



Cosmetology Institute of Las Vegas

STUDENT CATALOG

**3249 West Craig Road Suite #100
North Las Vegas, NV 89031**

702-756-2208

Open: Tuesday through Saturday, 8:00-4:30p

Revised: August 2, 2016
Revised: November 30, 2016
Revised: January 17, 2017
Revised: January 2, 2023

THE SCHOOL

Welcome to The Cosmetology Institute of Las Vegas!

Our School of Cosmetology is located in beautiful North Las Vegas, Nevada. We will provide you with a professional, top of the line education where you will receive training in the most recent trends and techniques of the industry. Our school will develop you and your talent so that you will be an asset wherever you decide to work.

Mission Statement

Provide high quality training in the area of Cosmetology, Hair Design, Esthetics, Nail Technology, Make Up Artistry, and the instructor subjects so that graduates can become licensed and placed in his or her field of study;

Prepare leaders/productive citizens for employment, business and society by offering professional etiquette, career development, entrepreneurial and financial literacy training;

Promote positive community values through service recommendations and opportunities to learn from successful business individuals and industry professionals.

Areas of Study

Cosmetology (1600 hours)
Hair Design (1000 hours)
Esthetics (600 hours)
Advanced Esthetics (900 hours)

Make-Up Artistry (600 hours)
Provisional Instructor (500 hours)
Student Instructor (7000 hours)
Nail Technology (600 hours)

Career Opportunities

Professional Stylist
Cruise Line
Movie Stylist
Educational Consultant/Instructor
Esthetician
School Owner
Nail Technologist²

Image Consultant
Make-Up Artist¹
Salon Owner/Manager
Retail Specialist
Manufacturer Representative
Platform Artist
Spa Owner

Facilities

We have a 5,900 square foot facility. We have facial/waxing rooms, a large classroom, student break room, student lockers, dispensary, laundry room and instructor offices. We have an open floor plan in the service area of the school.

Access Policy

The Cosmetology Institute of Las Vegas will be open to students, parents, employees, contractors, guests and invitees. During non-business hours, access to all school facilities is via a school official.

Cosmetology Institute of Las Vegas Hours

Schedule – Monday-Friday 5:00 p.m. to 9:00 p.m.

Tuesday through Saturday: 8:00 a.m. to 4:30 p.m.

Full-time attendance for all programs is 40 hours per week.

Part-time attendance is a minimum of 20 hours per work.

Non-Discrimination Statement

Cosmetology Institute of Las Vegas accepts students without regards to sex, race, age, sexual gender, sexual preference, creed, religion, color citizenship, national origin or ethnic origin.

School Calendar and Holidays

School is in session Tuesday through Saturday from 8:00 a.m. to 4:30 p.m. Saturday is Mandatory! School will be closed the following holidays: New Year's Day, Martin Luther King, Jr., Memorial Day, 4th of July, Labor Day, Thanksgiving Day through Sunday; closed for Winter Break, December 23, 2024 until we reopen January 6, 2025.

Administrative Staff and Faculty

Denise Dixon – Owner/Executive Director

Dawn Dougals – Instructor -Cosmetology

Charlotte Williams – Lead Instructor -Cosmetology

Angel Tellis – Lead Instructor- Esthetics

Angel Newell – Instructor – Nail Technology

Chardonae Alston– Front Office/Registrar

ADMISSION REQUIREMENTS

- ~ Submit a copy of your high school diploma or GED or transcripts
- ~ Submit a copy of your driver's license or state-issued ID
- ~ Submit a copy of your Social Security Card or TIN

Home schooled students will be required to provide a transcript from their local school district and supporting documentation from the State of Nevada. Appropriate steps will be enforced to verify documents from other states as well. A student that submits a diploma or official document from a foreign country will have their document(s) translated and evaluated for a U.S. High School Equivalency by an appropriate official to verify that their diploma is a valid high school diploma

Validating High School Diplomas and/or GEDs

All students are required to provide a copy of either their high school diploma, GED or official high school transcript that includes the graduation date in order to enter in to all programs offered at the Cosmetology Institute of Las Vegas. These documents must be presented to the Director at the enrollment appointment, prior to the first day of class. Students will not be allowed to begin their program until their high school diploma, GED or official high school transcript is provided to the Director.

The Director will review all high school diplomas, GED's and high school transcripts to confirm that they are official documents. If the Director determines that a diploma, GED or high school transcript may have been tampered with, s/he will request an official document from the respective institution to validate the document provided by the student. The student will be required to pay any fees necessary to obtain those official documents. If a request is made, all transcripts or official documents must be presented to the Director in a sealed envelope with the school/institution logo, or faxed from the official school or institution where the student received the transcript or official document. A release form will be signed at the enrollment appointment that will permit the school to request these documents.

To verify that a school is a legitimate Nevada licensed school, the Director will check to verify that a GED award is legitimate, the Director will check the following website <http://www.ccsd.net>. The Director may also check the federal website.

Transfer Students

Cosmetology Institute of Las Vegas will only consider transfer students who are transferring from another cosmetology school. A student wishing to transfer to the Cosmetology Institute of Las Vegas must provide the school attended. Requests to transfer will be considered on an individual basis; determination will be made as to where the student will be placed and tuition will be pro-rated accordingly. A registration fee will be charged; if the student comes in with a kit and the same books used by the school, those fees will be waived. Because each transfer student is different, each will be determined on a case-by-case basis: it is possible that no hours and/or quotas will be transferred.

Terms of Re-Entry

A student who must withdraw from school may re-enter the school but will return under the same status conditions as when the withdrawal began and be charged a \$150.00 re-entry fee. In addition, the student will be charged a pro-rated tuition at the current tuition rate and all other fees will apply, as applicable.

Non-Recruitment

It is the policy of the Cosmetology Institute of Las Vegas not to recruit students already attending or admitted to another school offering a similar program of study.

PROGRAM INFORMATION

Payment Plans

Payments may be made by cash, check, money order, debit/credit card, or through non-federal agency or loan programs. (Prices subject to change at the school's discretion)

Program Costs

COSMETOLOGY - 1600 CLOCK HOURS

NON-REFUNDABLE APPLICATION FEE	\$10
REGISTRATION FEE	\$50
KITS, ONLINE ACCESS, LAPTOP, UNIFORMS	\$1,600
TUITION	\$15,000 (\$9.50 per hour)
TOTAL	\$16,660

HAIR DESIGN - 1000 CLOCK HOURS

NON-REFUNDABLE APPLICATION FEE	\$10
REGISTRATION FEE	\$50
KITS, ONLINE ACCESS, LAPTOP, UNIFORMS	\$1,400
TUITION	\$12,000 (\$12.00 per hour)
TOTAL	\$13,460

ESTHETICIAN - 600 CLOCK HOURS

NON-REFUNDABLE APPLICATION FEE	\$10
REGISTRATION FEE	\$50
KITS, ONLINE ACCESS, LAPTOP, UNIFORMS	\$1,050
TUITION	\$8,400 (\$14.00 per hour)
TOTAL	\$9,510

ADVANCE ESTHETICIAN - 900 CLOCK HOURS

NON-REFUNDABLE APPLICATION FEE	\$10	
REGISTRATION FEE	\$50	
KITS, ONLINE ACCESS, LAPTOP, UNIFORMS	\$1,500	
TUITION	\$12,600	(\$14.00 per hour)
TOTAL	\$14,160	

NAIL TECHNOLOGY - 600 CLOCK HOURS

NON-REFUNDABLE APPLICATION FEE	\$10	
REGISTRATION FEE	\$50	
KITS, ONLINE ACCESS, LAPTOP, UNIFORMS	\$700	
TUITION	\$7,200	(\$12 per hour)
TOTAL	\$7,960	

Textbook Information

Kit & Books are disbursed to students upon delivery and are non-refundable once issued and opened. (Subject to change)

All tuition rates are subject to change without notice. The changed rates will be applied to newly signed contracts and will not affect existing contracts.

Extra Instructional Charge

Any student who does not complete their Program on or before the contract end date, he/she will incur overtime/overage fees of \$10.00 per hour until all program hours are complete. Hours will not be released to Nevada State Board of Cosmetology until all monies owed to the school are paid in full.

Other Fees

The school may charge a \$10.00 transcript fee for transcript requests. The school may charge a fee of \$100 for contract amendments. Amendments are not guaranteed and based on approval and are not allowed once a student reaches 50% of their scheduled contract. The student understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.

ACADEMIC PRACTICES

SATISFACTORY ACADEMIC PROGRESS POLICY

1. Satisfactory Academic Progress is the qualitative (grade point average) and quantitative (time limit -- attendance) cumulative measure of a student's progress toward completing a program of study.
2. The policy applies to ALL students enrolled in any course and must meet formal standards that measure their satisfactory progress toward graduation as well as proceed through the course at a pace leading to completion in the specified time frame. The policy is provided to all students prior to enrollment. The policy is consistently applied to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time)
3. **EVALUATION PERIODS**
Evaluations for academic and attendance progress are as follows and ensure that the evaluation occurs no later than the midpoint of the academic year or course, whichever occurs SOONER (as of January 17, 2017)

Course	Hours	SCHEDULED Hr. Increment
• Cosmetology	1600	450-900-1250
• Hair Design	1000	500
• Provisional Instructor	500	250
• Esthetics	600	300
• Advanced Esthetics	900	300
• Nail Technology	600	300
• Student Instructor	700	350

Student Access to Satisfactory Academic Progress Evaluation Results

Satisfactory Academic Progress Evaluations will be provided to students and will notify the student of any evaluation that impacts the student's eligibility for financial aid, if applicable.

4. QUANTITATIVE AND QUALITATIVE FACTORS

Factors for measuring the student's progress toward satisfactory completion of the program include maintaining the following:

1. Minimum cumulative GPA of 83%
2. Minimum cumulative attendance level of 80% of their contracted hours

A student who has not achieved the minimum cumulative GPA of 83% or who has not successfully completed at least a cumulative rate of attendance of 80% threatens his or her eligibility for Title IV assistance, if applicable. In order to determine your rate of attendance, divide the cumulative number of hours completed by the scheduled hours to date.

5. MAXIMUM TIME FRAME

Students are expected to complete their course of study in no more than 120% of the program length (maximum time frame, which is based on attending at least 80% of the scheduled hours). Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule, in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. Students who do not complete the course within the maximum time frame will be allowed to continue at the school but on a cash pay basis. Please note that even if you are in Satisfactory Academic Progress, once you exceed the contract end date, over-contract fees noted on your contract will apply.

6. REQUIRED LEVEL OF ACADEMIC ACHIEVEMENT

Students are evaluated in theoretical performance by means of a written exam. A written exam follows each unit of theory study. Students are evaluated in practical skill development throughout the entire course of study based on criteria that are converted to a percentage grade. The clinic floor work is not graded and thus is not factored into the GPA.

Grading Scale:

100% - 95% = A Excellent

94% - 89% = B Above Average

88% - 83% = C Average

82% and Below = Retake

Practical grades are derived based on written criteria that are converted into a percentage. Theory knowledge is tested based on theory chapter tests, while practical knowledge is based on skill certifications using specific written criteria. The work done on the clinic floor is counted towards your quotas, is not assigned a grade and thus is not factored into the overall GPA.

7. DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students receive a hard copy of their Satisfactory Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Progress may have their Title IV Funding interrupted, if applicable, unless the student is on Warning or has prevailed upon appeal resulting in a status of Probation.

8. WARNING, PROBATION AND RE-ESTABLISHMENT OF SATISFACTORY PROGRESS

Students failing to meet minimum requirements for attendance or academic progress will be placed on Warning for the next evaluation period. The student will be counseled regarding actions required to attain Satisfactory requirements by the next evaluation point. During the Warning period, students are eligible, if applicable, to receive financial aid funds. If at the end of the Warning period, the student has still not met both the attendance and academic progress requirements, he or she may be allowed the status of probation if:

- a. The institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning period;
- b. The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
- c. The institution determines that the satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
- d. The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student.

A student may appeal the decision if they have a reason as to why they did not make satisfactory progress and can document that the circumstances which caused them to have an unsatisfactory progress determination have in some way changed. If such an appeal is granted the student is placed on Probation for one evaluation period. If at the end of the Probation the student has not met both academic and attendance requirements, Federal Financial Aid, if applicable, will not be disbursed. Students may re-establish satisfactory progress and Title VI Aid (as applicable) by meeting minimum attendance and academic requirements at the next evaluation period. If the student has not met academic and attendance requirements for two consecutive evaluation periods, the student will be determined as not making satisfactory progress and will be terminated.

9. APPEAL PROCEDURE

If a student is determined as not making satisfactory progress or is terminated for not making satisfactory progress, the student may appeal the negative determination. A student may appeal the decision if they have a reason as to why they did not make satisfactory progress and can document that the circumstances which caused them to have an unsatisfactory progress determination have in some way changed. The basis for filing an appeal, such as death of a relative, injury or illness of the student, or other special circumstances must be documented in the student's file. The School must determine that Satisfactory Academic Progress standards can be met by the end of the subsequent evaluation period in order for appeal to be approved. If the school grants the appeal they may impose conditions for the student's continued eligibility to receive Title IV, if applicable, such as changing schedules.

The student must submit a written appeal (see Financial Aid Office for official Appeal Policy Form) to the school administration within five (5) business days of not making satisfactory progress or termination. The student must include any supporting documentation of reasons why the determination should be reversed and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation. If the students fail to appeal this decision, the decision will stand. If a student is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, and threats and/or bullying, such termination is final and may not be appealed.

An appeal hearing will take place within fifteen (15) business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is dependent minor), the student's instructor, and the Director of Education. A decision on the student's appeal will be within three (3) business days by the Director of Education and will be communicated to the student in writing. All information will be maintained in the student' file. This decision will be final.

10.LEAVE OF ABSENCE

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the Leave of Absence. Hours elapsed during a Leave of Absence will not be included in the student's cumulative attendance calculation. The student's contract period and maximum time frame will extend by the same number of days taken in the leave of absence.

11.Contract Amendment

Student may submit in writing, a request to amend their current contract. All requests are subject to approval a determined on a case by case basis. Students requesting to go from full-time to part time cannot be behind on hours by more than 50 hours. If approved, students will be charged a fee of \$100.

12.RE-ADMISSION POLICY

Students may reapply to be re-admitted but will return in the same progress status upon which he or she departed. In addition, the student will be charged at the current tuition rate and all other fees will apply, as applicable.

13.COURSE INCOMPLETES, REPETITIONS AND NON-CREDIT REMEDIAL COURSES

Course incompletes, repetitions and non-credit remedial courses do not apply and therefore, have no effect upon the School's Satisfactory Academic Progress standard.

14.TRANSFER HOURS

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluations are based on actual contracted hours at the institution.

Practical (Skills) Testing

Practice skills are tested before they go onto the floor and at senior level. The Provisional Instructor and Student Instructor are tested at or around the midpoint.

Written Tests

You will take a written test after being taught from each Theory Chapter in your textbook. These tests are confidential and are the property of the school. Completed tests may be used in the classroom as a study aid, and may not be taken from the school.

Graduation Requirements – Diploma Granted

1. Complete the required number of clock hours as specified on the enrollment agreement.
2. Achieve a cumulative average of 83% or greater on all written and practical examinations
3. Satisfy all financial obligations to the school or set up a payment plan.

ATTENDANCE POLICIES

Attendance

1. Students will receive credit for properly documented time only; the time clock is the official record of hours attended.
2. If a student is in school less than five hours, a lunch break is not required.
3. Saturdays are "mandatory". If you miss a Saturday, 1st offense: you will be written up. 2nd – 1 one days suspension with the understanding you must pay \$10 for all overages.
4. Extra hours may be available by attending beauty shows and education classes outside school hours. These situations must be approved in advance by the School Director. The instructors will certify any hours accumulated at such events.
5. Should a student be absent from school 14 consecutive calendar day without an approved Leave of Absence in place, termination from school will occur.
6. No call/no show, early leaves, habitual or excessive unexcused absences or tardiness will result in a written warning and may lead to temporary suspension from school. A student may request an absence by submitting an Absence form to Admissions Director. Submitting an Absence Request form does not mean you will not be charged for hours or days absent.
7. Students must call in each day that they will be absent if an approved absence request has not been submitted.
8. Students are not permitted to leave early unless they have submitted an Absence Request form or been giving permission by the School Director or Director of Education.
9. Students arriving to school more than 15 minutes late will not be allowed into theory and will have to wait until after theory to clock in. A theory worksheet must be

completed before being allowed on the clinic floor to service clients.

10. Makeup work options may include attending additional basic theory classes or Community event. The school is open 40 hours a week.

Leaves of Absence (LOA)

An authorized leave of absence (LOA) is a temporary interruption of training. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. In order for an LOA to qualify as an approved LOA:

1. The request must be made in advance of the leave and in writing. The reason for the leave must be specified and there must be a reasonable expectation that the student will return from the LOA. This request must also include the student's signature.
2. An LOA can be a minimum of five days and a total maximum of 180 days in any 12-month period;
3. In the event the student cannot make the request in advance (i.e., due to a car accident or other unforeseen circumstance), then the school may still allow a leave. The beginning of the leave will be determined as the first date the student was unable to attend the institution because of the accident and an end date will be noted that will not exceed the 180 day maximum. The LOA may be granted in these types of circumstances, as long as the reason for the decision is documented and the request form the student is collected at a later date.
4. A contract addendum will be written to acknowledge the leave and there will be a new contract end date stipulated that will extend out the same number of days as the leave of absence. This addendum must be signed and dated by all parties. In the event the student is unavailable for signature due to the unforeseen circumstance, the school will maintain documentation in the file explaining the sequence of events.
5. LOA has no effect on the "Satisfactory Academic Progress Standard" and the student will return from the LOA in the same status upon which he or she departed.
6. No extra-instructional charges will incur during the leave of absence; No additional charges either administrative or instructional will be assessed to the student regardless of LOA timeframe and number of LOA's
7. Should a student not return from a leave of absence, he or she will be terminated effective the documented date of return and the school refund policy will go into effect. The institution is required to take attendance therefore the refund is calculated based on the student's last date of attendance.
8. The LOA together with any additional leaves of absence may not exceed 180 days in a 12 month period.
9. An LOA is not required during a scheduled school break, however, this break may occur during an LOA.
10. A student granted an LOA that meets these criteria will not be considered withdrawn and no refund calculation is required at that time

STUDENT POLICIES AND EXPECTATIONS

Dress Code

Unless otherwise specified, the dress code is all black professional scrubs including shoes, one other color acceptable, but predominately black. The following are **NOT** allowed: Denim, sweatshirts or hoodies, mini-skirts, shorts, ripped/torn/tattered clothing or shoes, extension or derogatory lettering on any garment, **no** sleeveless shirts/blouses, **no** tank tops, **no** sandals, flip-flops/slippers/beach shoes, and **no** open toe shoes and **no** hats. Skirt length must be to the knee or at the tip of your middle finger when you hold your hand to the side of your leg. **No** slits in skirts or dresses above your middle finger when extending your hand down to bottom of skirt or dress. Clothing must fit properly; **no** sagging pants, pants should not touch the floor and **must cover you completely when bending over, reaching up or doing pedicures, etc.** Comfortable shoes such as Athletic shoes welcome. Exposed stomachs, armpits and cleavage **are not** permitted. Comfortable black, soft soled shoes, athletic shoes are recommended. Accessories are acceptable, such as colored headbands, jewelry, scarves. Any student who does not comply with the dress code may be asked to wear a full coverage smock or may be asked to clock out, change their clothing, and return to class. Saturday is “dress down Saturday” so you are permitted to wear denim or other items with a CILV logo T-Shirt as long as it is “professional” and not exposing the 4 B’s....no boobs, bellies, butts or back out, **no** torn clothing unless you wear leggings under the slacks. The School Director has final approval.

Hair and makeup must be done when you arrive at school, if applicable. If you arrive and your appearance is not satisfactory, you will not be allowed to clock in until it is corrected. You will not be permitted to use your station nor school supplies to groom yourself. Fingernails should be manicured. Whether natural or artificial, should have no chipped polish or missing artificial nails.

Students receive an apron and name tag. The name tag **MUST** be worn at all times. The apron is to be worn when servicing a customer. These items are expected to be kept clean and in good repair. If your name tag or apron become lost or torn, it is your responsibility to replace the item(s) at your own expense as promptly as possible. The cost of a name tag is \$5.00; aprons are \$15.00.

Time Clock/State Sheets/Quotas

All students must clock in and out on the time clock upon arrival, at lunch break, and when leaving for the day. No one may clock in or out for you. It is your responsibility to keep track of your hours on the Performance Sheets. It is also your responsibility to complete your Performance Sheet daily and verify that the time recorded matches your time card, both daily and weekly. **An instructor must sign your Performance Sheets daily.**

Parking

Students will park in the parking lot on the south side of the building. There is no student parking allowed in the spaces in front of the school entrance.

Behavior

Any student who is disruptive in the classroom or on the clinic floor may be dismissed and required to clock out for the day. Disruptive behavior includes rudeness, foul language, profanity and any other behavior deemed to be unprofessional by an instructor. No food or beverages are allowed on the clinic floor.

Violence:

Not accepted! Disciplinary action up to and including “termination”.

Supplies Needed For Basics Class

- Textbook, Workbook, and NV Laws and Rules are provided on first day of class.
- 3-ring binder with paper and pocket dividers for handouts
- Pens/pencils/highlighters

School Telephone

When assigned to Receptionist desk, school telephone must be answered within three rings. The phone is to be answered: “Cosmetology Institute of Las Vegas, this is (your name), how may I help you?.” All students are responsible to answer the telephone appropriately. The school telephone and front desk computer is not for personal use. Any exception to this rule must be authorized by an instructor.

Cell Phone Usage

All cell phones must be placed on vibrate while in school. No calls are permitted on Clinic floor or in classroom. No watching videos or texting while on Clinic or in class, without permission from Instructor. Cell phone usage is welcome while on break, lunch or outside premises.

Appointments

When students go out on the clinic floor, you are required to take any and all appointments that are assigned to you. There is no switching or trading tickets nor denying appointments. Only an instructor may switch appointments in the appointment book.

Student Services Policy

Students may be eligible to receive services on the clinic floor if the student has maintained the attendance requirement for the previous calendar month. Eligible students can receive two Personal Service Passes a month to receive any clinic floor service. Certificates are valid for the issued calendar month only and may not be carried forward to the next month. All student services will be scheduled by an instructor. There is a 2 hour time limit on any service received by a student. In the event a student’s service goes beyond the 2 hour time limit, the student must get permission from Instructor. Scheduling of the student services is at the discretion of an instructor. Clinic floor clients take priority over student services; as a result, student services may be rescheduled.

Use of School Supplies, Safety and Sanitation

When performing services for school clients, another student, yourself or on a mannequin, students are permitted to use enough product/supplies for one service only. If you have any questions about what or how much to use of any product/supply, please see an instructor. Students are responsible for using the proper amount of product/supplies. All students will participate daily in safety and sanitation as required by the instructors.

Breaks

Students must take two fifteen minute breaks and a 30 minute break for lunch each day, full time students. Timing of all breaks is authorized by an instructor. Students will clock out for their 30 minute lunch break only; lunch must be completed within 30 minutes. If the student is in school 5 hours or less, a lunch break is not required. Please do not go over your breaks or lunch.

Harassment

Harassment in any form is not tolerated. Any behavior deemed by an instructor to be harassment may result in immediate suspension or termination from school. (see appeal process on page 6). Any unpaid tuition will be owed to the school, per the guidelines established by the State of Nevada, as included in this student handbook.

Gossip, Casual Conversation, Public Displays of Affection

Students are expected to conduct themselves in a professional manner at all times. Sharing personal information with clients and students is discouraged. Gossiping is unacceptable and grounds for disciplinary action or termination.

General Procedure for Reporting a Crime or Emergency

Community members, students, faculty, staff and guest are encouraged to report all crimes and public safety related incidents to the North Las Vegas Police Department in a timely Manner. To report a crime or emergency, call 911. to report a non-emergency security or public safety related matter, contact a school official. Crimes should be reported to the North Las Vegas Police Department (702-633-9111) to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Stealing

Stealing, cheating, defacing and/or damaging school equipment or student property may result in immediate termination, and may require monetary restitution.

Alcoholic Beverages and Illegal Drugs/Controlled Substances Policy

Cosmetology Institute of Las Vegas has been designated 'Drug Free'. The possession, sale or the furnishing of alcohol on the school campus is governed by Nevada state law. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. The possession, sale, manufacture or distribution of any controlled substance is illegal under both

state and federal laws. Such laws are strictly enforced by the school. Violators are subject to school disciplinary action, criminal prosecution, fine and imprisonment, and will be reported to the North Las Vegas Police Department. Should a student be required by a physician to consume narcotics of any kind for any reason, the student must immediately inform an instructor and provide the name of the narcotic prescribed. The student will not perform any client services while consuming the prescribed narcotics. The student will be encouraged to use their time to study and complete tests; student may be assigned other duties by an instructor. Students will be given this policy annually for their review.

Weather Related Announcements

School will be in session every day unless you are otherwise notified by an instructor.

Tips *****

Any transaction requiring a tip be returned to the student must have an instructor present. No student is allowed to take tip money from the register.

Job Placement Assistance/Leads

The school has not made and will not make any guarantees of employment or salary upon graduation. The school will provide job leads and/or placement assistance, consisting of identifying employment opportunities and direction on appropriate means of attempting to realize these opportunities. The school will provide assistance with creating a professional resume. A letter of reference from the Director of Admissions may be provided if a) the student has maintained a 90% academic rate; and b) the student has maintained a 90% attendance rate.

Transcript

If a student is in need of their transcripts, a request must be submitted in writing along with a processing fee of \$10.00. In the request please include students name, address, phone number and social security number, along with where the documents are to be sent.

Termination

May terminate a student's enrollment for improper conduct; noncompliance with General Policies, this contract, State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act. Students have a right to appeal. Appeal must be submitted in writing within 30 days.

Advising

Advising is not professional in nature. There are professional referral agencies posted for the student's review. However, administrative and instructional staff are available to discuss anything that could impact your attendance and/or academics.

CANCELLATIONS/REFUNDS

This policy applies to all terminations for any reason, by either party, including student decision, courses or program cancellation or school closure.

Official cancellation shall occur on the earlier of the dates that:

1. An applicant not accepted for enrollment will be entitled to a refund of all monies.
2. A student or legal guardian cancels the contract and demands his/her money back in writing, within three business days of signing the enrollment agreement, regardless of whether the student has actually started training. All monies collected by school are refunded
3. A student cancels the contract after three business days of signing, but prior to entering classes. In this case, student is entitled to a refund of all monies paid to the school less the registration fee of \$150.00.
4. A student notifies the institution of his/her withdrawal.
5. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that he or she will not be returning.
6. A student is expelled by the school.
7. In types 2, 3, 4 or 5 official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.
8. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every fourteen (14) days.
9. The refund is calculated based on the student's last date of attendance.
10. Any monies due a student who withdraws from the institution shall be refunded within forty-five (45) days of a determination that the student has withdrawn, whether officially or unofficially.
11. In case of mitigating circumstances, the school may make a settlement, which the school deems reasonable and fair. The student must provide the school with written notification of the mitigating circumstances prior to the student's withdrawal including documentation to support any mitigating circumstances as well as a statement requesting a different tuition settlement.
12. Books and kits are non-refundable (once issued).
13. For students who enroll and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds:

Percentage of Course Completed	Amount School Retains
0.01% - 4.9%	20%
5.0% - 9.9%	30%
10.0% - 14.9%	40%
15.0% - 24.9%	45%
25.0% - 49.9%	70%
50.0% - and over	100%

Refunds are based on **SCHEDULED** hours.

14. Students who terminate prior to course completion will be charged a \$150.00 termination fee.

15. If a course is canceled subsequent to a student's enrollment and before instruction has begun, the school shall at its option
 - A. Provide a full refund of all monies paid.
 - B. Provide for completion of the course.
16. If a school cancels a course and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option: a. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school or b. Provide completion of the course, or c. Participate in a Teach-Out Agreement, or provide a full refund of all monies paid
17. If the school closes permanently and ceases to offer instruction after students have enrolled, student shall be entitled to a pro-rata refund OR provide course completion through a pre-arranged teach out agreement with another institution.
18. The student understands the school shall have the right to terminate a student's enrollment at any time for violation of any of the school rules and policies including, but not limited to, use of drugs or alcohol prior to or during school hours or vandalism of school property.
19. Once the paperwork for the withdrawal or termination has been process and sent out the student will have 14 days to pick up their kit, books and any other personal items. If they are not picked up after 14 days they will become property of the school and disbursed or discarded as the school sees fit.

Privacy Policies

Privacy Rights: The school will not disclose information from any student records to unauthorized persons without the signed written consent of the student (or the students' parent or legal guardian if the student is a dependent minor). This policy relates to all information that is personally identifiable and may not be altered without the signed written consent of the student. Students records are safeguarded in the fire-resistant file cabinets and a fire-resistant room in our Administrative Office. Exceptions include records under subpoena as required by law the accrediting body for accreditation purposes, and designated staff members.

Access Rights: The school will provide any student (or the students' Parent or legal guardian of a dependent minor) the opportunity to review the students' educational records and to seek correction of any inaccurate information contained within. To review their file, the student must make their request in writing to a school administrator. The school administrator will provide access to their file within 5 business days. The school may also disclose, without consent, "directory information" such as the student name, address and telephone number, date and place of birth, honors and/or awards received, and dates of attendance at the school. The school must inform the student and parent(s), if applicable, of the information that is designated as directory information" and provide a reasonable amount of time to allow the parent and/or the student to request that the school not disclose such information.

All institutional records related to accreditation (NACCAS Standards and Policies) will be maintained from the effective date of Candidate Consultation visit forward. Student records are maintained in accordance with state and federal law.

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 file-sharing 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. 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.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students and parents/guardians of dependent minor students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a written request for access.
A student should submit to the school Director or Director a written request that identifies the record(s) the student wishes to inspect. The school 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 school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the School Director, clearly identify the part of the record the student wants changed, and specify why it should be changed if the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The School discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Advisory Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or

assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the school 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 Ave., SW, Washington, DC 20202-5901.

CORRECTIVE ACTIONS

Complaint Procedure

If a student has a complaint, the student must submit such complaint in writing to an instructor, signed by the student. The complaint will be reviewed by an administrator. The student will be notified as to how the issue will be resolved. If the result is not satisfactory to the student, the issue will be referred to the school owner. Written resolution will be provided to the student within ten (10) business days, and the decision of the school owner will be final. You may also submit the complaint to either or both of the following regulatory agencies listed below.

ACCREDITATION AND LICENSING

Cosmetology Institute of Las Vegas is licensed by:

Nevada State Board of Cosmetology

8945 W Russell Rd. Suite 100

Las Vegas, NV. 89148

Phone: (702) 508-0015

FAX: (702) 369-8064

Course Hourly Breakdowns

COSMETOLOGY PROGRAM – 1600 HOURS

150 hours – Theory – Philosophy, Principles and study of Hair Design

40 hours – Sanitation/Nevada Law – The prevention of spreading of diseases. Taking measures to prevent contamination of products & implements as well as handling of materials, instruments and equipment. **Nevada Law** - Teaching Nevada Revised Statutes and Nevada Administrative codes.

50 hours – Finger Waving /Skip Waving – Process of shaping and directing the hair into an S pattern through the use of the fingers, combs, and waving lotion.

75 hours – Blow dry - Technique of drying and styling damp hair in a single operation.

150 hours – Permanent Wave & Chemical Straightening - Permanent waving, a two-step process whereby the hair undergoes a physical change caused by wrapping the hair on per rods; the hair then undergoes a chemical change caused by the application of permanent waving solution and neutralizer. **Chemical Straightening** - a process or service that rearranges the structure of curly hair into a straighter or smoother form.

125 hours – Thermal Straightening, curling & Marcelling – methods of straightening, flat ironing, waving and curling natural, straight or pressed dry hair using various thermal irons and special manipulative curling techniques.

150 hours – Haircutting – Teaching the art of haircutting made up of variations on four basic haircuts; blunt, graduated, layered, and long-layered.

150 hours – Hair Coloring – A professional, industry=coined term referring to artificial haircolor products and services.

75 – Wet Hair dressing – Placing wet hair on rollers to gain curls in various volumes.

25 hours - Scalp Treatment – Conditioning product, usually in a cream base, used to soften and improve the health of the scalp.

100 – Natural Hair/Braiding/Twist - hairstyling/braiding/twist that use no chemicals or dyes and does not alter the natural curl or coil pattern of the hair.

80 hours – Shampoo & Rinses – learning various shampooing and conditioning products and procedures.

25 hours – Wigs and Hairpieces – how to properly clean wigs and hairpieces which are artificial coverings for the head consisting of a network of interwoven hair.

30 hours – Modeling – when students receive permission for other fellow students to practice on them.

25 hours – Receptionist Desk Training – learning proper and professional front desk ethics, which include, greeting clients, answering the phone and scheduling appointments, etc.

25 hours – Salon Management – process or activities involved in purchasing, leasing, running of a business for the purpose of producing income and value.

25 hours – Dispensary – how to properly stock, dispense products, irons, towels, keep inventory.

50 hours/Field Trips – Miscellaneous – an area to place extra hours if they go over the allotted amount in various areas on their Performance sheet. Field trips - students are accompanied by an Instructor to visit salons, educational facilities in the field of their licensure.

75 hours – Facials, Arching, Skin, Makeup - –The core treatments of skincare, knowledge, skin analysis and products are precursors to offering facial services to include proper sanitation. The core treatments of skincare, knowledge, skin analysis and products are precursors to offering facial services. Removal of facial and body hair and how to apply makeup.

75 hours – Extensions & Wrapping of Nails - Nail enhancements made by using cloth, silk, linen or paper bonded to top of nail plate used to repair or strengthen natural nails or to create nail extensions.

75 hours – Manicuring - General science, anatomy and study of nail structure, growth and disorders to care for clients' fingernails to include, trimming, shaping and polishing fingernails.

25 hours - Pedicuring - General science, anatomy and study of nail structure and growth to care for clients' feet, toes and toenails to include trimming, shaping, exfoliating skin and polishing toenails as well as foot massage.

TOTAL = 1600 HOURS

HAIR DESIGN – 1000 hours

150 hours – Theory of Hair Design – Philosophy, Principles and study of Hair Design

20 hours – Sanitation – The prevention of spreading of diseases. Taking measures to prevent contamination of products & implements as well as handling of materials, instruments and equipment.

15 hours – Nevada Law - Teaching Nevada Revised Statutes and NV Administrative codes.

40 hours – Finger Waving /Skip Waving – Process of shaping and directing the hair into an S pattern through the use of the fingers, combs, and waving lotion.

50 hours – Blow dry - Technique of drying and styling damp hair in a single operation.

100 hours – Permanent Wave & Chemical Straightening - Permanent waving, a two-step process whereby the hair undergoes a physical change caused by wrapping the hair on per rods; the hair then undergoes a chemical change caused by the application of permanent waving solution and neutralizer. **Chemical Straightening** - a process or service that rearranges the structure of curly hair into a straighter or smoother form.

100 hours – Thermal Straightening, curling & Marcelling – methods of straightening, flat ironing, waving and curling natural, straight or pressed dry hair using various thermal irons and special manipulative curling techniques.

100 hours – Haircutting – Teaching the art of haircutting made up of variations on four basic haircuts; blunt, graduated, layered, and long-layered.

100 hours – Hair Coloring – A professional, industry=coined term referring to artificial haircolor products and services.

25 – Wet Hair dressing – Placing wet hair on rollers to gain curls in various volumes.

15 hours - Scalp Treatment - Conditioning product, usually in a cream base, used to soften and improve the health of the scalp.

60 – Natural Hair/Braiding/Twist- hairstyling/braiding/twist that use no chemicals or dyes and does not alter the natural curl or coil pattern of the hair.

60 hours – Shampoo & Rinses – learning various shampooing and conditioning products and procedures.

25 hours – Wigs and Hairpieces – how to properly clean wigs and hairpieces which are artificial coverings for the head consisting of a network of interwoven hair.

34 hours – Modeling – when students receive permission for other fellow students to practice

on them.

16 – Field Trips – students are accompanied by an Instructor to visit salons, educational facilities in the field of their licensure.

20 hours – Receptionist Desk Training – learning proper and professional front desk ethics, which include, greeting clients, answering the phone and scheduling appointments, etc.

25 hours – Salon Management – process or activities involved in purchasing, leasing, running of a business for the purpose of producing income and value.

15 hours – Dispensary – how to properly stock, dispense products, irons, towels, keep inventory.

30 hours – Miscellaneous – an area to place extra hours if they go over the allotted amount in various areas on their Performance sheet.

TOTAL = 1000 HOURS

ESTHETICS PROGRAM – 600 HOURS

150 hours – Theory of Aesthetics - Scientific study of skincare and business, relating to the philosophy of aesthetics.

50 hours – Sanitation and Sterilization – The prevention of spreading of diseases. Taking measures to prevent contamination of products & implements as well as handling of materials, instruments and equipment.

50 hours – Nevada Law and Management of Cosmetological Establishment- - Teaching Nevada Revised Statutes and Nevada Administrative codes.

60 hours - Massaging of Body Manipulation – Manual or mechanical manipulations of the face and body. It has many physiological and psychological benefits.

50 hours – Hair Removal/Face & Body – Removal of facial and body to include proper sanitation.

50 hours – Facial Treatment/machines – The core treatments of skincare, knowledge, skin analysis and products are precursors to offering facial services.

30 hours – Mask and Pack Application – Concentrated treatment products and other beneficial ingredients to cleanse, exfoliate, tighten, tone, hydrate, and nourish the skin,

30 hours – Make up Application – The enhancement of cosmetics through application to the face for enhancing facial features to successfully develop the artistry.

30 hours – Application of Artificial Eyelashes – Application of various eyelashes, clusters, strip, individuals and removal of artificial lashes.

30 hours – Eyebrow Shaping – Methods and supplies used to enhance the eyebrow to frame the face.

25 hours – Lash & Brown Tinting – application and supplies used for darkening of lashes or brows for enhancement.

52 hours – Modeling – Students volunteering to be a model for practice or demonstration.

8 hours – Fieldtrip – Instructor accompanies student(s) on approved field to professional businesses in the field of their licensure.

85 – Electrotherapy- the use of electrical devices to treat the skin and provide therapeutic benefits.

TOTAL = 600 HOURS

NAIL TECHNOLOGY – 600 HOURS

80 hours – Theory of Nail Technology - Study of natural and artificial nail services, pedicures, acrylic, gel, silk nail wraps, and salon business management information.

20 hours – Sanitation – The prevention of spreading of diseases. Taking measures to prevent contamination of products & implements as well as handling of materials, instruments and equipment.

15 hours – Nevada Law - Teaching Nevada Revised Statutes and Nevada Administrative codes.

100 – Manicuring - General science, anatomy and study of nail structure, growth and disorders to care for clients' fingernails to include, trimming, shaping and polishing fingernails.

75 hours – Pedicuring – General science, anatomy and study of nail structure and growth to care for clients' feet, toes and toenails to include trimming, shaping, exfoliating skin and polishing toenails as well as foot massage.

150 hours – Acrylic and Gel Nails – Nail Enhancements to natural nail, over a nail tip and sculpture nail.

60 hours – Extension and Wrapping of Nails – Nail enhancements made by using cloth, silk, linen or paper bonded to top of nail plate used to repair or strengthen natural nails or to create nail extensions.

40 hours – Modeling – when students receive permission for other fellow students to practice on them.

8 hours - Field Trips - students are accompanied by an Instructor to visit salons, educational facilities in the field of their licensure.

32 hours - Miscellaneous - an area to place extra hours if they go over the allotted amount in various areas on their Performance sheet.

10 hours – Receptionist Desk Training – learning proper and professional front desk ethics, which include, greeting clients, answering the phone and scheduling appointments, etc.

10 hours – Salon Management - process or activities involved in purchasing, leasing, running of a business for the purpose of producing income and value.

TOTAL = 600 HOURS

Make-Up Artistry³ – 600 HOURS

The accompanying schedule is subject to change at the instructor's discretion.

Course Schedule

0-125 Hours- Makeup Fundamentals

- The evolution of Makeup Artistry
- Infection Control: Principle and Practices
- Facial Anatomy and Physiology
- Tools of the trade
- Color Theory
- Client Consultation

126-275 Hours- Makeup Foundation

- Creating the Canvas
- Facial Features
- The Everyday Application

276-400 Hours- Specialty Makeup

- Special Events
- The Exciting World of High Fashion and High Definition
- Makeup for Men
- Makeup for Teens
- Makeup for Aging Skin

401-525 Hours- Advanced Makeup

- Camouflage Makeup
- Airbrush Makeup
- All about Lashes
- Advanced Makeup Techniques

526-600 Hours- Business Skills

- Your Professional Image
- The Business of Makeup
- How to build your brand

³ There is no license issued for this course and therefore no regulatory oversight. You will receive certification only

Student Instructor – 700 HOURS

SUBJECT	HOURS
TEACHING METHODS AND TECHNIQUES	400
DEVELOPING MEASURABLE OBJECTIVES FOR PERFORMANCE	25
LESSON PLANNING	25
USE OF TEACHING AIDS	25
USE OF QUESTIONING AND PROBLEM-SOLVING STRATEGIES	25
CLASSROOM MANAGEMENT	25
NEVADA LAW	25
TOTAL =	700

Provisional Instructor – 500 HOURS

TEACHING METHODS AND TECHNIQUES	350
DEVELOPING MEASURABLE OBJECTIVES FOR PERFORMANCE	25
LESSON PLANNING	25
USE OF TEACHING AIDS	25
USE OF QUESTIONING AND PROBLEM-SOLVING STRATEGIES	25
CLASSROOM MANAGEMENT	25
NEVADA LAW	25
TOTAL =	500



Acknowledgment of Student Handbook

I understand that I am required to abide by, and agree to abide by, Cosmetology Institute of Las Vegas's policies as set forth in the Handbook or as otherwise adopted or implemented by "company" from time to time. I understand that there may be other policies or procedures in effect at Cosmetology Institute of Las Vegas from time to time that are not included in the Student Handbook, and I agree to abide by those policies and procedures.

I understand that Cosmetology Institute of Las Vegas may rescind, modify, change, or deviate from the Student Handbook or any of its policies or procedures at any time, and any such rescission, modification, change, or deviation may become effective regardless whether the Student Handbook has been revised or I have been notified.

I understand that this signed acknowledgement will be inserted in my personnel file.

Date

Student Signature

Print Name

CLIV Management Signature

01/2017