# Table of Contents

Address and Contact Information .................................................. 5
Welcome Letter from the Director(s) ............................................ 6
Mission Statement ............................................................... 7
Objectives ............................................................................. 7
History .................................................................................. 7
Legal Control ........................................................................ 8
Location ................................................................................. 8
Facilities .................................................................................. 8
Programs Offered ..................................................................... 8
Accreditations and Approvals ...................................................... 9
Program Credentials .............................................................. 9
Non-Discrimination Policy and Students with Disabilities .......... 9
School Federal Title IV Eligibility ............................................ 9
Federal Financial Aid Programs – General Information .......... 9
  Eligibility Requirements ......................................................... 10
  The Pell Grant Program ........................................................ 10
Direct Student Loan Programs .................................................. 10
  Federal Supplemental Educational Opportunity Grant (FSEOG)
  Program .............................................................................. 11
  Method of Payment – Federal Loans, Pell Grants and Cash ......... 11
Verification for Financial Aid Students ...................................... 11
  School’s Verification Policy .................................................... 11
Academic Calendar ..................................................................... 12
School Closings/Emergencies ..................................................... 13
Licensing Requirements ............................................................ 13
Admissions Requirements .......................................................... 14
  Prospective or New Students .................................................. 14
  Ability to Benefit (ATB) Students ........................................... 14
International Students ............................................................. 14
  Non-immigrant International Students .................................. 14
  Non-immigrant Student Payment Requirements ..................... 15
Formerly Withdrawn (Re-entering/Re-starting) Students .......... 15
Transfer Students ..................................................................... 16
Class Schedules ...................................................................... 17
Clock Hour Definition and Academic Year ............................. 17
Student to Teacher Ratio .......................................................... 17
Orientation .............................................................................. 17
Attendance Policy ..................................................................... 17
Excused and Unexcused Absences ........................................... 17
INTERNET AND COMPUTER USE GUIDELINES ................................................................. 38
  Privileges .................................................................................................................... 38
  Users’ Obligations ..................................................................................................... 38
  Security ....................................................................................................................... 38
  Vandalism .................................................................................................................... 39
  Accounts and Passwords ......................................................................................... 39

DRUG AND ALCOHOL ABUSE PREVENTION .......................................................... 39
Campus Drug and Alcohol Policy ............................................................................. 39
STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY REPORT ....................... 40
Campus Security Information .................................................................................. 40
CAMPUS ALERTS AND REPORTING ......................................................................... 41
TITLE IX POLICY AND COORDINATOR ...................................................................... 41
HARASSMENT/RETALIATION ...................................................................................... 42
Grievance Procedure .................................................................................................. 42
Health and Safety Plan ............................................................................................... 43
Operations, Maintenance, Physical Resource and Infrastructure Plan ..................... 45
Programs of Study ..................................................................................................... 47
  Career Considerations ................................................................................................ 47
    Skin Care (Esthetics) Program .................................................................................. 48
    Program Objectives .................................................................................................. 48
    Esthetics Equipment at ISSNMT .............................................................................. 49
    Skin Care Program – Theory and Practical ............................................................... 49
Massage Therapy Program ......................................................................................... 51
  Program Objectives .................................................................................................... 51
  Massage Therapy Grading Scale ................................................................................ 51
  Massage Therapy Course Descriptions ...................................................................... 53
Nail Care Program ........................................................................................................ 55
  Program Objectives .................................................................................................... 55
Nailcare Instructor Program ........................................................................................ 58
  Program Objectives .................................................................................................... 58
Skin Care (Esthetics) Instructor Program ..................................................................... 59
  Program Objectives .................................................................................................... 59
ADDENDUM - ADMINISTRATION, FACULTY AND STAFF TEAM ....................... 60
ADDENDUM: HOURS OF OPERATION .......................................................................... 62
ADDENDUM: CLASS START DATES AND SCHEDULES ........................................... 63
  ADDENDUM: Tuition, Fees, Books and Supplies – Updated August 31, 2016 .......... 64
  Fees, Fines and Supplies Not Included in Tuition ...................................................... 65
ACCURACY .................................................................................................................... 66
Address and Contact Information
The International School of Skin, Nail Care & Massage Therapy
The Prado Shopping Center
5600 Roswell Road, N.E.
Suite 014 Administrative Offices and Theory Classrooms
Suite 010 Student Clinic
Atlanta, GA 30342
404.843.1005
Fax: 404.843.1007

E-mail: cchinn@issnschool.com
Website: www.issnschoolspa.com
Facebook: https://www.facebook.com/ISSNSchoolSpa
Twitter: https://twitter.com/issnmt
Welcome Letter from the Director(s)

Dear Prospective Students and Friends:

On behalf of all our students, faculty and staff, we are happy to welcome you to the International School of Skin, Nail Care and Massage Therapy. We are pleased that you have elected to partner with ISSNMT 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 the inquisitive individual. 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 end product of the educational process. We take immense pride in building the very 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.

Welcome to the ISSNMT Family!

Successfully Yours,

Che Chinn
Ms. Che Chinn
Campus Director

Successfully Yours,

Pam Jones
Ms. Pam Jones
E.V.P., Admissions
Access Education Holding Corp.
Partner
Mission Statement

The mission of the International School of Skin, Nail Care & Massage Therapy is to provide the basic training necessary to prepare its students for career opportunities in the Skin Care, Nailcare & Massage Therapy industries. Graduates will be qualified to sit for the Georgia State Board Licensing Examinations and, will be equipped with the knowledge and skills necessary to complete the exams successfully. Additionally, students should acquire the marketable skills needed to meet the needs of the employment market for entry level positions as Estheticians, Nail Technicians and Massage Therapists.

Objectives

The objectives of the School are:

- To prepare women and men for opportunities in skin, nail care 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 and 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, Nail Care & 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.

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 internationally for quality training, knowledgeable and credentialed faculty. The credentials of each educator can be found in this School Catalog. Some of the ISSNMT instructors are 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 have the ability to not only analyze the skin but the body as well. The skin is a reflection of the state of the body as well as lifestyle and diet. A CIDESCO diplomat has the ability to 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, the School was purchased by Access Education Holding Corporation. Access Education is comprised of four partners who have extensive experience in the post-secondary education industry. Access Education Holding Corporation is located at 286 South Main Street, Suite 600, Alpharetta, GA 30009. The principals are:

- CEO - William G. Jones, Jr., B.S.
- COO – Mona Reiser Armstrong, B.S., M.B.A.
- EVP/CMO, Marketing and Admissions – Parnela 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 located in Atlanta, Georgia at 5600 Roswell Road, N.E. on the Courtyard Level of the Prado Shopping Center, one-half mile inside of I-285. 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

In 1987, the school moved to its present location consisting of larger and more centrally located facilities in the Prado Shopping Center in North Atlanta. The School and Day Spa occupies approximately 17,000 square feet with 7 lecture classrooms, of which two can be transformed into clinic areas; one wax room; one makeup and tanning room; one pedicure room with 8-10 stations; 2 nail clinics with 18-20 stations; five exclusive skin treatment rooms; four exclusive massage rooms; six combination skin/massage treatment rooms and three large treatment rooms with sufficient stations to provide comfortable classroom/clinic services and can be transformed into a comfortable Spa Services facility for the public. The school also provides a student resource room for studying, accessing the internet and utilizing resource materials. The school has TV’s with DVD players in every theory classroom and in the resource center. Each classroom is equipped with a computer, projector and a drop down projection screen for theory instruction.

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 Day Spa/Salon for the general public and serves approximately 500 clients and/or guests each month. All work is performed by students, under the supervision of a licensed instructor, as the Spa/Salon is 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 clinical environment. Guests are 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 handicapped persons. A wheelchair ramp is conveniently located at the front entrance of the mall. Double doors on the ground level permit easy access to the School which is a one-level floor plan. All restrooms are equipped for the physically impaired. Ample, free parking is available to include handicapped parking spaces. An elevator is located on the Prado property and is easily accessible for students, guests and clients who require its use.

Programs Offered

The programs offered at the School are: Skin Care, Nailcare, and Massage Therapy. The School also offers instructor training in Skin Care and Nail Care. 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. Students may elect to do makeup time throughout the week after seeking approval from the Program Director.
Accreditations and Approvals

The International School of Skin, Nailcare & Massage Therapy is accredited by 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 & Massage Therapy are approved and licensed by Georgia Secretary of State Boards of Cosmetology and 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. The GNPEC’s address is:

Georgia Nonpublic Education Commission  
2082 East Exchange Place  
Suite 220  
Tucker, GA 30084  
www.gnpec.org  
770-474-3309

Program Credentials

Upon successful completion, students will receive a diploma for the specific program in which they attended. Upon successful completion of State Board required examinations and licensure procedure, graduates can be licensed and certified by the Georgia State Board of Cosmetology 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 on the basis of 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 accommodations for students with disabilities.

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.

Federal 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 on the basis of 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 529Plan
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:

- Be enrolled at least half time as a regular student in an eligible program.
- Be a U.S. citizen or an eligible non-citizen.
- Demonstrate that she/he has need.
- Be making satisfactory progress in his/her course of study.
- Not be in default on a national direct student loan guaranteed student loan or PLUS loan.
- Not owe a refund on a Pell Grant or a federally-guaranteed student loan.
- 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 possibly 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 www.fafsa.gov. The FAFSA (Federal Application for Financial Student Aid) form must be completed by the student and returned to the ISSNMT financial office or the student may complete the FAFSA online and submit if using the ISSNMT School Code (017286). The forms must be completed accurately and submitted timely. 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. Student must re-apply every year if additional financial is needed. There are very specific deadlines that must be met in order 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. Student 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’re 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 Deferred: 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, at all times, 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 is 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, are required to pay the tuition in full on the first day of class, or make payment arrangements with the Financial Services office. The School offers a no interest payment plan for students with a need. The tuition must be paid in full before the student transcripts and/or a diploma are released to the student, other institutions or the State Board or testing organizations. All payments are due on the 15th of every month or a designated date determined by the financial services department. All in school payments are at 0% interest charge. The first month is due on, or before, the first day of class regardless of the monthly payment due date. Late fees not to exceed $5.00 (delinquency charges) may be assessed for payments received after the 15th of each month. Students are responsible to make payments timely and, may be dismissed from the program if the scheduled payment is more than sixty (60) days in arrears. Students may be charged a $30.00 returned check fee.

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 to have 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.

**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 cases 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 the 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 FAO to resolve any award changes prior to the school disbursing any funds. If the student has not started classes, the student will be contacted by the FAO (Financial Aid Office) to arrange for the student to either meet personally with the FAO (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 to the verification process. These exclusions will be limited to those listed in the Verification Guide only.

Items to be verified:
- Household size
- Number enrolled in college
- Adjusted Gross Income
- 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.

Academic Calendar

The International School of Skin, Nail Care & 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. Contact the admissions/enrollment services office for the most current calendar or, refer to the Catalog Addendum.

The School observes the following legal holidays which are taken into consideration when determining projected graduation dates. The School does not observe fall, spring, or summer breaks. There is a Winter break from 3:00 p.m. on December 24th through January 1st. Students return to class on January 2nd.

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday and Saturday after Thanksgiving Day
- Winter break – December 24th (school closes at 3:30 p.m.) through January 1st, Students return to class on January 2nd. (The school closes at 3:30 p.m. on December 24th – night students begin their winter break on December 24th. Afternoon classes end at 3:30 p.m.).

The School retains the right to change the schedules at the School’s sole discretion at any time.
School Closings/Emergencies

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, 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, of delays and closing. 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.

Licensing Requirements

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 submit an application for licensure to the Georgia State Board of Cosmetology 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.

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 POLICY REGARDING HIGH SCHOOL GRADUATION AND CRIMINAL RECORDS – STUDENT DISCLOSURE (Per the State Board of Cosmetology).

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 cosmetology, 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 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 Instructor License: The student must make application to the Georgia Board of Cosmetology, along with:

- A photocopy of a current Georgia Cosmetology or Esthetics license.
- Official certification of at least 1000 hours in Esthetics or 1500 in Cosmetology from a board approved school.
- 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 fee.

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.

**Nail Technology Instructor License**: The student must make application to the Georgia Board of Cosmetology, along with:
- A photocopy of a current Georgia Cosmetology or Esthetics license.
- Official certification of at least 525 hours in Nail Technology from a board approved school.
- Official certification of 250 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 and the required examination fee.

**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.

The ISSNMT Program Directors will work closely with students to prepare for all required examinations prior to graduation.

### 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.
3. Tour the Campus.
4. Complete required admissions paperwork.
5. Instructor Programs: Personal interview with the Campus Director, Program Director. Candidates must also be prepared to “audition” (instruct in a mock classroom).
6. 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.
7. Pay the registration fee of $100.00 or make payment arrangements.

**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 or 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 accepts international (non-immigrant) students and will complete the interview procedure via telephone and mail or express mail service. The following represents the application procedure. Students arriving to the U.S.A with an approved student visa will be provided a tour of the campus, complete any remaining admissions paperwork and be given the opportunity to cancel their enrollment within three (3) days of either the tour or start of class without any financial obligation. The student visa will be deactivated at that time and students are expected to leave the U.S.A. immediately.

**Non-immigrant International Students**

Non-immigrant prospective students must meet all requirements by school and U.S. Immigration and Naturalization service now, and as necessary through-out the program. This school is authorized under Federal law to enroll nonimmigrant students.

U.S Customs will complete part of the SEVIS INS I-20 form, and the students should keep a copy with them at all times. The following is required:

- Financial ability to pay for training and living expenses while attending school. (Students may have to show Immigration proof at Customs).
- Affidavit of sponsor (optional).
- Minimum down payment due upon issuance of I-20 form.
- Completed enrollment documents signed by student.
- Ability to speak, read, write, hear and understand English.
- High School diploma with a translated copy in English.
This copy must be on official letterhead and notarized. NOTE: If the student plans to get a license in the State of Georgia, it is necessary to have your High School diploma translated again by one of the vendors used by the State of Georgia and the student must be a U.S. Citizen or eligible to work in the United States. This information can be found on the website at www.sos.ga.gov.

Additional information: On the first school day the student may choose to either pay the balance of tuition and fees in full, or choose to make monthly payments. Payments may not exceed the length of program. The payment requirements are listed below for all non-immigrant applicants.

**Non-immigrant Student Payment Requirements**

All non-immigrant students are required to pre-pay a minimum of one-half (1/2) of tuition and fees as shown below:

- **Esthetician (Skin Care)**………………………………………….. $7,650.00 (Total cost is $15,300)
- **Massage Therapy**………………………………………… $5,280.00 (Total cost is $10,560)
- **Nail Technician (Nail Care)**……………………… $5,107.50 (Total cost is $10,215)

Balance on any of the programs is due on the 4th day after commencing the program.

Complete and return Work Sheet for SEVIS form, pre-enrollment application and one-half (1/2) of tuition for the program you choose.

The school will issue the U.S. Immigration and Naturalization Service Form I-20 form to student for entry into this country. This Form will be mailed to the student.

Read and complete items listed on “non-immigrant student requirements.”

SEND THE SCHOOL CURRENT MAILING ADDRESS: Email: ptjones@aeholding.net

Ms. Pam Jones is the PDSO for all Student Visa applications

Phone: 404-843-1005 – Ask for Enrollment Services or Admissions, or mail to:
International School of Skin, Nail Care & Massage Therapy
5600 Roswell Road, #014
Atlanta, Ga. 30342 USA

The School is open to any individual who desires to pursue the studies in the programs offered. No applicant will be denied admissions privilege due to race, sexual orientation, color, religion or national origin. The School does reserve the right to deny admissions for other reasons not related to those just listed.

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

Students who have been withdrawn from the School are encouraged to return to finish their program of study. The following re-admissions requirements must be met for all former students:

1. Schedule an interview with the admissions and financial services department.
2. Meet with the Campus Director or Program Director upon completion of an interview with the admissions and financial services department.
3. Final re-admittance approval is the discretion of the Campus Director and/or Program Director.
4. A $100 non-refundable re-start fee must be paid prior to re-starting the program (all programs except Massage Therapy)
5. All previous balances paid in full or acceptable payment arrangements made.

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.
Transfer Students

From Other Schools: A student who has earned credits from another accredited school may have those credits considered for transfer. Credits from non-accredited schools will likely not be considered. For all other credits the following is considered, but not guaranteed, for transfer to ISSNMT programs:

- Courses are comparable in scope and content and number of required clock hours.
- Courses are required courses at ISSNMT.
- Courses falling below the ISSNMT’s current grading scale will not be considered for transfer.
- An official transcript and School Catalog (online access is acceptable) accompanies the request for transfer.
- All transfer credits may subject to verification by the School by means of a written and/or practical exam. Effective September 1, 2015, transfer students who are given a written and/or practical exam must successfully demonstrate competence for the requested number of transfer hours by passing the appropriate ISSNMT exam with at least a 75% grade. If a student cannot demonstrate competence in the basic theoretical and practical hours, the student must start at the beginning of the program.
- Credit transfer requests for less than 250 clock hours for Skin Care, or less than 140 clock hours for Nail Care may NOT be considered. Massage Therapy transfer hours will be evaluated individually. These hours are required in each of the programs of study prior to the student’s ability to perform services in the ISSNMT Spa and Clinic. This is at the sole discretion of the School. The School will not accept any more than 50% of the program without approval from the Campus Director and these exceptions will be rare.
- In order for a transfer student to receive a diploma from ISSNMT at least 50% of the program must be completed at the School. Otherwise, the transfer student may be considered an “hours only” student. The Campus Director is the only authorized person who may override this policy. Transfer students transferring more than 50% of the program and hours only students are not eligible to receive a student kit, if one is included in the program, but have the option of purchasing one.
- Transfer students will be placed in the appropriate section based upon transfer hours, test results and skill level.
- The tuition for transfer (hours only) students unless the student is a typical transfer student, are listed in the addendum to this catalog.
- The tuition for non-hours only students is calculated based upon the program cost for tuition as follows:
  - Tuition is calculated by dividing the tuition by the number of clock hours required for the program and multiplying the per hour charge by the number of hours required at the School to complete the program plus,
  - $100.00 Registration fee plus,
  - 100% of Textbook and Student Kits [Current version of Textbooks are required unless and the transfer student can demonstrate he or she owns the version used by the School]. Students may decline the student kit and one will not be issued; however, students will be required to come prepared to class with the required items, if applicable.

In ALL cases, the decision to accept transfer hours rests solely with ISSNMT and all transfer requests must be submitted and approved by the Campus Director PRIOR to enrollment and/or commencement of classes. No transfer of credits or hours will be accepted after the end of the first week of classes.

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 day of class. After the second day of attendance in a program, a student will be considered an “official start” and students will be charged based up the refund policy for their 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.
Class Schedules

The International School of Skin, Nail Care & Massage Therapy is open for student training continuously throughout the year. See the Catalog Addendum for specific entrance dates and class schedules. 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 the Catalog Addendum, the School’s website or student communication board on campus. The School is open Monday – Saturday for classes as well as specific hours for the Spa/Clinic for the general public. 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.

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.

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

In order for all new students to become acquainted with the policies and procedures of the School, orientation is held, and mandatory, on the first day of class or within the first two weeks of class. The orientation schedule is available in the Admissions Office and all new students will be notified of the schedule at the time of enrollment. The orientation is an integral part of the program. New students may be allowed to begin classes up to five (5) days after the official start date during the “Add Week” period. Students will be allowed to start a program later than five (5) days after the official start date with approval by the Program Director and/or Campus Director. If students miss the orientation for good reasons, they must schedule a time with the Campus Director to complete an orientation.

Attendance Policy

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. Most hours include Saturday and students are expected to attend consistently. Students are expected to notify the School of any absence, scheduled or unscheduled. Students are considered tardy one minute after class start time. Students may not be allowed to enter a class, demonstration, or clinic if it is already in session to avoid disruption and interruption to the instructor, client and other students. If students are not allowed to enter, they may not clock in until the next session begins.

Students who cannot be located on campus, after clocking in, will be manually clocked out and will not receive hours for the day. Students who do not return from a break will be clocked at the beginning time of the break. Students who return late from break may be asked to clock out and leave the campus.

Students in all programs must maintain at least a 70% 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 do not attend for 14 consecutive class days may be withdrawn from the program unless contact is made with the institution.

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. An absence is an absence.
Make Up Hours

ALL makeup hours will provide the following benefit to students:

1. Increase your “on time” graduation date and get you closer to your career goals.
2. Increase your attendance percentage (this has not changed; makeup hour always provides this benefit).

All make up hours MUST be verbally approved by the instructor or Program Director make up hours. Students are not allowed to do make up without the Program Director approval. Each Program Director will provide you with the proper make up form and procedure for that program. Failure to have prior approval may result in being sent home.

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>90% - 100%</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>80% - 89%</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>75% - 79%</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>74 or below</td>
</tr>
</tbody>
</table>

Makeup Hours and Credits

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/Campus Director 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/Campus Director may retain students in a section until all credits and/or hours have been completed successfully. Make-up hours must be pre-approved at all times. Students are not allowed to remain clocked in without approval which may result in a loss of these hours.

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. If the lecture or demonstration is not being taught, the student will need to attend another section when the lecture and/or demonstration is scheduled or wait until the next time the lecture or demonstration is on the schedule. Instructors are unable to repeat these during regularly scheduled class times as it will detract from the schedule in place for the class and program. In rare cases, the administration may approve a special theory class or demonstrations outside of normal class hours. In this case, students may be charged $30 per hour for the class or demonstration. This must be paid prior to the class.

Course Incompletes and Missed Assignments

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 must be made up or completed before moving on to the next section of the program. Failure to make up missed assignments will 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.

Test Repeats or Missed Tests

All work must be completed to graduate from any program. Students are not “signed off” on clinical assignments until the work has been completed and all tests have been taken. Students who fail tests are allowed up to three (3) retakes. Missing a test is considered the first attempt and students will be given a grade of zero (0) for the test. The same occurs for any subsequent missed test. The following policy applies to all students:

1. 1st Attempt after failure to pass or due to missing the test entirely: Highest possible grade is 90%.
2. 2nd Attempt after failure to pass or due to missing the 1st attempt: Highest possible grade is 80%
3. 3rd, and final, attempt after failure to pass or due missing the 2nd attempt: Highest possible grade is 75%.

Failure to successfully pass the final attempt will result in immediate dismissal from the program as completion requires passing all exams.

Note: ESL or ESOL students where English a second language or students with documented learning disabilities will meet with the Program Director and/or Campus Director regarding retaking exams. Students in these categories will not be subject to losing points on a retake exam and no appeal is necessary.
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) calendar days to complete the academic work. If students do not complete the academic work by the deadline a status change will occur and students will be withdrawn from the program. Students who return to re-enroll for the purposes of completing the academic work will be allowed fourteen (14) calendar days to complete the required academic work. Students who do not complete the academic work within fourteen (14) calendar days will be administratively withdrawn and must appeal this decision in writing. There is no guarantee students will be allowed to return. All withdrawal and re-entry fees will apply.

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 above in order 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.

Re-admittance/Re-entry/Re-start
Students wishing to be readmitted to their program after withdrawing or being withdrawn must pay a non-refundable re-entry fee of $100.00 and must not have an outstanding balance for previous tuition and fees. The student will be charged the original tuition and fees if returning within six (6) 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 six (6) months from LDA, then the tuition and fees in effect at the time of return will be charged, and the student must have a financial plan in place to pay off all tuition and fees by the graduation date.

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 or a pre-approved personal situation. Whenever possible, students should request and have the leave approved before the absences occur. Student may request, and be granted at the discretion of administration. A leave of absence cannot exceed 180 days in any calendar year. The leave of absence may be granted for:

- Medical (Documentable).
- Death (Documentable).
- Travel (Pre-approved at the time of enrollment or last minute travel arrangements that cannot be avoided).
- Extreme Personal Reasons (Documentable)
- Homelessness, and severe family issues are examples of extreme personal reasons

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.

In order 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 COS form.

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 overtime charges incurred. A diploma and two (2) official transcripts will be issued upon successful completion of all requirements to include payment of all outstanding tuition and fees. A duplicate diploma, 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 thirty (30) days.

Graduation Ceremony
Students are not required to attend the graduation ceremony; however, it is strongly encouraged. The school holds graduation ceremonies off campus at a very nice venue three (3) to four (4) times per year. Gowns are rented although the cap and tassel will be retained by the student. The cost for the ceremony, invitations, the ceremony and reception is a nominal fee for the cap and
gown rental, graduation announcements, and other related expenses. 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 or satisfactory arrangements made with the School to participate.

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 or satisfactory payment arrangements made.

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. 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 institution is NOT required to automatically withdraw a student who has been absent for fourteen (14) scheduled class days. However, after fourteen (14) scheduled class days of absence it is expected 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 after fourteen (14) days of non-attendance. If a student fails to communicate with the School during the fourteen (14) consecutive days of absence, 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 more than fourteen (14) days of attendance. The School will make every effort to contact the student when absent.

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.

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 evaluations 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.

Students enrolled in programs of 300 clock hours or more to maintain SAP as outlined below.

1. SAP is reviewed at the following evaluation periods:
   - Nail: 300 attempted hours
   - Massage Therapy: 337.5 attempted hours
   - Esthetics: 450 attempted hours
   - Nail Care Instructor: 150 attempted hours
   - Skin Care Instructor: 300 attempted hours

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. 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
e. Protocol policies and procedures – these will outlined at throughout the programs
f. SAP Warning and Probation
Numerical grades are given on the following scale:

<table>
<thead>
<tr>
<th>%</th>
<th>Ranking</th>
</tr>
</thead>
<tbody>
<tr>
<td>93 - 100</td>
<td>EXCELLENT</td>
</tr>
<tr>
<td>85 - 92</td>
<td>VERY GOOD</td>
</tr>
<tr>
<td>75 - 84</td>
<td>SATISFACTORY</td>
</tr>
<tr>
<td>70 - 74</td>
<td>BELOW STANDARDS – UNSATISFACTORY</td>
</tr>
</tbody>
</table>

2. Each month, students will 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. During this review, 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. Students are required to sign the progress report 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.

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:

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>REQUIRED HOURS</th>
<th>MAXIMUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nail Care</td>
<td>600 Hours</td>
<td>900 Hours</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>675 Hours</td>
<td>1012.5 Hours</td>
</tr>
<tr>
<td>Skin Care</td>
<td>1000 Hours</td>
<td>1500 Hours</td>
</tr>
<tr>
<td>Skin Care Instructor</td>
<td>600 Hours</td>
<td>900 Hours</td>
</tr>
<tr>
<td>Nail Care Instructor</td>
<td>300 Hours</td>
<td>450 Hours</td>
</tr>
</tbody>
</table>

Students are required to attend a minimum of 70% for the hours possible based on the applicable attendance schedule in order 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 has to 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 70% 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 maximum time frame. Students who are danger of exceeding, or have exceeded the maximum time frame, must appeal to remain a student who can complete the program successfully.

2. Student SAP Evaluations: Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements.

3. 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.

4. At the end of each evaluation period, the school will determine if the student has maintained at least 70% 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.
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.

LOSING AND REGAINING ELIGIBILITY

Warning/Probation

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 while during the warning period. The student will be advised in writing 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 and, if applicable, students may be deemed ineligible to receive Title IV funds.

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 while during the probationary period, if the student appeals the decision, and prevails upon appeal.

Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. 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 in writing 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.

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 30 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 employs a Career Services Director who works to provide placement services, at no cost to the student, as follows:

- Part-time and full-time non-industry related jobs to help students with a 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 “Jobs” boards for students to use as resource for both industry and non-industry jobs. These boards are placed near the Career Services office. The boards are updated frequently and the Career Services Director is available to discuss student needs while in school and is available to work with all graduates of the School. The School also maintains a Career Services Facebook page for students to check for jobs, career information, events, CEU classes and communication. Students and graduates of the School are required to maintain an updated resume on file with the Career Services department at all times and inform the School of the following:

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

The Career Services department 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 approximately four (4) 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” 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.
   e. Campus Director: The final signature from the Campus Director is required.

   Until the signature form is complete, students may not take his or her final exam. The signature forms must be returned to the Program Director or Registrar.

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 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, 2015 – June 30, 2016 (revised):

<table>
<thead>
<tr>
<th>Program</th>
<th>Completion Rate</th>
<th>Licensure Rate</th>
<th>Placement Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skin Care (Esthetics)</td>
<td>70%</td>
<td>100%</td>
<td>82%</td>
</tr>
<tr>
<td>Nail Care (Nail Technician)</td>
<td>64%</td>
<td>100%</td>
<td>88%</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>72%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Skin Care Instructor</td>
<td>60%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Nailcare Instructor</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

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 nearly 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 enroll 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.

Resource Center

The School maintains a Resource Center for students and graduates. The Resource Center provides, at a minimum, the following for student access:

- Computers and printers to access job sites and develop/print resume.
- Career related and/or professional DVD’s/VHS Videos.
- Industry related magazines and information.
- Appropriate books and resource material.
- Job Placement resource material.
- Study area.

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 charged will be billed to the student’s account.

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. An Advisory Board meeting is held annually.

Student Attire and Conduct

Students are expected to present themselves in a professional manner with regard to appearance and conduct at all times. Students are required to purchase scrubs in the appropriate program color that fit comfortably and professionally. Students may wear the School t-shirt with appropriate scrub bottom. Students wishing to buy a School t-shirt must see the Campus Director. School t-shirts may be purchased directly from the School. T-shirts range from $10.00-$30.00.
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. 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.

Coats may not be worn in the classrooms or in Spa treatment rooms at any time. Black or white long sleeve shirts may be worn under scrub tops for more warmth and comfort. Students will be issued a name tag which must be worn at all times when on campus. Students who are not dressed appropriately may be sent home. Students are required to maintain a professional demeanor at all times 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 students must maintain fingernails as follows:

- Short
- Clear polish only
- Natural nails – no artificial nails of any kind
- Visible body piercing removed during clinic hours and when working with guests, clients, students, staff and faculty during all services

Parking

Students are required to park in the covered parking deck in spaces unreserved and not restrictive by time. Please note that this is standard request applied to most service-oriented businesses. Students may receive a written notice by the Prado management company for vehicles not parked in the appropriate area. Students’ cars are subject to being towed, at their own expense, if the violation continues. The parking lot is not owned by the School, and therefore is not responsible for ticketing or towing and/or associated expenses.

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.

Theft and Care of Equipment

The School does not assume responsibility for loss of textbooks, supplies or personal property. Lockers are available for rental to store personal items. The cost is a onetime charge of $5.00 for the duration of the program and, the student must supply his or her own lock. If the student does not remove the lock and items upon graduation of within three (3) days of termination of the program, the School retains the right to remove the lock and contents from the locker. The school also retains the right to remove the locker and inspect the contents in the event of suspicious contents 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. The campus may use 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 is unnecessary.

The School is equipped with excellent equipment and students are responsible to care for the equipment at all times. Students should report broken equipment to the instructor immediately. Replacement costs should be for normal wear and tear. Replacing equipment due to theft 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).
General Student Policies and Code of Conduct

The following Code of Conduct reflects the minimum requirements and, additional student policies will be given to students by instructor in each section. All students are expected to follow all written and verbal student policies.

1. No food or drink is permitted in any area of the School except in designated break areas. It is required in Georgia that no food or drink is to be in an area where a service is being performed. Any student violating this policy/regulation will be cited for misconduct. Students are asked to professionally and politely explain this regulation to clients they are serving.

2. All sterilization and sanitation rules and regulations of the Georgia State Board of Cosmetology, ISSNMT, and other State or Federal agencies must be adhered to at all times.

3. Smoking is not permitted in the School. The Courtyard is also a non-smoking area. There are designated smoking areas around the Prado. Students should take the necessary precautions to ensure that odor from smoke is not offensive to fellow students and clients. Be prepared to carry some other type of odor eliminator to spray just after smoking. Fellow students and/or clients may be highly sensitive or allergic to the odor. The student smoking area will be specified in the New Student Orientation.

4. Any services rendered from student to student and student to client must have Faculty or Program Director approval before doing so.

5. Students may not refuse to do a service for any client or student.

6. The vending machines are installed for the student’s convenience. Please notify the Registrar of any problems associated these machines. Please see the Registrar to report a loss of change and to be reimbursed.

7. All students will be assigned daily clean-up duties and chores to assist in keeping the School and Spa clean, neat and safe. These tasks are considered part of the training and will prepare the student for work responsibilities in the industry. Clean-up duties are mandatory for all students as part of the graduation requirements.

8. Each student is responsible for the tools, materials and cleanliness of the work area the student occupies.

9. All students may also be assigned to front desk duties, laundry, clean up, dispensary (spa manager for the day) and responsibilities for a specified time during the program.

10. Cell phones are not allowed to be on at any time during scheduled class hours or when a student is in the building on campus. Cell phones may be used outside during breaks or when the student is “off the clock.” All Bluetooth or headphones/earphones must be removed during class and clinic times.

11. Dirty linen must be placed in closed hampers only. Clean linen must be maintained in a clean, closed hamper or cabinet.

12. Students are responsible for any and all products and supplies issued for assignment practice. Students are not allowed to borrow or lend implements to/from each other. Students in the Skin and Nail Care program are required to use any issued items and return them prior to leaving the campus.

13. Students are not allowed to use client supplied implements and/or products nor can a client use the School’s product, implement or machine on themselves.

14. Any personal problems, complaints or schedule issues should be directed first to the instructor, then to the Program Director. If still not resolved, the issue will be escalated to the Campus Director. If not resolved at the campus level, students are encouraged to contact the Regional Director, Ms. Pam Jones, at pjtone@aeholding.net. The Corporate office can be reached at 678-389-6321 or 6326.

15. Students are responsible for any fees due as a result of any emergency health problem.

16. Personal cell phone must not be used during class and/or clinic time. Cell phones are not allowed to be turned on during this time and, all calls made during break must be started and completed in the courtyard. This is for the comfort of clients and or other students.

17. The Client Service Staff at the front desk are not able take messages for students. In the case of an emergency, we will make every attempt to locate you in the building but will not confirm or negate a student’s attendance or status at ISSNMT. It is against Federal regulations to do so. Please inform family and friends of this policy.

18. Inappropriate language, profanity, yelling, physical fighting, gossiping, bullying another student or client, verbal abuse and emotional outbursts will not be tolerated. Students are subject to a suspension and/or immediate termination should any of these occur. Physical altercation between students may result in immediate termination from the program. While an appeal process is in place, there is no guarantee students involved will be allowed to re-enter the program if terminated. If the police must be called students may be charged appropriately by the local police department.

19. Firearms, knives or other weapons are forbidden from the premises.

20. No social visitors are allowed in the classroom or clinic areas.

21. ISSNMT retains the right to suspend and/or terminate any student for the following:
   - Any behavior which disrupts the classroom or clinic.
   - Conduct which is considered to be detrimental to the student, staff, faculty, fellow students, or clients of the School.
   - Failure to meet required financial obligations to the School.
   - Inappropriate attire.
• Any destruction of School property and/or supplies.
• Theft or plagiarism.
• Failure to maintain satisfactory academic progress based upon the SAP policy.
• Falsification of time sheets and credits.
• Failure to follow instructions given by Educator, Program Director or School Official.
• Refusal to perform an assigned service, task, or work.
• Consistent and excessive tardiness.
• Rude behavior and being disrespectful towards Educators, Management, Staff and Clients.

23. “Friends and Family Day” - The “Friends and Family” list for freshman skin students must be provided to the front desk personnel the day prior to the event. All friends and family MUST check in at the front desk prior to being escorted to the clinic area.

24. Sequestering Clients: Students are not allowed to book appointments on their own. All students must book appointments through the front desk. Any student caught bringing a client through a side door or out a door and bypassing the front desk for check-out, will be written up. The second violation is suspension and/or termination from school.

25. Students are not allowed behind the Client Services desk unless part of a training program. It is very busy at the desk and the goal is to provide excellent customer service to clients and students. The Client Services staff works closely with students to ensure a professional and comfortable experience for all School Spa/Salon clients.

26. Students are not allowed to use tape recorders, cameras, video cameras, cell phones, computers or any other device to record lectures, practical/clinical demonstrations, conversations or any activity occurring on the School premises without the written approval from the Campus Director.

27. Students caught cheating on academic work or falsifying credit sheets be subject to loss of credits, give a zero on the academic work and/or suspension or termination from the program.

28. If is determined that a student is clocking in and leaving the campus all hours and credits for the day will be forfeited. If it is determined that a student is clocked in but cannot be found on campus or in the appropriate classroom or spa/salon area it will be assumed the student left the campus and will be clocked out by the Campus Director, Registrar or Program Director. Further instances may result in termination from the program. The hours and/or credits will not be reinstated.

29. Bullying, harassing, arguing, gossiping or physical violence are not tolerated and students engaging in this type of behavior will be subject to disciplinary action to include suspension and/or termination from the program. The School does not tolerate activities creating a safety hazard to other persons on campus to include, but not limited to, bulling, verbal abuse, sexual harassment, threats of violence, possession and/or use of drugs, alcohol or weapons.

30. Weapons Policy

No person shall be permitted to carry or possess a concealed or ununconcealed 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. The Georgia Weapon Carry License of other similar authorizations do not overrule this policy, and weapons are prohibited even to those authorized to carry a concealed weapon. Items covered by this policy include, but are not limited to the following:

• 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.
A student who possesses an item or material in violation of this policy will be subject to the School’s disciplinary procedures and/or referral to the appropriate authorities for legal prosecution.

**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 instituted a 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.

**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 Spa. 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 curricula and the faculty. Students may not decline to work on clients; 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, receive discounts on services but not products. 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.

**Spa Bucks**

The School has created a program to help students learn to interact in a sales environment with clients and/or guests. An "ISSNMT Spa Buck" is a voucher to be earned and then used for any product or service at the School Spa/Salon. Students will be given instruction in the first week of classes on how to earn and use ISSNMT Spa Bucks.

**Student Gratuities**

The Massage Board of Georgia prohibits students from receiving compensation of any kind according to section 345-6-.02 in the Georgia Rule for the Scope of Practice of Massage Therapy Students. Students accepting gratuities, or tips, will be subject to disciplinary action up to, and including, termination.

As a result, the School has determined that it will follow the Massage Board of Georgia’s regulations for all programs and all students in all programs are prohibited from accepting gratuities. Therefore, Skin Care and Nailcare students may not accept gratuities from anyone at anytime.

**Student and Graduate Discounts**

As a student of the School, all services except packages and specialty services are offered at no charge to the student with the exception of a product fee (this does not include retail products which must be purchased at full retail price less a 15% discount). We encourage graduates to support the school and come back often to be pampered. Current students must book an appointment outside of her/his scheduled class time and may not book an appointment on scheduled clinic days. During class time, the services are at no charge, with the exception of specialty services or products used for these services. This encourages teamwork in helping students achieve required credits for gradation. The student must have instructor approval to receive the service.
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. Students– no charge to students while actively enrolled in the program. Exception for all times: specialty products used in services must pay full cost of product plus 10% for the serums).
   b. Friends and Family of students must pay full price for services with the following exception: when invited in for Friends and Family Day but a nominal cost for products will be charged.
   c. Employees – No charge for services except for specialty products used in services must pay full cost of product plus 10% for the serums). 10% discount on other products.
   d. Immediate Family Members of Employees – (Parents, children, significant other) No charge for services except for specialty products used in services (must pay full cost of product plus 10% for the serums). 10% discount on other products.
   e. Graduates – All graduates with a zero balance and in good standing with the School are given a 40% discount on services only (see below for products).

2. Products:
   b. Kit replacement products: Retail cost plus a 10% discount.
   c. Students – Specialty Products: Ticket for product must be given to front desk for payment. Once paid, the ticket is returned to the instructor for product distribution.

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 will have additional information, by course and section, regarding these products and services.

Withdrawal – Official or Unofficial

The School’s goal is to graduate all students who enroll and start classes. Students who withdraw, officially, from enrollment prior to course completion but after starting classes complete the following. Official withdrawal occurs when a student notifies the school of his or her intent to withdraw from the program.
   • Complete all required exit paperwork and attend an exit interview;
   • Satisfy all debts owed to the school.
   • Upon withdrawal all debts owed to the school must be paid in full immediately or acceptable payment arrangements made.

Only upon completion of the withdrawal requirements and full payment of all outstanding debts will a certified Final Transcript of Hours be forwarded to the State board. 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, no official OR unofficial transcript will be released to either the student or a third party.

Students may be unofficially withdrawn from the program as follows:
   • If a student misses 14 consecutive calendar 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 School administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the institution or for any of the following reasons:
   • Non-conformance with the Standards of Conduct, General Policies, or Enrollment Agreement
   • Non-conformance with the state laws and regulations governing Schools and students
   • Non-compliance with the school’s Satisfactory Academic Progress Policy
   • An action that causes or could cause bodily harm to a client, student or employee of the school or theft
   • Engaging in the manufacture, distribution, dispensation, possession or use of drugs or alcohol
   • Immoral or improper conduct
   • Willful destruction of school property
   • Refusal to render client services as assigned by instructor
- Fails to maintain passing grades
- Excessively absent or tardy
- Failure to pay tuition and fees as agreed
- Maliciously damages school property (the student will be held liable for malicious damages)
- Engages in unlawful or improper conduct or conduct contrary to the best interests of the school and its students, or any conduct that reflects discredit upon the school
- Demonstrates disruptive or disrespectful behaviour to anyone on campus
- Refusal to attend community service events without acceptable reason and approval

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.

Refund Policy for Skin Care, Nail Care, Specialty Program 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, Nail Care and Instructor Programs.

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. The student may elect to transfer the enrollment and fees to the next class start date, if applicable.

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 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 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
   - During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition only (excluding fees, supplies and books which are non-refundable);
   - 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; (excluding fees, supplies and books which are non-refundable) and,
   - After the first 50% of the period of financial obligation, the institution may retain all of the tuition only (excluding fees, supplies and books which are non-refundable).

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 the School, at the time of withdrawal, is due and payable immediately upon official withdrawal date from the School.

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. PLUS Loans
4. Pell Grants

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

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, Nail Care and Instructor Programs (School Refund Policy) and the Georgia Nonpublic Postsecondary Education Commission (GNPEC) Refund Policy for Massage Therapy.

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 only (fees, books and any student supplies or kit, if applicable, are non-refundable);
   ▪ 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 only (excluding fees, supplies and books which are non-refundable);
   ▪ 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 only (excluding fees, supplies and books which are non-refundable);
   ▪ 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 only (excluding fees, supplies and books which are non-refundable);
   ▪ 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 the School, at the time of withdrawal, is due and payable immediately upon official withdrawal date from the School.
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. PLUS Loans
4. Pell Grants

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

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 Fees
In any legal action or arbitration between the School and a student arising out of the enrollment agreement, the School, if it prevails, shall be entitled to recover its reasonable attorney fees in addition to any relief to which it may be entitled. Further, the School shall be entitled to recover any attorney or collection fees and interest associated with the collection of delinquent accounts of students.

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 18 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 each and every time from the Students, Parents or Guardians of dependent minors in order 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 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 that 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 admission 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, in order 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 as long as 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 18 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 correct 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.

Generally, schools must have written permission from the eligible student in order 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 Orientation the student will learn about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology, esthetics, nail salons 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 in the administration office.
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:
FAFSA Information Center ........................................1-800-433-3243
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’s 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 submitting an application 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, when a student must start repaying.
• Deferral of repayment or forbearance for certain defined periods, if you qualify and if you request deferment or forbearance.
• Provide written information on student’s 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 affect your title IV eligibility.
• What special facilities and services are available to student with disabilities and how to request a 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 documentation, 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.

Ensure 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 are agreeing 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 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 50 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 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 college 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). “Willful copyright infringement can result in criminal penalties, including imprisonment of up to five years and fines up to $250,000 per offense.”
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 and 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 considered to 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 user may discover controversial information. The International School of Skin, Nailcare and Massage Therapy firmly 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 your 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, Nail Care & 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 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.

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 additionally available by requesting a copy from the Campus Director.

The Annual Cleary Crime Report is published annually before October 1st online at: http://www.ISSNschoolspa.com/consumer-disclosure.

Campus Security Information

This information is required under Public Law 102-26. The School is in compliance with the Drug Free Schools and Communities Act of 1989 (Public Law 101-226). The following 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 that would be covered under this act.

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. The school is equipped with camera security at the Client Services desk and one of the side exit doors. All visitors must first check in with the Client Services Staff. 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 Director. 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 at all 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 vehicle in good running condition. Have 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. It will be provided at orientation to all incoming students. Existing students may request a copy at any time.

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.

Sexual assault prevention programs and counseling for sex offenders are available in Sandy Springs. 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
Title IX Policy and Procedure

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, and emailing. Students who unsubscribe toConstant 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

TITLE IX POLICY AND COORDINATOR

International School of Skin, Nailcare & Massage Therapy is committed to complying with all laws associated with the 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 as a ZERO TOLERANCE policy towards 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. Ms. Che Chinn is the Title IX Coordinator for International School of Skin, Nailcare & Massage Therapy. She oversees and supports the School’s enforcement of its Title IX policy.

Ms. Chinn may be reached at:
cchinn@issnschool.com
Or via telephone at 404-843-1005, Ext. 115.
5600 Roswell Road, N.E. Suite 014
Atlanta, GA 30342

If Ms. Chinn is not available, Ms. Pam Jones is available to be contacted at ksmith@issnschool.com and her phone extension is 106.

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.
- 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

**HARASSMENT/RETAIATION**

The International School of Skin, Nailcare and Massage Therapy has a ZERO Tolerance Policy regarding 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, possession and/or use of drugs, alcohol or weapons on 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 Director and if no response, forwarded to the Corporate Office.

**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 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 in order 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 Director.
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 an appropriate agency 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 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 of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness’ 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:

Georgia Nonpublic Education Commission
2082 East Exchange Place
Suit 220
Tucker, GA 30084
www.gnpec.org
770-474-3309

Nonpublic Postsecondary Education Commission
Student Complaint Process

1. Any student who files a complaint will submit the Authorized School Complaint Form to NPEC, which will then be referred to the appropriate Standards Administrator (SA); the following timeline can be expected:
2. The complainant shall receive a confirmation email within 2 business days of NPEC’s receipt of complaint.
3. The SA will receive the complaint within 2 business days of the complainant receiving the receipt of complaint.
4. The SA will contact the complainant within 3 business days of SA’s receipt of complaint.
5. Although the SA will make every effort to resolve the complaint in as timely a manner as possible, he or she will contact the complainant with an update of the complaint status within 30 days and 60 days of the initial contact.
6. The SA will render a decision per his or her current information regarding the complaint. The student has the right to withdraw at any point the complaint, resulting in termination of NPEC’s actions.

Students may also contact the Council on Occupational Education with complaints at:

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30084
770-396-3898
www.council.org

Health and Safety Plan

Why Is This Important?
☐ To ensure all issues related to accidents on campus are dealt with immediately and appropriately.
☐ To ensure students, employees and guests are secure in the case of inclement weather or a fire.
☐ To ensure students and employees are aware of how to report health issues and receive care.
☐ To ensure students and employees are aware of where to find the emergency medical kits on campus.
☐ To ensure the plan is evaluated annually by students and employees.

REPORTING:
☐ Students and Employees and Clients/Guests – Medical Emergency not related to accidents on campus: All incidents related to medical emergencies NOT related to the School/Institute but occur on campus must be:
   1. Reported immediately to the Campus Director or Senior Manager on campus.
   2. If employee or student or client/guest is unconscious, call 911 immediately.
3. If employee or student or guest is conscious and able to communicate, the employee or student or guest should be advised for a family member to be contacted or emergency medical professionals called. If the employee or student refuses but it would appear that the situation may be extreme, call the EMT’s immediately.
4. Ensure the individual is in a safe place, on campus, and an employee must remain with the person until EMT’s or family members have arrived.
5. An incident report must be completed and turned into the Campus Director immediately. International School of Skin, Nailcare & Massage Therapy: These forms are available in the student resource center or can be obtained from an instructor or staff member.

Students and Employees and Clients/Guests – Accidents, Medical Emergencies related to academic related activities on campus which can include, but not limited to, chemical burn, cuts, reaction to ingredients used in products, etc. the following protocol must be used. All incidents related to accidents and/or medical emergencies related to the School/Institute must be:

1. Reported immediately to the Campus Director or Senior Manager on campus.
2. If employee or student or guest is unconscious, call 911 immediately.
3. If employee or student or guest is conscious and able to communicate, the employee or student should be advised for a family member to be contacted or emergency medical professionals called. If the employee or student or guest refuses but it would appear that the situation may be extreme, call the EMT’s immediately.
4. Ensure the employee or student or guest is in a safe place, on campus, and an employee must remain with the person until EMT’s or family members have arrived.
5. Complete an incident report.
6. Refer the student, employee or guest to the appropriate medical professional.
7. If the student, employee or guest requires IMMEDIATE medical intervention, the Campus Director and other designated employee will accompany the individual to the medical facility.
8. An incident report must be completed and turned into the Campus Director immediately. International School of Skin, Nailcare & Massage Therapy: These forms are available in the student resource center or can be obtained from an instructor or staff member.

Students and Employees and Clients/Guests – For inclement weather such as tornado, hurricane, or fire.

- All rooms include a visible exit plan in every room of the campus.
- All employees and students and guests should move to the inside of the building, away from outside doors and glass in the case of a tornado or severe storms. Students and employees and guests are not allowed to leave during an active tornado or hurricane.
- Students and employees and guests must leave the building in the case of a fire. Exit by the nearest door. 911 should be called immediately. Please follow the protocol below.

- **Never** ignore or assume the alarm is false or the result of a test.
- **Everyone must** evacuate the building by way of the safest and closest exit and/or stairway.
- **Never** use an elevator during a fire alarm activation.
- Once outside the building, move away from the building. Assemble across the street or along the sidewalk of the adjacent building.
- The front of the building is where the fire fighters and fire trucks will be operating. Do not obstruct their access to the building.
- If there is an incident occurring on the upper floors and glass is being blown out of the windows, the area below is the hazard zone where serious personal injuries will happen. Do not remain in or near the hazard zone.
- Once outside, never re-enter the building until you are told to do so by the fire department or Tufts Police.
- **GET DOWN:** There’s a silver lining to these clouds of noxious gasses—the heat of the fire forces them all to rise, which clears a low area of relatively clean air to breathe near the floor. If you’re in bed when the fire alarm sounds, roll out of bed and onto the floor before crawling quickly to your primary exit option. If that option is your bedroom door (which should be closed), check it before you open it by placing the back of your hand against the door itself, the knob, and the crack on the hinged side next to the frame. If any of those points feel warm, bail on that exit strategy and immediately move on to your secondary option. And even if they’re cool, brace your shoulder against the door before you twist the handle to prevent the door from blowing open due to air pressure differences on either side.
• If you need to travel through a smoke-filled room to reach safety, you can further protect yourself from damaging gasses by wrapping a piece of cloth around your mouth and nose to help filter larger smoke and soot particulates. Wetting the wrap will add further protection.

• If you find both your primary and secondary routes cut off, look for a window. If you have to break the pane to open it, smash out the lower corners with a blunt, heavy object, then cover the exposed edges with clothing, towels, blankets, etc. before going through.

• If you do realize that someone is missing, do not reenter the building to look for them. You are not a firefighter. Do not try to do a firefighter’s job without a firefighter’s equipment or training.

LOCATION OF EYE WASH STATIONS AND EMERGENCY MEDICAL KITS

Emergency Eye Wash Stations: There are two eye wash stations located on campus. The locations are:
1. Restroom area near the Spa Desk in the clinic building.
2. In the Geneva clinic which is located across from the vending machines in the clinic building.

Emergency Medical Kits:
1. Located at the spa desk in the clinic
2. Located at the administrative desk in the administration/classroom building

Students will be asked, periodically, to evaluate the Health and Safety Plan.

Operations, Maintenance, Physical Resource and Infrastructure Plan

Why is this important?

1. Ongoing evaluation of the institution’s physical and technical assets.
2. Invest in new technologies and methods to provide better services to clients, students and staff.
3. Ensure equipment and classroom/clinic furniture is in working order and meets the needs of the students, staff and faculty.
4. To maintain a clean and safe building for the purposes of instruction and student, staff and faculty use.
5. To establish protocol for reporting building, equipment furniture issues.
6. To ensure technical equipment is functioning and in good working order.
7. To evaluate all technical, building and furniture needs for student, staff and faculty use.
8. To ensure communication on all issues between students, staff and faculty to administration.

To achieve the goals of the Operations and Maintenance Plan, to include Physical Resources and Infrastructure, the following has been put in place:

1. Ongoing evaluation of the institution’s physical and technical assets:
   a. Students, staff and faculty should report all building, maintenance and equipment issues to the Campus Director using the appropriate form.
   b. As physical issues are reported, a determination is made based upon the physical and/or technical review of each asset. They are then grouped into three categories, repair, upgrade and replace. Items deemed repairable are sent to the appropriate vendor. Items that are upgraded and/or replaced are disposed of based upon local/state requirements.
   c. Technical issues are also reviewed, but handled in a different manner. Technical assets include computers, networking devices, projectors, copiers, printers, scanner, time clocks, POS Systems and audio equipment. For local issues pertaining to an individual’s computer or device, the Operations Manager is notified directly, who works with the IT Management Company to resolve individual issues.
   d. For company-wide technical issues (network, server, access), both the School Director and the Operations Manager are notified. The Operations Manager then makes the final determination of which vendor will be contacted for support.
2. Invest in new technologies and methods to provide better services to clients, students and staff:
   a. Institution and Corporate staff continually review software, hardware, teaching-related assets and new technical assets to determine whether or not they would be deemed useful.
   b. As assets are discovered, they are brought to the School Director’s attention, who then does an initial value assessment and in turn reports their findings to the corporate office.
   c. The corporate office does a final review and returns back with one of several recommendations:
      i. Accepted – Move forward with purchasing and/or implementation
      ii. Rejected – Cost prohibitive
      iii. Rejected – Unnecessary
      iv. For Future Acceptance – Willing to accept, but currently unable or unwilling to implement in short term.

3. A review and planning process for both physical and technical assets that addresses real-time needs is in place and completed by the administration on an annual and as needed basis.

4. The administration manages support of physical and technical assets through vendor management, contractual and service level agreements.

Students should inform instructors, staff or administration of any issues and/or recommendations using the appropriate form. The Campus Director will immediately begin repair and/or replacement for issues needed immediate attention. Recommendations which are not an emergency or essential to students, staff and faculty but are recommendations to change or improve the academic experience will be reviewed on at least an annual basis or as needed depending upon the recommendation.

Students will be asked, periodically, to evaluate the Operations, Maintenance, Physical Resources and Infrastructure Plan.
Programs of Study

- Skin Care Program
- Nailcare Program
- Massage Therapy Program
- Nail Care 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 in order 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 physically demands on the entire body.

Students are at the threshold of opportunity as a licensed professional. 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:

<table>
<thead>
<tr>
<th>Massage Therapist</th>
<th>Nail Technician</th>
<th>Esthetician</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Massage Therapist</td>
<td>Nail Professional</td>
<td>Esthetician</td>
<td>School Instructor</td>
</tr>
<tr>
<td>Self-employed Practice</td>
<td>Nail Technician</td>
<td>Brow and Eyelash Specialist</td>
<td>Industry Trainer/School Educator</td>
</tr>
<tr>
<td>Massage Therapist in Doctor’s Offices</td>
<td>Manicurist</td>
<td>Wax Specialist/Eyelash Specialist</td>
<td>School Owner/Administrator</td>
</tr>
<tr>
<td>Massage Therapist in Wellness Centers</td>
<td>Pedicurist</td>
<td>Product Representative</td>
<td>School Program Director</td>
</tr>
<tr>
<td>Massage Therapist if Physical Therapy Centers</td>
<td>Reflexologist</td>
<td>Equipment Representative</td>
<td>Curriculum Developer</td>
</tr>
<tr>
<td>Work on Cruise Ships/Hotels/Resorts/Spas</td>
<td>Foot Care Specialist</td>
<td>Spa Manager/Owner</td>
<td>State Board Member</td>
</tr>
<tr>
<td>Massage Therapist in Rehab Centers</td>
<td>Product Representative</td>
<td>Industry Publication Writer</td>
<td>State Board Examiner</td>
</tr>
<tr>
<td>Massage Therapist in Hospitals</td>
<td>Salon Manager or Owner</td>
<td>Retail Specialist</td>
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<tr>
<td>Sports Team Massage Therapy</td>
<td>Work for a Podiatrist</td>
<td>Make-up Specialist/Artist</td>
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<tr>
<td>On-site Chair Massage Specialist</td>
<td>Blogger/Magazine Writer</td>
<td>Reflexology</td>
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<tr>
<td>Educator</td>
<td>Trainer</td>
<td>Development of Skin Care Products</td>
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<tr>
<td>Educator (with additional training)</td>
<td>State Board Member/Examiner</td>
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<td></td>
</tr>
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<td>Work on Cruise Ships/Resorts/Hotels/Spas</td>
<td>Educator (with additional training)</td>
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<td>Work on Cruise Ships/Resorts/Hotels/Spas</td>
<td>State Board Examiner</td>
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</table>
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 the contemporary and technologically advanced information in areas of clinical and medical esthetics. This training will add to fundamental skill sets, and provide students with additional tools to build upon during a career as a licensed aesthetician.

Following represents insight regarding licensure and certification in the clinical and medical esthetics field. At this time – 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 particular states require additional training and hours in order 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 transferrable license.

At the completion of the training at the School students are awarded certificates for completion of 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 in order 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 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
- Skin for Life: LED Light Emitting Diodes
- Skin for Life: Nue Wave Panel LED
- Skin for Life: Microcurrent
- Skin for Life: Ultrasonice
- Dermavista: Diamond Microdermabrasion
- Dermavista: LED Panel Diode
- Dermatouch: Microdermabrasion
- Dermavista: Jet Clear – Saline Exfoliation and Infusion
- Dermavista: Contour Ultra Microcurrent
- Gaia: Galvanic and Iontophoresis

Skin Care Program – Theory and Practical

**SKIN CARE – THEORY**

**Protégé and Envoy Students: 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**

**Protégé and Envoy Students: 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
<table>
<thead>
<tr>
<th>SKIN CARE PROGRAM THEORY – Ambassador Students</th>
<th>SKIN CARE PROGRAM PRACTICAL – Ambassador Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Skin Diseases and Disorders</td>
<td>• Product Chemistry and Ingredients: Product Study</td>
</tr>
<tr>
<td>• Principals of Infectious Disease Control - Advanced</td>
<td>• Advanced Facial Devices: LED Panel</td>
</tr>
<tr>
<td>• 12 Body Systems: Anatomy</td>
<td>• Glycolic and Lactic Acid Peeling</td>
</tr>
<tr>
<td>• Fundamentals of Nutrition</td>
<td>• Advanced Facial Techniques</td>
</tr>
<tr>
<td>• Advanced Product Chemistry and Ingredients</td>
<td>• Spa Makeup Artistry: Daytime Makeup</td>
</tr>
<tr>
<td>• Advanced Facial Devices: Introduction to Laser, IPL, LED</td>
<td>• Bridal, Prom, Red Carpet Fashion Makeup</td>
</tr>
<tr>
<td>• Glycolic and Lactic Acid Peeling</td>
<td>• Cluster and Strip Eyelash Application</td>
</tr>
<tr>
<td>• Pharmacology for Estheticians</td>
<td>• Business Practices and Establishing a Practice</td>
</tr>
<tr>
<td>• Fundamentals of Makeup Artistry</td>
<td>• Selling Products and Services</td>
</tr>
<tr>
<td>• Bridal, Prom, Red Carpet Fashion Makeup</td>
<td>• Microdermabrasion Technologies and Physics</td>
</tr>
<tr>
<td>• Cluster and Strip Eyelash Application</td>
<td>• Organic Microdermabrasion</td>
</tr>
<tr>
<td>• Salon and Spa Management</td>
<td>• Crystal Free Microdermabrasion</td>
</tr>
<tr>
<td>• Business Practices and Establishing a Practice</td>
<td>• Microcurrent Technologies and Physics</td>
</tr>
<tr>
<td>• Selling Products and Services</td>
<td>• JET CLEAR™ Saline Microdermabrasion</td>
</tr>
<tr>
<td>• Microdermabrasion Technologies and Physics</td>
<td>• Holistic Skin Care Theory and Techniques</td>
</tr>
<tr>
<td>• Organic Microdermabrasion</td>
<td>• Aromatherapy Level II</td>
</tr>
<tr>
<td>• Crystal Free Microdermabrasion</td>
<td>• Blending Essential Oils</td>
</tr>
<tr>
<td>• Microcurrent Technologies and Physics</td>
<td>• Facial Acupressure</td>
</tr>
<tr>
<td>• JET CLEAR™ Saline Microdermabrasion</td>
<td>• Thermotherapy and Advanced Facial Tools</td>
</tr>
<tr>
<td>• Holistic Skin Care Theory and Techniques</td>
<td>• Cellulite and Detoxification</td>
</tr>
<tr>
<td>• Aromatherapy Level II</td>
<td>• Clinical Facial Techniques</td>
</tr>
<tr>
<td>• Facial Acupressure</td>
<td>• Guest Speaker and Study Tour</td>
</tr>
<tr>
<td>• Thermotherapy and Advanced Facial Tools</td>
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</tr>
<tr>
<td>• Advanced Health Sciences</td>
<td></td>
</tr>
<tr>
<td>• Disability and Awareness Services: Special Needs Clients</td>
<td></td>
</tr>
<tr>
<td>• Medical Intervention: Cosmetic Medical Procedures</td>
<td></td>
</tr>
<tr>
<td>• Working in the Medical Setting: Clinical Esthetician Role</td>
<td></td>
</tr>
<tr>
<td>• Introduction to Medical Terminology</td>
<td></td>
</tr>
<tr>
<td>• Medical Equipment and Modalities</td>
<td></td>
</tr>
<tr>
<td>• Introduction to Plastic Surgery Techniques: Clinical Esthetician Role</td>
<td></td>
</tr>
</tbody>
</table>

**Day and Evening Program**  
**1000 Clock Hours**
Massage Therapy Program

The study of massage therapy involves the science of the 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 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 in order 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percent</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>96% - 100%</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>Very Good</td>
<td>86% - 95%</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>Good</td>
<td>75% - 85%</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>Below 75%</td>
<td>1.0</td>
</tr>
</tbody>
</table>

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
- 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
- Business Practices and Ethics
- Introduction to Hydrotherapy

#### Massage – Practical
- Swedish Massage Movements
- Applications of Massage Movements
- 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
- Shiatsu
- Ayurveda
- Reflexology
- Stress Therapy and Relaxation
- Chair Massage
- Introduction to Aromatherapy
- Licensure Certification Examination Review
- Spa Therapy (Hot Stone, Body Polish, Wraps, and more!)

### Day and Evening Program
- 675 Clock Hours
Massage Therapy Course Descriptions

Pre Requisite/Clinic 101 – Fundamentals of Swedish (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. 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.
Pre Requisites: None

Pre Requisite/ Clinic 102 – Fundamentals of Anatomy (50 hrs)
This course defines and conceptualizes the structures of the integumentary—the skin, skeletal, muscular, circulatory/lymphatic, nervous, endocrine, respiratory, digestive, excretory, and human reproductive systems. The clinical aspect of this course focuses on the development of core Swedish techniques.
Pre Requisites: None

Pre Requisite/Clinic 103 – Fundamentals of Physiology (50 hrs)
This course defines and conceptualizes the functions of the integumentary—the skin, skeletal, muscular, circulatory/lymphatic, nervous, endocrine, respiratory, digestive, excretory, and human reproductive systems. The clinical aspect of this course focuses on bridging basic Swedish techniques with clinical aspects of documentation, and client management issues.
Pre Requisites: None

Pre Requisite/ Clinic 104 – Fundamentals of Kinesiology (50 hrs)
This course focuses on the basic principles of biomechanics, kinesiology and proprioception. 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 Swedish massage in a clinical setting.
Pre Requisites: None

Massage/Clinic 201 – Self Care (50 hrs)
The structure, function and pathology of the Integumentary system will be covered in detail. Advanced Swedish 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 gain a basic understanding of nutrition. This course is designed to provide students with information to recognize nutritional benefits/detrimental for their clientele. Students will also learn the basic techniques of maintaining a healthy lifestyle through the knowledge of Pilates, Yoga, and Meditation.
Pre Requisites: PR/CL101-104

Massage/Clinic 202 – Special Populations I (50 hrs)
The structure, function and pathology of the skeletal system will be covered in detail. Knowledge of this system is paramount in the clinic setting which will apply various techniques, including stretching, active-assisted and resisted movements, acupressure and trigger point therapy administered to the client in a seated position. We will also use various specialized techniques to treat clients with varying circumstances.
Pre Requisites: PR/CL101-104

Massage/Clinic 203 – Kinesiology (50 hrs)
The structure, function and pathology of the muscular system will be covered in detail. The clinic setting will fuse the study of the muscular system with the techniques used in Muscle Energy Techniques (MET) and Trigger Point Therapy. This course helps students define assessments including posture and gate. Passive, active and resisted movements are also revisited in this course. Knowledge of the skeletal, nervous and muscular systems aid in understanding techniques associated with this therapy.
Pre Requisites: PR/CL101-104

Massage/Clinic 204 – Clinical Massage (50 hrs)
The structure, function and pathology of the muscular system will be covered in detail. 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.
Pre Requisites: PR/CL101-104; MAS/CL203
Massage/Clinic 205 – Spa Therapy (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 electric 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. Our spa class teaches various spa protocols and standards. We also will identify and use various products involved in different spa modalities.
Pre Requisites: PR/CL101-104

Massage/Clinic 206 – Massage Concepts (50 hrs)
The structure, function and pathology of the endocrine and nervous systems will be covered in detail. The clinic setting will use core knowledge gained from studying the senses in relation to the nervous system to identify common essential oils used to elicit various therapeutic responses from clients. Our aromatherapy course will help students with the ability to use various essential oil blends through direct and indirect applications to body tissues.
Pre Requisites: PR/CL101-104

Massage/Clinic 207 – Special Populations II (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. A brief introduction to infant massage will also be covered in this course. Geriatric massage, our final specialized client population will require using varying table adjustments for comfort and security.
Pre Requisites: PR/CL101-104

Massage/Clinic 208 – Traditional Chinese Medicine/Reflexology (50 hrs)
The structure, function and pathology of the respiratory and digestive systems will be covered in detail in this module. 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.
Pre Requisites: PR/CL101-104

Massage/Clinic 209 – Business Practices (40 hrs) and Ethics (10 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 are 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/CL101-104, MAS/CL201-208

Massage/Clinic 210 – Pre Graduate Final (25 hrs)
Practical hands-on application for evaluation of various massage modalities including therapeutic deep tissue, athletic/sports massage, spa applications, specialized clients and other therapeutic modalities. Students apply the training in techniques, methods and procedures in the various modalities required for a professional massage therapist to be successful.
Pre Requisites: PR/CL101-104, MAS/CL201-209
Nail Care Program

DESCRIPTION: The primary purpose of the Nail Care 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 lesions 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 properly 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 health 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 NailsCare Program to enter the work place with a much higher knowledge base and the confidence that brings. Graduates from the NailsCare 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:

Protégé: (0-150 hours) The first 150 hours are devoted to classroom workshops where students learn principals 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.

Diplomat: (151-300 hours) Students 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.
**Envoy: (301-450 hours)** As an Envoy, 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.

**Ambassador/ANT: (451-600 hours)** Students at the Ambassador level begin ANT training and applications. 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)**

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

**Module 1 total: 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 total – 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:

<table>
<thead>
<tr>
<th>HOURS</th>
<th>SUBJECT/UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>70</td>
<td>Manicure: basic, hot oil, hand and forearm massage and various spa manicures (70 credit hours/70 applications)</td>
</tr>
<tr>
<td>60</td>
<td>Pedicure: basic, foot and leg massage and various spa pedicures (60 credit hours/60 applications)</td>
</tr>
<tr>
<td>90</td>
<td>Nail Sculpting: (90 credit hours/90 applications)</td>
</tr>
<tr>
<td>60</td>
<td>Artificial tip applications: with overlay (60 credit hours/20 applications)</td>
</tr>
<tr>
<td>20</td>
<td>Nail wrapping: silk, linen, etc./natural nails only (20 credit hours/20 applications)</td>
</tr>
<tr>
<td>30</td>
<td>Fill-in applications (30 credit hours/30 applications)</td>
</tr>
<tr>
<td>10</td>
<td>Artificial nail removal/nail repair (10 credit hours/20 applications)</td>
</tr>
</tbody>
</table>
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 Nail Care 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 |
Nailcare Instructor Program
300 Clock Hours

DAY & EVENING CLASSES:

DAY CLASSES: 9:00 a.m. – 4:00 p.m. Tuesday, Wednesday, Thursday, Friday (NO SATURDAYS)
28 hours per week – 11 weeks to complete program (approximately 3 months)

Perfect schedule for those who want a day schedule!

EVENING CLASSES: 5:30 p.m. - 9:30 p.m. Tuesday, Wednesday, Thursday
PLUS 9:00 a.m. – 4:30 p.m. every Saturday
16 hours per week – 19 weeks to complete program (approximately 5 months)

Perfect schedule for those who cannot attend classes during the day during the week!

The Nail Instructor Training Program is not an eligible program for Federal Title IV Funding

Special Schedules with Program Director Approval Only

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 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.
3. 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.
4. To provide students with developmental tools to assist in effectively communicating with their students, peers and industry professionals.
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 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
Skin Care (Esthetics) Instructor Program
600 Clock Hours

DAY & EVENING CLASSES:

DAY CLASSES: 9:00 a.m. – 3:15 p.m. Monday through Thursday (NO SATURDAYS)
25 Hours Per Week / 24 Weeks to Complete the Program

DAY CLASSES: 9:00 a.m. – 2:00 p.m. Tuesday through Saturday
25 Hours Per Week / 24 Weeks to Complete the Program

Perfect schedule for those who want a day schedule!

EVENING CLASSES: 5:30 p.m. - 9:30 p.m. Tuesday, Wednesday, Thursday
PLUS 10:00 a.m. – 2:00 p.m. OR 12:00 p.m. – 4:00 p.m. every Saturday
19.5 hours per week – 31 weeks to complete program (approximately 8 months)

Perfect schedule for those who cannot attend classes during the day during the week!

Special Schedules with Program Director Approval Only

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 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.
3. 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.
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Lectures and Discussions
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Classroom Management
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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
### ADDENDUM - ADMINISTRATION, FACULTY AND STAFF TEAM

#### Administration Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Che Chinn</td>
<td>Campus Director</td>
</tr>
<tr>
<td>Khalilah Valentine-Smith</td>
<td>Assistant Campus Director/Director of Financial Aid</td>
</tr>
<tr>
<td>Pam Jones</td>
<td>E.V.P. Admissions</td>
</tr>
<tr>
<td>Sylvia Montañez</td>
<td>Director of Career/Student Services</td>
</tr>
<tr>
<td>Jennifer Young</td>
<td>Program Director – Skin Care</td>
</tr>
<tr>
<td>Lawanda Johnson</td>
<td>Program Director – Nailcare</td>
</tr>
<tr>
<td>Dr. Arthur Patterson</td>
<td>Program Director – Massage Therapy Client Services Manager</td>
</tr>
<tr>
<td>Sheila Kitchens</td>
<td></td>
</tr>
</tbody>
</table>

#### Student and Client Services Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debra Elrod</td>
<td>Registrar/Bursar</td>
</tr>
<tr>
<td>Jennifer Hall</td>
<td>Client Services Coordinator</td>
</tr>
<tr>
<td>Mattaniah Spence</td>
<td>Administrative Assistant</td>
</tr>
</tbody>
</table>

#### Admissions and Financial Aid Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Khalilah Valentine-Smith</td>
<td>Director of Financial Aid</td>
</tr>
<tr>
<td>Pam Jones</td>
<td>C.M.O.</td>
</tr>
<tr>
<td>Jennifer Young</td>
<td>Admissions/Program Director, Skin Care</td>
</tr>
<tr>
<td>Jessica Mallamace</td>
<td>Admissions Coordinator</td>
</tr>
</tbody>
</table>

#### Education Team

**Skin Care**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Young</td>
<td>Program Director – Skin Care – Full-time</td>
</tr>
<tr>
<td>Dr. Erin Madigan-Fleck</td>
<td>Senior Skin Care Educator/Curriculum – Full-time</td>
</tr>
<tr>
<td>Naiiri Bournzarian</td>
<td>Skin Care Educator – Full-time</td>
</tr>
<tr>
<td>De Curtis-Glakas</td>
<td>Skin Care Educator – Full-time</td>
</tr>
<tr>
<td>Melissa Helms</td>
<td>Skin Care Educator – Part-time</td>
</tr>
<tr>
<td>Betty Larsha</td>
<td>Skin Care Educator – Part-time</td>
</tr>
<tr>
<td>Mary Catherine “M.C.”</td>
<td>Skin Care Educator – Substitute</td>
</tr>
<tr>
<td>Patrick</td>
<td></td>
</tr>
</tbody>
</table>

**Nail Care**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lawanda Johnson</td>
<td>Nailcare Educator/Program Director – Full-time</td>
</tr>
<tr>
<td>Deneen Daniels</td>
<td>Nailcare Educator – Instructor – Part-time</td>
</tr>
<tr>
<td>Rachel Hagans</td>
<td>Nailcare Educator – Instructor – Full-time</td>
</tr>
<tr>
<td>De Curtis-Glakas</td>
<td>Nailcare Educator – Substitute and State Board Review</td>
</tr>
</tbody>
</table>

**Massage Therapy**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Arthur Patterson</td>
<td>Massage Therapy Program Director/Educator – Full-time</td>
</tr>
<tr>
<td>Toshii Cooper</td>
<td>Massage Therapy Educator – Part-time</td>
</tr>
<tr>
<td>Evette Murphy</td>
<td>Massage Therapy Educator – Part-time</td>
</tr>
<tr>
<td>Ebony Ricks</td>
<td>Massage Therapy Educator – Part-time</td>
</tr>
<tr>
<td>Dr. Amanda Goodwin</td>
<td>Massage Therapy Educator - Substitute</td>
</tr>
<tr>
<td>Tinaasha Gray</td>
<td>Massage Therapy Educator - Substitute</td>
</tr>
<tr>
<td>Stephanie Sylverin</td>
<td>Massage Therapy Educator - Substitute</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Corporate Office Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Jones:</td>
<td>678-710-9410</td>
</tr>
<tr>
<td>Pam Jones:</td>
<td>404-293-2538 (Cell)</td>
</tr>
<tr>
<td>Mona Armstrong:</td>
<td>678-710-9413</td>
</tr>
</tbody>
</table>

## IMPORTANT NOTICE

![Hotline: 1-888-281-1726](image)

All students, staff and instructional staff are encouraged to contact the Corporate Office at any time for any reason. The goal is Stellar Customer Service and to respond quickly to assess needs and address concerns.
ADDENDUM: HOURS OF OPERATION

The School Hours of Operation are, as follows:

- **Administration, Admissions and Financial Services:** From 8:30 a.m. to 7:00 p.m. Monday through Thursday and Friday from 8:30 a.m. to 4:30 p.m. and by appointment on Saturdays.
- **Student Instructional Day Classes:** Monday through Friday – 8:30 a.m. – 5:30 p.m. and Saturday 8:30 a.m. – 5:30 p.m.
- **Student Instructional Night Classes:** Monday through Thursday – 5:30 p.m. – 9:30 p.m. Saturday 8:30 a.m. – 5:30 p.m.
- **Administrative offices:** The Administrative offices are open during the same hours listed for training and services. The website lists more specific hours for the Spa and Salon hours for clients who wish to make appointments for services.
- **Spa/Salon Hours:** Monday through Saturday 9:00 a.m. on days when classroom instruction is not occurring and most evenings until 8:30 p.m. excluding Friday and Saturday. Changes with seasonality, class schedules, and other educational factors change the hours for Spa and Salon services. Hours are updated on the website when changes occur.
ADDENDUM: CLASS START DATES AND SCHEDULES

CLASS START DATES

Program start dates vary by program. Most programs allow for students to start monthly and, in some cases, more often depending upon the curriculum and the schedule. Below represents the Start Dates for 2016-2017 but is subject to change based upon enrollment.

Classes start class monthly for Skin Care and Nail Care for Day and Evening Classes

Class start every other month for the Massage Therapy Day program as follows:
January, March, May, July, September, November

Classes start every other month for the Massage Therapy Night program as follows:
February, April, June, August, October, December

CLASS SCHEDULES

Instructor Schedules: See Program Information

<table>
<thead>
<tr>
<th>Program</th>
<th>Day Schedule</th>
<th>Evening Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Massage Therapy</td>
<td>9:00 a.m. - 2:00 p.m. Tuesday - Saturday</td>
<td>5:30 p.m. - 9:30 p.m. Monday - Thursday and 8:30 a.m. - 5:30 p.m. on Saturday</td>
</tr>
<tr>
<td></td>
<td>25 hours per week/27 weeks/7 months</td>
<td>25 hours per week/27 weeks/7 months</td>
</tr>
<tr>
<td>Nailcare</td>
<td>9:00 a.m. - 4:00 p.m. Tuesday - Friday</td>
<td>5:30 p.m. - 9:30 p.m. Tuesday - Thursday and 9:00 a.m. - 4:30 p.m. on Saturday</td>
</tr>
<tr>
<td></td>
<td>28 Hours per week/21.43 weeks/5-6 months</td>
<td>19.5 hours per week/31 weeks/8 months</td>
</tr>
<tr>
<td>Skin Care</td>
<td>9:00 a.m. - 3:15 p.m. Monday - Thursday</td>
<td>5:30 p.m. - 9:30 p.m. Tuesday - Thursday and 9:00 a.m. - 4:30 p.m. on Saturday</td>
</tr>
<tr>
<td></td>
<td>25 hours per week/40 weeks/10 months</td>
<td>19.5 hours per week/51 weeks/13 months</td>
</tr>
<tr>
<td></td>
<td>(the above schedule is only offered periodically and is limited to 20 students or less)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9:00 a.m. - 3:15 p.m. Tuesday - Friday</td>
<td>(Saturday is the required day for students to do make up hours)</td>
</tr>
<tr>
<td></td>
<td>25 hours per week/40 weeks/10 months</td>
<td></td>
</tr>
</tbody>
</table>
ADDENDUM: Tuition, Fees, Books and Supplies – Updated August 31, 2016

Tuition, book and supply costs for all programs are shown below. Additional charges for students will be 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. Any additional books and/or equipment not required may be purchased by students who desire them. State Board Kit, State Board Examination, Licensing, and Background Check for Licensing are NOT included in the tuition and fees. The Graduation fee is also not included in the tuition and fees. Students wishing to participate in the graduation ceremony will charged $45.00.

<table>
<thead>
<tr>
<th>Registration Fee:</th>
<th>Skin Care Program</th>
<th>Nailcare Program</th>
<th>Massage Therapy Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books:</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Student Kit</td>
<td>$245.00</td>
<td>$400.00</td>
<td>$0</td>
</tr>
<tr>
<td>Tuition:</td>
<td>$14,715.00</td>
<td>$9,518.00</td>
<td>$10,290.00</td>
</tr>
<tr>
<td>Total:</td>
<td>$15,300.00</td>
<td>$10,215.00</td>
<td>$10,560.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Registration Fee:</th>
<th>Skin Care Instructor Program</th>
<th>Nailcare Program Instructor Program</th>
<th>Massage Therapy Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books (Non-Refundable):</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Student Kit</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$0</td>
</tr>
<tr>
<td>Tuition:</td>
<td>$6,895.00</td>
<td>$3,750.00</td>
<td>$4,350.00</td>
</tr>
<tr>
<td>Total:</td>
<td>$7,495.00</td>
<td>$4,350.00</td>
<td>$4,350.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Registration Fee:</th>
<th>Transfer Students Skin Care Program</th>
<th>Transfer Students Nailcare Program</th>
<th>Transfer Students Massage Therapy Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books (Non-Refundable):</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>School Kit, if purchased:</td>
<td>$240.00</td>
<td>$197.00</td>
<td>$170.00</td>
</tr>
<tr>
<td>Tuition:</td>
<td>$245.00</td>
<td>$400.00</td>
<td>$0</td>
</tr>
<tr>
<td>Total:</td>
<td>$14.72 per Clock Hour</td>
<td>$15.86 per Clock Hour</td>
<td>$15.24 per Clock Hour</td>
</tr>
</tbody>
</table>

Transfer students who have currently used textbooks will not be required to purchased textbooks. Transfer students will be charged all applicable kit and textbook costs unless students are considered an “Hours Only Student.”

Hours only students will be charged the per clock hour program rate plus a kit if the student elects to purchase plus the $100 Registration Fee and textbooks, if needed.

Hours only students are those individuals who may have a letter from the Georgia State Board of Cosmetology or Massage Therapy indicating the number of hours required to transfer a license from another State or for reinstatement of licensure requirements or are transferring in less than 1/2 the program.

Scrub and School T-shirts are NOT included in the tuition. Massage Therapy. All training related supplies needed during training are dispensed to students as needed. The dress code for the instructor program does not require scrubs (A lab coat may be provided for use during the program).
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 are not covered in tuition 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. Student School T-shirts.
3. Kit Items: Students receiving a kit will be required to replace kit items that have been used or lost and need to be replaced.
4. 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. 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.
5. 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 required to prepay for services.
6. Name Badges: The first one is included; however, lost or damaged name badges must be replaced and the cost is $15.00.
7. Resource Center: Any book, DVD or other resource material not returned will be the financial responsibility of the student to replace.
8. Equipment checked out: if equipment is checked out and not returned or, if pieces are missing upon return, the student will be responsible to replace or the equipment. If the equipment is purposefully broken, the student will bear the financial responsibility for repairs or replacement.
10. State Board Licensing Fees, Background Checks, and State Board Kits: State Board kits range from $45 - $95 depending upon what the student is missing from his or her school kit and can be purchased through the school. All these fees are subject to change. State Board licenses fees can be found on the State Board website but may range between $45.00 and $75.00.
   a. Massage Therapy licensure requires a background check which must be submitted for licensure. This is a direct cost to the student.
b. State Board Examination Fee: Not included in tuition and fees. Skin Care and Nailcare exam fee: $109  |  Massage Therapy Exam fee: $195 plus background check needed for licensure.
11. 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.
12. Transcripts from ISSNMT: The first transcript to the student is at no charge. The first transcript sent to State Board for testing is at no charge. Thereafter, the transcript fee is $15.00 per transcript.
13. Additional Diploma or Name Change on Diploma: $25.00 per diploma requested.
14. Graduation Fee: $45.00 if a student elects to participate and fee is not included in tuition.
15. Nail Technology Certification (ANT): $20.00 at the completion of the ANT section of the Nailcare Program.

Please note: Financial aid (Title IV funding) cannot be used to pay for any of the charges listed that are not included in tuition. All 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 in full. Students may be allowed to take the exit exam, however 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.
ACCURACY

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

Che Chinn
Campus Director

Pam Jones
Access Education Holding Corporation, Partner
We Are Pleased
You Are Considering
Attending the
International School of Skin, Nailcare and Massage Therapy

We Look Forward To Being Your Education Partner
As You Move Forward to Pursue a Career
In the
Beauty and Wellness Industry