional Image and Life Skills
- Communicating for Success
- Principals of Infectious Disease Control
- Physiology – Cells and Tissues
- Principals of Electricity
- Electrical and Equipment Modalities
- Tools and Equipment in the Treatment Room
- Physiology of the Skin
- Facial Massage Techniques
- Warm Stone Treatments – Face and Back
- Facial Techniques with and without Machines
- Exfoliation and Mask Techniques
- Skin Analysis – Skin Typing
- Skin Analysis – Diagnostic Equipment
- Cosmetic Products and Ingredients
- Introductory Aromatherapy
- Introductory Reflexology
- Bacteriology
- Sanitation and Sterilization
- Consultation and Client Homecare
- Salon and Spa Ethics
- Hair Removal/Epilation
- Eyelash and Brow Tinting/Coloring
- Body Wrap and Body Polish
- Dry Brushing: Body
- Spray Tanning
- Ultrasonic Facials

SKIN CARE – PRACTICAL
Program Practical

- Treatment Room Set Up
- Facial Product Knowledge
- Client Consultation Protocol
- Facial Massage Techniques
- Facials without Machines
- Facial Extraction Techniques
- Hair Removal
- Warm Stone Massage
- Spa and Salon Ethics
- Sanitation and Sterilization Techniques
- Skin Care Machine Operations
- Galvanic, Iontophoresis
- High Frequency
- Skin Analysis: Skin Typing
- Skin Analysis: Diagnostic Equipment
- Brush and Spray Machine
- Eyebrow and Eyelash Tinting
- Spray Tanning
- Dry Brushing: Body
- Body Wraps and Body Polish
- Back Facials
- Exfoliation Techniques
- Skin Analysis
- Ultrasonic Facials
- State Board Makeup Application
- Guest Speaker and Demonstration

SKIN CARE PROGRAM THEORY - Intermediate and Senior

- Skin Diseases and Disorders
- Principals of Infectious Disease Control - Advanced
- 12 Body Systems: Anatomy
- Fundamentals of Nutrition
- Advanced Product Chemistry and Ingredients
- Advanced Facial Devices: Introduction to Laser, IPL, LED
- Glycolic and Lactic Acid Peeling
- Pharmacology for Estheticians
- Fundamentals of Makeup Artistry
- Bridal, Prom, Red Carpet Fashion Makeup
- Cluster and Strip Eyelash Application
- Salon and Spa Management
- Business Practices and Establishing a Practice
- Selling Products and Services
- Microdermabrasion Technologies and Physics
- Organic Microdermabrasion
- Crystal Free Microdermabrasion
- Microcurrent Technologies and Physics
- Hydro facial Techniques
- Holistic Skin Care Theory and Techniques
- Aromatherapy Level II
- Facial Acupressure
- Thermotherapy and Advanced Facial Tools
- Advanced Health Sciences
- Disability and Awareness Services: Special Needs Clients
- Medical Intervention: Cosmetic Medical Procedures
- Working in the Medical Setting: Clinical Esthetician Role
- Introduction to Medical Terminology
- Medical Equipment and Modalities
- Introduction to Plastic Surgery Techniques: Clinical Esthetician Role

SKIN CARE PROGRAM PRACTICAL Students – Intermediate and Senior

- Product Chemistry and Ingredients: Product Study
- Advanced Facial Devices: LED Panel
- Glycolic and Lactic Acid Peeling
- Advanced Facial Techniques
- Spa Makeup Artistry: Daytime Makeup
- Bridal, Prom, Red Carpet Fashion Makeup
- Cluster and Strip Eyelash Application
- Eyelash Extensions
- Business Practices and Establishing a Practice
- Selling Products and Services
- Microdermabrasion Technologies and Physics
- Organic Microdermabrasion
- Crystal Free Microdermabrasion
- Microcurrent Technologies and Physics
- Hyrdofacial
- Holistic Skin Care Theory and Techniques
- Dermaplaning
- Nano Pen
- Aromatherapy Level II
- Blending Essential Oils
- Facial Acupressure
- Thermotherapy and Advanced Facial Tools
- Cellulite and Detoxification
- Clinical Facial Techniques
- Guest Speaker and Study Tour

Massage Therapy Program Information – 675 Clock Hours

Please Note: Each program may have additional programmatic policies and procedures that are in addition to the current policies and procedures in the catalog. These will be outlined in the syllabi of each program or section of the program.

Massage Therapy Program – 675 Clock Hours: Day and Evening Classes: 27 – 30 Weeks to Complete with Perfect Attendance

The study of massage therapy involves the science of body parts and systems, massage modalities and techniques, safety procedures, and business practices. The massage therapy school provides the marketable skills and knowledge needed to be a successful massage therapist. The program provides the massage therapy training needed to be eligible to take the Massage and Bodywork Licensing Examination (MBLEx). Graduates will possess the skills to meet the needs of the employment market for entry- level massage therapists. This is a clock hour program and is comprised of theory and lab hours to complete the program.

Program Objectives

1. To provide an intricate, well-rounded education in both Eastern and Western hands-on bodywork, clinical based case studies and somatic awareness from a mind/body/spirit approach that prepares graduates for a professional and effective practice.
2. To provide graduates with a fundamental understanding of anatomy, physiology, and pathology and an introduction to business practices, including marketing, finances, legal issues, and business planning.
3. To provide the necessary training to become a licensed massage therapist in the state of Georgia and to qualify graduates to sit for the Massage and Bodywork Licensing Examination (MBLEx)administered by the Federation of State Massage Therapy Boards.
4. To provide graduates with tools to effectively communicate with their clients, assess client needs, and design safe, effective sessions.
5. To provide graduates with superior bodywork skills, personal motivation, ethical awareness, and sustainable body mechanics to support a positive career, continued education, and an appreciation of lifelong learning.

Massage Therapy Grading Scale

The Massage Therapy Program uses the following grading system:

A	Excellent	96% -	- 100 %	=	4.0	GPA
B	Very Good	86%	- 95%	=	3.0	GPA
C	Good	75%	- 85%	=	2.0	GPA
D	Poor	Below 75%		=	1.0	GPA

Student records are maintained to determine each student's progress status. To be in good standing for the Massage Therapy Program, a student must maintain a 2.0 grade point average. Monthly progress records are maintained, and grades posted on a weekly basis.

Periodic exams are part of the evaluation process. If a student fails to maintain an academic level of 75% on written and practical work, he or she will be placed on probation for the next period. An opportunity will be given to re-take the examination and, if at the end of the probation period, the student does not achieve a 75%, or "C" level, termination from the program will occur.

Please see the Satisfactory Progress Policy in this Catalog for the school's Satisfactory Academic Progress Policy.

Massage Therapy Program – Theory and Practical

Massage – Theory

History of Massage
Business Practices and Ethics
Requirements for the Massage Practitioners

Anatomy and Physiology Overview Cells and Tissues
Anatomical Positions, Terms and Meanings The Integumentary System
The Skeletal System The Muscular System
The Circulatory System
The Lymph-Vascular System The Immune System
The Nervous System
The Endocrine System
The Respiratory System
The Digestive System
The Excretory System
The Reproductive System
Indications and Contradictions of Massage
Equipment and Products
Sanitary and Safety Practices
Classification of Massage Movements
Massage and the Spa Setting
HIV Recognition and Policies
Massage and Medicine

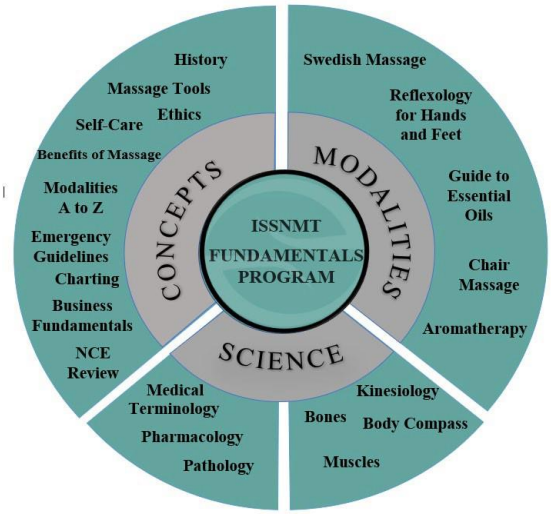
Massage – Practical

Swedish Massage Movements

Applications of Massage Movements (Gliding, Kneading, Friction, Joint Movements, Rhythm)
Treatment Room Routine
Procedures Therapeutic Massage Practices
Athletic/Sports Massage Practices Other Therapeutic Modalities
Prenatal Massage
Pre and Post Pregnancies Massage Manual Lymphatic Massage
Deep Tissue Massage
Neurophysiologic Therapies
Neuromuscular Therapies
Muscular Energy Techniques (MET) Passive Positioning Techniques
Yin and Yang
Asian Bodywork Therapy
Chair Massage
Ayurveda
Reflexology
Stress Therapy and Relaxation
Introduction to Aromatherapy
Introduction to Aromatherapy
Spa Therapy (Hot Stone, Salt Stone)
Licensure Certification Examination Review

Day and Evening Program	**675 Clock Hours**	**27 - 30 Weeks to Complete with Perfect Attendance**

ISSNMT FUNDAMENTALS PROGRAM – PROGRAM INFORMATION AND COURSE DESCRIPTIONS



ISSNMT FUNDAMENTALS PROGRAM – COURSE DESCRIPTIONS

Clinic 101 – Fundamentals of Massage (50 hrs.)
This course provides a thorough introduction to the history of massage therapy. It connects today's massage therapists with generations of healers from many cultures. Students are introduced to the various tools and equipment utilized in various massage settings. Emphasis is placed on teaching the necessary skills of career longevity by employing precise body mechanics and self-care techniques. The functional anatomical portion of this course centers around learning directional anatomy and medical terminology. Students will learn how to identify the various bones and bony landmarks for effective palpatory application. ***Pre-Requisites: None***

Clinic 102 – Fundamentals of Kinesiology (50 hrs.)
This course focuses on the basic principles of biomechanics, kinesiology, and proprioception. We will also identify the ethical boundaries associated with the massage profession and work to understand the adjustments in universal precautions as they deal with new health care guidelines. ***Pre-Requisites: None***

Clinic 103 – Fundamentals of Swedish (50 hrs.)
We will explore the seven basic massage movements including effleurage/gliding, petrissage/kneading, compression, friction, tapotement, percussion, and vibration. We will also demonstrate additional movements including direct pressure, superficial warming techniques, pumping, stretching, jostling, shaking, and rocking. Students will be inspired to think critically about various conditions that may ultimately affect massage. SOAP notes and charting are reviewed for application in the clinic setting. ***Pre-Requisites: None***

Clinic 104 – Fundamentals of Complementary Medicine (50 hrs.)
In this module, the focus is placed on helping students understand how the body and mind are interrelated and affect one's behavior. Essential oils, reflexology, and aromatherapy are taught to deepen students' understanding of time-honored traditions of mind/body therapies. The student will also be given an overview of the business aspects of massage with a focus on helping to build their self-awareness. The students will also learn the importance of the Georgia State Board and the laws and regulations that govern the profession. ***Pre-Requisites: None***

Clinic 105 – Fundamentals of Anatomy & Physiology (50 hrs.)
This course defines and conceptualizes the structure and function of the integumentary-the skin, skeletal, muscular, circulatory, nervous, endocrine, respiratory, digestive, excretory, and human reproductive systems. We will also identify the paths of diseases, non-pathogenic and pathogenic bacteria, physiological changes, and healing mechanisms. The clinical aspect will prepare students to practice onsite chair massage. There will be an introduction to study concepts of the National Certification Examination (NCE) ***Pre-Requisites: None***

Tools and Equipment
This course covers the following FSMTB content: **GUIDELINES FOR PROFESSIONAL PRACTICE**

A. Proper and safe use of equipment and supplies

Benefits of Massage
This course covers the following FSMTB content: **BENEFITS AND PHYSIOLOGICAL EFFECTS OF TECHNIQUES THAT MANIPULATE SOFT TISSUE**

C. Benefits of soft tissue manipulation for specific client populations

Ethics
This course covers the following FSMTB content: **ETHICS, BOUNDARIES, LAWS, REGULATIONS**

A. Ethical behavior
B. Professional boundaries
C. Code of ethics violations
D. The therapeutic relationship
E. Dual relationships
F. Sexual misconduct
G. Massage/bodywork-related laws and regulations
H. Scope of practice
I. Professional communication
J. Confidentiality
K. Principles

Self-Care
This course covers the following FSMTB content: **GUIDELINES FOR PROFESSIONAL PRACTICE**

A. Therapist care
- Body mechanics
- Protective gear (masks, gowns, gloves, etc.)
- Self-care
- Injury prevention

Modalities A to Z
This course covers the following FSMTB content: **BENEFITS AND PHYSIOLOGICAL EFFECTS OF TECHNIQUES THAT MANIPULATE SOFT TISSUE**

F. Overview of massage/bodywork modalities

Emergency Guidelines

This course covers the following FSMTB content: **GUIDELINES FOR PROFESSIONAL PRACTICE**

J. Safety practices
   a. Facilities
   b. Therapist personal safety
   c. Client safety

Charting
This course covers the following FSMTB content: **CLIENT ASSESSMENT, REASSESSMENT & TREATMENT PLANNING**

A. Organization of a massage/bodywork session
B. Client consultation and evaluation
   - Verbal intake
   - Health history form
C. Written data collection
D. Visual assessment
   - General
   - Postural
E. Palpation assessment
F. Range of motion assessment
G. Clinical reasoning
   - Ability to rule out contraindications.
   - Client treatment goal setting
   - Evaluation of response to previous treatment
   - Formulation of treatment strategy

Business Fundamentals
This course covers the following FSMTB content: **GUIDELINES FOR PROFESSIONAL PRACTICE**

K. Business Practices
   a. Business planning
   b. Strategic planning
   c. Office management
   d. Marketing
   e. Hiring/Interviewing
   f. Documentation and Records
      i. Client records
      ii. Business records

Pharmacology
This course covers the following FSMTB content: **PATHOLOGY, CONTRAINDICATIONS, AREAS OF CAUTION, SPECIAL POPULATIONS**

E. Classes of medications

Pathology
This course covers the following FSMTB content: **PATHOLOGY, CONTRAINDICATIONS, AREAS OF CAUTION, SPECIAL POPULATIONS**

A. Overview of Pathologies

Kinesiology
This course covers the following FSMTB content: **KINESIOLOGY.**

A. Components and characteristics of muscles
B. Concepts of muscle contractions
C. Proprioceptors
D. Locations, attachments(origins, insertions), actions and fiber directions of muscles
E. Joint structure and function

Bones
This course covers the following FSMTB content: **ANATOMY & PHYSIOLOGY**

A. System
   - Skeletal

The Body Compass
This course covers the following FSMTB content: **KINESIOLOGY.**

F. Range of motion
   - Active
   - Passive
   - Resistance

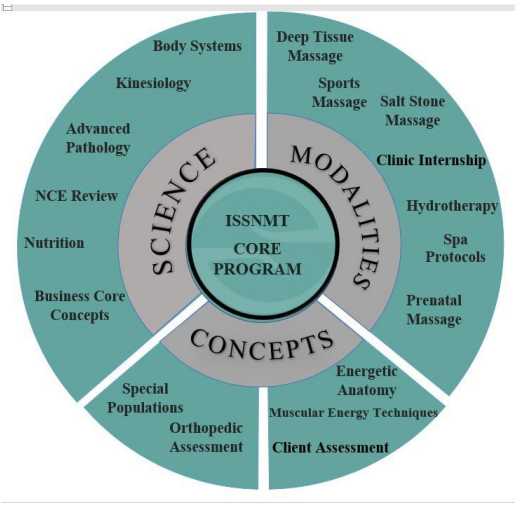
Swedish Massage
This course covers the following FSMTB content: **BENEFITS AND PHYSIOLOGICAL EFFECTS OF TECHNIQUES THAT MANIPULATE SOFT TISSUE**

E. Soft tissue injuries
   - Types of strokes
   - Sequence of application

Kinesiology – Superficial Muscles
This course covers the following FSMTB content: **KINESIOLOGY.**

A. Components and characteristics of muscles

ISSNMT CORE PROGRAM – PROGRAM INFORMATION AND COURSE DESCRIPTIONS



ISSNMT CORE PROGRAM – COURSE DESCRIPTIONS

MASSAGE/CLINIC 201 – Core Skin Wellness (50 hrs.)

The structure, function and pathology of the Integumentary system will be covered in detail. Deep tissue and Trigger Point Therapy (TP)concepts will be the focus of our clinical work, with a focus on maintaining proper biomechanics for health and longevity in the field of massage. Students will also review the superficial and deep muscles of the human body. This review will aid in understanding the fundamental requirements to perform deep tissue. ***Pre-Requisites: PR/CL101-105***

MASSAGE/CLINIC 202 – Core Skeletal Wellness (50 hrs.)

The structure, function and pathology of the skeletal system will be covered in detail. The students will also be introduced to clinical massage through orthopedic assessment and postural analysis. This course helps students define assessments including posture and gate. Passive, active, and resisted movements are also revisited in this course. Knowledge of postural assessment is paramount in the clinic setting which will apply various techniques, including stretching, active-assisted and resisted movements. ***Pre-Requisites: PR/CL101-105***

MASSAGE/CLINIC 203– Core Muscular Wellness (50 hrs.)

The structure, function and pathology of the muscular system will be covered in detail. Knowledge of the skeletal, nervous, and muscular systems aids in understanding techniques associated with this therapy. The clinic setting will focus on understanding the purpose of athletic massage, cause of muscle fatigue and contraindications. We will explain the importance of the warm-up procedures and the importance of massage to athletic performances and the relationship to possible injuries. We will study the massage techniques used in athletic massage and the four basic applications of athletic massage. This course also covers the kinesiology of the head, neck, and face. ***Pre-Requisites: PR/CL101-105***

MASSAGE/CLINIC 204 – Core Internal Wellness (50 hrs.)

The structure, function and pathology of the digestive system is covered in detail in this module. Students will also gain a basic understanding of nutrition. This course is designed to provide students with information to recognize nutritional benefits/detriments for their clientele. Abdominal massage is taught to bridge the theory with the practical application of the digestive system components. The functional anatomy portion will cover the kinesiology of the spine and thorax of the human body. To ensure students are well prepared for the national certification examination, this module will serve as a review of key subjects already garnered throughout the course. ***Pre-Requisites: PR/CL101-105***

MASSAGE/CLINIC 205 – Core Fluid Wellness (50 hrs.)

The structure, function and pathology of the circulatory and lymphatic system will be covered in detail. The clinic setting will include an introduction to using spa modalities, five ways of applying heat to the body and three ways to apply cryotherapy. Hydrotherapy uses water of different temperatures on the body to create a therapeutic effect and this is also covered through dry room demonstrations. Our spa class teaches various spa protocols and standards. We will also identify and use various products involved in different spa modalities. ***Pre-Requisites: PR/CL101-105***

MASSAGE/CLINIC 206 – Core Neural Wellness (50 hrs.)

The structure, function and pathology of the endocrine and nervous systems will be covered in detail. Clinical applications will introduce students to the basic philosophy of acupressure, acupuncture, reflexology, 5 Element Theory, Yin, and Yang concepts and Shiatsu as related to pressure points of the body. Students will be encouraged to embrace Eastern methodologies as a component of the basis of any massage treatment. ***Pre-Requisites: PR/CL101-105***

MASSAGE/CLINIC 207 – Core Womb Wellness (50 hrs.)

The structure, function and pathology of the reproductive and urinary systems will be covered in detail. With this knowledge, students will have a thorough foundation on the psychological and physiological changes a woman undergoes during pregnancy. Students will learn Pre and postnatal massage. Geriatric massage, our final specialized client population will require using varying table adjustments for comfort and security. ***Pre-Requisites: PR/CL101-105***

MASSAGE/CLINIC 208 – Core Breath Wellness (50 hrs.)

The structure, function, and pathology are covered in this module. Students will learn the value of deep breathing practices to help clients understand the need for cleansing breaths in his/her own life. The functional anatomy portion of this module explores the kinesiology and structural anatomy of the forearm and hand. ***Pre-Requisites: PR/CL101-105***

MASSAGE/CLINIC 209 – Core Professional Wellness (50 hrs.)

An introduction to basic business practices including attitude, planning, differences between employer and employee, independent contractors, types of business operations, business startup planning and basic bookkeeping concepts is covered.

Specific practices relative to the massage professionals are covered including the NCBTMB code of ethics, confidentiality, and effective inter-professional communication and legal and ethical parameters. ***Pre-Requisites: PR/CL101-105***

Body Systems

This course covers the following FSMTB content: **ANATOMY & PHYSIOLOGY**

System structure

- Circulation
- Digestive
- Endocrine
- Integumentary
- Lymphatic
- Muscular
- Nervous
- Reproduction
- Respiratory
- Skeletal
- Special Senses
- Urinary

System function

- Circulation
- Digestive
- Endocrine
- Integumentary
- Lymphatic
- Muscular
- Nervous
- Reproduction
- Respiratory
- Skeletal
- Special Senses
- Urinary

Kinesiology

This course covers the following FSMTB content: **KINESIOLOGY.**

A. Components and characteristics of muscles
B. Concepts of muscle contractions
C. Proprioceptors
D. Locations, attachments(origins, insertions), actions and fiber directions of muscles
E. Joint structure and function
F. Range of motion (Active, Passive, Resistant)

Advanced Pathology
This course covers the following FSMTB content: **PATHOLOGY, CONTRAINDICATIONS, AREAS OF CAUTION, SPECIAL POPULATIONS**

A. Overview of Pathologies
B. Contraindications
- Site specific
- Pathology related.
- Special populations
- Tools
- Special applications

C. Areas of caution
D. Special populations
E. Classes of medications

Nutrition
This course covers the following FSMTB content: **GUIDELINES FOR PROFESSIONAL PRACTICE**

A. Therapist care
- Self-care

Business Core Concepts
This course covers the following FSMTB content: **GUIDELINES FOR PROFESSIONAL PRACTICE**

A. Business Practices
- Business planning
- Strategic planning
- Office management
- Marketing
- Hiring/Interviewing
- Documentation and Records
  i. Client records
  ii. Business records

B. Healthcare and business terminology

Special Populations
This course covers the following FSMTB content: **PATHOLOGY, CONTRAINDICATION, AREAS OF CAUTION, SPECIAL POPULATIONS**

A. Special populations

Orthopedic Assessment
This course covers the following FSMTB content: **CLIENT ASSESSMENT, REASSESSMENT & TREATMENT PLANNING**

A. Palpation assessment
B. Range of motion assessment
C. Clinical reasoning
- Ability to rule out contraindications.
- Client treatment goal setting
- Evaluation of response to previous treatment
- Formulation of treatment strategy

Energetic Anatomy
This course covers the following FSMTB content: **ANATOMY & PHYSIOLOGY**

A. Concepts of energetic anatomy

Muscular Energy Technique
This course covers the following FSMTB content: **CLIENT ASSESSMENT, REASSESSMENT & TREATMENT PLANNING**

B. Palpation Assessment

Deep Tissue Massage
This course covers the following FSMTB content: **BENEFITS AND PHYSIOLOGICAL EFFECTS OF TECHNIQUES THAT MANIPULATE SOFT TISSUE**

A. Soft tissue techniques

Sports Massage
This course covers the following FSMTB content: **BENEFITS AND PHYSIOLOGICAL EFFECTS OF TECHNIQUES THAT**

MANIPULATE SOFT TISSUE

A. Benefits of soft tissue manipulation for specific client populations

Salt Stone Massage
This course covers the following FSMTB content: **BENEFITS AND PHYSIOLOGICAL EFFECTS OF TECHNIQUES THAT MANIPULATE SOFT TISSUE**

A. Hot/cold applications

Hydrotherapy
This course covers the following FSMTB content: **BENEFITS AND PHYSIOLOGICAL EFFECTS OF TECHNIQUES THAT MANIPULATE SOFT TISSUE**

A. Hot/cold applications

Spa Protocols
This course covers the following FSMTB content: **BENEFITS AND PHYSIOLOGICAL EFFECTS OF TECHNIQUES THAT MANIPULATE SOFT TISSUE**

A. Overview of massage/bodywork modalities

Prenatal Massage
This course covers the following FSMTB content: **BENEFITS AND PHYSIOLOGICAL EFFECTS OF TECHNIQUES THAT MANIPULATE SOFT TISSUE**

A. Benefits of soft tissue manipulation for specific client populations

Nailcare Program Information – 600 Clock Hours

Please Note: Each program may have additional programmatic policies and procedures that are in addition to the current policies and procedures in the catalog. These will be outlined in the syllabi of each program or section of the program.

Nailcare Program - 600 Clock Hours: 25 – 34 Weeks to Complete with Perfect Attendance

DESCRIPTION: The primary purpose of the Nailcare Course is to train the student in both theory and practical experience that will prepare them to pass the State Board examination and for subsequent entry level employment opportunities as a Nail Technician of a related career path. This course is directed toward developing desirable habits and attitudes with respect to health, sanitation, safety, basic manipulative skills, and encouragement towards self-reliance, service to others and an ethical approach to the Nail Care profession.

Program Objectives

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence
2. Practice proper grooming and effective communication skills and visual poise
3. Understand salon business fundamentals and employer-employee relationships.
4. Perform the basic manipulative skills for nail care services including manicures, pedicures, nail extensions, nail spa services, nail art, and nail maintenance & repair.
5. Apply theory and practical experience to assure sound judgments and procedures.

INSTRUCTIONAL METHODS: The 600 clock/credit hour is provided through a sequential set of learning steps that address specific asks necessary for graduation, State Board Examination preparation, and entry level employment skills. The course is presented through comprehensive lessons by means of interactive lecture, demonstration, class discussion, individualized instruction, group projects, student and classroom presentations, problem solving, peer coaching, and audio/visual presentation.

REFERENCES: MILADY'S STANDARD NAIL TECHNOLOGY TEXT – 7TH EDITION
MILADY'S STANDARD NAIL TECHNOLOGY WORKBOOK – 7TH EDITION

As the beauty and cosmetology industry has recently moved towards specialization, one of the biggest areas of growth is in the area of **nail care.** This growth has created the need for professionally trained and licensed nail technicians. The school's program provides the student with more than the required credit hours in training in preparation for the Board Licensing as a nail technician. An overview of the theory and practical portions of the training are outlined below.

Students will be trained in advanced concepts in foot and nail care. These concepts provide students with additional Safe Salon techniques with more skills to enter the profession. This type of training means graduates of the program will be a safety-trained nail professional who knows how to work with clients with special health considerations – those with diabetes, heart disease, full term or at-risk pregnancies, auto-immune diseases and more, all require extraordinary care taken with their foot care services. The training gives the nail technician graduate, and the ISSNMT student the confidence and knowledge to recognize and refer heath issues that are presented to the proper medical provider and provide healthy foot care.

Students will learn aseptic foot care services and creating referral relationships with local medical providers. This training will allow graduates of the ISSNMT Nailcare Program to enter the workplace with a much higher knowledge base and the confidence that brings. Graduates from the Nailcare Program are well versed in providing foot care for a growing market – those with health conditions that prevent them from patronizing "ordinary" nail salons.

STUDENT CLASSIFICATION:

The course is divided into two phases (1) pre-clinical instruction and (2) clinical service-learning experiences. The two phases are composed of four modules detailed as follows:

Freshman (Protégé): (0-150 hours) The first 150 hours are devoted to classroom workshops where students learn principles of sanitation and safety, technical information, and professional practices. Students must complete all required hours, assignments and maintain a 75% academic average before advancing to Diplomat level.

Senior: (151-300 hours) Student's transition to the clinic floor and are guided with individual instruction as well as group learning activities including demonstrations, classroom learning, daily worksheets, lab assignments, student projects and practical assessments developed specifically for monitoring progress.

Senior: (301-450 hours) Students continue building their practical and theoretical skills and enter a new phase of independence through the choice of different elective workshops conducted once a week. Elective workshops include Salon Business Trends, Advanced Artificial Nail Techniques, Nail Artistry, Reflexology, Personal Branding, Reputation/Identity Management, etc.

Senior: (451-600 hours) Students spend this time also refining their clinical and classroom learning experience with additional leadership and team building activities, student competitions, mentoring, student demonstrations, final course review and State Board preparation.

The contents of the units of instruction along with the applicable hours devoted to each module and unit are listed in the following section.

*One (1) credit hour EQUALS one (1) clock hour unless the credit is being given for an application.

Theory (150) – (150 credit/clock hours)

Hours	Subject/Unit
10	Personal hygiene, professional ethics, and customer relations
10	Sanitation/sterilization, public health/safety, infection control
5	Bacteriology; AIDS, HIV, and other communicable diseases
5	EPA, OSHA, other government standards; blood spill procedures
10	Physiology and anatomy
10	The art of massage and introduction to reflexology
10	Nail composition and structure, nail disorders and nail diseases
10	Chemistry: product knowledge, composition, usage, safety, and hazardous materials
10	Methods and procedures and implements: usage and safety.
10	Salon Business
10	Salon development and business operations
5	Client consultations
10	Business development; Marketing, advertising, and retail
10	Career/business planning, including preparation for interviews, resume' writing, and goal setting.
10	Georgia State Board of Cosmetology laws and rules a copy of which shall be provided to students.
10	Multimedia Technology: computers, internet activities
5	Student Project (To be assigned by Instructor)

Module One: 150 clock/credit hours
After the student has successfully completed 150 credit/clock hours in the above curriculum and the written and practical Progressive Exam with a passing score of 75 percent, the student may progress to the clinic floor to perform clinical services and clients/guests.

Modules 2, 3 and 4: 450 credit/clock hours
Note: After the completion of the first 150 credit/clock hours of Module 1 training, the curriculum shall be as follows:

HOURS	SUBJECT/UNIT
70	Manicure: basic, hot oil, hand and forearm massage and various spa manicures (70 credit hours/70 applications)
60	Pedicure: basic, foot and leg massage and various spa pedicures (60 credit hours/60 applications)
90	Nail Sculpting: (90 credit hours/90 applications)
60	Artificial tip applications: with overlay (60 credit hours/20 applications)
20	Nail wrapping: silk, linen, etc./natural nails only (20 credit hours/20 applications)
30	Fill-in applications (30 credit hours/30 applications)
10	Artificial nail removal/nail repair (10 credit hours/20 applications)
5	Electric File: usage with professional drill designed for fingernails only (5 credit hours/10 applications)
10	Nail art techniques: (10 credit hours/10 applications)
5	Airbrush nail art: (5 credit hours/5 applications)
5	Paraffin treatments: on hands and feet (5 credit hours/10 applications)
25	Salon Project: student competition; advanced techniques and related subjects (25 credit hours)
60	Spa/Salon Management: State Board rules and regulations; methods and procedures used for spa/salon maintenance, growth, and development (60 credit hours)

TOTAL HOURS – 600 credit/clock hours.

Evaluation Procedures: Students are assigned academic learning throughout the 600-hour Nailcare course, project-based assignments, and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated weekly using written criteria adopted by the school. Projects are evaluated and graded at the due date. A minimum grade of 75% is required at the end of each grading period. Students must make up failed or missed tests, practical and incomplete assignments within 1 week for a passing grade.

THEORY:

1. If a student is absent for a theory exam, it is the student's responsibility to meet with the educator to make arrangements to make up the test upon return to school.
2. When a student misses a theory exam, the student will receive a 0% for that exam. Once the exam is taken, the score for the exam will be recorded in place of the 0%.
3. If a student fails an exam, the student may retake the same exam the following week. The score will be an average of both exams. If the student takes a different exam for the same class, the new test score will be recorded.

WORKBOOK:

1. Workbook assignments are considered theory, and each chapter should be completed and submitted for a grade.

PRACTICAL:

1. Practical skills are assessed every week, and only after the initial demonstration have been given to the student.
2. The educator shall evaluate the student using written criteria established by the school and identified on the performance check sheet.
3. If a performance check is evaluated as unsatisfactory, the student shall receive an unsatisfactory score and no credit.

Day and Evening Program	**600 Clock Hours**	**25– 34 Weeks to Complete with Perfect Attendance**

Nailcare Program Information – 525 Clock Hours

Please Note: Each program may have additional programmatic policies and procedures that are in addition to the current policies and procedures in the catalog. These will be outlined in the syllabi of each program or section of the program.

Nailcare Program - 525 Clock Hours: 21 – 29 Weeks to Complete with Perfect Attendance

DESCRIPTION: The primary purpose of the Nailcare Course is to train the student in both theory and practical experience that will prepare them to pass the State Board examination and for subsequent entry level employment opportunities as a Nail Technician of a related career path. This course is directed toward developing desirable habits and attitudes with respect to health, sanitation, safety, basic manipulative skills, and encouragement towards self-reliance, service to others and an ethical approach to the Nail Care profession.

Program Objectives

Upon completion of the course requirements, the determined graduate will be able to:

6. Project a positive attitude and a sense of personal integrity and self confidence
7. Practice proper grooming and effective communication skills and visual poise
8. Understand salon business fundamentals and employer-employee relationships.
9. Perform the basic manipulative skills for nail care services including manicures, pedicures, nail extensions, nail spa services, nail art, and nail maintenance & repair.
10. Apply theory and practical experience to assure sound judgments and procedures.

INSTRUCTIONAL METHODS: The 525 clock/credit hour is provided through a sequential set of learning steps that address specific asks necessary for graduation, State Board Examination preparation, and entry level employment skills. The course is presented through comprehensive lessons by means of interactive lecture, demonstration, class discussion, individualized instruction, group projects, student and classroom presentations, problem solving, peer coaching, and audio/visual presentation.

REFERENCES: MILADY'S STANDARD NAIL TECHNOLOGY TEXT – 7TH EDITION
MILADY'S STANDARD NAIL TECHNOLOGY WORKBOOK – 7TH EDITION

As the beauty and cosmetology industry has recently moved towards specialization, one of the biggest areas of growth is in the area of **nail care.** This growth has created the need for professionally trained and licensed nail technicians. The school's program provides the student with more than the required credit hours in training in preparation for the Board Licensing as a nail technician. An overview of the theory and practical portions of the training are outlined below.

Students will be trained in advanced concepts in foot and nail care. These concepts provide students with additional Safe Salon techniques with more skills to enter the profession. This type of training means graduates of the program will be a safety-trained nail professional who knows how to work with clients with special health considerations – those with diabetes, heart disease, full term or at-risk pregnancies, auto-immune diseases and more, all require extraordinary care taken with their foot care services. The training gives the nail technician graduate, and the ISSNMT student the confidence and knowledge to recognize and refer heath issues that are presented to the proper medical provider and provide healthy foot care.

Students will learn aseptic foot care services and creating referral relationships with local medical providers. This training will allow graduates of the ISSNMT Nailcare Program to enter the workplace with a much higher knowledge base and the confidence that brings. Graduates from the Nailcare Program are well versed in providing foot care for a growing market – those with health conditions that prevent them from patronizing "ordinary" nail salons.

STUDENT CLASSIFICATION:

The course is divided into two phases (1) pre-clinical instruction and (2) clinical service-learning experiences. The two phases are composed of four modules detailed as follows:

1. **Protégé /Pre-Salon instruction (0-140 hours):**
   The first 140 hours are devoted to learning principles of sanitation and safety, salon management, basic technical skills, professional practices, project, field trip, and practical assessments developed specifically for monitoring progress. Students must complete all required hours, assignments and maintain a 75% academic average before advancing to the Salon service senior level for further training.

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2. Senior/Salon service-learning experiences (141-525 Hours):

Phase 1: (141-285 hours)

Students transition to the Salon floor and are guided with individual instruction as well as group learning activities including demonstrations of advance technical skill, classroom learning, nail art, air brush, State board practice, daily worksheets, projects, field trip, salon management, service client, and practice on building clientele.

Phase 2: (286-525 hours)

During the last 100 hours, Students refine their skill set, working on speed, turning in projects due. They will also prepare for the final exit exam, and state board exam.

The contents of the units of instruction along with the applicable hours devoted to each module and unit are listed in the following section.

*One (1) credit hour EQUALS one (1) clock hour unless the credit is being given for an application.

1. Protégé/Pre-Salon instruction (140 hours/credits):

Hours/credits	Subject/Unit
5	Personal hygiene, professional ethics, and customer relations.
5	Sanitation/sterilization, public health/safety, infection control.
5	Bacteriology; AIDS, HIV, and other communicable diseases.
5	EPA, OSHA, other government standards; blood spill procedures.
10	Physiology and anatomy.
10	The art of massage and introduction to reflexology.
10	Nail composition and structure, nail disorders and anil diseases.
10	Chemistry: product knowledge, composition, usage, safety, and hazardous materials.
10	Methods, procedures and implements (usage and safety).
10	Salon business.
10	Salon development and business operation.
5	Client consultation.
10	Business development: marketing, advertising, and retailing.
10	Career/business planning, Preparation for interviews, resume, goal setting.
10	Georgia State Board of Cosmetology laws and rules (a copy of which shall be provided for students).
10	Multimedia Technology: computer, internet activities.
5	Student project (to be assigned by instructor).

After the student has successfully completed 140 credit/clock hours, the written, and the practical exam with a passing score of 75% (percent), the student may progress to the Salon Floor to perform clinical services.

Note: hours and applications are applied to a full set only.

The next level of training shall be as follows:

2. Senior/Salon service-learning experiences (385 Hours/credits):

Hours/credits	Subject/Unit
5	Sanitizing and disinfection of tools, implements and equipment: (5 applications) ;(1 credit/application).
70	Manicure (Basic manicure, and Spa manicure): (70 applications) ;(1 credit/application).
60	Pedicure (Basic pedicure, and Spa pedicure): (60 applications); (1 credit/application).
60	Nail Sculpting: (20 applications) ;(3 credits/application).
60	Artificial tip application with overlay: (30applications); (2 credits/application).
20	Nail wrapping: (20 applications) ;(1credit/application).
20	UV gel nail. (20 applications) ;(1credit/application).

40	Fill-in application. (40 applications) ;(1credit/application).

2.Senior/Salon service-learning experiences (385 Hours/credits) Continue:

Hours/credits	Subject/Unit
10	Artificial nail removal/nail repair. (10 applications) ;(1credit/application).
5	Professional Nail drill. (10 applications) ;(0.5credit/application).
5	Nail Art techniques. (5 applications) ;(1credit/application).
5	Airbrush nail art. 5 applications) ;(1credit/application).
5	Paraffin treatments. (10 applications) ;(0.5credit/application).
20	Student competition. (20 applications) ;(1credit/application).

Evaluation Procedures: Students are assigned academic learning throughout the 525-hour Nailcare course, project-based assignments, and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated weekly using written criteria adopted by the school. Projects are evaluated and graded at the due date. A minimum grade of 75% is required at the end of each grading period. Students must make up failed or missed tests, practical and incomplete assignments within 1 week for a passing grade.

THEORY:

1. If a student is absent for a theory exam, it is the student's responsibility to meet with the educator to make arrangements to make up the test upon return to school.
2. When a student misses a theory exam, the student will receive a 0% for that exam. Once the exam is taken, the score for the exam will be recorded in place of the 0%.
3. If a student fails an exam, the student may retake the same exam the following week. The score will be an average of both exams. If the student takes a different exam for the same class, the new test score will be recorded.

WORKBOOK:

1. Workbook assignments are considered theory, and each chapter should be completed and submitted for a grade.

PRACTICAL:

1. Practical skills are assessed every week, and only after the initial demonstration have been given to the student.
2. The educator shall evaluate the student using written criteria established by the school and identified on the performance check sheet.
3. If a performance check is evaluated as unsatisfactory, the student shall receive an unsatisfactory score and no credit.

Day and Evening Program	**525 Clock Hours**	**22 – 30 Weeks to Complete with Perfect Attendance**

Cosmetology Program Information

Please Note: Each program may have additional programmatic policies and procedures that are in addition to the current policies and procedures in the catalog. These will be outlined in the syllabi of each program or section of the program.

Cosmetology Program - 1500 Clock Hours: 47 - 67 Weeks to Complete with Perfect Attendance

Course Outline

1500 Clock Hours Total

Description

International School of Skin, Nail care & Massage Therapy introduces the Cosmetology program. The primary purpose is to provide the fundamental training necessary to prepare individuals for career opportunities in the Cosmetology industries. Graduates will be qualified to sit for the Georgia State Board Cosmetology Licensing Examinations and, will be equipped with the knowledge and skills necessary to complete the exams successfully. Additionally, students will acquire the marketable skills needed to meet the needs of the specific industries for entry level positions as Master Cosmetologist.

Course Objectives

The objectives of the school are:

- To prepare people for opportunities in Cosmetology careers and develop in them a sense of responsibility and loyalty to their employers.
- To provide employment placement service for our graduates at no additional cost to them. To provide instruction that is appropriate for developing sound, entry-level skills.
- To teach the student to perform in an efficient and professional manner the duties and responsibilities of the job and work site.
- To help the student understand and accept the responsibilities of good citizenship on local, state, and national levels.
- To guide the student in developing self-control, self-discipline, self-reliance, and self-direction. To help the student realize that he or she will be judged as an individual in terms of job performance, attitude, and reliability.
- To utilize the services of an institutional advisory committee to:
  Annual review skill training data and the local area job market for placement; and to assist the governing board and staff/faculty in evaluating the effectiveness and appropriateness of the curriculum, facility, equipment, supplies, and the numerous services provided by the Institution.
- Assemble the requisite facilities, course materials, technology, equipment, administrative and support personnel, and services, along with qualified, enthusiastic instructors to assist our students in the achievement of their career goals. The school's primary goal is to provide the best possible career training in the shortest possible time consistent with quality education.
- To establish levels of proficiency and to structure its programs, instructional methods, and delivery of services to enable all students who diligently apply themselves to receive the requisite knowledge and skills for employment.
- To prepare students to be ***Salon Ready*** and not just *State Board Ready* upon graduation.

Format: As mandated by the Board of Master Cosmetology theoretical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; Methodological operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation.

Instructional Methods: The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for the state board preparation. graduation and entry level job skills, to include lectures, discussions, Power Points presentations, group projects, assigned practical and theory work sheets, demonstration, written and practical evaluations, and student participation, in- class presentations, field trips, and community outreach. Student salon equipment, supplies, implements and products are equivalent to those used within the industry.

Grading System: Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis. Students must maintain a 75% average to maintain satisfactory academic status.

The grading system detailed below is the system utilized in the school:

Grading Scale

Earned Points	Interpretation	Grade
93-100	Excellent	A
85-92	Very Good	B
75-84	Satisfactory	C
70-74	Needs Improvement	D

The State Board requires a minimum passing grade of 70% to receive credit for any cosmetology course or clinic work. Our program requires 75% to receive credit.

Graduation Requirements:

Requirements for graduation are completion of 1500 contracted clock hours and the minimum requirements and theoretical and practical operations. In order to successfully complete this course, the following criteria must be met, earn a minimum of 75% on all examinations, quizzes, labs, and projects, complete all tasks professionally and ethically; and follow the school's attendance policy. A diploma certifying graduation of the appropriate course is issued when a student has satisfactorily completed the graduation requirements. Each program of study offered by ISSNMT is considered to be a single program; therefore, students with an outstanding balance of unpaid tuition and fees will not be able to receive their proof of training documents or transcripts until the student has satisfied all financial obligations.

Upon completion of the contracted program clock hours. Students are expected to complete their course of Cosmetology on time, and in accordance with the expected contract completion date. 100 % attendance allows a student attending 35 hours a week to complete the program in 43 weeks and does not include a Leave of absence or other absences.

Practical Training on Salon Floor

Required subjects of instruction shall be completed with the minimum hour practical operation for each subject matter.
Safety and sanitation, Hair Design/Styling, Hair Cutting, Chemical Texture, Hair Color, Nail Care and Skin Care, Salon Management.

Instruction Training Material and Equipment:

Materials and Equipment include but is not limited to Shears, Blow Dryer, Practice Mannequins, Flat Irons, Combs and Brushes and Clipper and Trimmers, Nail Care Kit, Skin Care Kits. The student is Provided Sufficient Informational Materials Based on Class Subjects to Reinforce their Education. Students are Expected to Maintain the Kit by Replacing Lost or Broken Articles.
The Institute is Not Responsible for Broken, Lost or Stolen Implements, Materials or Equipment.
Kit lists are Available at the Time of Orientation.

Textbooks: Milady Textbook Workbooks, Milady Instructional DVDs

Program Length

1500 clock hours- completed in 43 weeks at 100% attendance.

International School of Skin, Nailcare and Massage Therapy - Cosmetology Program Description		
Unit Subjects	**Theory**	**Practical**
LEVEL ONE		
Infection Control: Principles and Practices	**40**	**5**
Health, Decontamination, and Cleansing Methods/Disinfection, Chemical Agents and Chemistry, Types, Classification, Equipment Use and Safety Material Data Sheets. EPA/OSHA, Blood Spill Procedure & AIS, HIV, & Communicable Diseases, Disinfection shall be emphasized throughout the entire program & be performed before use of all Instruments & tools.		
Skin Care	**15**	**82.5**
Facials, Makeup, Hair Removal: Skin Structure and Growth, Skin Structure & Growth, Diseases & Disorders, Skin Analysis, & Client Consultation, Determining Skin Type, Skin Care Products, Facial Massage, Facial Treatments, Facial Equipment, Sterilization, Cosmetic Application, Removal of Hair, (not Brazilian), Makeup Color Theory, Artificial Eyelashes.		
Scalp Care, Shampooing and Conditioning	**35**	**49**
Scalp Care: Properties of the Hair and Scalp, Hair Structure, & Composition of the Hair, Hair Growth & Loss, Disease & Disorders of Hair & Scalp, Hair & Scalp Analysis, Scalp Care & Massage, Shampooing, Conditioning, Procedures/Practices/Safety/Sanitation.		
Hair Styling and Design	**35**	**255**
Principles of Hair Design, Elements, & Philosophy of Hair Design; Creating Harmony; Designing for Men; Principles & Techniques of Wet Styling; Blow Drying & Waving; Hair Wrapping; Finger Waving; Hair Dressing; Braiding; Hair Extension, Enhancements & Wigs; Thermal Hair Straightening; Styling Long Hair, Styling Procedures; Safety and Sanitation		
Hair Cutting	**25**	**124.5**
Hair Cutting: Principles & Techniques of Haircutting; Haircutting Ergonomics; Wet & Dry Cutting; Razor Cutting; Clipper Cutting; Shears; Haircutting Safety Precautions & Procedures.		
Chemical Texture Service	**45**	**289**
Chemical Texture Service: The Hair Structure; Principles & Techniques of Sectioning, Wrapping, Processing, Curling, Chemical Straightening & Curl Reformation; Safety and Sanitation		
Hair Coloring	**45**	**155**
Hair Coloring: Identifying Natural Hair Color and Tone; Type of Hair Color; Client Consultation; Hair Analysis, Predisposition & Strand Principles & Techniques of Temporary, Semi & Demi Permanent Colors; Lightening; Toning; Highlighting; Special Effects, Color Safety Precautions; Color Procedures		
Nail Care	**10**	**90**
Nail Care: Nail Structure & Growth; Nail Disease and Disorders; Tools & Products; Principles & Techniques of Manicuring, Pedicuring, and Nail Enhancements; Safety Precautions & Nail Enhancements & Disinfection.		
Salon Business and Professional Development	**0**	**50**
Salon Business: Retails Sales - Fundamentals of Business Management; Opening a Salon, Business Plan, Licensing Requirements & Regulations, Laws, Salon Operations, Policies & Procedures, Compensation, Payroll, Salon Management, Dispensary.		
LEVEL TWO		
Theory and Service Applications	**0**	**150**
Cleansing and Disinfecting, Physiology, Electricity. Chemistry of Beauty Products & Actions/Reactions; Composition of Tints, Dyes, and Bleaches; Sales & Upselling; Salon Deportment: Consistency of Courtesy, Professionalism, Attitude & Customer Service.		
Totals	**250**	**1250**

Nailcare and Skin Care Instructor Program Information – Effective July 1, 2024

Please Note: Each program may have additional programmatic policies and procedures that are in addition to the current policies and procedures in the catalog. These will be outlined in the syllabi of each program or section of the program.

Nailcare Instructor Program: 250 Clock Hours and Skin Care Instructor Program: 500 Clock Hours

NAILCARE INSTRUCTOR DAY & EVENING CLASSES: Matches the Nailcare program hours unless a special schedule is approved.
The Nail Instructor Training Program is not an eligible program for Federal Title IV Funding

SKIN CARE INSTRUCTOR DAY & EVENING CLASSES: Matches the Skin Care program hours unless a special schedule is approved.
The Skin Care Instructor Training Program is an eligible program for Federal Title IV Funding

Special Schedules with Program Director Approval Only

Program Objectives

Provide the most current curriculum and procedural applications under the scope of practice as prescribed by the Georgia State Board of Cosmetology and Barbers.

- To provide the necessary training to become a licensed instructor in the state of Georgia, and present to the student the many career opportunities that may be available to the graduate under the license stature.
- To instill a sense of confidence and professional decorum, while inspiring students to recognize their abilities and potential in preparation for a teaching career in the field of beauty and esthetics.
- To provide students with developmental tools to assist in effectively communicating with their students, peers, and industry professionals.
- To encourage the sense of community, teamwork, and graciousness as to anticipate in the work environment in the professional field.
- To introduce and demonstrate the art of teaching to all levels of students.

Methods, Teaching and Techniques of Teaching

Lectures and Discussions
Demonstrations
Conduction Practice Activities
Questioning Techniques
Results
Special Situations

Classroom Management

Physical Environment
Student Discipline
Classroom Routine
Administrative Duties
Class Supervision
Corrective Measures

Teaching Materials

Audio-Visuals aids
Values of Different Teaching Aids
Textbooks
Reference Books
Teaching Materials
Resource Materials
Workbooks
Creative Aids

Testing

Purpose
Performance
Written Tests
Standardized Tests

Evaluation

General Students Abilities
Student Achievement
Teacher Evaluation

Nailcare and Skin Care Instructor Program Information – Not enrolling in this program after July 1, 2024.

Nailcare Instructor Program: 300 Clock Hours and Skin Care Instructor Program: 600 Clock Hours

NAILCARE INSTRUCTOR DAY & EVENING CLASSES: Matches the Nailcare program hours unless a special schedule is approved.
The Nail Instructor Training Program is not an eligible program for Federal Title IV Funding

SKIN CARE INSTRUCTOR DAY & EVENING CLASSES: Matches the Skin Care program hours unless a special schedule is approved.
The Skin Care Instructor Training Program is an eligible program for Federal Title IV Funding

Special Schedules with Program Director Approval Only

Program Objectives

- Provide the most current curriculum and procedural applications under the scope of practice as prescribed by the Georgia State Board of Cosmetology and Barbers.
- To provide the necessary training to become a licensed instructor in the state of Georgia, and present to the student the many career opportunities that may be available to the graduate under the license stature.
- To instill a sense of confidence and professional decorum, while inspiring students to recognize their abilities and potential in preparation for a teaching career in the field of beauty and esthetics.
- To provide students with developmental tools to assist in effectively communicating with their students, peers, and industry professionals.
- To encourage the sense of community, teamwork, and graciousness as to anticipate in the work environment in the professional field.
- To introduce and demonstrate the art of teaching to all levels of students.

Methods, Teaching and Techniques of Teaching

Lectures and Discussions
Demonstrations
Conduction Practice Activities
Questioning Techniques
Results
Special Situations

Classroom Management

Physical Environment
Student Discipline
Classroom Routine
Administrative Duties
Class Supervision
Corrective Measures

Teaching Materials

Audio-Visuals aids
Values of Different Teaching Aids
Textbooks
Reference Books
Teaching Materials
Resource Materials
Workbooks
Creative Aids

Testing
Purpose
Performance
Written Tests
Standardized Tests

Evaluation
General Students Abilities
Student Achievement
Teacher Evaluation

CLASS START DATES AND CLASS SCHEDULES 2024

Program start dates vary by program. Most programs allow for students to start monthly and, in some cases, more often or less often depending upon the curriculum and the schedule. Contact the campus for more information on class start dates.

Class Start Dates and Schedules Are Subject to Change.

The school attempts to develop schedules that will work for most students. When students are selecting a schedule, it should be done so with the intention of attending only that schedule, consistently throughout the program, and ensuring it is compatible with outside influences and life circumstances. Students should consider factors like work schedules, day care for children and transportation and Atlanta traffic when selecting a schedule. Attendance is mandatory and on-time attendance important.

Nailcare and Nailcare Instructor

Nailcare	DAY (Morning)					Nailcare	EVENING	
24 Hrs. Per Week	25 Wks. to Complete					18 Hrs. Per Week	34 Wks. to Complete	
Monday	N/A					Monday	N/A	
Tuesday	9:30 AM	3:30 PM				Tuesday	6:00 PM	10:00 PM
Wednesday	9:30 AM	3:30 PM				Wednesday	6:00 PM	10:00 PM
Thursday	9:30 AM	3:30 PM				Thursday	6:00 PM	10:00 PM
Friday	9:30 AM	3:30 PM				Friday	MUDay	MUDay
Saturday	MUDay	MUDay				Saturday	9:30 AM	3:30 PM
Sunday	N/A					Sunday	N/A	

NC Instructor	DAY					NC Instructor	EVENING	
25 Hrs. Per Week	10 Wks. to Complete					25 Hrs. Per Week	10 Wks. to Complete	
Monday	N/A					Monday	N/A	
Tuesday	9:30AM	3:30 PM				Tuesday	6:00 PM	10:00 PM
Wednesday	9:30 AM	3:30 PM				Wednesday	6:00 PM	10:00 PM
Thursday	9:30 AM	3:30 PM				Thursday	6:00 PM	10:00 PM
Friday	9:30 AM	3:30 PM				Friday	N/A	
Saturday	MUDay	MUDay				Saturday	9:00 AM	3:00 PM
Sunday	N/A					Sunday	N/A	

Skin Care and Skin Care Instructor

Skin Care	DAY Morning		Skin Care	Day - Afternoon		Skin Care	EVENING	
25 Hrs. Per Week	40 Wks. to Complete			N/A at this time		19 Hrs.Per Week	53 Wks. to Complete	
Monday	N/A					Monday	MUDay	MUDay
Tuesday	9:00 AM	3:00 PM				Tuesday	6:00 PM	10:00 PM
Wednesday	9:00 AM	3:00 PM				Wednesday	6:00 PM	10:00 PM
Thursday	9:00 AM	3:00 PM				Thursday	6:00 PM	10:00 PM
Friday	9:00 AM	4:00 PM				Friday	N/A	N/A
Saturday	MUDay	MUDay				Saturday	9:00 AM	4:00 PM
Sunday	N/A					Sunday	N/A	

SC Instructor	DAY		SC Instructor	DAY (Afternoon)		SC Instructor	EVENING	
25 Hrs. Per Week	20 Wks. to Complete			N/A at this time		20 Hrs. Per Week	34 Wks. to Complete	
Monday	N/A					Monday	N/A	
Tuesday	9:00 AM	3:00 PM				Tuesday	5:30 PM	9:30 PM
Wednesday	9:00 AM	3:00 PM				Wednesday	5:30 PM	9:30 PM
Thursday	9:00 AM	3:00 PM				Thursday	5:30 PM	9:30 PM
Friday	9:00 AM	4:00 PM				Friday	MUDay	MUDay
Saturday	MUDay	MUDay				Saturday	9:00 AM	4:00 PM
Sunday	N/A					Sunday	N/A	

Massage Therapy

Massage Therapy	DAY (Morning)		Massage Therapy	3- Day Schedule		Massage Therapy	EVENING	
25 Hrs Per Week	27 Wks. to Complete		22.5 Hours Per Week *requires ½ lunch clock out	30 Weeks to Complete		23 Hrs. Per Week	30 Wks. to Complete	
Monday	MUDay	MUDay	Monday	9:30 AM	5:30 pm	Monday	MUDay	MUDay
Tuesday	9:00 AM	2:00 PM	Tuesday	9:30 AM	5:30 PM	Tuesday	5:30 PM	10:00 PM
Wednesday	9:00 AM	2:00 PM	Wednesday	9:30 AM	5:30 PM	Wednesday	5:30 PM	10:00 PM
Thursday	9:00 AM	2:00 PM	Thursday	N/A	N/A	Thursday	5:30 PM	10:00 PM
Friday	9:00 AM	2:00 PM	Friday	MUDay	MUDay	Friday	5:30 PM	10:00 PM
Saturday	9:00 AM	2:00 PM	Saturday	MUDay	MUDay	Saturday	9:00 AM	4:00 PM
Sunday	N/A					Sunday	N/A	

Cosmetology

Cosmetology	Day				Cosmetology	Evening	
32 Hrs. Per Week	47 Wks. to Complete				22.5 Hrs. Per Week	67 Wks. to Complete	
Monday	N/A	N/A			Monday	N/A	
Tuesday	N/A	N/A			Tuesday	6:00 PM	10:00 PM
Wednesday	9:00 AM	6:00 PM			Wednesday	6:00 PM	10:00 PM
Thursday	9:00 AM	6:00 PM			Thursday	6:00 PM	10:00 PM
Friday	9:00 AM	6:00 PM			Friday	6:00 PM	9:30 PM
Saturday	9:00 AM	4:00 PM			Saturday	9:00 AM	4:00 PM
Sunday	N/A				Sunday	N/A	

NOTE: Cosmetology Program: Day program = ½ lunch daily (must clock out)
Evening program: Tuesday through Thursday: 15 min. break only and 2 – 15-minute breaks on Saturday (do not need to clock out)

Tuition and Fees

ISSNMT seeks to keep tuition reasonable for students; however, the cost of supplies and teaching have risen significantly in the past few years. Tuition costs for all programs are shown below. Additional charges for students that are not covered for replacement of kit items, replacement name badge and any additional items needed for the State Board Kit and specialty services, or other items as noted in the section on Fees, Fines and Supplies. The Graduation fee is also not included in the tuition and fees. Students wishing to participate in the graduation ceremony will be charged not more than $125.00 for the cap, gown, and ceremony.

	Registration Fee, Textbooks, Kits Non-Refundable		
	Skin Care Program	**Nailcare Program**	**Massage Therapy Program**
Registration Fee	$ 100.00	$ 100.00	One-time Fee: $100.00
Tuition	$ 17,090.00	$ 9,995.00	$ 10,500.00
Textbooks	$ 325.00	$ 325.00	$ 300.00
Kit	$ 225.00	$ 225.00	$ 250.00
Total	$ 17,740.00	$10,645.00	$ 11,150.00
	Skin Care Instructor	**Nailcare Instructor**	**Refreshers for Unlicensed Graduates who are only 1 – 4 years from graduation (100 hours) and based upon knowledge. All others must meet with Campus Administration.**
Registration Fee	$ 100.00	$ 100.00	$100.00
Tuition	$ 5,180.00	$ 2,665.00	$1,000.00
Textbooks	$ 150.00	$ 150.00	
Kit	$ 0.00	$ 0.00	
Total	$ 5,430.00	$ 2,915.00	$1,100.00
	Cosmetology		
Registration Fee	$ 100.00		
Tuition	$22,450.00		
Textbook	$ 450.00		
Kit	$ 1,800.00		
Total	$24,800.00		

Students who are hours only or transfer students: Textbooks and kit items are not included in the tuition.			
	Skin Care Program	**Nailcare Program**	**Massage Therapy Program**
Registration Fee **Books/Kit Items** **Tuition:**	$l00.0 As needed $17.09 per Clock Hour	$100.00 As needed $16.65 per Clock Hour	$100.00 As needed $15.55 per Clock Hour
	Skin Care Instructor	**Nailcare Instructor**	**Cosmetology**
Registration Fee **Books/Kit Items** **Tuition:**	$l00.00 As needed $7.72 per Clock Hour	$100.00 As needed $7.05 per Clock Hour	$100.00 As needed $14.96 per Clock Hour
Overtime Fees	***All Programs***	***$10 per hour***	

Fees, Fines and Supplies <u>Not</u> Included in Tuition – 2024

The following fees and supplies are not included in the Program Cost noted above. During the program, students may elect to use specialty products and/or serums not included as supplies provided by the school. These must be purchased from the school for use at the school. Additionally, there will be fines imposed for items related to policies and procedures, replacement costs of items supplied and the Resource Center. Please read the list to ensure you are familiar with the incidental fees and supplies. The following fees and/or supplies <u>are not covered in tuition</u> and are the responsibility of the student to purchase and/or replace, as needed.

1. **Uniform Shoes and Scrubs:** Tennis shoes (or similar type shoe) are required and not included in tuition and fees.
2. **Clear Book Bag:** Students are required to carry clear book bags. This is for safety reasons.
3. **Student school t-shirts**.
4. **Kit Items:** Students receiving a kit will be required to replace kit items that have been used or lost and need to be replaced. Protégé Nailcare Kits are not allowed to be removed from the Campus at any time for any reason.
5. **Unique or Specialty products (not normal type services):** Each department will provide a list of products that must be purchased by the student for use after the minimum number of credits required have been met by the student. These products are not expensive and must be paid for in cash or credit/debit card from the Spa Services Desk prior to receiving the service.
6. **Student Services:** Students receive free services while attending the institution; however, **products** used for these services **are not free**. A price list is available at the Spa Services Desk and students will be *<u>required to prepay for services.</u>*
7. **Name Badges**: The first one is included; however, lost, or damaged name badges must be replaced, and the cost is $15.00.
8. **Resource Center:** Any book, DVD or other resource material not returned will be the financial responsibility of the student to replace.
9. **Equipment checked out**: if equipment is checked out and not returned or, if pieces are missing upon return, the student will be responsible for replacing the equipment. If the equipment is purposefully broken, the student will bear the financial responsibility for repairs or replacement.
10. **Transcript Charges from High School:** If a copy of a high diploma cannot be provided by the student prior to the first day of class and transcripts must be sent to the high school attended, the student's account will be charged for $15.00 plus charges required by the student's high school or GED Center for ISSNMT to obtain an official transcript. Students are responsible for payment of this charge.
11. **Transcripts from ISSNMT:** The first two transcripts provided to the student are at no charge. One transcript is sent to the State Board for testing at no charge. Two transcripts are given to the student upon successful completion of the program and all fees and tuition are paid in full. Thereafter, the transcript fee is $15.00 per transcript.
12. **Additional Diploma or Name Change on Diploma:** $25.00 per diploma requested.
13. **Graduation Fee:** $100.00 if a student elects to participate and the fee is not included in tuition.
14. **Nail Technology Advanced Courses: Nail Technology Advanced Courses:** This post-graduation and licensure class is included in the tuition and fees **IF** meets specific benchmarks by the student's graduation date. Students who do not meet these requirements and benchmarks will be required to pay additional fees for the advanced class if he or she elects to take the class. It is not a requirement of the program as it is considered an advanced, post-graduation class.
15. **Schedule Change:** $75.00 per change.
16. **Make up Day for State Board Test Prep (Skin Program Only):** To properly prepare you to pass your practical licensure examination, the training is built into the curriculum. This module will cover how to schedule/modify your licensure exams, how to prepare for them, how to pass them, and how to apply for your esthetician license and when to renew it. Students will have two-three designated weeks to cover these topics and prepare their kit for their practical examination. Kit items were not covered in the tuition and the instructor will provide a supply list to each student. Failure to participate in the training sessions will result in not finishing the program. Failure to attend these sessions will result in (1) attending training sessions with evening class when they begin or (2) paying $25/hour

17. to an ISSNMT instructor with a two-hour minimum to provide assistance. These sessions will be paid directly to an instructor while both student and instructor are off the clock. To schedule, please contact the program ambassador for availability.
18. Overtime charges**.**
19. **State Board Licensing Fees, Background Checks, and State Board Kits** (subject to change).
    a. Massage Therapy licensure requires a background check which must be submitted for licensure. This is a direct cost to the student. These charges range from $15 - $125 depending upon the required background check.
    b. **State Board Examination Fee**: IS included in tuition and fees **if certain benchmarks are completed during the program and after graduation. These benchmarks are: 95% attendance ON the LAST day of attendance, no balance with the school on the last day of attendance and the test is taken within 60 days and for the first attempt only (Does include make up time in the calculation of attendance).** If these benchmarks on not met, the student must pay the State Board Examination fee. These fees are:
        - Skin Care and Nailcare and Instructor Exam fee: $109
        - Massage Therapy Exam fee: $265.00
    c. **Licensing Fee**: IS included in tuition and fees **if certain benchmarks are completed during the program and after graduation. These benchmarks are: 95% attendance (does NOT include make up time), no balance with the school on the last day of attendance and the active license is provided to the school within 90 days of graduation.** If these benchmarks on not met, the student must pay the license fee.
    d. Licensing Fees:
        - Skin Care and Nail Care: Initial License - $30.00 | Renewal - $50.00
        - Instructor: Initial and Renewal - $75.00
        - Massage Therapy: Initial - $125.00 | Renewal - $75.00
20. State Board kits range from $45 - $175 depending upon what the student is missing from his or her school kit and can be purchased through the school. State Board Kits are never included in the tuition.
21. **Advanced Classes:** Classes taught outside of the curriculum (may be CEU's, Specialty classes not required I the program, advanced concepts not included in the program) must be paid by the student or graduate.
22. **SKIN CARE STUDENTS:** Milady Advanced Esthetics: this book is provided for use during the Senior section of the program and must be returned upon graduation or termination from the program. Failure to return it will result in the cost of the textbook being charged to the student's account.
23. **Additional instructional charges for students who are incomplete graduates requiring additional instruction to complete the program.** The cost will be $25 per hour and must be prepaid prior to the instruction.

Please note: Financial aid (Title IV funding) cannot be used to pay for any of the charges listed that are not included in tuition. A**ll fines and fees and tuition balance must be paid in full by the student's last day of attendance** and before the exit exam is taken unless satisfactory payments arrangements have been made. All fees, fines and supplies not covered in tuition must be either paid in cash or will be posted to the student's account and must be paid in full prior to graduation. Transcripts, diplomas, and State Board examination approval will not be released until these items are paid for in full. IF students are allowed to take the exit exam if there is a balance owed to the school these students are NOT allowed to receive a progress report, transcript, attend graduation, or have documents sent to the State Board for the test, until the balance is paid in full.

Advanced Post-Education Training for Nailcare Graduates

Students who enroll in the Nailcare program at ISSNMT may receive the online Training through MediNail Learning Center at no charge **IF** the following conditions are met:

1. Must be a graduate of the ISSNMT Nailcare program.
2. Must have an overall G.P.A. of 90% or better at graduation.
3. Must have an attendance percentage of 95% or better at graduation.
4. All tuition and fees paid, in full, by graduation date.
5. Must be licensed within sixty (60) days of graduation date.
6. Must register for the class within ninety (90) days of graduation date and MUST take the class within 6 months of graduation.

Below is outlines information about the course and Dr. Spalding the President and Founder of Medinail Learning Center. ISSNMT encourages students to take the classes offered at Medinail Learning Center. Students can progress through many courses at MediNail Learning Center after completion of the MediNail Advanced Technology program. The Certified MediNail-Advanced Nail Technologist™ (M-ANT) is an all-new program for professionals who have completed advanced training in working aseptically with clients for their ultimate protection from the transfer of infection. The M-ANT course is for salon-based nail technicians working to be the best in their professions by studying online & on the go, on any device (tablet, computer, or phone). The authors, owners and faculty of the Medinail Learning Center courses are respected educators and professionals who care about the nail industry and its technicians.

Dr. **Robert Spalding** is the president and original founder of Medinail Learning Center (MLC) in 2006 as well as author of the Medical Nail Technician Program and a board-certified podiatry practitioner (DPM) with a busy practice in Chattanooga, TN. He is a Certified Forensic Podiatrist and the author of several books, among them Death by Pedicure ©2006 (for consumers) and The Science of Pedicures (for nail technicians). These books provide the foundation for MLC and the Medical Nail Technician Certification (MNT) and the Medinail Advanced Nail Technologist Course (M-ANT) certification.

The cases in which he was a forensic specialist against salon infections usually were based on preventable injuries caused by improper infection control during nail services. But rather than becoming negative about the industry, he began a campaign toward educating nail professionals in safe practices that prevent harm to their clients. His proactive support of nail technicians is shown in his activities as a previous member of the board of International Pedicure Association and the Infection Control Committee for Cengage Publishing. Dr Spalding is also the creator of www.westerilize.com, co-creator of www.safesalonrating.com and has contributed numerous articles to podiatric and salon based magazines.

He is a member of the APMA, the ACFAOM and the ABPMS. He lectures yearly at multiple nail professional venues and podiatry conferences. As a result of Dr Spalding's efforts, MLC's Medical Nail Technicians course is now the only nail technician course that has been recognized by the American College of Foot and Ankle Orthopedics and Medicine or www.ACFAOM.org. The MLC M- ANT and MNT courses* are a result of his passion against fungal infections being transferred to clients in nail salons, his hope that clients will be able to purchase safe services, and his desire to see nail technicians enjoy enhanced success directly through the upgrading of their safety techniques and skills. For more information concerning Dr. Spalding's background, see drspalding.com and www.justfortoenails.com.

The M-ANT, MNT and CCPMA courses are not licensed by any states to allow for advanced procedures not authorized by the states in which nail technicians hold their licenses but merely represent academic exposure to safe practices that enhance the safety of clients who visit nail salons. MNT and CCPMA certification only give additional medical information to make it easier for nail techs to transition to work under the direct supervision of podiatrists and other physician's licenses. MLC training generally exceeds the basic infection standards taught in cosmetology books and exceeds the standards of most basic state board requirements to operate a salon.

ACCURACY

This catalog is true and accurate in content and policy to the best of my knowledge.

Pamela Jones
Campus President

We Are Pleased and Honored
You Have Selected
International School of Skin, Nailcare and Massage Therapy
As Your Education Partner as You Move Forward to
Pursue a Career in the Beauty and Wellness Industry