CATALOG

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400 – Toll Free Telephone Number (888)224-6684 – Fax number (850)245-3234

Accredited by: National Accrediting Commission of Career Arts & Sciences, (NACCAS) 460 Colvin Street Alexandria, Virginia 22314 Phone (703) 600-7600


March 2019
Volume XLVI
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**EXTRA INSTRUCTION CHARGE**

Every student who extends his/her enrollment to complete his/her program of studies in a period of time that is longer than established in his/her enrollment contract will have the right to 150% of the duration of the program without incurring additional cost. Beyond that time, the student will incur a charge of $12 per each day over 150%. Mitigating circumstances and/or beyond the control of the student will be considered by their merits by the Director of the Institution.

**Notice:** Changes in this Catalog should not be made without prior notification to students.

I hereby attest to the veracity of this catalog to the best of my knowledge as to its contents and policies herein published in same. Each student, faculty member and staff are given a copy of this catalog.

Carlos Montano  
President  
March 2019
SAFETY PRECAUTIONS
Safety precautions in the profession require sterilization of equipment,
implements, good personal care, and the occasional wearing of gloves and
breathing masks.

ADDITIONAL TRAINING
Nouvelle Institute provides 7.5 additional hours for practical experiences and Placement
theory per credit to encourage proficiency in each of the subjects previously
learned by the student. By the end of each program, the student will have been
exposed to additional study time that meets the minimum requirements
established by the Commission for Independent Education and the Florida
Department of Education. This additional time allows for academic progress
that will ultimately secure professional success to graduate students.

LICENSURE REQUIREMENTS FOR ALL ACADEMIC PROGRAMS
1. Complete the selected academic program.
2. Approve the final exam administered by the Office of Academic Affairs.
3. Complete the application for the Board exam, by meeting the following requirements:
   - Money order for a fee of $63.50 in the case of Cosmetology students, and a money order for a fee
     of $75.00 for the students of Skin Care and Body Treatment,
     Full Specialist, and Manicure and Pedicure, and Skin Care
   - Two passport photos
   - Current HIV Certificate
   - Three stamps

   Expected financial compensation for a successful graduate

   Procedure for filing and Institutional complaint

   Physical Demands

   Safety Precautions

   Additional Training

   Licensure requirements for all academic program

   Cost of Programs

   Extra Instruction Charge

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Nouvelle Institute's mission is to offer quality education in the cosmetology field through a well-structured curriculum which is developed occupational, personal and religious. Our objective is to provide training in the beauty industry, fashion, and other related industries through the development of a solid education that enables the students to get a job or start their own businesses. Nouvelle Institute does not discriminate on the basis of age, sex, race, ethnic origin, color, or religion.

**MISSION STATEMENT**

Nouvelle Institute prepares professionals in the art of beauty and cosmetics. They can compete and get great jobs in fields related to beauty. Some of these positions are:

- Esthetician
- Prosthetic Limb Fitter
- Respiratory Therapist
- Cosmetology Teacher
- Esthetics Instructor
- Physically Challenged Specialist
- Rainbow Graduates

Students will be given follow-up once they are employed. However, the institution cannot guarantee employment to students. Nouvelle Institute prepares professionals in the art of beauty and cosmetics. They can compete and get great jobs in fields related to beauty. Some of these positions are:

- Esthetician
- Prosthetic Limb Fitter
- Respiratory Therapist
- Cosmetology Teacher
- Esthetics Instructor
- Physically Challenged Specialist
- Rainbow Graduates

This service is provided without cost to our alumni and it is available to all graduates regardless of the time since his/her graduation or upon placement. Students will be given follow-up once they are employed. However, the Institution cannot guarantee employment to students. Nouvelle Institute prepares professional in the art of beauty and cosmetics. They can compete and get great jobs in fields related to beauty. Some of these positions are:

- Esthetician
- Prosthetic Limb Fitter
- Respiratory Therapist
- Cosmetology Teacher
- Esthetics Instructor
- Physically Challenged Specialist
- Rainbow Graduates

PROCEDURE FOR FILLING AN INSTITUTIONAL COMPLAINT

Any student who understands that his/her rights have been violated or who believes he or she is not being assisted according to the commitment agreed, will be able to file a complaint directly with the Academic Director, the Executive Director, and/or the President of the institution.

Upon receipt of a complaint by officers of the institution, the complaint shall be reviewed in no more than 10 days. If after careful evaluation, the situation cannot be resolved, the complaint should be presented to the institution's complaints and discipline committee. This committee shall meet and review the allegations no later than 21 calendar days after receipt of the complaint. If additional information is required, the student will be notified by letter.

Once the committee has all necessary information, the committee should send a letter to the student within 15 calendar days establishing the steps to be taken to remediate the problem or showing that the allegations have no merit based on the information presented.

**EXPECTED FINANCIAL COMPENSATION FOR A SUCCESSFUL GRADUATE**

Graduate students who have satisfactory academic standing and who comply with all rules and regulations established by law for good job performance can expect to earn an average wage of $1500.00 or more per month.

**PHYSICAL DEMANDS**

Prospective students are advised that Cosmetology, Advanced Styling, Esthetician and Body Treatments can expect to be on their feet and arms in the environment that simulates an occupational model.

All students will be required to obtain a license before being employed in the field. At the end of their participation in the program, the graduates will be able to practice the profession of their choice, as they will have developed occupational, personal and professional skills that are essential to their professional performance.

Our objective is to provide training in the beauty industry, fashion, and other related industries through the development of a solid education that enables the students to get a job or start their own businesses. Nouvelle Institute does not discriminate on the basis of age, sex, race, ethnic origin, color, or religion.

**ACCREDITED BY**

National Accrediting Commission of Career Arts & Sciences (NACCAS) Colvin Street, Alexandria, Virginia 22314

**LICENSED BY**

State of Florida Department of Education.

**GAINFUL EMPLOYMENT DISCLOSURES:**

Nouvelle Institute complies with the gainful employment disclosures required by the U.S. Department of Education. For further information please contact: http://www.nouvelleinstitute.com/

**OWNERSHIP / GOVERNING BODY**

Nouvelle Institute is owned, governed and operated by Montana, Paban & Associates, Inc. (Corporation of the State of Florida) located at 3271 NW 7th Street, #106 Miami, Florida 33125.
FINANCIAL AID OFFICE
The Financial Aid Office has capable and trained professionals regarding financial aid assistance following the criteria established by the Department of Education of the United States for those students who qualify. Currently, the institution offers financial assistance through the Title IV Program such as:

a) Pell Grants
b) S.E.O.G
c) Work and Study

This office operates full time and after hours by appointment.

ORIENTATION SERVICES.
The Institution has an Orientation Office which offers the following services:

1. Personal guidance to help students cope with different problems that can affect their academic progress.
2. Orientation services in the orientation and advisement departments provided by a counselor.
3. Orientation services about accommodation or housing. The institution does not have a proper facility for such purposes.
4. Opportunities for the student to replace missed classes in a different class schedule.
5. Seminars and educational lectures related to class subjects.
6. Access to student records for inspection without removing them from their area.
7. The institution respects the right of privacy and does not disclose any kind of information about any student, unless there is a written authorization.
8. Orientation to retake exams for cosmetology and barbering programs and give them the application form.

EMPLOYMENT SERVICES
The main cause of employment services is to put in contact businesses and agencies that have available jobs with those students who are seeking employment. As a part of this service, we suggest the students organize and write their resume, fill out a job application and forms of behavior in a job interview and at work. The institution will help the students in their job search but cannot guarantee they get the job.

Counseling Educational
The institution considers that Instructors are an important part in supporting and academic advising the students, when they need it.

In case that Instructors determine administrative staff must intervene, they refer the student to the Academic Director and/or Registrar Office who evaluates and advises the student on academic monitoring, enforcing the established Academic Progress Policy.

LOCATION
Miami Main Campus
3271 NW 7th St, Miami, Florida. Approximately 8,500 sq. Feet

Hialeah Branch Campus
Palm Spring Commercial Center, 2nd floor, 500 West 49th Ave, Hialeah, Florida. Approximately 8,605 sq. Feet

Both locations are easily accessible by private and public transportation, with adequate parking for teachers and students, including parking for persons with disabilities.
different laboratory levels, with work stations which are used according to the record they want changed and specifying why it is inaccurate or misleading. If student’s level in the program. The Skin Care Laboratory is a recreation of the institution decides not to amend the record as requested by the student. Esthetics clinic, with the most advanced equipment in the industry. This also the institution will notify the student of the decision and advise them of their or applies to the Body Treatments and Nail Technician laboratory. Thereafter right to a hearing regarding the request for an amendment. Additional modern laboratories, together with the theory classrooms, will allow you to information regarding hearing procedures will be provided to the student when enjoy a pleasurable environment in which theoretical knowledge converge with notified of the right to a hearing. The practical experience gained in the laboratories.

The facilities of the Nouvelle Institute also provide modern libraries. 3. The right to consent disclosure of personally identifiable information with a variety of reference texts, television monitors with video cassettes, contained in the student’s education records, except to the extent that FERPA applies, and Internet access for the use of the students, lunch rooms, water coolers disallow disclose without consent. The student’s right to consent disclosure of personally identifiable information without consent is disclosure to school officials with legitimate educational interests. The Institution discloses education records without consent to officials of another school, in which a student seeks or intends to enroll.

NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution State in its annual notification that it intends to forward records upon request.

4. A school may disclose personally identifiable information without student consent to the following parties:
   - Accrediting agencies
   - Alleged victims of a crime
   - Authorized organizations conducting educational research
   - Parent or a dependent student as defined by the IRS
   - Parent of a student under 21 regarding the violation of a law relating to alcohol or abuse
   - School officials with legitimate education interests
   - U.S. Comptroller General, attorney General, U.S. Department of Education - State and Local Officials

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by State Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5601
FERPA Web site:

STUDENT SERVICES
Nouvelle Institute offers the following services to its students.

1. Previous orientation, before registering for classes by the staff at the Admission Office.
2. Orientation regarding financial aid programs.
3. Academic orientation by the Academic Director and/or the Institution orientation.

REGISTRAR’S OFFICE. The Registrar’s office processes the following documents:

1. Student Certification
2. Diplomas
Grants typically do not have to be repaid and are usually need-based. Applying for grants is done by completing the FAFSA application at the Financial Aid department. Three types of grants that may be awarded are the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work Study (FWS).

- Federal Pell Grant: A Federal Pell Grant is a free grant that does not have to be repaid. The student must complete the FAFSA in order to determine eligibility. Awards vary based on financial need and fund availability. The award amount eligibility ranges from a minimum of $625 to maximum of $5,775 for the 2015-2016 award year. FAFSA applications for the 2015-2016 award year are accepted beginning January 1, 2015 through June 30, 2016.

- Federal Supplemental Educational Opportunity Grant (FSEOG): A limited amount of funds from the FSEOG program are available to students with the lowest Expected Financial Contribution (EFC). The information provided on the FAFSA application will be used to determine student eligibility. Awards vary based on financial need and fund availability.

- Federal Work-Study (FWS): A limited amount of funds from the FWS program are available to students with the lowest Expected Financial Contribution (EFC). The information provided on the FAFSA application will be used to determine student eligibility. Awards vary based on financial need and fund availability.

**Curricular and Extracurricular Activities**

The school hosts social activities every week for its students, teachers, and staff, aimed at fostering a friendly and casual environment.

**Family Education Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. The right to inspect and review the student’s education records within 45 days of the day from when the Institution receives a request for access. The student should submit the request, in writing, to the registrar, dean, head of the academic department, or other appropriate official, a written request to identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution’s official to whom the request was submitted, the student should contact that individual.

- The right to request an amendment of the student’s education records if the student believes that they are inaccurate, misleading, or otherwise inappropriate. The student should direct the request for amendment to the registrar, dean, head of the academic department, or other appropriate official. If the request is denied, the student has the right to a formal hearing according to the institutional policy. The hearing will be conducted by someone whose decision is not based upon the information to be disputed. If the student is still not satisfied with the decision, further appeals may be made through established channels of the State Educational Agency.
ADMISSIONS REQUIREMENTS FOR ALL PROGRAMS

The applicant must have a High School Diploma or an Equivalency Diploma (GED).

If the applicant is 16 years or older and does not have a high school diploma, the applicant can show ability to benefit from the program chosen by passing the Wonderlic test.

Every applicant must:

1. Fill out the application and admission agreement.
2. Provide proof of being at least 16 or 17 years of age, such as a driver's license, birth certificate, certificate of citizenship, or certificate of residency.
3. Provide a high school diploma or one of these alternatives: evidence of homeschooling, GED, or academic transcript showing that the applicant completed high school or at least two years of a college program leading to a bachelor's degree.

Students who are beyond the age of compulsory school attendance age and who do not have a high school diploma, GED, or evidence of having been home schooled up to high-school completion level must pass the Wonderlic exam in order to be admitted. This test is provided by a third party. These students are not eligible for Title IV federal financial aid.

Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma.

4. Pay the non-refundable application fee.
5. If applicant is 18 years of age, does not have a high school diploma and has passed the Wonderlic test, the signature of the applicant's parent or legal guardian is required.

CLASSES BEGIN

The policy of the institution is to start classes once the enrollment process has been completed and all the requirements for admission have been met. Admitted applicants may start as soon as the director gives approval.

ABILITY TO BENEFIT (ATB) ALTERNATIVE:

Students who choose this alternative are not eligible for Title IV funds (Pell, SEOG, Work-Study) unless they had received Title IV funds prior to July 1, 2011.

The applicant will be scheduled to take the Wonderlic test, which will be administered and assessed by a person qualified according to the standards of the test publisher, who works independently of the institution in accordance with federal requirements. This person will issue a graded answer sheet and an original certification for the school. The test administrator must sign and date all tests administered and corrected by him/her.

The applicant will immediately be informed of the test results. If the student passes the exam, the student will be admitted according to the admissions policy. Nouvelle Institute has established that, according to regulations established by the U.S. Department of Education, all students must have passed the Wonderlic test with a score of 200/verbal and 210/quantitative for limitations due to the fact that most businesses require fluency in the English language.

LANGUAGE

This program is taught in Spanish only, but some instructors provide help in English if required. Completing a course or program in a language other than English may reduce employability where English is required.

DIPLOMA

A Diploma will be conferred once all graduation requirements have been met and financial obligations with the institution have been satisfied.

LEGEND:

- OSHPD (OHI) ORIENTATION AND PROFESSIONAL IMAGE NAME OF UNIT (MP) NAME OF PROGRAM

PROGRAM FORMAT

- a-Lectures
- b-Practical Demonstrations
- c-Audit Visual Materials
- d-Practical and Theory WorkSheets
- e-Written and Practical Evaluations

GRADING SYSTEM

The school bases its grades on the results of written theory exams, clinic work, and practical examinations. The student's professionalism and conduct are also taken into account. Following is the academic value system the school uses for grading purposes:

- Excellent: 100% - 90% "A" 4 points
- Good: 89% - 80% "B" 3 points
- Passing: 79% - 75% "C" 2 points
- Failing: 74% - 0% "F" 0 points

Students are given the opportunity to make up failed exams to improve their grades. (Requires instructor's approval). Periodic examinations, lectures (practical), clinics (theory) and practice are part of the school's academic procedures. Weekly grades are averaged into monthly grades. Academic level exams are required at the end of each academic level period.

STUDENT RECORDS:

All credits, services and grades are recorded and kept on file for students' review. If a student is not accepted, or cancel enrollment, his record will remain in the school for 1 year. Nouvelle Institute retains student records permanently. If the school should close, the student's file will be submitted to the Commission for Independence

ADMISSIONS REQUIREMENTS:

To be admitted to the school, the applicant must have a High School diploma, General Equivalency Diploma (GED), or the ability to benefit from the program. The applicant is 16 years old or older and does not have a high school diploma or GED. They must demonstrate their ability to benefit from the program by passing the Wonderlic exam with a high score of 200/verbal and 210/quantitative points for English, and 15 points for students taking the exam in Spanish. Students who choose the ATB option are not eligible for Title IV funds (Pell, SEOG, Work-Study).
Maximum time frame = 7.5 mo

MANAGEMENT OF MICROBIAL BIOLOGICAL HAZARDS, MANAGEMEN AND LAWS OF FLORIDA. (1 credit 37.5 hours) This unit will lead the student to recognize the significance of 'Manicure & Pedicure, Nail extensions', the employment opportunities, administration rules including tax deductions, and commercial laws. Will learn to communicate efficiently with co-workers, and to define the professional Ethics of recognizing the goals that will help maintain the body and mind.

FACULTY CREDENTIALS

All instructors at Nouvelle Institute are certified by the Cosmetology Board of Florida. Each professor receives 12 hours of continued education annually in teaching methods, and they also participate frequently in professional improvement seminars in topics related to the programs they teach.

Bacteriology Applied to the Manicurist

DECONTAMINATION AND DISEASE CONTROL. (1 credit 37.5 hours) This unit was created for the student to recognize and learn the different types of bacteria, their growth and the importance of sterilization from the perspective of the nail salon/grading to avoid transmitting diseases. Will also learn to define AIDS/HIV.

Grading System

The student must earn grades on the results of written and practical examinations. The student’s professionalism and conduct are also taken into account. The following is the academic value system the school uses for student records.

- Excellent: 100% - 90%
- "A": 4 points
- Good: 89% - 80%
- "B": 3 points
- Passing: 79% - 75%
- "C": 2 points
- Failing: 74% - 0%

Students are given the opportunity to retake failed exams to improve their grades (requires instructor’s approval). Periodic examinations, lectures (theory), and practice are part of the school’s academic procedures. Academic level exams are required at the end of each academic period.

The Nail and Its Disorders

(1 credit 37.5 hours) Through the chapter, the student will be required to understand the concept of anatomy and nails, nails malfunction, diseases and their symptoms.

Manicure

(1 credit 37.5 hours/ 20 required services) This unit follows the manicure service. The student will learn the techniques on how to care for his/her nails.

Pedicure

(1 credit 37.5 hours/ 10 required services) This unit will enable the student to develop skills, acquire theoretical knowledge, and to practice the knowledge that applies to the file that will be maintained by the school for 1 year.

Tips Extensions

(1 credit 37.5 hours/ 20 required services) This unit allows the student to identify the different types of nail tips extension of nail and acrylic.

Sculped Nails

(1 credit 37.5 hours/ 20 required services) This unit will enable the student to develop the nail sculpture and its different forms.

Nail Mendings, Wraps and Refills

(1 credit 37.5 hours/ 20 required services) In this unit, the student will acquire the abilities and skills to repair a nail, the types of tips, and be able to maintain the nail with refills.

Gel and Artificial Nails Removal

(1 credit 37.5 hours/ 20 required services) This unit will permit the student to develop and acquire the skills and the procedures necessary to maintain the different types of gel nails. By the end of the unit, the student will have learned the variety of procedure artificial nails removal.

Nail Polish and Nail Art

(1 credit 37.5 hours/ 10 required services) This unit will lead to the development of the art of painting the nails through the process, rules, concept, and execution. The student will have the opportunity to design and to use different materials with great proficiency.

Transfer Students

(See Satisfactory Academic Progress)

Re-Entry Policy

The student who withdraws from the institution will be able to apply for Re-entry by submitting an application to be evaluated by the Academic Director and/or the Registrar’s Office. The following aspects will be considered:

- Academic Progress
- Timely payments (Treasurer)

Gel and Artificial Nails Removal

(1 credit 37.5 hours/ 20 required services) This unit will permit the student to develop and acquire the skills and the procedures necessary to maintain the different types of gel nails. By the end of the unit, the student will have learned the variety of procedure artificial nails removal.

Nail Polish and Nail Art

(1 credit 37.5 hours/ 10 required services) This unit will lead to the development of the art of painting the nails through the process, rules, concept, and execution. The student will have the opportunity to design and to use different materials with great proficiency.

Admitted students will obtain credit according to the units previously studied, which will be valid for (5) five years. They will also receive a financial aid credit.

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SATISFACTORY ACADEMIC PROGRESS POLICY
The Satisfactory Academic Progress is established to comply with 34 CFR 668.34 of the "Federal Register" published on October 29, 2010. This policy is applied consistently to all students enrolled in a NACCAS-approved program independent of their category (part-time and full-time). The policy is included in our catalog to ensure that all applicants have access to it prior to enrollment. The catalog is available on our website at www.nouvelleinstitute.com. Satisfactory Academic Progress (SAP) measures the completion of programs for a degree within a pre-determined time frame, using quantitative and qualitative elements. The Registrar’s Office and the Student Financial Aid Office must monitor the academic progress of each student throughout the program to determine if the student is on track to graduate within the timeframe established and with grade point average required by this institution, and thereby meets federal and state rules governing the administration of student financial assistance.

Every student enrolled full-time or part-time will have their academic progress monitored mid-term. At the end of each academic period, an evaluation is performed as follows: first evaluation at 12 credits / 450 hours, second evaluation at 24 credits / 900 hours, 3rd evaluation / 1200 hours, and at the end of each program 40 credits / 1500 hours. Students will have access to the results of each progress evaluation. Evaluations should be discussed with and signed by the student in the Registrar’s Office.

Academic Progress Measurement
Quantitative: The quantitative measure of the time spent on the training received is defined in credit hours. A clock hour is defined as a minimum of fifty (50) minutes of instruction during sixty (60) minute periods. One credit is defined as 37.5 hours of instruction. Each program has a maximum of four academic terms. The satisfactory academic progress will be monitored at mid-term of each term. At the end of each term an official evaluation is performed to determine if students satisfactorily meet the minimum of 87% of the quantitative measure. This percent is obtained by dividing the number of credit hours successfully completed (at least 75% grade) divided by the cumulative number of credit hours attempted by the student at the time.

Qualitative: The qualitative measure is based on the institution’s grading scale. To obtain credit for the completed topics or units the student is required to obtain a grade of at least 75% (2.00 points of 4.00 points scale). The following is the table of the numerical grading system to measure the student’s academic progress in each unit, theoretical exams, practical and clinical work.

4 points A = 100% - 90% Excellent
3 points B = 89% - 85% Good
2 points C = 79% - 75% Average
1 point D = 74% - 0% Not approved.

The school bases its grades on the results of written theory exams, clinic work, and practical examinations. The student’s professionalism and conduct are also taken into account. Following is the academic value system the school uses for grading purposes:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100% - 90%</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>89% - 85%</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>79% - 75%</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>74% - 0%</td>
<td>1</td>
</tr>
</tbody>
</table>

Students are given the opportunity to make up failed exams to improve their grades. (Requires instructor’s approval). Periodic examinations, lectures and practical examinations are given during the academic study, and the results of each progress evaluation are averaged into monthly grades. Academic level exams are required at the end of each academic level period.

STUDENT RECORDS:
All credits, services and grades are recorded and kept on file for students’ review. If a student is not accepted, or cancels enrollment, this record will remain in the school for 1 year. Nouvelle Institute retains student records permanently. If the school should close, the student’s files will be submitted to the Commission for Independence Education.

ADMISSIONS REQUIREMENTS:
To be admitted to the school, the applicant must have a High School diploma, general equivalency diploma (GED), or the ability to benefit from the program. If the applicant is 16 years old or older and does not have a high school diploma or GED they must demonstrate the ability to benefit from the program by passing the Wonderlic exam with a high score of 200/ verbal and 210 quantitative points for English, and 15 point for students taking the exam in Spanish. Students who choose the ABT option are not eligible for Title IV funds ( Pell, SEOG & Work Study).

PROGRAMS OF STUDY

MANICURE, PEDICURE & NAIL EXTENSIONS
10 Credits / 370 Hours

OBJECTIVES:
This course is designed to provide students with the required theory and practical skills to register as a Manicure/Pedicure Specialist and to engage in his profession.

PROGRAM DESCRIPTIONS:
Designed to provide students with the required theory and practical skills to register as a Manicure/Pedicure specialist and to engage in this profession.

LICENSE REQUIREMENT FOR EMPLOYMENT:
Manicure & Pedicure & Nail Extension
The type of financial aid for all those who qualify are: N/A
SK-SK  
THE SKIN (1 credit /37.5 hours)  Through the chapter, the students will learn the composition of the skin and its equivalents to 900 hours. This policy applies equally to all students. The students who meet the minimum requirements for satisfactory academic progress are complying with satisfactory academic progress. Students will receive a copy of their academic progress determination at the time of each evaluation, and the Registrar will discuss the determination with the student.

The institution notifies students of any evaluation that impacts the student's eligibility for financial aid. The satisfactory academic progress evaluation will be conducted as shown on the measurement chart:

**MEASUREMENT TABLE**

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>PHS. LENGTH</th>
<th>EQVL. POINT</th>
<th>MAX. CRED./HRS.</th>
<th>MND. ACHIEVED</th>
<th>MAX. ACHIEVED</th>
<th>DURATION REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIPLOMA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1ST TERM</td>
<td>40 CREDITS</td>
<td>120/120/120</td>
<td>10/10/10</td>
<td>8/8/8</td>
<td>10/10/10</td>
<td>10/10/10</td>
</tr>
<tr>
<td>2ND TERM</td>
<td>25 CREDITS</td>
<td>80/80/80</td>
<td>6/6/6</td>
<td>5/5/5</td>
<td>7/7/7</td>
<td>7/7/7</td>
</tr>
<tr>
<td>3RD TERM</td>
<td>15 CREDITS</td>
<td>60/60/60</td>
<td>5/5/5</td>
<td>4/4/4</td>
<td>6/6/6</td>
<td>6/6/6</td>
</tr>
</tbody>
</table>

AF-SK  
APARATOTOLOGY APPLIED TO FACIALS (1 credit /37.5 hours /20 required services) This unit allows the student to develop facial treatments with advanced techniques by recognizing and applying the different products and equipment.

UFR-SK  
UNWANTED FACIAL HAIR REMOVAL (1 credit /37.5 hours /20 required services) This unit will allow the student to learn the methods of hair removal in a permanent or temporary manner in the areas by the face and other unusual parts.

MAK-SK  
MAKEUP (1 credit /37.5 hours/25 required services) This unit will provide the student with skills, theory knowledge, and makeup practices, learning how to bring out the most attractive facial features and to hide the less attractive.

**GRADUATION REQUIREMENTS:**

A. Complete the total of 10 Credits /375 hours of training with a minimum average of 75% for satisfactory progress and pass all theory and practical exams required.

B. Graduates of this Spanish speaking program may encounter employer limitations due to the fact that most businesses require fluency in the English language.

**LANGUAGE:**

This program is taught in Spanish only, but some instructors provide help in English if required. Completing a course or program in a language other than English may reduce employability where English is required.

**DIPLOMA:**

A Diploma will be conferred once all graduation requirements have been met and financial obligations with the institution have been satisfied.

**LEGEND:**

GSA-HSK/GSH ORIENTATION AND PROFESSIONAL IMAGE NAME OF UNIT (SKC) NAME OF PROGRAM
children, economic situations that affect the family and destabilization of finances in the home, problems of domestic violence, abuse or neglect. The student must present evidence of the reasons stated in the appeal. The appeal will be reviewed by the Appeal Committee consisting of two faculty members, one administrator and one student representative. The result of the appeal will be kept in the student’s file. A student who remains in warning will be given an academic plan to help the student achieve Satisfactory Academic Progress. If the student does not comply, he or she will go on probation.

**Probation.** If the student fails to meet minimum requirements for academic progress after the warning period, an appeal process begins to reverse the negative criteria. If the appeal decision is favorable, they will be placed on probation. The student will be monitored to verify satisfactory academic progress during the probationary period.

Students on probation will be given an academic plan and must be able to meet the requirements set forth in the academic plan by the end of the next academic evaluation. Students who are progressing according to their specific academic plan will be considered to be making Satisfactory Academic Progress. If at the end of the probationary period, the student has still not met academic requirements required for satisfactory academic progress or by the end of the academic plan, he/she will be determined as NOT making satisfactory academic progress and will not be eligible to receive financial aid.

**Appeal Procedure:** A student who is determined not to be making satisfactory academic progress may appeal in writing, within ten calendar days of the negative determination. Reasons for which students may appeal a negative academic progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance.

**Documentation required to be evaluated in the appeal request.** The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student's file. If the student prevails upon appeal, the negative academic progress determination will be reversed, and financial aid will be reinstated, if applicable.

**Suspension, Re-entry/Reinstatement of Satisfactory Academic Progress**

The institution will terminate the enrollment of any student who does not meet the requirements of our satisfactory academic progress policy. If that student wishes to re-enroll, he or she will be readmitted in the same progress status the student had at the time of withdrawal.
GRADUATION REQUIREMENTS:
A. Complete the total of 20 credits/750 hours of training with a minimum average of 75% for satisfactory progress and pass all theory and practical exams required.
B. Graduates of this Spanish speaking program may encounter employment problems due to the fact that most businesses require fluency in the English language.

LANGUAGE
This program is taught in Spanish only, but some instructors provide help in English if required. Completing a course program in a language other than English may reduce employability where English is required.

DIPLOMA
A Diploma will be conferred once all graduation requirements have been met and financial obligations with the institution have been satisfied.

PROGRAM FORMAT
a. Lectures
b. Practical Demonstrations
c. Audio Visual Materials
d. Practical and Theory Worksheets
e. Illustrations
f. Written and Practical Evaluations

LEGEND:
OSH-FUL (OSH) ORIENTATION AND PROFESSIONAL IMAGE NAME OF UNIT (FUL) NAME OF PROGRAM

GRADING SYSTEM
The school bases its grades on the results of written theory exams, clinic work, and practical examinations. The student's professionalism and conduct are also taken into account. Following is the academic value system the school uses for grading purposes:
Excellent: 100% - 90% "A" 4 points
Good: 89% - 80% "B" 3 points
Passing: 79% - 75% "C" 2 points
Failing: 74% - 5% "D" 1 point

Students are given the opportunity to make up failed exams to improve their grades. (Requires instructor's approval). Periodic examinations, lectures, and tests require the knowledge and skills required in their curriculum as well as develop theory and practice are part of the school's academic procedures. Weakness in terms of responsibility and punctuality, which is needed in their performance, may be considered unsatisfactory academic progress at the end of each academic level period.

STUDENT RECORDS:
All credits, services and grades are recorded and kept on file for student review. If a student is not accepted, or cancel enrollment, his record will remain in the school for 1 year. Nouvelle Institute retains student records permanently. If the school should a leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. The LOA together with any additional leaves of absence is calculated from the date the student submits the request to the Commission for Independent Education.

Policy regarding the status of students who exceed the maximum time frame
"Our schedules allow ample time for students to complete their programs within the established maximum time frame established for course completion. In the rare case that a student was to exceed the maximum time frame, that student will have the option of remaining enrolled at an additional cost (please refer to the Schedule of Costs in the catalog) or withdrawing from the program. If the student chooses to extend his or her enrollment, the student would not be making satisfactory progress and would, therefore, lose eligibility to receive federal financial assistance if this circumstance is not already present."

MAXIMUM TIME FOR GRADUATION
All students must complete their studies in a maximum time not exceeding 150% of the duration of the program.

EXTRA INSTRUCTIONAL CHARGES: Students are entitled to no additional fees when they complete the academic program in up to 150% of the length of the program. Students who exceed the maximum time frame of 150% of the length of the program will be charged a $12.00 fee per day.

EVALUATIONS
When making the evaluations, the Institution is based on the credit hours and the probability of the student's graduation in the maximum time allowed. The number of credits attempted for each academic period is evaluated. Satisfactory academic progress is verified through partial and final evaluations at the end of the academic period. In this way it is determined if the student is prone to graduate in the required period of time. Those students who meet the requirements for the achievement of satisfactory academic progress are considered approved until their next evaluation period, in accordance with their curriculum.

ATTENDANCE AND TARDINESS: Nouvelle Institute recognizes that continuous and punctual attendance at school is necessary for students to gain knowledge. (Requires instructor's approval). Periodic examinations, lectures, and tests require the knowledge and skills required in their curriculum as well as develop theory and practice are part of the school's academic procedures. Weakness in terms of responsibility and punctuality, which is needed in their performance.

LEAVE OF ABSENCE
Students who exceed the maximum time frame for graduation are considered unsatisfactory academic progress and may be asked to leave the program. These students will be required to follow the guidelines established by the school and take any necessary steps to improve their academic standing.

When a student is granted a leave of absence (LOA), it is expected that the student will return to the school within the time period specified in the LOA. If a student does not return within the specified time period, the student's record will be terminated and the student will be required to reapply for admission.

When a student is granted a leave of absence (LOA), it is expected that the student will return to the school within the time period specified in the LOA. If a student does not return within the specified time period, the student's record will be terminated and the student will be required to reapply for admission.
Administrative withdrawal occurs when the student terminates his/her participation in the school. The beginning date of the approved Leave of Absence (LOA) is determined by the institution to be the first date the student was unable to attend classes because of the reason for the leave.

The student must follow the institution's policy in requesting the LOA. There must be a reasonable expectation that he/she will return from the LOA. This authorization will be granted at the discretion of the Registrar's Office or Academic Director taking into consideration the justification or reason for the application including that the request is in accordance with the institution's policy.

A leave of absence (LOA) extends the contract period and maximum time by the same number of days in LOA. It is expected that the student can solve any situation within this period of time to return successfully. Upon returning from a LOA, the student reincorporates to the unit last attended and in the same progress status as prior to the leave. The LOA will add no cost to that already established in the tuition cost. The period of LOA is not considered a withdrawal and no refund will be calculated. Students who do not return to school after the period of LOA will be considered withdrawn. The withdrawal date for calculating a refund in this case will be the student's last date of attendance. Changes to the contract period or the enrolment agreement must be initiated by all parties or an addendum must be signed and dated by all parties.

INCOMPLETES. Students who do not complete the requirements of a unit as listed in the course descriptions are considered incomplete. An incomplete grade on any course has no effect upon the institution's satisfactory progress standards, but the student will have to complete the unit.

WITHDRAWAL. An official withdrawal occurs when the student voluntarily asks to withdraw from the program at any time, he/she wishes. The request may be made in writing, in person, by phone or any other means to the Registrar or any authorized administrative or faculty personnel. The termination date or the official date of withdrawal for calculation of any refund due will be the student's last day of attendance. Students who withdraw prior to completion of the course and re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Administrative withdrawal occurs when the institution terminates a student's enrolment, and may occur:

- MAK-FUL
- ISF-FUL
- RAM-FUL
- MD-FUL
- MA-FUL
- TE-FUL
- TN-FUL
- WR-FUL

required services) This unit will allow the student to learn the methods of hair removal in a permanent or temporary manner in areas of the face and other unusual parts.

MAKEUP (1 credit /37.5 hours) This unit will provide the student with skills, theory, and makeup practices, learning how to bring out the most attractive facial features and hide the less attractive.

MANICURIST'S PROFESSIONAL IMAGE, SALON MANAGEMENT AND LAWS OF FLORIDA (1 credit /37.5 hours) This unit will teach the student to recognize the significance of "Manicure & Pedicure, Nail extension", its different alternatives for employment, administration rules, including tax deductions and commercial laws. Will learn to communicate efficiently with co-workers, and to define the professional Ethic of recognizing the goals that will help maintain the body and mind.

BACTERIOLOGY APPLIED TO THE MANICURIST, DECONTAMINATION AND DISEASE CONTROL (1 credit /37.5 hours) This unit was created for the student in order to recognize and learn the different types of bacteria, their growth and the importance of sterilization from the perspective of the nail saloon to avoid transmitting disease. Will also learn how to define AIDS/HIV.

THE NAIL AND ITS DISORDERS (1 credit /37.5 hours) Through the chapter, the student will be required to understand the concept of anatomy and nails, nails/malfunction, diseases, and symptoms.

MANICURE (1 credit /37.5 hours/ 20 required services) This unit follows the manicure service. The student will learn the techniques on how to care for his/her nails.

PEDI-CURE (1 credit /37.5 hours/ 10 required services) This unit will permit the student to develop skills, acquire theoretical knowledge, and practice the artistic services of pedicure.

TIPS EXTENSIONS (1 credit /37.5 hours/ 20 required services) This unit allows the student to develop the knowledge necessary to recognize the different types of nail-tip extensions and acrylics.

SCULPTURED NAILS (1 credit /37.5 hours/ 20 required services) By the end of the unit, the student will have acquired the necessary skills to develop a nail sculpture and its forms.

NAIL MENDING, WRAPS, AND REFILLS (1 credit /37.5 hours/ 20 required services) In this unit, the student will acquire the abilities and skills to repair a nail, the different types of tips, and be able to maintain the nail with refills.
LICENSE REQUIREMENT FOR EMPLOYMENT: Full Specialist License
The type of financial aid for all those who qualify are Pell Grant, SEOG and College Work funds.

COMPLETION TIME
5 hours a day, 5 days a week = 30 weeks = 7.5 months
Maximum time frame = 11 month.
4 hours a day, 4 days a week = 40 weeks = 11 months
Maximum time frame = 16 month.
Services = 235

ISF-FUL PROFESSIONAL IMAGE, SALON MANAGEMENT AND LAWS
OF FLORIDA (1 credit /37.5 hours) This unit will teach the student to recognize the significance of "Skin Care and Body Treatment" or the proper learning of having good conditions of the body, the student will be able to understand the business environment in this course, its different alternatives for employment. Will learn to communicate efficiently with co-workers and to define the professional Ethics of recognizing the goals that will help students to complete their certification to be able to avoid from transmitting any diseases and learn the definition of AIDS (HIV).

BAD-FUL BACTERIOLOGY APPLIED TO THE ESTHETICIAN
DECONTAMINATION AND DISEASE CONTROL (1 credit /37.5 hours) The student will recognize and learn the different types of bacteria, their growth and the importance of sterilization to be able to avoid from transmitting any diseases and learn the definition of AIDS (HIV).

CAP-FUL CELLS, ANATOMY and PHYSIOLOGY (1 credit /37.5 hours) This unit is about the study of the human body structure, function and composition, and the study on cells that are the basics of all the living organisms in the body.

SK-FUL THE SKIN (1 credit /37.5 hours) Through the chapter, the student will learn the composition of the skin and its care.

DSK-FUL SKIN DISORDERS (1 credit /37.5 hours) This unit will allow the students to learn about skin disorders and their causes.

SC-FUL SKIN CARE (1 credit /37.5 hours) By the end of this chapter, the students will know everything regarding the care of the skin, the different types of skin and the different treatments for each type.

AT-FUL FACIAL & AROMA THERAPY (1 credit /37.5 hours / 50 required services) Through this chapter, the students acquire the necessary knowledge to perform facial treatments with&themed services.
consumption of controlled substances, crime, safety and/or violation of institutional regulations and policies, for which the Institution reserves the right to take disciplinary action against the student, up to and including termination.
- Non-payment.
- Lack of satisfactory academic progress pursuant to the requirements of the school policy.
- Absences exceeding the authorized period the school establishes for leave of absence (14 days or more).

OFFICIAL WITHDRAWAL: An official withdrawal occurs when the student voluntarily asks to withdraw from the program at any time, he/she wishes. The request must be submitted in writing, in person, by phone, or any other means to the Registrar or any authorized administrative or faculty personnel. The official termination date of withdrawal for calculation of any refund due will be the student’s last recorded day of attendance. Students who withdraw prior to course completion and re-enroll will be placed in the same satisfactory academic progress status as at the time of withdrawal.

CANCELLATION
- The official cancellation date is determined by the postmark on the written notice or the date on which such notice was given to an administrative officer of the Institution.
- Non-admitted applicants will be refunded all monies paid, except for the non-refundable $25.00 application fee.
- Students who cancel enrollment prior to the beginning of classes will be refunded all monies paid, except for the non-refundable $25.00 application fee.

REFUND POLICY
The purpose of the institutional policy is to ensure each student receives a refund as outlined in the school closure. The official cancellation date will be determined by the postmark on the written notification; the date said notification is delivered to the school in person, the date of termination by the school; the date the student was determined as non-compliant with the Satisfactory Academic Progress Policy; or the last recorded date of attendance to school prior to an approved leave of absence with no return to classes. In this last instance, the withdrawal date will be the date of the scheduled return or the date the student officially notifies the Institution of the intention of not reenrollment.

Refund will be completed within (30) thirty days pursuant to the Commission for Independent Education and the Florida Department of Education.

1. If a student (or legal guardian) cancels enrollment within (3) three business days of signing the enrollment agreement, all monies

<table>
<thead>
<tr>
<th>NAME OF PROGRAM (SKB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM FORMAT</td>
</tr>
<tr>
<td>a) Lectures</td>
</tr>
<tr>
<td>b) Practical Demonstrations</td>
</tr>
<tr>
<td>c) Audio Visual Materials</td>
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</tr>
<tr>
<td>f) Written and Practical Evaluations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRADING SYSTEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>The school bases its grades on the results of written theory exams, clinic work, and practical examinations. The student’s professionalism and conduct are consistent with the academic value system the school uses for grading purposes:</td>
</tr>
<tr>
<td>Excellent: 100% - 90%</td>
</tr>
<tr>
<td><em>A</em> 4 points</td>
</tr>
<tr>
<td>Good: 89% - 80%</td>
</tr>
<tr>
<td><em>B</em> 3 points</td>
</tr>
<tr>
<td>Passing: 79% - 75%</td>
</tr>
<tr>
<td><em>C</em> 2 points</td>
</tr>
<tr>
<td>Failing: 74% - 0%</td>
</tr>
<tr>
<td><em>F</em> 0 points</td>
</tr>
</tbody>
</table>

- Students are given the opportunity to make up failed exams to improve their grades. (Requires instructor’s approval). Periodic examinations, lectures (theory) and practice are part of the school’s academic procedures. Weekly grades are averaged into monthly grades. Academic level exams are required at the end of each academic level period.

STUDENT RECORDS:
- All credits, services and grades are recorded and kept on file for students’ review. If a student is not accepted, or cancel enrollment, his record will remain in the school for 1 year.
- Houville Institute retains student records permanently. If the school should close, the student's file will be submitted to the Commission for Independence Education.

ADMISSIONS REQUIREMENTS:
- To be admitted to the school, the applicant must have a High School diploma, general equivalency diploma (GED), or the ability to benefit from the program and equatable refund within the established time frame to do so. This refund policy is applied consistently to all students, despite the reasons for termination, which include, but are not limited to the student voluntary act, the cancellation of a program, or the school closure.

The purpose of the institutional policy is to ensure each student receives a refund as outlined in the school closure. The official cancellation date will be determined by the postmark on the written notification; the date said notification is delivered to the school in person, the date of termination by the school; the date the student was determined as non-compliant with the Satisfactory Academic Progress Policy; or the last recorded date of attendance to school prior to an approved leave of absence with no return to classes. In this last instance, the withdrawal date will be the date of the scheduled return or the date the student officially notifies the Institution of the intention of not reenrollment.

If the applicant is 16 years old or older and does not have a high school diploma or GED they must demonstrate their ability to benefit from the program and equatable refund within the established time frame to do so. This refund policy is applied consistently to all students, despite the reasons for termination, which include, but are not limited to the student voluntary act, the cancellation of a program, or the school closure.

If the applicant is a Full Specialist and to engage in this profession.

OBJECTIVES
- This program is designed to provide students with the combined theory and practical skills of a Facial Specialist as well asa Saunders/Pedicurist. Upon successful completion of this program, the graduate will be eligible to register as a Full Specialist and to engage in this profession.

 Programs of Study

15

<table>
<thead>
<tr>
<th>FULL SPECIALIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT</td>
</tr>
<tr>
<td>20 Credits</td>
</tr>
</tbody>
</table>

36
English if language.

A. Complete the total of 30 credits / 1125 hours of training with a minimum of 75% for satisfactory progress and pass all theory and practical exams required.

B. Graduates of this Spanish speaking program may encounter employment limitations due to the fact that most businesses require fluency in the English language.

LANGUAGE
This program is taught in Spanish only, but some instructors provide help in English if required. Completing a course or program in a language other than English may reduce employability where English is required.

Institutional policy, the last date of attendance will be established by the school, and the student will be refunded according to administrative withdrawal purposes will be the time between the class begin date and the last recorded attendance to school. All monies owed to the student will be refunded within (30) thirty days after the effective date of the official or administrative withdrawal, in compliance with the Commission for Independent Education and the Florida Department of Education.

In case of mitigating circumstances leading to withdrawal, the Institution might agree to a refund amount larger than the one established in this policy.

If the Institution sells or transfers enrollment agreements to another institution, the receiving institution will have to honor the refund policy already signed by the student.

The calculation of the refund will be based on the last recorded date of attendance will be established by the school. The calculation of the refund will be based on the last recorded date of attendance.

In case of severe illness, accident, family death, or any other circumstances that preclude attendance, the student's enrollment agreement will be cancelled, and monies previously paid will be refunded according to administrative withdrawal purposes.

In the event of the school being precluded from receiving Title IV funds, the student's refund will be processed within 14 days from the last recorded date of attendance.

In case of the student does not return to school on the scheduled date from a leave of absence and fails to notify the school, the attending time for refund purposes will be the time between the class begin date and the last recorded attendance to school. All monies owed to the student will be refunded within (30) thirty days after the effective date of the official withdrawal.

In case of the student does not return to school and fails to notify the school, the enrollment agreement becomes unenforceable, if the school fails to provide an alternative solution leading to the student program completion. In this scenario, the student will be refunded all monies previously paid.

In case of successful school program completion, the school might agree to a reasonable refund adjustment with the consent of both parties.

The Institution will determine the best refund option according to the circumstances at the time of cancellation.

In case of severe illness, accident, family death, or any other circumstances that preclude attendance, the student's enrollment agreement will be cancelled, and monies previously paid will be refunded according to administrative withdrawal purposes.

In the event of the school being precluded from receiving Title IV funds, the student's refund will be processed within 14 days from the last recorded date of attendance.

In case of the student does not return to school on the scheduled date from a leave of absence and fails to notify the school, the attending time for refund purposes will be the time between the class begin date and the last recorded attendance to school. All monies owed to the student will be refunded within (30) thirty days after the effective date of the official withdrawal.

In case of successful school program completion, the school might agree to a reasonable refund adjustment with the consent of both parties.

The Institution will determine the best refund option according to the circumstances at the time of cancellation.

In case of severe illness, accident, family death, or any other circumstances that preclude attendance, the student's enrollment agreement will be cancelled, and monies previously paid will be refunded according to administrative withdrawal purposes.

In the event of the school being precluded from receiving Title IV funds, the student's refund will be processed within 14 days from the last recorded date of attendance.

In case of the student does not return to school on the scheduled date from a leave of absence and fails to notify the school, the attending time for refund purposes will be the time between the class begin date and the last recorded attendance to school. All monies owed to the student will be refunded within (30) thirty days after the effective date of the official withdrawal.

In case of successful school program completion, the school might agree to a reasonable refund adjustment with the consent of both parties.

The Institution will determine the best refund option according to the circumstances at the time of cancellation.

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In case of successful school program completion, the school might agree to a reasonable refund adjustment with the consent of both parties.

The Institution will determine the best refund option according to the circumstances at the time of cancellation.
The Institution calculates the amount the student is to be charged. The amount is divided equally among the remaining months of the academic program. No interest will be charged to students enrolled in the payment plan. Students who fall behind in their payments will be charged interest at a rate of 150% of the length of the program. Students who are sixty percent (60%) or more behind in their payment will be charged interest at a rate of 200%. This charge becomes non-refundable and may be reported to credit agencies. The Institution offers federal financial aid programs, such as Pell Grant, SEOG, and College Work.

COLLECTION AGENCY
The Institution does not rely on any collection agencies as a guarantee of timely payment. The personnel from the Office of Administrative Affairs is the one in charge of the different payment procedures.

NON-REFUNDABLE ADDITIONAL CHARGES
The Student ID has a $3.00 charge. This becomes non-refundable once it has been issued.

The cost of books, instructional materials and the Diploma are part of the tuition but are also non-refundable.

EXTRA INSTRUCTIONAL CHARGES
Students are entitled to no additional fees when they complete the academic program in up to 156% of the length of the program. Students who exceed the maximum time frame of 156% of the length of the program will be charged a $12.00 fee per day.

The Institution calculates refunds on a pro-rata basis. In the event the Institution sells or transfers enrollment agreements to another school, the remaining institution will have to honor the refund policy already signed by the students.

END OF CANCELLATION & REFUND POLICY

NON-DISCRIMINATION POLICY
Nouvelle Institute admits students without regard to race, ethnic origin, color, sex, age, national origin, religion, sexual preference or political ideas. In that sense, all students have the same rights and privileges to participate in programs and activities available to the students. This policy of nondiscrimination also applies when considering candidates for employment in the Institution.
ABE-MTA-CFA-CSA-SKB

HYGIENE, MAINTENANCE, METHODOLOGY AND LAWS OF FLORIDA (1 credit /37.5 hours) This unit will introduce the student to learn the requirements and concepts on how to manage and use the different types of equipment for the procedures of cosmetology.

Sexual harassment in employment and in the academic environment is an illegal and discriminatory practice. This unit will provide information about the legal and ethical aspects of sexual harassment in the workplace and the academic environment. In this section, the student will learn about sexual harassment, types of harassment, and how to prevent it.

The unit will also cover legal issues related to sexual harassment, such as sexual harassment laws, legal remedies, and the rights of the victim.

The student will also learn about how to report sexual harassment, the procedure for filing a complaint, and the rights of the complainant.

In addition, the unit will cover the consequences of sexual harassment, such as disciplinary action, legal action, and damage to reputation.

The student will also learn about the rights of the accused, the process of investigation, and the remedies for the accused.

The unit will also cover the responsibilities of the employer and the supervisor, the procedures for handling sexual harassment complaints, and the responsibilities of the complainant.

The unit will also cover the right to privacy and confidentiality, the protection of personal information, and the right to seek legal advice.

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the disclosure of educational records, to request any amendments, and to grant consent prior to the disclosure of personally identifiable information contained in educational records. They are also entitled to file a complaint with the United States Department of Education’s Office for Civil Rights.

POLICY ON CURRICULUM REVIEW AND IMPROVEMENT

Nouvelle Institute establishes, as a part of its commitment to continuous improvement, an independent course numbering system to assign courses in accordance with program requirements. The system is designed to identify courses and differentiate the level of study. Courses are numbered sequentially and assigned a letter prefix depicting the program title.

LICENSE REQUIREMENT FOR EMPLOYMENT: Full Specialist License

The type of financial aid for all those who qualify are Pell Grant, SEOG, and College Work funds.

COMPLETION TIME:

- 5 hours a day, 5 days week = 45 weeks = 11 months
- Maximum time frame = 15.5 months
- 4 hours a day, 4 days week = 70 weeks = 17.5 months
- Maximum time frame = 25 months.
PROGRAM FORMA (CA)

NAME OF UNIT

LEGEND:

1. Grades are assigned based on tests and assigned work. The practical and laboratory (clinic) work will be evaluated by taking into consideration the level of the student's application of theory and professional skills. We require that a student repeat a service to strengthen skills and improve.

2. The faculty advisor will provide counseling and assistance as needed.

3. The institution has no boarding facilities for its students.

OTHER RULES AND REGULATIONS

WITHDRAWALS

A. Complete 20 Credits/ 750 hours of training with a minimum average of 75% If a student receives a grade of "W" in the case of withdrawal at the beginning with satisfactory progress and pass all the theory and practice exams required. Of the program, this will not count for the final grade and the class will not be limitations due to the fact that most businesses require fluency in the English language.

B. Graduates of this Spanish speaking program may encounter employment consideration as passed.

REPEITION OF PROGRAM/TOPIC/UNIT

All repetitions will count for grades. A review will be made of both topical units completed and the higher grade will be credited. In case of a repetition due to a prior withdrawal, the grade the student obtained for the repetition will be the

RETAKE EXAMS

Any student who does not take a test at the time and date designated will receive a grade of "F" for the same. The student may retake the test if approved by the teacher with the authorization of the Academic Director.

ASSIGNMENT OF GRADES

The grades for theory are assigned based on tests and assigned work. The practical and laboratory (clinic) work will be evaluated by taking into consideration the level of the student's application of theory and professional skills. We require that a student repeat a service to strengthen skills and improve.

ADVISING

Every student is assigned a faculty advisor, who will be able to provide counseling and assistance as needed.

LIBRARY

The school has a library of professional books, magazines and periodicals. Students are encouraged to expand their experiences by using this facility.

Daily Schedule: Monday to Friday 9:00 am to 2:00 pm

BOARDING

Monday to Thursday 6:00 pm to 10:00pm

GRADING SYSTEM

The school bases its grades on the results of written theory exams, clinic work, and practical examinations. The student's professionalism and conduct are also taken into account. Following is the academic value system the school uses for grading purposes:

Excellent 100% - 90% "A" 4 points
Good 89% - 80% "B" 3 points
Passing 79% - 75% "C" 2 points
Failing 74% - 5% "F" 0 points

NAME: GRADES

1. 89% - 100% "A" 4 points
2. 88% - 80% "B" 3 points
3. 79% - 75% "C" 2 points
4. 74% - 5% "F" 0 points

31 20
C. Pay all required fees
Diplomas will be conferred once all graduation requirements and financial obligations have been met.

<table>
<thead>
<tr>
<th>SCHOOL CALENDAR AND CLASS SCHEDULE</th>
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</thead>
<tbody>
<tr>
<td>The school operates on a continuous basis throughout the year. (Monday through Friday) Classes start every Monday or when the director approves a class start.</td>
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<table>
<thead>
<tr>
<th>HOLIDAYS</th>
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<tbody>
<tr>
<td>April 19 &amp; 20, 2019 / Good Thursday and Friday</td>
</tr>
<tr>
<td>May 27, 2019 / Memorial Day</td>
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<tr>
<td>July 1 &amp; July 5, 2019 / Reces</td>
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<tr>
<td>September 2, 2019 / Labor Day</td>
</tr>
<tr>
<td>October 14, 2019 / Columbus Day</td>
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<tr>
<td>November 11, 2019 / Veterans Day</td>
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<tr>
<td>November 28 &amp; 29, 2019 / Thanksgiving Day</td>
</tr>
<tr>
<td>December 13, 2019 to January 7, 2020 / Christmas Recess</td>
</tr>
<tr>
<td>January 20, 2020 / Martin Luther King Day</td>
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<tr>
<td>February 17, 2020 / President Day</td>
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The school reserves the right to change its schedule if it is in the best interest of the students’ education.

<table>
<thead>
<tr>
<th>DAILY SCHEDULE</th>
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<tbody>
<tr>
<td>Monday to Friday 9:00 am to 2:00 pm</td>
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<tr>
<td>Monday to Thursday 2:00 pm to 6:00 pm and 6:00 pm to 10:00 pm</td>
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<tr>
<th>TRANSCRIPTS</th>
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<tbody>
<tr>
<td>A transcript of the student’s records may be issued upon a student’s request, or the request of his or her designated representative provided all financial obligations have been met. Transcripts are maintained by the school in permanent fire-resistant cabinets.</td>
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<tr>
<th>DEFINITION OF A CREDIT AND CLOCK HOUR</th>
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<tbody>
<tr>
<td>One credit is equivalent to 37.5 clock hours. A clock hour is defined as 60 minutes with a minimum of 50 minutes of instruction with the presence of an instructor.</td>
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<tr>
<th>PAYMENTS</th>
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<tbody>
<tr>
<td>All payments must be made in accordance with the enrollment agreement subscribed between the school and the student.</td>
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<tr>
<th>TERMINATION BY THE INSTITUTION</th>
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<tbody>
<tr>
<td>The school reserves the right to dismiss a student for failure to maintain satisfactory progress, excessive tardiness, breach of school rules and</td>
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<tr>
<th>SHT-CA</th>
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<tbody>
<tr>
<td>HIGH TECHNOLOGY STYLING (1 credit /37.5 hours / 15 required services) Through this unit, the student will learn to sort materials and equipment used to create volume and height, use hairpieces to create volume with attachments, various simple work techniques, develop high-tech styling based on different topics and cultures, and use special techniques for the final effect.</td>
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<tr>
<th>LFD-CA</th>
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<tbody>
<tr>
<td>LONG HAIR FANTASY DESIGN (1 credit /37.5 hours / required services 15) The student will be able to offer consultations at advanced level on fantasy in hair designs; the student will learn different types of materials, products, and techniques of fantasy work to use in creating hairstyles on long hair.</td>
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<th>UMP-CA</th>
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<tbody>
<tr>
<td>USE AND PREVENTIVE MEASURES OF PRODUCTS (1 credit /37.5 hours) Through this unit, the student will learn to define and classify products for cleaning and maintenance and summarizing the data of the five best-known professional lines.</td>
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<tr>
<th>UHP-CA</th>
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<tbody>
<tr>
<td>USE OF HAIRSTYLING PRODUCTS (1 credit /37.5 hours) The student will identify each hairstyling product and their uses, procedures for each product, and the importance of the same.</td>
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<th>IAC-CA</th>
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<tr>
<td>INTRODUCTION TO ADVANCED CUTTING TECHNIQUES (1 credit /37.5 hours / required services 15) The student will identify the cleaning and procedures for the cuts and will obtain knowledge of haircutting vocabulary at an advanced level.</td>
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<tr>
<th>GCM-CA</th>
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<tbody>
<tr>
<td>MULTIPLE HAIRCUTS GRAPHICS (1 credit /37.5 hours / 15 required services) Through this unit, the student will learn to define each symbol, establish the lines to use, identify the various design lines, subdivide the capillary structure, and establish the importance of the knowledge to create graphs.</td>
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<tr>
<td>HAIRCUT DESIGN (1 credit /37.5 hours / required services 15). The student will learn to use the procedure of a custom layout as well as the importance of this technique.</td>
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<tr>
<td>STRUCTURE OF HAIRCUT AND COLOR (1 credit /37.5 hours / required services 15). The student will learn to define the design lines, pre-view and analyze the haircut to adjust the color effects, analyze the various techniques of color effects and application and removal of color.</td>
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<tr>
<td>UNEVEN HAIRCUT GRAPH (1 credit /37.5 hours/ 15 required services). The student will learn to identify the procedure to follow to make uneven cuts with different tools.</td>
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PROGRAM DESCRIPTION:

This Program is a comprehensive study, through lecture and practical experience, of the advanced principles of Cosmetology. Among the topics studied are the chemistry of color, hair, cut, hairstyling, and the products and equipment the students will use in their career.

The school follows an independent course numbering system to assign courses in accordance with program requirements. The system is designed to identify courses and differentiate the levels of study. Courses are numbered sequentially and assigned a letter prefix depicting the program title.

LICENSE REQUIREMENT FOR EMPLOYMENT: Cosmetology License

The type of license will vary by state and for all those who qualify are Pell Grant, SEDG and College Work funds.

COMPLETION TIME:

Students are expected to wear a clean uniform. The student will project the expected professionalism their future career will demand.

SMOKING EATING & DRINKING

No eating, drinking, smoking, gum, drinking or smoking are allowed in the classrooms or clinic area. The designated areas must be used for this purpose.

Students are expected to maintain all school areas clean at all times.

EQUIPMENT

Students are responsible for their own equipment and supplies. Students must use personal and school equipment in a safe and professional manner. Any damaged equipment will be reported immediately.

PRACTICAL SERVICES

All students are expected to perform every practical service assigned to them. Any student who refuses to perform a service will be dismissed from class for the day. Valid medical excuses for not performing a service may be accepted if accompanied by a doctor’s certificate.

HYGIENE

All students are required to keep high standards of sanitation in their individual stations, including each shampoo bowl, mirrors, and counter, personal equipment and floors. Fingernails should be swept after each haircut.

PLACEMENT

Any damaged equipment will be reported immediately.

The school’s Placement office searches employment and provides job search assistance to all its graduates in their quest for employment. Services include orientation as to job seeking, resumes, interviews, as well as referral and job search assistance. These services are provided at no charge and is available to all of the institution’s graduates regardless of graduation date or previous employment. The school will follow up on the placed students.

The school does not guarantee employment.

Nouvelle Institute trains professionals for the beauty and cosmetology arts so they can compete and obtain gainful employment in beauty-related fields.

Some of the jobs available in the beauty industry are:

- Hair Specialist
- Skin Specialist
- Make-up Specialist
- Permanent Wave Specialist
- Manicurist
- Pedicurist
- Cosmetologist

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The student has to clean up his area of work at the end of the day.

- The equipment that is institutional property will be returned to its place of origin after use.

- The principles of hygiene and sanitation learned at the beginning of the program will be observed at all times.

- Recommendations through the Institution’s mailbox will be welcome. These go directly to the Institution’s Director for response.

- Improper language and conduct are not allowed in the facilities of the Institution.

- The students must complete the tasks or practices required.

- The students must comply with the payment agreement.

- Bringing children or guests to school facilities is not allowed.

- The property of the school will be respected at all times. Any destruction or damage to any property will result in the student’s expulsion from the Institution immediately.

- The students are allowed to visit the administrative offices only for matters related to their studies.

- The admission documents are part of the student’s records and they will not be returned to the students.

- No sales, promotions, or any other form of commercial activity inside the Institution are permitted. Students and/or employees who participate in this practice will be suspended or removed from the Institution.

- The equipment that is institutional property will be returned to its place of origin after use.

- The principles of hygiene and sanitation learned at the beginning of the program will be observed at all times.

- Recommendations through the Institution’s mailbox will be welcome. These go directly to the Institution’s Director for response.

- Improper language and conduct are not allowed in the facilities of the Institution.

- The students must complete the tasks or practices required.

- The students must comply with the payment agreement.

- Bringing children or guests to school facilities is not allowed.

- The property of the school will be respected at all times. Any destruction or damage to any property will result in the student’s expulsion from the Institution immediately.

- The students are allowed to visit the administrative offices only for matters related to their studies.

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<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit</th>
<th>Hours</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>QM-CO</td>
<td>Chemistry (1 credit /37.5 hours)</td>
<td>The chapter will provide students with the necessary knowledge of organic and inorganic chemistry, forms of matter, and management of other positions.</td>
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<tr>
<td>PCH-CO</td>
<td>Product Chemistry (1 credit /37.5 hours)</td>
<td>This chapter will provide students with the necessary knowledge of chemical products and cosmetics in the salon.</td>
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<tr>
<td>TTQ-CO</td>
<td>Chemical Textures Techniques (1 credit /37.5 hours)</td>
<td>This chapter will design and develop an independent course numbering system to assign units.</td>
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<tr>
<td>OP-CO</td>
<td>Permanent Waving (1 credit /37.5 hours /55 required services)</td>
<td>This chapter permits students to enhance their knowledge of permanent waving and to observe safety recommendations when offering this kind of service.</td>
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<tr>
<td>CHA-CO</td>
<td>Chemical Relaxing for the Hair (1 credit /37.5 hours)</td>
<td>This chapter will permit the student to enhance their knowledge of hair and safety measures related to perming.</td>
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<tr>
<td>CHR-CO</td>
<td>Chemical Relaxing (1 credit /37.5 hours /30 required services)</td>
<td>This chapter will permit the student to acquire knowledge that will permit them to recognize the various services on the relaxation of the hair, the appropriate safety measures, and their use in conjunction with the client's preferences.</td>
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<tr>
<td>CM-CO</td>
<td>Cosmetics for Makeup (1 credit /37.5 hours)</td>
<td>This chapter will provide the student with the theoretical skills on cosmetics for makeup.</td>
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<tr>
<td>MUP-CO</td>
<td>Makeup (1 credit /37.5 hours /10 required services)</td>
<td>This chapter will provide students with theory and skills in makeup, learning how to bring out the most attractive facial features and hide the less attractive ones.</td>
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<tr>
<td>SA-CO</td>
<td>Salon Management (1 credit /37.5 hours)</td>
<td>This chapter will allow the student to acquire knowledge about insurance, sales, accounting, administration, and payroll.</td>
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<tr>
<td>LF-CO</td>
<td>Laws of Florida (1 credit /37.5 hours)</td>
<td>This chapter will allow the student to acquire understanding about mercantile laws, insurance, sales, accounting practices, psychology, and laws regarding accounting practices.</td>
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<tr>
<td>DSH-CO</td>
<td>Orientation and Professional Image (1 credit /37.5 hours)</td>
<td>This chapter will instruct the student to recognize the significance of Cosmetology and different employment alternatives, learn to communicate effectively with coworkers, to define professional Ethics, and recognize goals that will help maintain the body and mind.</td>
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<tr>
<td>DIC-CO</td>
<td>Decontamination and Infection Control (1 credit /37.5 hours)</td>
<td>This chapter will teach students to recognize and learn the different types of bacteria, hair growth, and the importance of sterilization to avoid transmitting diseases, and learn the definition of AIDS (HIV).</td>
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<tr>
<td>PC-CO</td>
<td>Properties of the Hair (1 credit /37.5 hours /50 required services)</td>
<td>The purpose of this chapter is to impart to the students the basic knowledge of the hair structure, hair care products, and their results.</td>
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<tr>
<td>TC-CO</td>
<td>Disorders of the Hair and the Scalp (1 credit /37.5 hours)</td>
<td>The purpose of this chapter is to impart knowledge about disorders of the hair and the scalp and the causes and origin of these disorders.</td>
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<tr>
<td>SF-CO</td>
<td>Shampooing and Rinsing (1 credit /37.5 hours /50 required services)</td>
<td>This chapter will provide the student with all the necessary information so that the student may understand the theory and develop practical skills in hair cleaning services and draining techniques.</td>
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<tr>
<td>Course Type</td>
<td>Title</td>
<td>Credits</td>
<td>Hours</td>
<td>Required Services</td>
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<tr>
<td>WE-CO</td>
<td>Wigs and Extensions (1 credit / 37.5 hours / 60 required services)</td>
<td>This unit will show the student how to develop their individual abilities in the application of wigs and extensions.</td>
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<tr>
<td>PH-CO</td>
<td>Wet Hairstyling (1 credit / 37.5 hours / 15 required services) This Unit includes practice and the theory of roll-sets and teasing, hair wrapping, and other styling techniques</td>
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<td>RT-CO</td>
<td>Curlers and Hairstyle Techniques (1 credit / 37.5 hours / 15 required services)</td>
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<td>TH-CO</td>
<td>Thermal Hairstyling (1 credit / 37.5 hours / 25 required services) Through this unit, the student will learn to define the purposes of thermal waving, the correct techniques of waving, and blow-dry styling. In addition, the unit includes the safety measures to be used in thermal hairstyling.</td>
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<td>HP-CO</td>
<td>Hair Pressing (1 credit / 37.5 hours / 20 required services) This unit will require the student to recognize the types of hair pressing and the procedures for this technique.</td>
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<td>LPT-CO</td>
<td>The Skin and Its Disorders (1 credit / 37.5 hours)</td>
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<tr>
<td>FME-CO</td>
<td>Facial Treatment / Massage (1 credit / 37.5 hours / 20 required services) At the end of the chapter the student will have acquired the skills to perform different facials.</td>
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<tr>
<td>PE-CO</td>
<td>Phototherapy and Electricity (1 credit / 37.5 hours) At the end of the chapter the student will have acquired knowledge about different types of electricity and its uses, as well as safety issues with regard to electricity.</td>
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<tr>
<td>UHR-CO</td>
<td>Unwanted Hair Removal (1 credit / 37.5 hours / 10 required services) Students will learn methods by which to eliminate unwanted hair permanently or temporarily in the areas of the face or other unusual areas.</td>
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<tr>
<td>MPT-CO</td>
<td>Manicure &amp; Pedicure (1 credit / 37.5 hours / 15 required services) Through this chapter, the student will be required to understand the theories and practices, and the importance of manicure and pedicure</td>
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<td>ND-CO</td>
<td>Nail’s Diseases (1 credit / 37.5 hours) By the end of the chapter, the student will have acquired knowledge of different types sicknesses and deficiencies of the nails.</td>
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**Elements of Basic Haircut (1 credit / 37.5 hours)**

Through this unit, the student will learn to explain why professional haircut is the base for hairstyling, to analyze the hair and scalp, and recognize and explain the instruments and tools for different haircuts.

**Basic Cutting Techniques (1 credit / 37.5 hours / 40 required services)** During this unit, the students will learn different basic cutting techniques and they will be able to explain how a professional cut is the basic style in the beauty salon.

**Color Theory (1 credit / 37.5 hours)**

Students will enter the fabulous world of color and its effects of light and illumination at a basic level.

**Color Theory (1 credit / 37.5 hours / 15 required services)**

The student will learn the types of hair color.

**Texturizing Technique (1 credit / 37.5 hours / 25 required services)** By the end of the chapter, the student will have acquired knowledge of different texturing techniques.

**Color Elements (1 credit / 37.5 hours / 10 required services)**

During this unit, the students will learn to demonstrate application techniques and color techniques.

**Coloring (1 credit / 37.5 hours / 10 required services)** The student will enter again the world of color and its effects of light and illumination. They will understand the practices and importance of coloring techniques, and of the "Millennium Coloring" in changing image.

**Lightening (1 credit / 37.5 hours / 20 required services)**

This unit the student will learn different types of hair lighteners, procedures, techniques, and safety measures.