



INTERNATIONAL SCHOOL OF SKIN, NAILCARE & MASSAGE THERAPY



School Catalog & Student Handbook



2022 Volume 9

Revised March 2022

Staffing Changes Only

International School of Skin, Nailcare & Massage Therapy

Prado Shopping Center

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

Address and Contact Information

The International School of Skin, Nailcare & Massage Therapy
The Prado Shopping Center
5600 Roswell Road, N.E. Suite F190
Administrative Offices and Theory Classrooms
Suite 010 Student Clinic
Atlanta, GA 30342
404.843.1005
Fax: 404-393-4665

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

Website: www.issnschoolspa.com



Facebook: <https://www.facebook.com/ISSNSchoolSpa>



Between May 1 and May 31, 2022, the school will be moving to a new location is accessible to students via Marta.

**This location is:
7840 Roswell Road, Building 500
Sandy Springs, Georgia 30350**

Welcome Letter from the Leadership Team

Dear Prospective Students,

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

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

Our expectation of an ISSNMT student is great and the progressive teaching methods are designed to produce a consummate professional with more than the basic skills to pass State Board examinations. We encourage individuality, creativity, and 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 product of the educational process. We take immense pride in building the absolute best product for the beauty and wellness industry.

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

Welcome to the ISSNMT Family!

Successfully Yours,

The Campus Leadership Team

Pam Jones, Campus President

Khalilah Valentine-Smith, Campus Director

Mission Statement

Revised December 2020 and Confirmed 2021 for 2021-2022 School Years

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

Vision Statement

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

Core Values - Revised December 2020 and Confirmed 2021 for 2021-2022 School Years

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

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

Objectives

The objectives of the school are:

- ❖ To prepare people for opportunities in skin, Nailcare and massage careers and, develop in them a sense of responsibility and loyalty to their employers.
- ❖ To provide employment placement service for our graduates at no additional cost to them. To provide instruction that is appropriate for developing sound, entry-level skills.
- ❖ To teach the student to perform in an efficient and professional manner the duties and responsibilities of the job and work site.
- ❖ To help the student understand and accept the responsibilities of good citizenship on local, state, and national levels.
- ❖ To guide the student in developing self-control, self-discipline, self-reliance, and self-direction. To help the student realize that he or she will be judged as an individual 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, Nailcare & Massage Therapy has a history of being a leader in the industry for training qualified Estheticians and Nail Technicians. The school offered the first Nail Care classes in February 1985 in Atlanta, Georgia and was the first state-approved school for Nail Care training in Georgia. In June 1987, the School achieved national accreditation by what is now known as The Council on Occupational Education (COE). In June 1988, the Skincare/Esthetician program was added. The school became the first in the United States 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 can not only analyze the skin but the body as well. The skin reflects the state of the body as well as lifestyle and diet. A CIDESCO diplomat can diagnose skin problems based on training in Anatomy and Physiology. Another important element of the training is in the chemicals and product content, and how best to treat a skin condition.

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

Legal Control

In September 2010, the school was purchased by Access Education Holding Corporation. Access Education is comprised of three 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.
- CMO - Operations/Admissions – Pamela T. Jones, B.G.S.

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

Location

The school is in Atlanta, Georgia at 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.

The school will be moving to a new location sometime between May 1 and May 31, 2022. The new location is located approximately five miles north on Roswell Road and will continue to have Marta access for students. The new address will be:

**7840 Roswell Road, Building 500
Sandy Springs, Georgia 30350**

Facilities – Current Location

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 TVs 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 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 clinic 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 disabled 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. Four of eight 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.

Accreditations and Approvals

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



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

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

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

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

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

Program Credentials

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

Non-Discrimination Policy and Students with Disabilities

The institution, its admission, instruction, and graduation policies, do not discriminate based on age, race, color, ethnic origin, creed, religion, sex, gender identity and expression, disability, veteran status, or any other characteristic protected under applicable Federal or State law. The institution will make reasonable 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. The school also accepts VA benefits and veterans should contact the financial aid office for a list of VA benefits accepted.

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

Postsecondary education funding for students who have experienced foster care.

As part of Fanning's youth leadership development work, the Education and Training Voucher (ETV) program is a partnership with the Georgia Division of Family and Children's Services to provide leadership programming and necessary funding to meet the postsecondary education needs of youth who have experienced foster care.

To be eligible for the program, youth must have been in foster care for at least 6 months (non-consecutive) and in care at 14 years of age or older. Youth who have achieved permanency through guardianship or adoption after the age of 14, must contact their Independent Living Specialist to determine eligibility.

These funds are limited to the pursuit of an undergraduate degree, diploma, or certificate. This program supplements, rather than replaces, other types of financial assistance available to the youth. Additional leadership training, college awareness opportunities, and connection to campus services is provided through the ETV UGA team.

Visit the [ETV website](#) for program details and qualification specifics. [Education and Training Voucher | Fanning Embark/ETV \(embarkgeorgia.org\)](#) or [Georgia Education and Training Vouchers \(ETV\) | FosterClub](#)

Financial Aid Programs – General Information

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

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

Eligibility Requirements

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

- 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 federal student loan or PLUS loan as the State Boards of Cosmetology and Barbers and the Georgia Massage Therapy Board will not issue a license to candidates for licensure are in default of a federal student loan.
- 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 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 aid office, or the student may complete the FAFSA online and **submit it using the ISSNMT School Code (017286)**. The forms must be completed accurately and submitted 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 aid is needed. There are specific deadlines that must be met to qualify. Students should visit the website above or contact the ISSNMT financial aid office for these dates. The award year for Federal Title IV programs is July 1 – June 30th.

Direct Student Loan Programs

Government loans can be an integral part of a complete student aid package. The loans are made by the government to the student by the U.S. Department of Education. Some federal loans will only be given to those students who demonstrate a financial need. There are different kinds of federal student loans, but one thing most of them have in common is that borrowers must maintain at least half-time student status to remain eligible. If for some reason a student's course load falls under half of a full-time status, the student will be required to begin repaying the money after the grace period has expired. 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 FAFSA to prove financial need for qualification for government direct loans. Direct loans are either subsidized or unsubsidized. Subsidized loans mean the federal government pays the interest while you are in college, and for six months after a student's last date of full-time attendance. For unsubsidized loans, the borrower becomes liable for the interest immediately upon taking out the loan. Interest payments can be made in school, or the borrower may choose to defer the interest payments until graduation or the last day of attendance and begin paying off the principal as well as the interest.

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

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

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

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

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

Federal Supplemental Educational Opportunity Grant (FSEOG) Program

The FSEOG Program provides need-based grants to help low-income undergraduate students finance the costs of postsecondary education. When making FSEOG awards, the institution must give priority to those students with "exceptional need" (those with the lowest Expected Family Contributions, or EFCs, at the institution) and those who are also Federal Pell Grant recipients. To apply for an FSEOG award, a student must fill out the Free Application for Federal Student Aid (FAFSA) so ISSNMT can determine any eligibility.

Method of Payment – Federal Loans, Pell Grants and Cash

Payment of Pell Grants and Student Loans are done electronically directly to the school. The student's account is credited for each payment. A receipt is generated for all credits on the account and placed in the student's file. Federal loan receipts, along with the notification of the student's right to cancel 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 that requires at least 40% paid before the first day of class. The school offers a no interest payment plan for students with a need. **The tuition and ALL outstanding fees must be paid in full before the student transcripts (unofficial or official) and/or a diploma are released to the student, other institutions or the State Board or testing organizations.** There are no exceptions to this unless pre-approved prior to enrolling. 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 a 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 thirty (30) days in arrears.** Students may be charged a \$35.00 returned check fee or rejected credit card payment.

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. **Students MUST have a zero balance on the last day of attendance before completing the final exit exam. Students who owe a balance will not be able to take the exit exam and will be withdrawn from the program until the balance is paid in full unless alternative arrangements have been made and approved by the Corporate Office.**

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 financial aid office 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 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 and number enrolled in college
- Adjusted Gross Income and U.S. Tax Paid
- Certain untaxed income and benefits

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

Academic Calendar 2022

The International School of Skin, Nailcare & Massage Therapy operates on a course basis, twelve months per year, and students may enroll each month if openings are available. The program start dates vary and may change based upon factors influencing enrollment. The school observes the following legal holidays which are taken into consideration when determining projected graduation dates. The school does observe the following breaks:

Harvest Week Break: Monday through Saturday, November 21 – 26, 2022 (Classes resume November 28, 2022)
Winter Break: Sunday, December 25, 2022, through January 2, 2023 (Classes resume January 3, 2023)

School Closings/Emergencies: This calendar represents 2022 through January 3, 2023. The school closings are subject to change throughout the year. See Calendar on next page.

Academic Calendar 2022

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

	ISSNMT Holiday and Break Schedule – 2022		
	Students	Staff	Instructors
	Off	Off	Off
New Year's Day	Observed Monday, January 3, 2022	Observed Monday, January 3, 2022	Observed Monday, January 3, 2022
Martin King Jr. Holiday	Monday, January 17, 2022	Monday, January 17, 2022	Monday, January 17, 2022
Memorial Day & Spring Break	Saturday, May 28, 2022 through Sunday, June 5, 2022 Students return to regularly scheduled classes on June 6, 2022	Saturday, May 28, 2022 through Sunday, June 5, 2022 Students return to regularly scheduled classes on June 6, 2022	Saturday, May 28, 2022 through Sunday, June 5, 2022 Students return to regularly scheduled classes on June 6, 2022
Independence Day Observed	Monday, July 4, 2022	Monday, July 4, 2022	Monday, July 4, 2022
Labor Day	Monday, September 5, 2022	Monday, September 5, 2022	Monday, September 5, 2022
Juneteenth National Independence Day	N/A as the Holiday is on a Sunday in 2022 Sunday, June 19, 2022 - Campus Closed	N/A as the Holiday is on a Sunday in 2022 Sunday, June 19, 2022 - Campus Closed	N/A as the Holiday is on a Sunday in 2022 Sunday, June 19, 2022 - Campus Closed
Harvest Week Break	Monday - Saturday November 21 - 26, 2022	Thursday - Saturday, November 24 - 26, 2022 In-Service Day: Monday, November 21, 2022	Tuesday - Saturday November 22-24, 2021; Report 11/21
Winter Break	December 25, 2022 - through Tuesday, January 2, 2023	Monday, December 26, 2022 Monday, January 2, 2023	December 24, 2022, to Monday, January 2, 2023
Return to Campus/Classes	Tuesday, January 3, 2023	Tuesday, January 3, 2023	Tuesday, January 3, 2023

School Closings/Emergencies: This calendar represents 2022 through January 3, 2023. The school closings are subject to change throughout the year.

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

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

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

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

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

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

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

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

A. Convictions.

1. Regarding applications in which the applicant has been convicted of a criminal offense, the applications will be approved administratively once all criteria as outlined in the law and Board rules have been met; the Board will review any applicant with an affirmative answer to the conviction or Board sanction question; and administratively issued licenses are considered for a vote to ratify at the next regularly scheduled Board meeting.
2. Applicants who are on probation for conviction are required to sign a Consent Order that the license be placed on probation to run concurrent with the criminal probation.
3. All applications with murder convictions of life sentences with the possibility of parole will be considered for licensure at the time of parole hearings.

B. HS/GED Diploma

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

C. Educational Requirements / Post-Secondary

Evidence of a post-secondary degree submitted by a master cosmetologist, hair designer, esthetician or nail technician applicant is sufficient to meet the requirement of a high school education or its substantial equivalent.

A passing score for either a practitioner's license, or an instructor's license, is 70% on the written examination and 70% on the practical portion. Failure to pass either section will require the applicant to retake that portion of the test.

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

Esthetics and Nail Instructor License: The student must make application to the Georgia Board of Cosmetology and Barbers, along with:

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

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

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

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



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

- The state board examination fee will be paid for any student who meets 95% attendance based by the time students reaches the clock hour completion of the program. **Make up time (must follow all make up time policies) does count in the 95%.**
- The student must have **paid all tuition, fees, fines, overtime, and all other outstanding charges before the last date of attendance.** Student must have a zero balance on the last date of attendance/graduation day to be eligible.
- The requirement to take the test within sixty (60) days of graduation to be eligible for payment remains as part of this policy. Students must have a scheduled date within the 60-day period. Students who miss the test in that sixty-day period will be required to reimburse the school for the payment.
- LICENSE: Students who meet the testing requirements **ABOVE PLUS have a 95% PURE attendance by the last of attendance** will be reimbursed for the license OR the school will submit payment on behalf of the student. PURE attendance means the student did not miss more than 5% of the program before any make up hours are applied.

Below represents the breakdown of hours for each program:

- Skin Care: cannot miss more than 50 hours
- Massage Therapy: cannot miss more than 33.75 hours
- Nailcare: cannot miss more than 30 hours.
- Skin Care Instructor: cannot miss more than 30 hours
- Nailcare Instructor: cannot miss more than 15 hours.

Licensing Requirements – Georgia Board of Massage Therapy

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

Admissions Requirements - Prospective or New Students

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

1. A personal interview with an admissions staff member.
2. Provide proof of all high school graduation or GED or provide official college transcripts or college diploma.
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.
8. Cash pay students: 40% down payment on or before the first day of class with payment plan which results in payment in full on or before the mid-point of the program (all programs) or, with approval, one month prior to the program completion.
9. Attend an Orientation prior to the first day of class.

Students who do not meet all the admissions requirements on the first day of class will be subject to cancellation for that start date and will need to reapply for another start date.

Ability to Benefit (ATB) Students

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

International Students

The school does not currently accept international (non-immigrant) students. The school will revisit enrolling international students in 2022.

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

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 (except Massage Therapy) 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 180 days months of the last day of attendance (LDA) and must have a financial plan in place to pay off all tuition and fees by the graduation date. If a student returns more than 180 days 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.

The following re-admissions requirements must be met for all former students:

1. Schedule an interview with the Re-entry committee. The committee meets by appointment only on specific days. Students wishing to meet with the committee must contact the school to request an appointment.
2. If approved to re-apply, a meeting must be scheduled with admissions and financial services department.
3. A \$100 non-refundable re-start fee must be paid prior to re-starting the program (exception: Massage Therapy is not charged the re-start fee).
4. All previous balances paid in full, or payment arrangements made and successfully paid, as required, by the student.

Factors that could impact the decision are:

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

Transfer Policy: ISSNMT Graduates for Licensure

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

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

Transfer Students

From Other Schools: Effective October 21, 2021, the International School of Skin, Nailcare and Massage Therapy does **WILL accept hours from other institutions** with the following stipulations:

1. The institution from which the student is transferring must be accredited by either NACCAS or COE.
2. No more than 50% of the hours taken at another institution will be accepted unless student is already licensed in another State. Each student will be evaluated individually. All classes must be similar for the transfer hours to be accepted.
3. To ensure student's knowledge of material, testing may occur to ensure the student is placed in the appropriate section. If a student fails part or all the testing, the student may be required to take the program from the beginning or less hours may be accepted.
4. The student must be all the requirements of the program and follow all policies and procedures.
5. Students taking less than 50% of the program at ISSNMT will not be eligible for payment of the state examination and licensing fees.
6. The following represents the policy on transfer students:
 - a. Ten years or more since attendance: **Must** retake the entire program.
 - b. Five to nine years since graduation: Placement test required to determine number of hours required to become proficient; however, it is likely the entire program must be taken again.
 - c. One to four years: Placement test required and no less than 50% of the program can be transferred Unless approved by the corporate office through the approval of the Campus Director and Program Director.

The **only exception to this policy** will be for students already hold a current and valid license from another state who are applying for reciprocity in the State of Georgia. The school will consider these students as transfer or hours only students and determine the number of hours to be transferred from the student's previous training. The goal is to accept all hours with appropriate documentation to satisfy the hours required by the Georgia State Board of Cosmetology and Barbers; however, not all hours and credits may transfer depending upon the transcript and a placement test with ISSNMT.

Internal Transfer from One Program to Another

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

Transfer to Other Schools

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

Schedules and Start Dates

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

1. KlassApp or,
2. School catalog or,
3. The school catalog or,
4. School Website or,
5. Student Notification Board.

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

- **Skin Care:** Morning and evening classes start monthly unless the class is full. Afternoon classes may start less frequently.
- **Nailcare:** Morning and evening classes start monthly unless the class is full. Afternoon classes may start less frequently.
- **Massage Therapy:** Morning and evening classes start monthly unless the class is full. Afternoon classes may start less frequently.
- **Instructor Programs:** Classes may start monthly but is not guaranteed. Classes may start less frequently.

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. The following is the description of programs based upon academic year and payment periods (for Title IV programs):

Program	Clock Hours	Academic Years	Payment Period
Skin Care	1000	1	1-450 451-900
		2	901-1000
Nailcare	600	1	1-300
		1	301-600
Massage Therapy	675	1	1-337.5
		1	337.6 - 675
Instructor	600	1	1-300
		1	301- 600
Nailcare Instructor	300	1	1-150
		1	151 - 300

Student to Teacher Ratio

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

Orientation

To ensure new students to become acquainted with the policies and procedures of the school, orientation is held, and mandatory, prior to starting class. Effective, January 2022, orientation is held on the Monday before a class starts and is not considered a class day **unless the class starts on a Monday**. However, orientation is an integral part of the education process and is it expected new students will attend. New students may be allowed to begin classes up to five (5) days after the official start date during the "Add Week" period IF the student has attended an orientation.

Graduation Requirements

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

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

Graduation Ceremony

Students are not required to attend the graduation ceremony; however, it is strongly encouraged. The school holds graduation ceremonies one (1) to two (2) times per year or on campus with a virtual event or off campus for a live event. Gowns are rented or purchased by the student. There is a fee of \$100.00 which includes a gown rental and a set number of invitations. This fee is not included in tuition and fees and **must be paid for students to participate**.

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

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

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

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

Maximum Time Frame Requirement		
Program	Required Hours	Maximum Hours
Nailcare	600	900
Massage Therapy	675	1012.5
Skin Care	1000	1500
Skin Care Instructor	600	900
Nailcare Instructor	300	450

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

Qualitative (Academic Performance) Requirement

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

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

Satisfactory Academic Performance Requirement	
Program	Attempted Hours
Nailcare	300
Massage Therapy	337.5
Skin Care	450 & 900
Skin Care Instructor	300
Nailcare Instructor	150

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

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

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

Numerical grades are given on the following scale:

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

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

Quantitative (Attendance) Requirement

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

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

1. **Maximum Time Frame:** The maximum timeframe a student must complete any course is 150% of the course length. Course length is defined as the period of time identified on the enrollment contract. Leaves of absence are not included in this total. Should a leave of absence be granted, that leave will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence. Students re-enter at the same status as when they left. Students will be monitored, at the evaluation periods, who maintain the minimum attendance rate of at least 80% cumulative since the beginning of the program to determine if the student will graduate within the maximum time frame allowed. Students may be dismissed for exceeding 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 (refer to pages 17 - 18).
Student SAP Evaluations: OFFICIAL evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements (refer to pages 17 - 18).
2. **Minimum requirements.** Evaluations are based on the cumulative attendance percentage each month of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. The student's start month in school will be counted as the first month of the evaluation period. For partial months, scheduled hours will be calculated by multiplying the number of scheduled days by the number of hours scheduled each day (refer to pages 17 - 18).
3. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

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.

Additional Attendance and Performance Requirements

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

The following will impact attendance:

1. Attending class or clinic out of uniform to inappropriate shoes, nails and headwraps: May be sent home for the day.
2. Refusal to provide services to clients, other students, staff, and guests: May be sent home for the day and continued refusal may result in dismissal from the program.
3. Missing Client Clinic Day: Frequent clinic or spa/salon day misses may result in dismissal from the program.
4. Tardiness: Frequent tardiness may result in dismissal from the program.

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

The institution WILL automatically withdraw a student who has been absent for **TEN (10) consecutive calendar days** unless the student contacts the school to communicate a date of return. After ten **(10) consecutive calendar 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 on the date of determination and no later than ten (10) consecutive calendar days of non-attendance. If a student fails to communicate with the school during the ten (10) consecutive calendar 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 any reason. The school will make every effort to contact the student when absent. If students must miss too many days of class, it is possible the student may qualify for a leave of absence, if eligible.

Excused and Unexcused Absences

Students are expected and required to attend every scheduled class hour/day as outlined and contracted for on the student's enrollment agreement and admissions paperwork. **ISSNMT does NOT recognize "excused absences" for any reason, and this includes for overtime charges.** An absence is an absence and only makeup time can reduce the net absences or overtime charges based upon missed hours. **If there are mitigating circumstances (which is NOT an excused absence),** the Campus Director may override the warning or dismissal; however, it will only be reviewed with PROPER documentation regarding the issue that caused the student to miss class. Failure to provide proof will result in denial of mitigating circumstances. Again, this is not an excused absence as mitigating circumstances are used only to override the student written warning. The absence will still count towards the Satisfactory Academic Performance requirements.

Definition of Mitigating Circumstances: Following is a list of potential mitigating circumstances; however, this may not represent every possibility and supporting **documentation must be submitted** by the student for the school administration to make a final decision on the issue. **Failure to provide documentation within 72 hours (3 days) will result in denial of mitigating circumstance.**

1. Hospitalization of student
2. Incarceration of student
3. Doctor or Dentist appointment
4. COVID testing or vaccination
5. COVID exposure
6. Student involved in car accident or vehicle broke down on way to the campus
7. Attended Funeral services of relative or close friend
8. Child sick at school or daycare and student had to leave early to collect child(ren)
9. Illness **IF it can be documented** from a medical facility, physician, NP, etc. (missing clinic, leaving early, arriving late, etc. to stay home because a student just "does not feel right" but the student was not sick enough to see a doctor will not qualify for mitigating circumstance as it cannot be documented)

Tardy Policy: Students are considered tardy one minute past the scheduled class start time. While students will be allowed in class late, the following represents the result of being tardy during the program. Following represents the policy in full.

1. Students can clock in up to fifteen (15) minutes early to avoid congestion at the time clock; however, the student must remain on campus and go directly to the classroom or clinic area with an instructor. **An instructor MUST be on campus for students to clock in early.**
2. Leaving class early disrupts a student's training and while students are not penalized for leaving early it is expected this occurs for emergencies only.
3. Students who are frequently tardy or leave early are subject to dismissal from the program.

***Tardy Policy Exceptions:** If there are mitigating circumstances surrounding the tardy or leave early policy, the Campus Director may override the warning or dismissal; however, it will only be reviewed with PROPER documentation regarding the issue that caused the tardiness or leaving class early. Failure to provide proof will result in denial of mitigating circumstances. Additionally, no time clock adjustment will be made to the student's time. The only adjustment would be NOT to terminate the student. Students will still receive all written warnings even though one of the warnings may be overridden for mitigating circumstances.

If the school administration notifies students of class delays due to weather, major traffic issues due to accidents, etc. via the KlassApp, students will be allowed in late (based upon information in the KlassApp emergency notification or via other notification) **without written warnings.**

Students who are clocked in but cannot be located on campus, after clocking in, **WILL** be manually clocked out and a written warning for leaving early given. Students who do not return from a break will be clocked out at the beginning time of the break. Students who return late from break may also be asked to clock out and leave the campus which may include a written warning for leaving early.

Refusal to Service Clients on Client Clinic Days and Students on Student Clinic Days: General Policy. Specific programmatic policies on Refusal to Service Clients and Other Students will be addressed by program directors if the policy differs from the general policy. Student and/or Client Clinic Days are important to the training programs at ISSNMT. Regardless of whether students have completed all required practicals (or credits as it is defined at the school) in the program, it is a requirement, especially on Client Clinic and Spa/Salon days, that students participate in practicing the skills learned. The more practice students have the better they will be upon graduation and entering the workforce. Leaving class early disrupts a student's training and while students are not penalized for leaving early it is expected this occurs for emergencies only. Below outlines the result of refusing to do practicals/credits or provide services to clients, guests, other students, and employee of the school.

Result of Refusal to Provide Services		
# Of Times	Type of Warning Possible	Possible Result
1st Refusal	Written	MAY Sent Home for the Day
2nd Refusal	Written	MAY Sent Home for the Day
3rd Refusal	Written	WILL be sent home for the Day
4th Refusal	Final Written	May be DISMISSED from the Program

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

Grading Requirement and Student Statuses for All Programs

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

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

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

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

Make-up Hours and Credits

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. This WILL result in the student incurring overtime charges and puts the student at risk for completing within the maximum time frame of the program.

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

Each Program Director **may designate** their own schedule for making up time and credits. This policy is a general policy for all students and making up hours cannot be used to accelerate the program.

Make-up hours, or extra hours, **may not be used** to "study" unless directed as such by the instructor for the following:

1. Studying and prepping for exams with classmates during a structured class
2. Studying for protocols, working on workbooks and projects or other related instructor directed activities.

ALL makeup hours will provide the following benefit to students:

1. Ensure your "on time" graduation date and get you closer to your career goals.
2. Increase your attendance percentage for missed days (this has not changed; makeup hour always provided this benefit).
3. Making up hours will reduce your overtime charges if you have accumulated any.
4. **Made up hours will NOT be calculated in the percentage required to have State Board License Fee paid by the school. Students must have a PURE 95% attendance on the last day of attendance to be eligible for this benefit.**

The following policy applies to making up time:

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

Make-Up Lectures and Demonstrations

Students who miss theory classes and demonstrations must make arrangements to receive the lecture or demonstration based upon the lecture and demonstration schedule or the make-up schedule. If the lecture or demonstration is not being taught, the student

will need to 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 may be unable to repeat these during regularly scheduled class times as it will detract from the schedule in place for the class and program. Program Directors may adjust the makeup days, by program, and in the best manner that fits the instructional schedule. These may not be the same from program to program. Students are not allowed to arbitrarily makeup hours without approval. These hours must be scheduled, with approval, and a licensed educator must be on the premises for students to be on campus making up hours. Students may not be on campus to "study" as all students involved in making up hours must be either receiving a theory, a demonstration or be receiving credits by working with clients and/or other students under the supervision of licensed educator.

Overtime Charges

Students are expected and required to attend every scheduled class hour/day as outlined and contracted for on the student's enrollment agreement and admissions paperwork. Students who do not attend 100% of their scheduled time will not graduate on time. Students in this situation are considered to be adding time to the program which is called "overtime." **ISSNMT does NOT recognize "excused absences" for any reason; therefore, no documentation will be accepted for missed hours. An absence is an absence, and no overtime charges will be reduced for any absence.** Poor attendance creates extremely poor habits. Students may miss up to 10% of scheduled hours before overtime charges occur. All overtime charges are posted when students reach the last day of attendance; however, students who have missed more than the 10% allowed should know that they will be charged overtime fees that will be due on the last day of attendance. Students may contact the Bursar to review these potential charges anytime in the program. The chart below represents overtime charges based upon a student's attendance percentage.

Overtime Chart			
Program	# Of Hours In Program	# Of Hours Missed Allowed (10%) Before Overtime Charges Posted	Charge per Hour for Every Hour OVER the 10% Allowed
Nailcare	600	60	\$10.00
Skin Care	1000	100	\$10.00
Massage Therapy	675	67.5	\$10.00
Skin Care Instructor	600	60	\$10.00
Nailcare Instructor	300	30	\$10.00

Overtime Chart - SAMPLE CALCULATION OF CHARGES (Please note: These Are Examples ONLY)				
Program	# Of hours allowed	# Of Hours Missed Allowed (10%) above the allowable 10%	Charge per Hour for Every Hour OVER the 10% Allowed	Charge to the Student's Account \$10 per hour times @ of hours over
Nailcare	60	40	\$10.00	\$400.00
Skin Care	100	60	\$10.00	\$600.00
Massage Therapy	67.5	30	\$10.00	\$300.00
Skin Care Instructor	60	10	\$10.00	\$100.00
Nailcare Instructor	30	10	\$10.00	\$100.00

Charges Posted to Student Accounts: Students can miss 10% of their scheduled time without being charged overtime. Students will be charged \$10 an hour for every hour the student misses after the allowed 10% missed time. Make up hours WILL assist students in hitting the scheduled graduation date or improve the attendance percentage, so students are encouraged to make up all missed hours to stay on track. **Charges for overtime and all other outstanding tuition and fees must be paid by the student before taking the exit exam for graduation. Overtime charges are calculated monthly but do not post to the students account until the last week of attendance and reconciled on the student's last day. The goal is to give the student ample time to make up these hours before the final charges are posted. It is expected that the student will pay ALL overtime charges on the last day of attendance.**

If these are not paid, the student may be withdrawn from the program, subject to the withdrawal and re-enrollment fee, and will not be accepted back into the program until all fees and tuition are paid in full.

If the student is allowed to graduate without making the payment, the result of this will be:

1. No diploma or transcripts will be given to the student, state board, or other institutions or employers.
2. Student will be ineligible for payment, by the school, of the State Board examination or license.
3. Student will not be able to take the State Board Examination until the balance is cleared. The school will NOT send paperwork, on the student's behalf, to PSI for testing.

4. Students may be placed on a payment plan NOT to exceed 90 days. At the end of the 90 days, if the balance is not paid in full, or any payment is missed, the student will be placed with the school's outside collection agency.

Title IV funds cannot be used to pay overtime charges. Students will not be able to take the final exam until all overtime charges are paid in full. If the student does not take the final exam within TEN (10) days of the last date of attendance, the student will be withdrawn from the program and will not be re-enrolled until ALL outstanding charges are paid in full. This policy is non-negotiable and will be enforced for every student. This is a hands-on program and a significant part of your learning experience and requirements to graduate.

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

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. Failure to successfully pass the FINAL exit exam after three (3) attempts may result in immediate dismissal from the program. Program Directors/Instructors will provide students with a syllabus and program standard operating procedures (SOP) for all program related policies and procedures. Each program is different, and students will be held to the standard set forth by each program. These are provided to students on the first day of class.

Note: ESL or ESOL students where English as 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 may not be subject the retake policy and may be given additional opportunities to retake exams.

Incomplete Graduate Status

Students who complete the required clock hours but have outstanding academic work will be considered an "Incomplete Graduate." Students are given ten (10) days beyond the requisite program clock hours. If students do not complete the academic work within ten (10) days students will be withdrawn from the program. Students who return to re-enroll for the purposes of completing the academic work will be allowed an additional ten (10) calendar days to complete the required academic work. Students who do not complete the academic this time frame after re-enrolling, will be administratively withdrawn and must appeal this decision in writing. There are no guarantees students will be allowed to return. All withdrawal and re-entry fees will apply. Students with excessive absences that require additional instructor time to complete the program outside of regularly scheduled class hours will be charged \$25 per hour for every hour an instructor is required.

Withdrawals

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

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 the leave but there is no guarantee the leave will be granted, and each situation is evaluated on an individual basis.

The following policy applies to any leave of absence requested:

1. All requests must be submitted to the Campus Director. No other department or individual can accept these requests.
2. No leaves will be granted in the first 90 days of class unless for mitigating circumstances such as hospitalization, severe illness, COVID related illness or positive test result, or without pre-approval at enrollment.
3. A leave of absence cannot exceed 180 days in any student's enrollment year.
4. Only ONE leave is allowed during a student's enrollment year, unless mitigating circumstances require an exception and will only be granted when the student requests the leave in writing and signs all required leave paperwork. Failure to complete the required paperwork and submit the necessary documentation will result in denial of the leave of absence.
5. Extensions are allowed for students on a current leave, and it cannot exceed 180 days. The only time the extension is approved, unless mitigating circumstances do not allow for this, is:

- a. When the leave is requested and approved on or before to the current leave of absence END date and,
 - b. The leave paperwork is completed and SIGNED by the student on or before the leave end date and,
 - c. All documentation related to the leave of absence is submitted on or before the leave of absence and,
 - d. The leave is approved by the Campus Director.
- 6. The leave of absence may be granted for:**
- Medical (Documentable).
 - Death of a family member or close friend, etc. (Documentable).
 - Travel (Pre-approved at the time of enrollment or last-minute travel arrangements that cannot be avoided and is documentable).
 - Extreme Personal Reasons (Documentable)
 - Homelessness, and severe family issues are examples of extreme personal reasons (Documentable).
 - Other reasons at the Campus Director or Director of Education discretion.

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

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

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

LOSING AND REGAINING ELIGIBILITY

Warning

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

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 of the actions required to

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

Appeal Process

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

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

Reinstatement of Aid

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

Student Services

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

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

A food pantry is available to students who may need lunch/dinner items.

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

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

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

The 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 two to four weeks prior to his or her expected graduation date. The packet will include directions to complete the graduation process, in sequential order, which includes signatures from each department as outlined below. Failure to complete any step in this process may delay graduation.
 - a. **Financial Aid Office:** The Director of Financial Aid must provide a signature indicating the student/future graduate has fulfilled all financial obligations to the school and completed all Exit Interview requirements for funding received through Title IV funding sources.
 - b. **Education Department:** The Program Director must provide a signature that the student/future graduate is on track to complete all academic requirements to graduate from the program.
 - c. **Career Services:** The Director of Career Services must provide a signature that the student/future graduate has completed the graduation placement form stating his or her request for assistance and a current resume is on file with current contact information. If the student/future graduate does not desire assistance from the Career Services department, the form stating their denial of assistance along with their current employment information, if applicable, must be completed. Additionally, the student must complete an Exit Survey as part of the graduation process.
 - d. **Registrar:** The Registrar provides a signature confirming all required information is in the student's academic file.

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

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

Campus Performance Outcomes

The school maintains completion and placement rates for all programs and graduates. The current placement and completion rates are available to all prospective students, students, and graduates. All prospective students are provided 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, 2020 – June 30, 2021.

Completion, Placement and Licensure Rates - July 1, 2020, to June 20, 2021			
Program	Completion Rate	Licensure Rate	Placement Rate
Skin Care	67%	100%	100%
Nailcare	72%	100%	98%
Massage Therapy	93%	100%	76%
Skin Care Instructor	33%	100%	0%
Nailcare Instructor	67%	0%	0%

Gainful Employment

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

Students 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

Introduction

ISSNMT's Center for Learning and Student Success (the resource center) is available to students in each program. Students have access to the internet, Microsoft office software, printers and state of the art software programs that help students with learning disabilities and special needs. The resources contained in the media center include industry related books, periodicals, VHS tapes and DVD's.

Scope and availability of Service

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

- 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 (Hallway outside of the center).
- 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.

Educational Materials

Resources include:

- Periodicals
- Reference books
- Study guides

- Dictionaries
- Manuals of a business, professional, technical, and industrial nature
- Magazines and publications related to each program offering
- Audio-visual materials and equipment related to each program offering
- Internet access
- DVD player
- VHS player
- Television

Staffing and Operational Hours

The resource center can be opened to students with special permission from a Program Director or the Director of Education. These staff members are responsible for ensuring the smooth day-to-day operations of the Center, including logging into the computers at the beginning of the day and logging off at the end of the day, monitoring of students while the Center is in use, re-stocking of bookshelves, re-stocking and re-cycling of magazines and publications and reporting of technical issues to MIS Solutions. The operational hours of the resource center are:

Facilities and Technical Infrastructure

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

Budget

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

Policies regarding the Center:

1. Please return all magazines to the correct storage bin.
2. Please do not remove the magazines from the center unless checked out.
3. Please do not cut up the magazines in the bins for projects.
4. Industry-related books, or the books in the locked bookshelves, and videos must be checked out through the student services coordinator for use. Students are required to leave a driver's license which will be secured and returned when the items checked out are returned. These items may not be removed from the campus unless special approved is granted from the Campus Director. Items not returned or lost will result in the replacement cost of the item(s) charged to student which must be paid immediately. This includes if the items are returned damaged.
5. Please report any issues with computers, printers, and any other equipment issues to administration.
6. Be considerate of the time spent on computers. Computers are used for school related projects, job searches and research for papers.

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

Advisory Boards

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

Student Attire and Conduct

All Students: Students are expected to present themselves in a professional manner regarding appearance and conduct at all times. Students are required to purchase scrubs in the appropriate program color (burgundy for massage therapy and light gray for skin care and royal blue for Nailcare) 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 out of uniform or inappropriately dressed WILL be sent home for the day.

Students are required to wear clean scrubs daily along with closed-toe shoes that are comfortable and professional. Black or white tennis shoes are the most appropriate; however, students may select other colors. Crocs, Ugg's, and boots may not be worn nor

are any open toe or open heel shoes. Shoes with high heels and/or a slippery bottom are not appropriate due to the type of flooring and activities a student will be involved with in the clinic. Hats, or head coverings (unless for religious reasons) are **not permitted** at any time and jewelry should be modest and appropriate for performing services in the Spa/Salon. Headbands may be worn provided they are either solid black, white or match the color of the scrubs and no more than two (2) inches wide.

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

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

Parking

Students 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. Students parked in the incorrect area WILL be towed. If a student's car is towed, the number to call to retrieve the vehicle is A-Tow at 770-475-1810. The school bears no responsibility for towing to include the costs or retrieval of the vehicle.

Student Lockers and Personal Items

Students will be issued lockers within the first week of classes as well as a clear plastic book bag which is included in the tuition. All personal and school items must be in the clear book bag or another type of clear bag (students must purchase their own if they elect to use a different clear bag). Other types of book bags, back packs, purses, etc. that are not clear are not allowed on campus. This is for safety purposes. All personal items, to include cell phones, ***must be kept in lockers during class/theory and clinic time.*** This is a strict policy and will be enforced. Students will be sent home if they elect to ignore the policy and continuous violation of the cell policy may result in termination from the program. Students who withdraw, voluntarily or involuntarily, or graduate must clean out lockers within 24 hours. Failure to do that will result in administration removing all items. ***Items will be held for up to thirty (30) days only and all items will be disposed of appropriately.*** If, after 5 days, there is no response from the student, the items may be discarded BEFORE 30 days.

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

Fire Drills, Severe Weather and Evacuation Plan

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

Weapons Policy

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

- Guns and firearms of all types
- Air and Spear Guns
- Machetes
- Knives
- Swords
- Billy clubs
- Metallic Knuckles
- Martial Arts Weapons
- Bows & Arrows

- Fireworks and Incendiary Devices
- Explosives of any type
- Any other type of deadly weapon

Theft and Care of Equipment

The school does not assume responsibility for loss of textbooks, supplies, or personal property. Lockers are available to store personal items. The school also retains the right to remove the locker and inspect the contents in the event of suspicious 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 and charges may be filed with the Sandy Springs Police Department. 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 always responsible to care for the equipment. 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).

Student Code of Conduct (Note: while the courtyard or outside smoking or break area is not owned by the school it is an integral part of students moving to and from the different suites of the campus building and, as such, is considered part of the campus as it relates to policies and procedures up to, and including, the weapons policy)

	Student Code of Conduct
1	No food or drink is permitted in any area of the school except in designated areas and especially NOT in clinic rooms.
2	All sterilization and sanitation rules and regulations must be followed.
3	Student will be required to participate in laundry, spa services, clean-up each day. It is not acceptable to leave the classroom, clinic room or campus until all duties are performed as assigned daily.
4	Smoking and/or vaping is prohibited in the buildings. Designated smoking areas are in the courtyard.
5	Students are responsible to report any malfunctions in equipment, furniture, or tools on campus to ensure the safety of students, clients, guests.
6	Using client supplied equipment or products is not allowed.
7	Students may not sell personal products on campus.
8	Students are responsible for any medical emergency costs associated with personal issues (e.g., ambulance and medical charges).
9	Theft of ISSNMT equipment, supplies, products, etc. as well as theft of other student's or employees' items will result in termination from the program.
10	Accepting money and/or charging clients, other students, guests for services is considered theft. Students who do not charge for upselling services are considered to have stolen money from the school and will be written up, suspended, or terminated from the program.
11	Sequestering clients/friends/guests is not allowed. ALL individuals arriving for services must check in through the spa desk.
12	Firearms, weapons, drugs, and alcohol are prohibited on campus and students are subjected to termination if violating this policy.
13	The use of alcohol and/or drugs on campus is prohibited. Students who arrive on campus under the influence of drugs and/or alcohol will not be allowed on campus, which includes the courtyard area, and will be expected to go home in a safe manner (not driving).
14	Students may not refuse to provide services on clients, students, employees, guests, or instructors even if all credits have been completed.
15	Excessive tardiness, leaving class early, absences, or missing Client Clinic Days may result in termination from the program especially if the student is not meeting Satisfactory Academic Progress.
16	Students who cheat are subject to termination.
17	Failure to pay tuition and fees, as agreed upon, will result in termination from the program.
18	Social visitors are not allowed on campus unless receiving services and checked in through the Spa Services desk.
19	The use of tape recorders or recording on campus is prohibited. Students are subject to termination if recording employees, clients, instructors, guests, or other students without written permission.

20	Students are expected to be courteous and professional when frequently other Prado businesses (students represent ISSNMT).
20	Students who falsify time are subject to terminated from the program (clocking in and leaving the campus, etc.)
21	The use of cell phones in the classrooms unless an instructor guided event is taking place.
22	The use of cell phones in any clinic area is prohibited.
23	All personal items must be kept in the student's locker to include cell phones. This includes ensuring all personal belongings and kit items are carried in a clear bag of some type.
24	Not following school, classroom, program related, and clinic policies and procedures is unacceptable and students are subject to disciplinary action up to, and including, termination from the program.
25	Students out of compliance with the dress code will be sent home for the day.
26	Bullying, threatening, gossiping, fighting, yelling, and all inappropriate behavior and actions will result in a student removed from the campus and potentially terminated from the school.
27	Threatening and/or physically assaulting an employee, student, or client will result in immediate termination.
28	Students must also follow programmatic policies, procedures, and codes of conduct in addition to the school policies, procedures, and codes of conduct.

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. Some Code of Conduct infractions will result in immediate suspension or termination. Continuous infractions of the same type may result in termination from the program.

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 and known as the Client Clinic. The clinic area names for each program are:

- Massage Therapy Clinic – Serenity Spa
- Skin Care Clinic - Tranquility Spa
- Nailcare Clinic – Blueberry Salon

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

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

Clients, or Guests, may receive discounts on services but not products unless the specified due a promotion. Students are expected to sell products as well as provide services. All monies received for services or products are paid to and retained by the school. Students may not add services at no charge for clients or guests without approval. Students will be subject to disciplinary action, up to and including, suspension or termination for rendering free services to clients or guests.

Student Gratuities for the Massage Therapy Program

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 in the Massage Therapy program are not allowed to accept gratuities or compensation and accepting gratuities, or tips, or any compensation and will be subject to disciplinary action up to, and including, termination.

Student Discounts

As a student at the school, all services except packages and specialty services are offered at no charge to the student **WHEN** the student is on campus and clocked in for classes. **When the student is clocked out and desires to receive services at any other time the student must pay full price for the service. Some retail products are at a 10% discount unless the product is already discounted).** We encourage graduates to support the school and come back often to be pampered. **There are some products that will never be discounted to students.**

During class time, the services are at no charge, except for specialty services or products used for these services. This encourages teamwork in helping students achieve required credits for gradation. The student must have instructor approval to receive the service. The school has the right to always change this policy, especially if students abuse the student services policy.

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 and **on campus** clocked in as a student. **Exception for all times: specialty products – a nominal supply fee will be charged, and payment is required prior to receiving the service.** Students who are not scheduled to be in class for the day will be expected to pay full price of the retail price for all services unless pre-approved by the Campus President.
- b. Friends and Family of students must pay full price for services.
- c. Employees – No charge for services except for specialty products used in services.
- d. Graduates – While we encourage graduates to return to received services; however, they are expected to pay the already discounted full prices for services.

2. Products:

- a. Students – 10% discount on personal products.
- b. **Students – Specialty Products: Ticket for product must be given to front desk for payment. Once paid, the product will be distributed by the spa desk personnel.**

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

Withdrawal – Official or Unofficial for All Programs

The school's goal is to graduate all students who enroll and enroll in the programs offered. Students who withdraw, officially or unofficially, from enrollment prior to course completion but after starting classes must all exit paperwork. Unofficial withdraw occurs when a student misses ten (10) consecutive calendar days. Official withdrawal occurs when a student notifies the school of his or

her intent to withdraw from the program. Students must notify the Campus Director, the Program Director or Registrar of his or her intent to withdraw from a program. It is preferable to notify these individuals in writing via email; however, a verbal notification is acceptable. The email addresses for these individuals are:

1. Campus Director/Director of Financial Aid: Khalilah Valentine-Smith – ksmith@issnschool.com
2. Registrar: Deborah Elrod – delrod@issnschool.com
3. Director of Career Services: Andre Gipson – career_services@issnschool.com
4. Financial Aid: finaid@issnschool.com

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

All students must:

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

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

Students may be unofficially withdrawn from the program as follows:

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

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

Treatment of Title IV Aid When a Student Officially or Unofficially Withdraws and Consumer Information

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

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

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

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

The amount of assistance that you have earned is determined on a pro rata basis. For example, if the student completed 30% of their payment period, the student would earn 30% of the assistance they were originally scheduled to receive. Once the student

has completed more than 60% of the payment period or period of enrollment, the student will earn all the assistance that the student was scheduled to receive for that payment period.

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

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

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

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

If ISSNMT is not required to return all the excess funds, the student must return the remaining amount. For any loan funds that a student must return, the student must (or the student's parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, a student must make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that a student must return is called an overpayment. The maximum amount of a grant overpayment that a student must repay is half of the grant funds a student received or was scheduled to receive. A student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. A student must make arrangements with ISSNMT or the Department of Education to return the unearned grant funds.

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

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

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

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

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

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 (including fees, supplies, and books).
- After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition only (excluding fees, supplies and books which are non-refundable).
- After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition only; (including fees, supplies, and books) and,
- After the first 50% of the period of financial obligation, the institution may retain all the tuition only (including fees, supplies, and books).

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

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

Return to Title IV Program

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

Order of Return to Title IV Funds

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

1. Direct Loan Program – Unsubsidized Loans
2. Direct Loan Program – Subsidized Loans

3. 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, Nailcare 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 and Fees, books, and any student supplies, if applicable.
- Students completing no more than five (5) percent, but no more than ten (10) percent of instructional time is refunded no less than ninety (90) percent of tuition and fees, supplies, and books, if applicable.
- Students completing more than ten (10) percent, but no more than twenty-five (25) percent of instructional time is refunded no less than seventy-five (75) percent of tuition and fees, supplies, and books, if applicable.
- Students completing more than twenty-five (25) percent, but no more than fifty (50) percent of instructional time is refunded no less than fifty (50) percent of tuition and fees, supplies, and books, if applicable.
- Students completing more than fifty (50) percent of instructional time are not entitled to receive a refund.

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

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

Return to Title IV Program

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

U.S. Department of Education's policy and percentage completed within the student's payment period. These calculations are based on the number of hours the student was schedule 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 Return of Tuition Assistance Policy (TA) (for Veteran's ONLY receiving additional funding from TA)

Return of Tuition Assistance: Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

To comply with the new Department of Defense policy, International School of Skin, Nailcare & Massage Therapy will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. The unearned funds are based on the student's schedule hours. These funds are returned to the military service branch. Instances when a Service Member stops attending due to a military service obligation, the educational institution will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

Massage Therapy 675 Total Hours

Before Classes Begin	100% return
1-169 Hours	75% return
170-337 Hours	50% return
338-506 Hours	25% return (60% of Course Completion)
507-675 Hours	0% return

Nailcare Instructor 300 Total Hours

Before Classes Begin	100% return
1-75 Hours	75% return
76-150 Hours	50% return
151-225 Hours	25% return (60% of Course Completion)
226-300 Hours	0% return

Nailcare Program 600 Total Hours

Before Classes Begin	100% return
1-150 Hours	75% return
151-300 Hours	50% return
301-450 Hours	25% return (60% of Course Completion)
451-600 Hours	0% return

Skin Care Instructor Program 600 Total Hours

Before Classes Begin	100% return
1-150 Hours	75% return
151-300 Hours	50% return
301-450 Hours	25% return (60% of Course Completion)
451-600 Hours	0% return

Skin Care Program 1000 Total Hours

Before Classes Begin	100% return
1-250 Hours	75% return
251-500 Hours	50% return
501-750 Hours	25% return (60% of Course Completion)
751-1000 Hours	0% return

Tuition Breakdown for Tuition Assistance (TA) Funds for Veterans ONLY			
Massage Therapy			
Tuition:	\$12,026.00 (Cost Per Hour \$17.81)		
Registration Fee:	\$100		
Books:	\$240		
Total:	\$12,330.00		
Nailcare		Nailcare Instructor	
Tuition:	\$10660.00 (Cost Per Hour \$17.76)	Tuition:	\$6061.00 (Cost Per Hour \$20.20)
Registration Fee:	\$100	Registration Fee:	\$100
Books:	\$265	Books:	\$189
Total:	\$11,025.00	Total:	\$6,350.00
Skin Care		Skin Care Instructor	
Tuition:	\$16640.00 (Cost Per Hour \$16.64)	Tuition:	\$9206.00 (Cost Per Hours \$15.34)
Registration Fee:	\$100	Registration Fee:	\$100
Books:	\$610	Books:	\$189
Total:	\$17,350.00	Total:	\$9,495.00

Veterans Compliance Form

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

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

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

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

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

Legal Disputes

Arbitration in Lieu of Litigation

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

Legal and Collection Attempts

Students/graduates and withdrawn students will be sent to outside collections after thirty (30) days of non-payment or non-responsiveness to collect outstanding balances. Withdrawn students who wish to return will be required to satisfy the outstanding balance before acceptance to the program will be allowed. Graduates with balances who wish to enroll in another program will need to satisfy all balances with the school prior to being accepted into another program. Student accounts will be sent to following outside collection agency after thirty (30) days. The outside collection agency is listed below.

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

PRIVACY AND FILE ACCESS POLICY

Family Educational Rights and Privacy Act (FERPA)

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

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

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

International School of Skin, Nailcare & Massage Therapy may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must tell Students, Parents or Guardians of dependent minors about directory information and allow them a reasonable amount of time to request that the International School of Skin, Nailcare & Massage Therapy not disclose directory information about them. The school must notify Students, Parents or Guardians of dependent minors annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of the school. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Privacy of Student Information (FERPA Rules)

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

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

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

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

Students, Parents or Guardians of Dependent Minors' Rights to Review Educational Records

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

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit the school to disclose a student's education records to his or her parents if the student is a dependent student under IRS laws. Note: the IRS definition of a dependent is quite different from that of a dependent student for FSA purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

Prior written consent to disclose the student's records:

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

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

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

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

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

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

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

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

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

Disclosures to Government Agencies

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

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

Disclosures in Response to Subpoenas or Court Orders

FERPA permits the International School of Skin, Nailcare & Massage Therapy to disclose education records, without the student's consent, to comply with a lawfully issued subpoena or court order. In most cases, the International School of Skin, Nailcare & Massage Therapy must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying, so that the student may seek protective action. However, the International School of Skin, Nailcare & Massage Therapy does not have to notify the student if the court or issuing agency has prohibited such disclosure. International School of Skin, Nailcare & Massage Therapy may also disclose information from education records, without the consent or knowledge of the student, to

representatives of the U.S. Department of Justice in response to an *ex parte* order issued in connection with the investigation of crimes of terrorism.

Documenting the Disclosure of Information

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

FERPA Responsibilities and Students' Rights

The International School of Skin, Nailcare & Massage Therapy is required to:

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

A student has the right to:

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

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

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

Eligible students have the right to inspect and review their own education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for eligible students to review the records. Schools may charge a fee for copies.

Eligible students have the right to request that a school corrects records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

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

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

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

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

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

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

OSHA

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

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

FEDERAL CONSUMER INFORMATION

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

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

Beyond High School: The Guide to Federal Student Aid" and Direct Loan Basics for Students" available from the Financial Aid Office; or:

FAFSA Information Center1800-433-3243
FAFSA websitewww.fafsa.ed.gov

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

Need Based Aid (Pell Grant and Stafford Subsidized Loan) Calculation:

COA (Cost of Attendance) - EFC (Expected Family Contribution) = Need Eligibility

Non-Need Based Aid (Unsubsidized Stafford and Parent PLUS Loan) Calculation:

COA - EFA (Expected Financial Assistance/all other aid) = Non-Need Eligibility

COA = Budget – each student receiving an Award Letter estimating Title IV Eligibility will be assigned a Budget. The COA includes the following items:

Tuition & Fees, Room and Board, Transportation, Misc. /Personal, Kit/Supplies and Other items such as special circumstances or expenses related to disabilities.

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

- The name of its accrediting and their licensing organizations.
- About its programs, it is instructional, laboratory, their physical facilities, and their faculty.
- What the cost of attending is, and the institutions policies concerning refunds and Return to Title IV (R2T4) to students who drop out.
- What financial assistance is available including information on all federal, state, local, private, and institutional financial aid programs.
- What the procedures and deadlines are for applying for each available financial aid program.
- How it determines a student's eligibility and need for financial aid.
- How much of your financial need, as determined by the International School of Skin, Nailcare and Massage Therapy, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, when a student must start repaying.
- Deferment of repayment or forbearance for certain defined periods if you qualify and if you request deferment or forbearance.
- Provide written information on student'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 documentations, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the International School of Skin, Nailcare and Massage Therapy of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you were asked to sign.
- Ensuring you are aware that you must start making monthly repayment on your student loan after your grace period ends unless you have a deferment or forbearance. When you sign your master promissory note (MPN), you 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 return 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 fifty students at a time we do not release the gender and ethnicity of enrolled, full-time students who receive Federal Pell Grants; doing so would lead to individually identifiable student recipients and violate their right to privacy.

NSLDS (National Student Loan Data System) is available at www.nsls.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 school supports the fair use for such purposes as criticism, comment, news reporting, teaching scholarship or research and reproduction of copyrighted materials (including multiple copies for classroom or library use), for educational purposes as outlined in the federal Copyright Law (PL94-553).

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws: Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the filesharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil

copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at (www.copyright.gov).

INTERNET AND COMPUTER USE GUIDELINES

Internet access is now available to students and staff. The goal in providing this service to Instructors and students is to promote educational excellence by facilitating resource sharing, innovation, collaboration, and communication. The International School

of Skin, Nailcare and Massage Therapy's network is an electronic network, which enables access to the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and Instructors and staff may have access to:

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

With access to computers and people all over the world also comes the availability of material that may not be of educational value in the context of the International School of Skin, Nailcare and Massage Therapy setting. On a global network, it is impossible to control all materials and an industrious user may discover controversial information. The International School of Skin, Nailcare and Massage Therapy believes that the educational value of information and the interaction available on this worldwide network outweighs the risks that users may procure materials that are not consistent with the educational goals of the International School of Skin, Nailcare and Massage Therapy.

Privileges

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

Users' Obligations

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

Etiquette

Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not use abusive, vulgar, or inappropriate language in messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Messages relating to or in support of illegal activities may be reported to the authorities.
- Be careful what you say about others.
- Leave equipment and room in good condition for the next user/class.
- Do not use the network in a way that you disrupt the use of the network by others.

Security

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

Vandalism

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

Accounts and Passwords

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

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

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

- LOCAL:** First-time offenders: Fines from \$1,000,000 - \$5,000,000 and up to 40 years Imprisonment.
Repeat offenders: Fines up to \$10,000,000 and up to lifetime imprisonment.
- STATE:** First time offenders: Up to 20 years imprisonment.
Repeat offenders: Up to lifetime imprisonment and a schedule of fines up to \$20,000,000.
- FEDERAL:** Penalties are determined by the nature of the drug, amount of drugs involved, and number of offenses.

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

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

Students who need help can contact:

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

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

Employees are to notify school officials of any criminal drug statute conviction for a violation occurring in the workplace, or on campus, no later than 24 hours after such conviction. ISSNMT will notify the United States Department of Education, Office of Student Financial Assistance, after receiving such notice.

Disciplinary action will be imposed on any student who violates the policy. This includes the following:

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

For individual counseling, please contact the Student Services Office for a referral.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY REPORT

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

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

Campus Security Information

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

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

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

The purpose and authority of campus security personnel is limited to securing premises and protecting the facility. The enforcement authority of campus security personnel is limited to the enforcement of campus rules and regulations. Incidents that go beyond the scope of campus security personnel are referred to and investigated by the local law enforcement agency. All visitors must first check in with the spa services staff in the Spa/Salon and with the Receptionist in the Administrative/Classroom Building. All students are informed about additional campus security procedures at orientation.

Should students witness a crime in process or are a victim of a crime, the school requests the procedure below be followed: During school hours, notify the Campus Director and another administrator. In the event this individual is not on campus, inform a faculty member or another Manager. If no one is available, call the Sandy Springs Police Department at 770-551-6900 immediately. Preserve any evidence for proof if possible.

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

1. When walking on campus and in the parking lot, be aware of who and what is around. Try not to walk alone and avoid streets and secluded pathways or alleyways. Walk in a group or with another student when possible. The Prado does have security personnel and they are familiar with our students. When they are available, and at their discretion, they often walk students to the parking lot.
2. Do not carry large amounts of cash.
3. Keep your bags zipped, closed and not easily accessible.
4. Keep 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. The annual campus crime statistics is updated annually and uploaded to the school's website at www.issnschoolspa.com. Currently attending students may request a copy at any time and will be provided a copy of the Annual Campus Security and Fire Safety Report annually.
2. To ensure the accurate and prompt reporting of crimes, authorized administrative personnel will take a full written statement from involved parties and witnesses at all reported emergency or criminal incidents. The written statements are included as part of a written report and such statements may be used by campus security personnel and local/state law enforcement authorities for the purpose of criminal apprehension and/or crime prevention.

3. Criminal incidents may also be reviewed by the school's administrative staff for the purpose of disciplinary action up to, and including, arrest and termination from the school.

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

CAMPUS ALERTS AND REPORTING 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, emailing or through the school's app – KCLASSApp. Students who unsubscribe to Constant Contact or do not notify the school of email address or cell phone changes will not receive alerts. Campus Alerts are used to alert students of the following:

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

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

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

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

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 is committed to the policy towards violence against women to include domestic violence, dating violence and stalking in addition to everything covered under the Jeanne Clery Act and VAWA.

The school has developed a policy to ensure full compliance and identified an individual as the Title IX Coordinator or Campus Security Authority. Ms. Khalilah Valentine 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. Valentine may be reached at:
ksmith@issnschool.com
Or via telephone at 404-843-1005, Ext. 106
5600 Roswell Road, N.E. Suite 014
Atlanta, GA 30342

If Ms. Valentine is not available, please contact the main office and ask to speak to the Campus President, Pam Jones. Ms. Jones can be reached at ptjones@aeholding.net or 404-843-1005, ext. 103 or Ms. Deborah Elrod, who will locate Ms. Khalilah Valentine or Ms. Pam Jones. She can be reached at delrod@issnschool.com or 404-843-1005, Ext. 102.

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/RETALIATION

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

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

Grievance Procedure

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

The following procedure outlines specific steps in the complaint process:

1. The student should register the complaint in writing on the designated form provided by the institution within sixty (60) days of the date that the act which is the subject of the grievance occurred.
2. The complaint form must be given to the Campus 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 the corporate office, if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, the administration will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of 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:

2082 EAST EXCHANGE PLACE | SUITE 220 | TUCKER, GEORGIA | 30084-5305 | <https://gnpec.georgia.gov> | 770-414-3300

Or

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



Programs of Study

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

Career Considerations

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

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

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



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

The study of skin care, or esthetics, involves the science of skin care, body care, hair removal and makeup. The school program is based on European skin care traditions and American technology. Our program prepares the student not only for State Board licensing requirements but also for the professionalism needed in today's skin care work environment.

Students will learn advanced concepts in the program which exceeds the Georgia State Board requirements for licensure. This is accomplished by providing students with the contemporary and technologically advanced information in areas of clinical and medical esthetics. This training will add to the fundamental skill sets and provide students with additional tools to build upon during a career as a licensed aesthetician.

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

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

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

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

Program Objectives

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

Esthetics Equipment at ISSNMT

(Subject to change)

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

Skin Care Program – Theory and Practical for Freshman and Intermediate

SKIN CARE – THEORY **Program Theory**

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

SKIN CARE – PRACTICAL **Program Practical**

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

SKIN CARE PROGRAM THEORY - Intermediate and Senior

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

SKIN CARE PROGRAM PRACTICAL Students – Intermediate and Senior

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



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

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 (MBLEx) administered by the Federation of State Massage Therapy Boards.
4. To provide graduates with tools to effectively communicate with their clients, assess client needs, and design safe, effective sessions.
5. To provide graduates with superior bodywork skills, personal motivation, ethical awareness, and sustainable body mechanics to support a positive career, continued education, and an appreciation of lifelong learning.

Massage Therapy Grading Scale

The Massage Therapy Program uses the following grading system:

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

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

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

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



Massage Therapy Program – Theory and Practical Massage – Theory

History of Massage

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

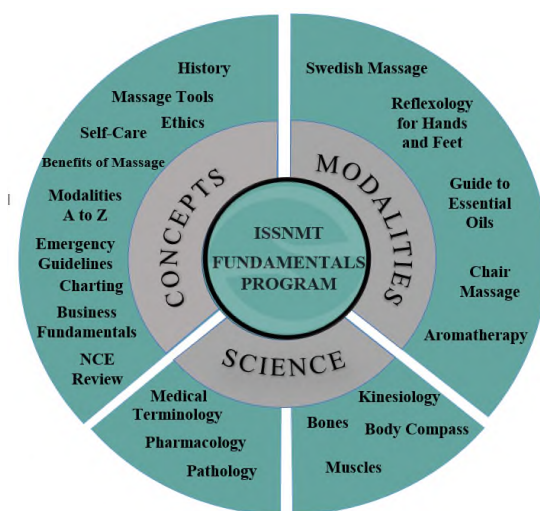
Spa Therapy (Hot Stone, Body Polish,
Wraps, Salt stone, and more!)

Day and Evening Program

675 Clock Hours

27 Weeks to Complete with Perfect Attendance

ISSNMT FUNDAMENTALS PROGRAM – PROGRAM INFORMATION AND COURSE DESCRIPTIONS



ISSNMT FUNDAMENTALS PROGRAM – COURSE DESCRIPTIONS

Clinic 101 – Fundamentals of Massage (50 hrs.)

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

Clinic 102 – Fundamentals of Kinesiology (50 hrs.)

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

Clinic 103 – Fundamentals of Swedish (50 hrs.)

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

Clinic 104 – Fundamentals of Complementary Medicine (50 hrs.)

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

Clinic 105 – Fundamentals of Anatomy & Physiology (50 hrs.)

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

Tools and Equipment

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

- A. Proper and safe use of equipment and supplies

Benefits of Massage

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

- C. Benefits of soft tissue manipulation for specific client populations

Ethics

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

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

Self-Care

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

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

Modalities A to Z

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

- F. Overview of massage/bodywork modalities

Emergency Guidelines

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

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

Charting

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

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

Business Fundamentals

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

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

Pharmacology

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

- E. Classes of medications

Pathology

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

- A. Overview of Pathologies

Kinesiology

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

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

Bones

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

- A. System
 - Skeletal

The Body Compass

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

- F. Range of motion
 - Active
 - Passive
 - Resistance

Swedish Massage

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

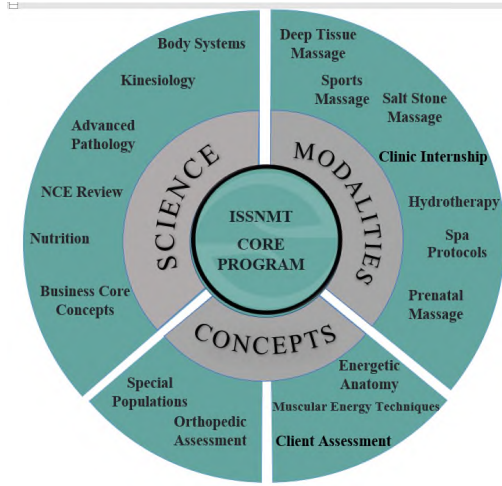
- E. Soft tissue injuries
 - Types of strokes
 - Sequence of application

Kinesiology – Superficial Muscles

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

- A. Components and characteristics of muscles

ISSNMT CORE PROGRAM – PROGRAM INFORMATION AND COURSE DESCRIPTIONS



ISSNMT CORE PROGRAM – COURSE DESCRIPTIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

An introduction to basic business practices including attitude, planning, differences between employer and employee, independent contractors, types of business operations, business startup planning and basic bookkeeping concepts 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/CL101-105**

Body Systems

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

System structure

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

System function

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

Kinesiology

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

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

Advanced Pathology

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

- A. Overview of Pathologies
- B. Contraindications
 - Site specific
 - Pathology related
 - Special populations
 - Tools
 - Special applications
- C. Areas of caution
- D. Special populations
- E. Classes of medications

Nutrition

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

- A. Therapist care
 - Self-care

Business Core Concepts

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

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

Special Populations

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

- A. Special populations

Orthopedic Assessment

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

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

Energetic Anatomy

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

- A. Concepts of energetic anatomy

Muscular Energy Technique

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

- B. Palpation Assessment

Deep Tissue Massage

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

- A. Soft tissue techniques

Sports Massage

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

MANIPULATE SOFT TISSUE

- A. Benefits of soft tissue manipulation for specific client populations

Salt Stone Massage

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

- A. Hot/cold applications

Hydrotherapy

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

- A. Hot/cold applications

Spa Protocols

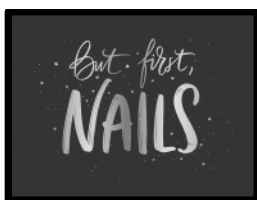
This course covers the following FSMTB content: **BENEFITS AND PHYSIOLOGICAL EFFECTS OF TECHNIQUES THAT MANIPULATE SOFT TISSUE**

- A. Overview of massage/bodywork modalities

Prenatal Massage

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

- A. Benefits of soft tissue manipulation for specific client populations



Nailcare Program - 600 Clock Hours: 22 – 34 Weeks to Complete with Perfect Attendance

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

Program Objectives

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

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

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

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

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

Students will be trained in advanced concepts in foot and nail care. These concepts provide students with additional Safe Salon techniques with more skills to enter the profession. This type of training means graduates of the program will be a safety-trained nail professional who knows how to work with clients with special health considerations – those with diabetes, heart disease, full term or at-risk pregnancies, auto-immune diseases and more, all require extraordinary care taken with their foot care services. The training gives the nail technician graduate, and the ISSNMT student the confidence and knowledge to recognize and refer 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 Nailcare Program to enter the workplace with a much higher knowledge base and the confidence that brings. Graduates from the Nailcare Program are well versed in providing foot care for a growing market – those with health conditions that prevent them from patronizing "ordinary" nail salons.

STUDENT CLASSIFICATION:

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

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

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

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

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

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

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

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

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

Module One: 150 clock/credit hours

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

Modules 2, 3 and 4: 450 credit/clock hours

Note: After the completion of the first 150 credit/clock hours of Module 1 training, the curriculum shall be as follows:

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

TOTAL HOURS – 600 credit/clock hours.

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

THEORY:

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

WORKBOOK:

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

PRACTICAL:

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

Day and Evening Program	600 Clock Hours	22 – 34 Weeks to Complete with Perfect Attendance
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Nailcare Instructor Program: 300 Clock Hours

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

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 and Barbers.
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

HOURS OF OPERATION



The School Hours of Operation are, as follows:

- ❖ **Administration, Admissions and Financial Services:** From 9:00 a.m. to 7:00 p.m. Monday through Thursday and Friday from 9:00 a.m. to 4:00 p.m. and by appointment on Saturdays.
- ❖ **Student Instructional Morning and Afternoon Classes:** See Class Schedules
- ❖ **Student Instructional Evening Classes:** See Class Schedules
- ❖ **Spa/Salon Hours:** Tuesday through Saturday beginning between 9:00 a.m. and 10:00 a.m. on days when classroom instruction is not occurring and most evenings until 9:00 p.m. Saturdays from 9:00 am – 4:00 p.m. for most services. Changes with seasonality, class schedules, and other educational factors change the hours for Spa and Salon services.

CLASS START DATES 2022

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. Contact the campus for more information on class start dates.

CLASS SCHEDULES ALL PROGRAMS

Class Start Dates and Schedules Are Subject to Change.

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

Massage Therapy	DAY (Morning)		Massage Therapy	DAY (Afternoon)		Massage Therapy	EVENING	
25 Hours Per Week	27 Weeks to Complete		25 Hours Per Week	27 Weeks to Complete		25 Hours Per Week	27 Weeks to Complete	
Monday	N/A		Monday	12:00 PM	5:00 PM	Monday	N/A	
Tuesday	9:00 AM	2:00 PM	Tuesday	12:00 PM	5:00 PM	Tuesday	5:30 PM	10:00 PM
Wednesday	9:00 AM	2:00 PM	Wednesday	12:00 PM	5:00 PM	Wednesday	5:30 PM	10:00 PM
Thursday	9:00 AM	2:00 PM	Thursday	12:00 PM	5:00 PM	Thursday	5:30 PM	10:00 PM
Friday	9:00 AM	2:00 PM	Friday	12:00 PM	5:00 PM	Friday	5:30 PM	10:00 PM
Saturday	9:00 AM	2:00 PM	Saturday	Make Up Day	Make Up Day	Saturday	9:00 AM	4:00 PM
Sunday	N/A		Sunday	N/A		Sunday	N/A	
Nailcare	DAY (Morning)		Nailcare	Day - Afternoon		Nailcare	EVENING	
28 Hours Per Week	22 Weeks to Complete			N/A at this time		18 Hours Per Week	34 Weeks to Complete	
Monday	N/A					Monday	N/A	
Tuesday	9:00 AM	4:00 PM				Tuesday	5:30 PM	10:00 PM
Wednesday	9:00 AM	4:00 PM				Wednesday	5:30 PM	10:00 PM
Thursday	9:00 AM	4:00 PM				Thursday	5:30 PM	10:00 PM
Friday	9:00 AM	4:00 PM				Friday	5:30 PM	10:00 PM
Saturday	N/A					Saturday	N/A	
Sunday	N/A					Sunday	N/A	

Nailcare Instructor	DAY		Nailcare	Day - Afternoon		Nailcare Instructor	EVENING	
28 Hours Per Week	11 Weeks to Complete			N/A at this time		18 Hours Per Week	17 Weeks to Complete	
Monday	N/A					Monday	N/A	
Tuesday	9:00 AM	4:00 PM				Tuesday	5:30 PM	10:00 PM
Wednesday	9:00 AM	4:00 PM				Wednesday	5:30 PM	10:00 PM
Thursday	9:00 AM	4:00 PM				Thursday	5:30 PM	10:00 PM
Friday	9:00 AM	4:00 PM				Friday	5:30 PM	10:00 PM
Saturday	N/A					Saturday	N/A	
Sunday	N/A					Sunday	N/A	
Skin Care	DAY Morning		Nailcare Instructor	Day - Afternoon		Skin Care	EVENING	
25 Hours Per Week	40 Weeks to Complete			N/A at this time		19 Hours Per Week	53 Weeks to Complete	
Monday	N/A					Monday	N/A	
Tuesday	9:00 AM	3:00 PM				Tuesday	5:30 PM	9:30 PM
Wednesday	9:00 AM	3:00 PM				Wednesday	5:30 PM	9:30 PM
Thursday	9:00 AM	3:00 PM				Thursday	5:30 PM	9:30 PM
Friday	9:00 AM	4:00 PM				Friday	N/A	
Saturday	N/A					Saturday	9:00 AM	4:00 PM
Sunday	N/A					Sunday	N/A	
Skin Care Instructor	DAY		Skin Care Instructor	DAY (Afternoon)		Skin Care Instructor	EVENING	
25 Hours Per Week	24 Weeks to Complete		20 Hours Per Week	30 Weeks to Complete		18 Hours Per Week	34 Weeks to Complete	
Monday	N/A		Monday	1:00 PM	5:00 PM	Monday	N/A	
Tuesday	9:00 AM	3:00 PM	Tuesday	1:00 PM	5:00 PM	Tuesday	5:30 PM	9:30 PM
Wednesday	9:00 AM	3:00 PM	Wednesday	1:00 PM	5:00 PM	Wednesday	5:30 PM	9:30 PM
Thursday	9:00 AM	3:00 PM	Thursday	1:00 PM	5:00 PM	Thursday	5:30 PM	9:30 PM
Friday	9:00 AM	4:00 PM	Friday	1:00 PM	5:00 PM	Friday	N/A	
Saturday	N/A		Saturday	Make Up Day	Make Up Day	Saturday	9:00 AM	4:00 PM
Sunday	N/A		Sunday	N/A		Sunday	N/A	

Tuition and Fees 2022

ISSNMT seeks to keep tuition reasonable for students; however, the cost of supplies has risen significantly in the past year and tuition has not been increased for a few years. However, the great news is that more is included in the tuition for graduates. Specifically, ISSNMT will pay for the graduate's state board examination AND the actual license (first one only) provided the student is a committed students whose attendance (PURE – with no makeup hours) is 95% or above on the last date of attendance AND takes the state board examination and gets licensed within 90 days of graduation. This is a strong investment in the graduates to assist students in being successful both during attendance and upon graduation. Scrubs are not included.

Tuition costs for all programs are shown below. All kit items and textbooks are included in tuition costs. However, additional charges for students are not covered for replacement of kit items, replacement name badge and any additional items needed for the State Board Kit and specialty services or other items as noted in the section on Fees, Fines and Supplies. Any additional books and/or equipment not required may be purchased by students who desire them. The Graduation fee is also not included in the tuition and fees. Students wishing to participate in the graduation ceremony will be charged not more than \$100.00 for the cap and gown and ceremony.

Effective January 1, 2022 Textbooks and Supplies Included in Tuition			
	Skin Care Program	Nailcare Program	Massage Therapy Program
Registration Fee	\$100.00	\$100.00	One-time Fee: \$100.00
Tuition:	\$17,250.00	\$10,925.00	\$12,230.00
Total:	\$17,350.00	\$11,025.00	\$12,330.00
Effective January 1, 2022 Textbooks and Supplies Included in Tuition			
	Skin Care Instructor	Nailcare Instructor	Refreshers for Unlicensed Graduates (100 hours)
Registration Fee	\$100.00	\$100.00	\$100.00
Tuition:	\$9,395.00	\$6,250.00	\$1,000.00
Total:	\$9,495.00	\$6,350.00	\$1,100.00
Effective January 1, 2022			
Students who are hours only or transfer students: Textbooks and kit items are not included in the tuition.			
	Skin Care Program	Nailcare Program	Massage Therapy Program
Registration Fee:	\$100.0	\$100.00	\$100.00
Books/Kit Items	As needed	As needed	As needed
Tuition:	\$17.25 per Clock Hour	\$18.21 per Clock Hour	18.12
	Skin Care Instructor	Nailcare Instructor	Refreshers for Graduates (Licensed)
Registration Fee:	\$100.00	\$100.00	\$100.00
Books/Kit Items	As needed	As needed	As needed
Tuition:	\$15.66 per Clock Hour	\$20.83 per Clock Hour	\$10.00 per Clock Hour

Fees, Fines and Supplies Not Included in Tuition - 2022

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. Protégé Nailcare Kits are not allowed to be removed from the Campus at any time for any reason.
- 4.
5. **Unique or Specialty products (not normal type services):** Each department will provide a list of products that must be purchased by the student for use after the minimum number of credits required have been met by the student. These products are not expensive and must be paid for in cash or credit/debit card from the Spa Services Desk prior to receiving the service.
6. **Student Services:** Students receive free services while attending the institution; however, **products** used for these services **are not free**. A price list is available at the Spa Services Desk and students will be required to prepay for services.
7. **Name Badges:** The first one is included; however, lost, or damaged name badges must be replaced, and the cost is \$15.00.
8. **Resource Center:** Any book, DVD or other resource material not returned will be the financial responsibility of the student to replace.
9. **Equipment checked out:** if equipment is checked out and not returned or, if pieces are missing upon return, the student will be responsible to replace the equipment. If the equipment is purposefully broken, the student will bear the financial responsibility for repairs or replacement.

10. **Transcript Charges from High School:** If a copy of a high diploma cannot be provided by the student prior to the first day of class and transcripts must be sent to the high school attended, the student's account will be charged for \$15.00 plus charges required by the student's high school or GED Center for ISSNMT to obtain an official transcript. Students are responsible for payment of this charge.
11. **Transcripts from ISSNMT:** The first two transcripts provided to the student are at no charge. One transcript is sent to State Board for testing is at no charge. Two transcripts are given to the student upon successful completion of the program and all fees and tuition are paid in full. Thereafter, the transcript fee is \$15.00 per transcript.
12. **Additional Diploma or Name Change on Diploma:** \$25.00 per diploma requested.
13. **Graduation Fee:** \$100.00 if a student elects to participate and fee is not included in tuition.
14. **Nail Technology Advanced Courses:** **Nail Technology Advanced Courses:** This post-graduation and licensure class is included in the tuition and fees **IF** meets specific benchmarks by the student's graduation date. Students who do not meet these requirements and benchmarks will be required to pay additional fees for the advanced class if he or she elects to take the class. It is not a requirement of the program as it is considered an advanced, post-graduation class.
15. **Overtime charges.**
16. **State Board Licensing Fees, Background Checks, and State Board Kits** (subject to change).
 - a. Massage Therapy licensure requires a background check which must be submitted for licensure. This is a direct cost to the student. These charges range from \$15 - \$125 depending upon the required background check.
 - b. **State Board Examination Fee:** IS included in tuition and fees **if certain benchmarks are completed during the program and after graduation. These benchmarks are: 95% attendance ON the LAST day of attendance, no balance with the school on the last day of attendance and the test is taken within 60 days and for the first attempt only (Does include make up time in the calculation of attendance).** If these benchmarks on not met, the State Board Examination fee must be paid by the student. These fees are:
 - Skin Care and Nailcare and Instructor Exam fee: \$109
 - Massage Therapy Exam fee: \$265.00
 - c. **Licensing Fee:** IS included in tuition and fees **if certain benchmarks are completed during the program and after graduation. These benchmarks are: 95% of PURE (does not include make up time in attendance ON the LAST day of attendance, no balance with the school on the last day of attendance and the active license is provided to the school within 90 days of graduation).** If these benchmarks on not met, the license fee must be paid by the student.
 - d. Licensing Fees:
 - Skin Care and Nail Care: Initial License - \$30.00 | Renewal - \$50.00
 - Instructor: Initial and Renewal - \$75.00
 - Massage Therapy: Initial - \$125.00 | Renewal - \$75.00
17. State Board kits range from \$45 - \$175 depending upon what the student is missing from his or her school kit and can be purchased through the school. State Board Kits are never included in the tuition.
18. **Advanced Classes:** Classes taught outside of the curriculum (may be CEU's, Specialty classes not required I the program, advanced concepts not included in the program) must be paid by the student or graduate.

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. IF students are allowed to take the exit exam if there is a balance owed to the school these students are NOT allowed to receive a progress report, transcript, attend graduation, or have documents sent to the State Board for the test, until the balance is paid in full.**

Advanced Post-Education Training for Nailcare Graduates

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

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

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



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

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

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

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

ADMINISTRATION, FACULTY AND STAFF TEAM

Administrative Team		
Pam Jones	Campus President	B.G.S. Crime and Delinquency & Human Development and Family Life
Khalilah Valentine	Campus Director/Director of Financial Services	B.S. Psychology, M.S. H Ed
Tammy Thomas	Director of Career and Student Services	B.A. Organizational Management; M.A. Industrial/Organizational Psychology
Shantice Smith	Director of Spa Services	
Lannie Swangim	Nailcare Program Director/Educator	LMC, LMCI, LNT, LNTI
Brad Drummer	Massage Therapy Program Director/Educator	B.A. Performing Arts, LMT
Sophal Khat Malette	Skin Care Program Director/Educator	LE, LEI

Spa Services Team		
Shantice Smith	Director of Spa Services	
Lexus Johnson	Spa Services Coordinator	

Enrollment Services Team		
Stacey Green	Director of Admissions/Admissions Coach	
Charles Thomas	Admissions Coach	
ShaDon Manigault	Admissions Coach	
TBD	Admissions Coach	
TBD	Admissions Coach	
Sundrea Murry	Admissions Coordinator	

Financial Services Team		
Rachel O'Neal	Financial Aid Officer	
Sundrea Murry	Financial Aid Coordinator in Training	

Education Team	Skin Care Program	
Sophal Khat Malette	Program Director/Educator	LE, LEI, CIDESCO (Oct. 21): Full-time
Nina Handy	Assistant Program Director/Educator	B.S. Human Resources/Counseling M.A. Educational Leadership, LMC, LMCI: Full-time
Krystal Wright	Educator	LE, LEI, LNT, LNTI: Full-time
Karen "De" Curtis-Glakas	Educator	LE, LEI, LNT, LNTI, ITEC: Adjunct
Dion Holley	Educator	LE, LEI: Part-time
Stacey Foster	Educator	LE, LE, ITEC: Full-time
Mary Catherine "MC" Patrick	Educator	LE, LEI: Part-time
Mandra Cotton	Educator	LE, LEI: Part-time
Arpana Purani	Educator	LE, LEI: Part-time

Education Team	Nailcare Program	
Lannie Swangim	Program Director/Educator	B.S., Business Administration, LMC, LMCI, LNT, LNTI, ANT, FNT
Danyel Canion	Educator	LNT, LNTI: Adjunct
Reahan Cooper-Craig	Educator	LNT, LNTI: Part-time
Rhonda Knight	Educator	LNT, LNTI: Adjunct
Edmesta Lockhart	Educator	LNT, LNTI: Full-time
Karen "De" Curtis-Glakas	Educator	LE, LEI, LNT, LNTI: Adjunct

Education Team	Massage Therapy Program	
Brad Drummer	Massage Therapy Program Director/Educator	B.A. Performing Arts, LMT: Full-time
Che Chinn	Assistant Program Director/Educator	LMT, Part-time/Adjunct
Leah Decker	Educator	LMT: Part-time
Evette Murphy	Educator	LMT, B.A., MA HED: Full-time
Lucille Niang	Educator	LMT: Part-time
Arthur Patterson	Educator	B.S., Naturopathic Medicine, LMT: Part-time
Kieve Saunders	Educator/Clinic Supervisor	LMT: Part-time
Leah Decker	Educator	B.A., Education, LMT: Part-time

ADMINISTRATION, FACULTY AND STAFF TEAM CONTACT INFORMATION

CONTACT US

The MAIN telephone number is 404-843-1005. Below are the phone extensions and email addresses.

Leadership Team	Position	Phone Ext.	Email Address
Pam Jones	Campus President/CMO	103	ptjones@aeholding.net
Khalilah Valentine	Campus Director/Director of Financial Services	106	kvalentine@issnschool.com
Tammy Thomas	Director of Career and Student Services	109	careerservices@issnschool.com
Shantice Smith	Director of Spa Services	100	spamanager@issnschool.com
Lannie Swangim	Nailcare Program Director/Educator	124	lswangim@issnschool.com
Brad Drummer	Massage Therapy Program Director/Educator	107	bdrummer@issnschool.com
Sophal Khat Malette	Skin Care Program Director/Educator	130	sophal@issnschool.com
Spa Services Team			
Shantice Smith	Director of Spa Services	100	spamanager@issnschool.com
Lexus Johnson	Spa Services Coordinator	100	lexusj@issnschool.com
Enrollment Services Team			
Pam Jones	CMO, Enrollment Services	103	ptjones@aeholding.net
Stacey Green	Director of Admissions	113	stacey.green@issnschool.com
Charles Thomas	Admissions Coach	110	charles.thomas@gmail.com
ShaDon Manigault	Admissions Coach	108	ShaDon.Manigault@issnschool.com
Position Open	Admissions Coach		
Position Open	Admissions Coach		
Position Open	Admissions Coach		
Sundrea Murry	Admissions Coordinator	125	Sundrea.murry@issnschool.com
Student Services Team			
Rachel Melson	Financial Aid Officer	115	finaid@issnschool.com
Deborah Elrod	Registrar and Bursar Manager	102	delrod@issnschool.com
Sheila Kitchens	Assistant Registrar/Bursar	128	skitchen@issnschool.com
Karen "De" Curtis-Glakas	Assistant Registrar/Bursar	128	decurtis@issnschool.com
Sundrea Murry	Receptionist	125	adminassist@issnschool.com
Education Team	Skin Care Program		
Sophal Khat Malette	Program Director/Educator	130	sophal@issnschool.com
Nina Handy	Assistant Program Director/Educator	130	nhandy@issnschool.com
Krystal Wright	Educator		kwright@issnschool.com
Karen "De" Curtis-Glakas	Educator - Adjunct		decurtis@issnschool.com
Stacey Foster	Educator		sfoster@issnschool.com
Mary Catherine "MC" Patrick	Educator		mcpatrick@issnschool.com
Mandra Cotton	Educator		mcotton@issnschool.com
Arpana Purani	Educator		

Education Team		Nailcare Program	
Lannie Swangim	Program Director/Educator	124	lswangim@issnschool.com
Reahan Cooper-Craig	Educator		reahanc@gmail.com
Rhonda Knight	Educator		rknight@issnschool.com
Edmesta Lockhart	Educator		elockhart@issnschool.com
Education Team		Massage Therapy Program	
Brad Drummer	Massage Therapy Program Director/Educator	107	bdrummer@issnschool.com
Che Chinn	Assistant Program Director/Educator		chinn@issnschool.com
Evette Murphy	Educator		emurphy@issnschool.com
Lucille Niang	Educator		lniang@issnschool.com
Arthur Patterson	Educator		Apatterson@issnschool.com
Lacey-Ann Bryant	Educator		elockhart@issnschool.com
Leah Decker	Educator		ldecker@issnschool.com

Corporate Office Contact Information

Corporate Team			
Bill Jones	CEO	billjones@aeholding.net	404.843.1005 Ext. 101
Mona Reiser Armstrong	COO	mona.reiser@aeholding.net	404.843.1005 Ext. 104
Pam Jones	CMO	ptjones@aeholding.net	404.843.1005 Ext. 103
Cliff Mathe	Controller	cmathe@aeholding.net	404.843.1005 Ext.105
Deborah Elrod	Executive Assistant	delrod@issnschool.com	404.843.1005 Ext. 102

IMPORTANT NOTICE

All students, staff and instructional staff are encouraged to contact the Campus President and/or other corporate office personnel with concerns or needs.

The goal is Stellar Customer Service and to respond quickly.
Corporate Office: 404.843.1005 - ext.103

ACCURACY

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

Pam Jones and Khalilah Valentine

Campus President and Campus Director



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

