NC Nails Esthetics Academy
630 University Center Blvd.
Charlotte, NC 28262
www.ncnailsesthetics.com

School Policy

Welcome to NC Nails Esthetics Academy!

It is our goal to promote a safe, positive and cohesive learning environment to our students and instructors. To do so, we need your help by following our school policies. The policies are as follow:

1) Uniforms

You must wear your school uniforms to class in order to get clocked in for the day. Otherwise, you will be asked to go home and change. *(ONE warning*)

- TOP: School T-shirt or Black scrubs top (*No alteration of School T-shirt allowed)*
- BOTTOM: Black scrubs pants ONLY
  - NO ripped pants, NO sweatpants, NO leggings, NO work out pants, NO jeans
- Shoes: Closed-Toe shoes
  - NO flip-flops, NO sandals, NO heels, NO bedroom slippers
- Name Tag
- NO headgear (*hats, head wraps, bandanas, beanies*)

2) Supply Kit

- Must bring your own supplies to class everyday
- All supplies must be cleaned/disinfected and ready to be checked every morning
- Any dirty supplies/implements found will be tossed
- All products must be clearly labeled
- No outside products, personal items, food/drinks should be in student kit

3) Personal Belongings

- Please put your phone on silent at all times during class
- No texting or playing with your phone while an instructor is giving theory/demo
- You are responsible for your personal belongings. The school will NOT be responsible for any lost or stolen items.
- NO smoking or vaping allowed in school

4) Food & Drinks

- NO Food and Drinks are allowed in the classroom/practical area.
- Please clean up after yourself

5) Record Keeping

Students will be required to CLOCK In and CLOCK OUT on the computer along with signing the TIMESHEET every day.

- You must do so for yourself ONLY
- Remember to check your computer time to match it with your timesheet weekly to ensure you graduate in a timely manner

6) Attendance & Tardiness Policy

You must attend classes regularly and on time according to your chosen program type

A) **Full Time**: (Monday – Thursday 9am - 6pm)

- 32-36 Hours a week
- Must Graduate in 8-9 Weeks.
- If the student does not graduate by 9 weeks, the student will be switched to Part Time and pay Part Time price

B) **Part Time**: (Monday – Thursday 9am - 3pm) OR (Monday – Wednesday 9am - 6pm)

- 24+ Hours a week
- Must Graduate in 10-13 Weeks
- If the student does not graduate by 13 weeks, the student will be required to pay $14/hour for every hour short of 300 hours

C) **Night Time/Online:** IN CLASS (Monday - Thursday 3:30pm - 8:30pm) + ONLINE 8 Hours

- 28+ Hours a week
- Must Graduate in 10-13 Weeks
- If the student does not graduate by 13 weeks, the student will be required to pay $15/hour for every hour short of 300 hours

- Arriving 15 minutes after class starts will be considered as Tardy. You will be allowed 5x "free" tardies. After the 5th tardy, you cannot come in class until after Lunch/ Break to minimize class disruption. This will affect your graduation.
- No individual can stay enrolled for more than 6 months.
- If any emergency/family issues arise, please provide doctor/court note for any excused absences.
- If you are withdrawn from school for personal reasons, you will be allowed a ONE-time re-enrollment. Tuition and schedule will be dependent on when you re-enroll.

7) Online Class

- **Full Time/Part Time students:** Online Hours are ONLY available during School emergencies such as inclement weather, teacher absence etc. Online Hours can only be for Theory portion.

- **Night Time/Online students:** Online Hours will be available for Theory portion of the program online. Maximum Hours allowed is 30% of Total Time = 90 Hours

8) Tuition Payment Plan

Full Time - $3,900	**Part Time - $4,200**	**Night/Online - $4,500**
Deposit: $1,500	**Deposit: $1,500**	**Deposit: $1,500**
Day 1: $800	**Day 1:** $800	**Day 1:** $800
Month 1, 2: $800/month	**Month 1, 2:** $800/month	**Month 1, 2:** $800/month
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- Payments will be due on the date of your class start date each month.
- Accepted form of payments - Cash, Money Order/Cashier's Check, Venmo, Cash App
- Students will not be allowed to earn more hours if they do not make their monthly payments.
- All balance must be **PAID IN FULL** prior to graduation.

9) Sanitation Duties

As part of your enrollment at NC Nails Esthetics Academy, every student will be assigned random sanitation tasks weekly to ensure school stays clean and prepped for the following day. Prior to leaving each day, the student must complete tasks such as washing towels, taking trash out, refill supplies etc.

10) Tests & Performances

- Passing Grade for all tests and performances is **75%**
- Must Pass all required performance evaluations in order to graduate
  - Handwashing & Implements Disinfection
    - Subchapter 14H .0403
  - Prior to Each Day & End of Day Sanitation
  - Blood Exposure (Student and Client scenarios)
    - Subchapter 14H .0404
  - Manicure
  - Pedicure
  - Nail Tips Application/Refill/Removal
  - Sculpture Nails Application/Refill/Removal
  - Gel Application/Refill/Removal
  - Electric Filing

- Must Pass all chapter tests in order to graduate
- Must complete the minimum number of Live Model performances before you can graduate

11) Live Models Performances

- As part of your training, you will be required to perform services and receive services. As the technician, you must follow all safety and infection control procedures set by the NC State Board of Cosmetic Arts. As the client, you must assume all risks and potential damages which may be caused by any student/ instructor performing the services on you.

12) General

- You must act professional at all times with everyone.
- You must come to school with uniform, books and materials ready for the day to start.
- Any pictures/videos taken of myself & my work can be used for educational and promotional purposes at the school's discretion.
- Instructors will dismiss anyone who is disruptive and disrespectful.
- The school will have the right to withdraw any students who does not follow school policies. **NO RE-ADMISSIONS. NO REFUNDS. NO EXCEPTIONS.**

Thank you for joining the NC Nails Esthetics Academy Family!