



**1144 S. Bay Rd.
Unit 6
Dover, DE 19901**

(302)272-0249

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**HnH Beauty Academy
1144 S. Bay Rd.
Unit 6
Dover, DE 19901**

Licensed By: Delaware State Board of Cosmetology and Barbering
Cannon Building Suite 203
Dover, DE 19904
(302)744-4500

Approved By: Delaware Department of Education Private Business & Trade Schools
35 Commerce Way Suite 1
Dover, DE 19904
(302)857-3313

Administrative Staff

Desiree' Hurst

*CEO/Director/Nail Technology Instructor/Nail Technology Instructor Courses
Instructor/Cosmetology Course Instructor
Licensed Advanced Nail Technician, Licensed Nail Technology Instructor*

Tinita Chandler

*Cosmetology Course Instructor
Licensed Cosmetologist, Licensed Cosmetology Instructor*

School Committee Board Members

Shauri Gibson

*Cosmetology School Owner/Beauty Salon Owner/Cosmetology Instructor/Nail Technology
Instructor/Esthetics Instructor/Barbering Instructor/Certified Small Business Coach
Licensed Cosmetologist, Licensed Cosmetology Instructor*

WELCOME

Dear Future Professional,

We would like to welcome you to HnH Beauty Academy!

We are here to help you reach your goals in the beauty industry. You are on your way to becoming a success in this industry! We are pleased to offer you a quality education.

HnH Beauty Academy maintains a commitment to excellence in its program. We will continuously provide you with educational opportunities and services to help you succeed.

We challenge you to take advantage of all of the programs available to you and we wish you success as you work toward your career!

Warm Regards,

A handwritten signature in grey ink, appearing to read 'Desiree Hurst', with a stylized flourish at the end.

Desiree' Hurst, Director

Mission Statement

Our mission is to provide aspiring nail professionals and future educators with a focused, high-quality education in Nail Technology and Nail Instruction. Through a blend of rigorous theory and immersive hands-on training, we prepare our students to excel in the nail care field—whether as licensed nail technicians or licensed nail technology instructors. Our commitment is to ensure every graduate is fully equipped with the technical skills, industry knowledge, and professional confidence needed to thrive in today's beauty industry and seamlessly transition into rewarding careers.

Educational Goals

Nail Technology: Upon completion of our Nail Technology program students will be able to perform manicures, pedicures, acrylic and gel application along with nail artistry, both accurately and safely.

Nail Technology Instructor: Upon completion of our Instructors program students will be able to accurately create lesson plans and have the fundamentals to be the best instructor advocate to promote safety and sanitation in the nail industry.

Cosmetology: Upon completion of our Cosmetology program, students will be able to perform a full range of services in hair care, chemical texture, hair coloring, skin care, makeup, and nail services, both accurately and safely. They will be prepared for the Delaware state board exam and employment in salons, spas, or as independent professionals.

Facilities and Equipment

Our facility is 2560 sq. ft. that includes an office, dispensary, hand washing station, unisex bathroom classroom and a student salon . It is also equipped with modern cosmetology workstations, shampoo bowls, dryers, nail stations, facial and makeup stations, and all necessary tools and supplies to support comprehensive cosmetology training.

School Calendar & Class Hours

(ALL PROGRAMS EXCEPT COSMETOLOGY)

Monday- Friday 8:00a - 4:30p (40hrs/wk) 8hr days with a 30 min lunch break **FT DAY**

Monday- Friday 8:00a - 4:30p (20hrs/wk) 4hr days with a 15 min break **PT DAY**

Monday- Friday 5:00p - 9:15p (20hrs/wk) 4hr nights with a 15 min break **PT NIGHT**

(COSMETOLOGY)

Monday- Thursday 8:00a- 4:30p (32hrs/wk) 8hr days with a 30 min lunch break

all courses are continuous and enrollees may begin classes according to our calendar

New Class Start Dates

Full-Time Calendar

Jan. 5th - Feb. 25th
Feb. 2nd - March 25th
March 2nd - April 30th
April 13th - June 4th
May 4th - June 26th
June 2nd - Aug. 5th
July 6th - Sept. 4th
Aug. 4th - Sept. 25th
Sept. 1st - Oct. 27th
Oct. 1st - Nov. 25th
Nov. 2nd - Jan. 6th

Part-Time Calendar (if available)

TBD

Holiday and School Closings

The following holiday schedule will be observed and does not count as absent days for students. These holidays will be posted on the student FYI board. School closings due to inclement weather or any other type of emergency will not count against the student. Students will be notified via text message or email when there are closings due to inclement weather or any other emergencies.

New Years Day (Jan. 1st)
Martin Luther King Jr. Day (Jan. 19th)
Good Friday (April 3rd)
Spring Break (April 3rd-10th)
Memorial Day (May 25th)
Juneteeth (June 19th)
Independence Day (July 4th)
Summer Break (July 13th-24th)
Labor Day (Sept. 7th)
Indigenous Peoples Day (Oct. 12th)
Veterans Day (Nov. 11th)
Thanksgiving (Nov. 26th-27th)
Christmas Break (Dec. 24th-30th)
New Years Eve (Dec. 31st)

Admission Requirements

To enroll at HnH Beauty Academy, applicants must provide proof of high school completion or its recognized equivalent. Acceptable documentation includes:

- A high school diploma; **or**
- An official high school transcript that clearly shows graduation/completion; **or**
- A General Education Development (GED) certificate; **or**
- A certificate demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma; **or**
- An academic transcript showing successful completion of at least a two-year program acceptable for full credit toward a bachelor's degree; **or**
- Proof of attainment of an Associate's degree or higher by providing a copy of a college transcript indicating degree completion.

Foreign Diplomas/Transcripts:

Foreign diplomas or transcripts are accepted; however, it is the student's responsibility to have these documents officially translated into English and evaluated for equivalency by an outside agency qualified to determine U.S. high school equivalency.

Ability-to-Benefit:

HnH Beauty Academy does not currently accept Ability-to-Benefit (ATB) tests for admissions.

Additional Requirements:

Applicants must also provide a photocopy of one of the following forms of identification:

- Birth certificate
- State ID
- Driver's license
- Passport

Application Fee:

A non-refundable application fee and admission interview is required at the time of application:

- \$50 for courses 600 hours or less (excludes 250hr. Instructors course)
- \$100 for all other courses

The school reserves the right to enroll only those students who demonstrate the interest, aptitude, and motivation necessary to succeed in their chosen program. All required documentation will be maintained in the student's file at all times.

Re-Entry Policy:

Students who wish to re-enter a program after withdrawal may do so under the following conditions:

- Students will re-enter under the same Satisfactory Academic Progress (SAP) status as when they left, regardless of the time elapsed.
- Students seeking re-entry must contact the school office and receive written approval. Determination for re-entry is made on an individual basis.
- Any hours previously accumulated and paid for will be honored; any remaining hours will be charged at the current tuition rate.
- A \$150 re-entry fee will be charged to all re-entering students. For students returning specifically from suspension, a \$50 re-entry fee will apply and is due upon return.

Tuition and Fees

<u>Program</u>	<u>Hours</u>	<u>Application Fee</u>	<u>Tuition</u>	<u>Books & Supplies</u>	<u>Total Cost</u>
Nail Technician (8 weeks, full-time)	300	\$50	\$4,100	\$800	\$4,950
Nail Technician (15 weeks, part-time)	300	\$50	\$6,500	\$800	\$7,350
Nail Technology Instructor (with 2 years exp.)	250	\$100	\$9,300	\$300	\$9,700
Nail Technology Instructor (without 2 years exp.)	500	\$100	\$11,350	\$300	\$11,750
Cosmetology (47 weeks)	1500	\$100	\$12,000	\$2000	\$14,100

Instructor Qualifications

To become a Beauty Instructor an individual must:

- * Be a high school graduate
- * Attend all educational functions
- * Dress professionally and in a manner that will distinguish you from the students
- * Hold a valid Delaware issued instructors license for the position applied for

Transfer Students

HnH Beauty Academy does not accept any transfer hours. It is our mission to fully prepare every student for the field in which they enroll and want to ensure the most accurate knowledge of its licensed professionals.

Graduation Requirements

To be eligible for graduation, receive a diploma, and be recommended for the Delaware State Board licensing examination, a student must:

- Successfully complete all state-required hours of theory and practical training for the selected course, including all work and practical assignments assigned by the school.
- Achieve a minimum cumulative grade of 75% or higher in both theory and practical examinations and assignments.
- Return the school-issued learning device in good condition, or remit payment of \$250 if not returned.
- Satisfy all financial obligations to the school, ensuring a zero balance for tuition and fees, before any paperwork, hours, transcripts, or diplomas will be released.

Financial Assistance

HnH Beauty Academy is approved for or may accept the following financial plans:

- * Private loans and credit cards (additional 4% card charge)
- * Community/any scholarships (must be paid to HnH Beauty Academy)
- * In-House financing through HnH Beauty Academy

In-House Financing Policy

An additional 9.5% fee for financing options will be added to final tuition. All financing will be managed through the Stripe portal. There will be a \$30 fee after payment is 5 days late. There is also a \$25 fee applied every month after default. HnH Beauty Academy may, at any time thereafter, send the borrower's account to collection if scheduled payments are not made in accordance with the terms of the contracted agreement. A borrower in default will be responsible for all credit, attorney and legal fees. If readmission is approved a re-entry fee will be charged in addition to all late payments/fees to the date of start. If there is a termination of the contract and the student has completed 50% of schooling or more, 100% of the tuition is due. Full debt must be paid prior to any diploma and proof of hours being released.

Institutional Refund Policy

HnH Beauty Academy's refund policy complies with all Delaware state regulations and the most recent NACCAS Withdrawal and Settlement Policy and Checklist. This policy applies to all terminations, cancellations, and withdrawals, whether initiated by the student or the institution.

1. 72-Hour Cancellation Privilege

- Students may cancel their enrollment agreement within seventy-two (72) hours (until midnight of the third day, excluding Saturdays, Sundays, and legal holidays) after signing and before starting classes for a full refund of all monies paid.
- Written or in-person notice must be provided to the Academy. If mailed, the effective date is the postmark; if hand-delivered, it is the date received by the Academy.

2. Calculation of Refunds

- Refunds are calculated based on the clock hours of enrollment (not just calendar days) at the time of withdrawal or termination.
- If a student withdraws after the 72-hour cancellation period, the school may retain a maximum of \$100 from tuition and fees for programs of twelve (12) months or less duration.
- The remaining tuition is refunded proportionately, based on the percentage of the course completed at the time of withdrawal, as follows:

Percentage of Clock Hours Completed	Minimum Refund of Remaining Tuition
0.01% – 4.9%	80%
5% – 9.9%	70%
10% – 14.9%	60%
15% – 24.9%	55%
25% – 49.9%	30%
50% or more	No refund; school may retain all remaining tuition

3. Withdrawal/Termination Date (Effective Date)

The effective date for calculating the refund is the earliest of the following:

- The student's last day of attendance.
- The date the Academy receives written notice of withdrawal from the student.
- Ten (10) school days after the last day of attendance if the student is not on an approved leave of absence.

4. Refund of Extra Expenses

- Refunds for separate, itemized costs (such as instructional supplies, books, laboratory fees, and service charges) will be handled reasonably by the Academy. Any materials and supplies that are unused and in resalable condition may be eligible for a refund at the school's discretion. Items purchased outside of tuition and the original kit are non-refundable.

5. Timing of Refunds

- All refunds due will be made within thirty (30) days of the official withdrawal or termination date.

6. Special Circumstances

- In the event of illness, disabling accident, or other circumstances beyond the student's control, a fair and reasonable settlement will be determined by both parties in accordance with state and federal regulations.

7. Equipment and Materials

- Equipment and materials become the property of HnH Beauty Academy if payment and written notice are not received within thirty (30) days of recession, cancellation, or withdrawal.

8. Cross-Reference to State and NACCAS Policy

- This policy is published in accordance with the most recent NACCAS Withdrawal and Settlement Policy and Checklist.
- For a copy of the full Delaware state-mandated refund policy, see Appendix of this catalog or request a copy from the school office.

Appendix: Delaware State-Mandated Refund Policy

A copy of the Delaware state cosmetology school refund regulations is included as Appendix to this catalog for full reference and compliance.

Summary Table for Fast Reference

<u>When Student Withdraws</u>	<u>Refund Due</u>
Within 72 hours of signing, before class start	100% of all monies paid
After 72 hours, before class start	All except up to \$100
After class start, see table above	Proportionate refund based on clock hours completed

Cancellation Policy

A Student that cancels his/her enrollment prior to entering classes shall be entitled to a refund of all monies paid to the school, less the registration fee, not to exceed 15% of the price of the course, but in no event of the cost of the kit/"books". Registration fee not to exceed \$1000.

Withdrawal Policy

If a student wishes to withdraw from school, they must submit to the Director a statement in writing with the last date of attendance. Any student who has withdrawn, for any reason, that wishes to return to school must submit a letter to the Director requesting re- admittance into the institution. It is at the discretion of the school whether to approve or deny the request. Factors that will be considered include attendance, grades, reprimand history, attitude and adherence to student conduct. There will be a withdrawal fee of \$150.

Grounds For Termination Policy

A student who is terminated by the Academy for any failure to meet the agreed upon demands of the school shall be entitled to a tuition adjustment in accordance with the formula depicted above in the refund policy. An individual may be terminated if:

- * up to 24 hours of unexcused absences
- * Non-payment of tuition- thirty (30) days
- * Violations of the Student Conduct
- * Continual tardiness/absence
- * Low grades – below 75%

Leave of Absence (LOA) Policy

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. HnH Beauty Academy permits students to request an LOA for extenuating circumstances, such as the death of an immediate family member, injury or illness of the student, or other allowable special circumstances. All LOA requests must follow the institution's policy as outlined below.

Requesting an LOA:

- Students must submit a written, signed, and dated request for a LOA in advance, stating the reason for the request and providing supporting documentation (such as medical records, counseling records, obituary, or court/police reports), unless unforeseen circumstances prevent advance submission.
- If unforeseen circumstances prevent advance submission, the institution may grant the LOA provided that:
 - The institution documents the reason for its decision;
 - The institution collects the written LOA request from the student at a later date; and
 - The institution establishes the start date of the approved LOA as the first date the student was unable to attend due to the unforeseen circumstance.

Eligibility and Duration:

- An LOA may only be granted if the student will miss two or more consecutive calendar weeks of school.
- LOAs will not be granted for absences shorter than two weeks.
- The combined total of all approved LOAs may not exceed 180 days in any 12-month period.
- There must be a reasonable expectation that the student will return from the LOA.

Contract Extension:

- The student's contract period and maximum time frame for completion will be extended by the number of days taken in the LOA.
- An addendum to the enrollment agreement, fully executed by all parties, will be signed and maintained in the student's file at the time the LOA is granted.

Charges and Fees:

- No additional institutional charges or fees will be assessed to the student as a result of an approved LOA. No late payment fees, change of contract fees, or any other charges may be assessed while the student is on an approved LOA.

Return from LOA and Withdrawal:

- If a student does not return by the expiration date of an approved LOA, or takes an unapproved LOA, the student will be withdrawn from the program.
- As HnH Beauty Academy is required to take attendance, the student's withdrawal date for refund calculation purposes will be the student's last date of attendance.
- A student on an approved LOA is not considered withdrawn and no refund calculation is required at the time the LOA is granted.

Attendance/Late Policy

Students are required to attend class regularly and maintain a minimum attendance rate of 75% throughout the course, as outlined in the Satisfactory Academic Progress (SAP) policy. Attendance is monitored at each scheduled evaluation period. Students who fall below the 75% attendance requirement will be placed on warning and, if insufficient progress continues, on probation in accordance with the SAP policy.

If a student is absent for 14 consecutive calendar days without an approved leave of absence or official communication with the school, the student will be withdrawn from the program. All absences, whether excused or unexcused, are counted toward the total attendance rate.

Students are responsible for making up all missed hours and assignments to be eligible for course completion. If you expect to be late, you must notify the school at least one hour before your scheduled clock-in time.

If you have 3 or more unexcused absences in a month, you will be charged a \$50 re-admittance fee. Students may miss up to 16 unexcused hours per evaluation period; exceeding this limit will result in disciplinary action and/or financial penalty.

If a student steps out of class or leaves the premises for longer than 5 minutes, they will be clocked out and must clock back in upon return.

To change your contracted schedule, there will be a \$75 charge unless a medical or legal excuse is provided.

Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of the study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written cumulative grade average of 75% prior to graduation. Students must make up for failed or missed tests and incomplete assignments.

Determination of Progress Status

Students meeting the minimum 75% academics and 75% attendance requirements at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations.

Transcripts/Records

Students have the right to review and inspect their records. The student should submit to the Director a written request that identifies the specific records needed. HnH Beauty Academy will grant this request within 45 days after the request is received. The records can be supplied via email at no charge or printed copies will be 50 cent per page. The hard copy can be picked up at the school.

Upon completing all graduation requirements, the student will be issued one transcript without charge. Any additional transcripts will be provided for \$50.00 each. In the event the student withdraws or is terminated, all financial obligations must be met before an official transcript will be released. Students may request a transcript to be mailed to another institute provided he/she submits the proper request form with the institute's physical address and phone number along with any fees required by HnH Beauty Academy. The transcript will be sent out within 7-10 business days of the request. Records are kept by grades, hours of completion and number of practicals completed, under state requirements. Student records are maintained by the school for six years after the student completes or withdraws from the program. Transcripts are maintained indefinitely and can be issued for a fee. Third party access to records is given to any Government Agency (ex: court officials, sheriff, police, attorneys), Delaware State Board Representatives, Administrative Staff, Accrediting Agencies. All other parties only upon written release from students per request.

Warnings

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress in the next evaluation. If at the end of the warning period, the student has still not met both 75% attendance and academic requirements, he/she may be placed on probation if the student has prevailed upon an appeal and if applicable.

Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet the requirements set

forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing on any potential actions required to attain satisfactory academic progress by the next evaluation.

Interruptions, Course Incompletions, Withdrawals

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. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal

Suspension/Termination

A student may face suspension or termination for any reason resulting from not meeting the requirements or not complying to the code conduct set out by the school within this contract. Suspension will occur after 3 unexcused absences. Upon re-admittance a termination may follow if the late/absent issue still occurs equaling 8 hours (1 day). It is the school's discretion to determine the length of suspension or if the severity of the issue meets that of termination. Please also review "Make-up/Missed Work Policy".

Appeal Procedure

If a student is determined to not be making Satisfactory Academic Progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include the death of a relative, an injury or illness of the

student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet SAP 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 file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, and federal financial aid will be reinstated, if applicable.

Satisfactory Academic Progress Policy

Policy Distribution

HnH Beauty Academy ensures that all prospective students receive a copy of the Satisfactory Academic Progress (SAP) Policy prior to enrollment. The policy is published in the school catalog and reviewed with each student during the admissions process before signing the enrollment agreement.

SAP Standards

To maintain Satisfactory Academic Progress, students must:

- Maintain a cumulative academic average of **75% or higher** in all theory, practical, and clinical work.
- Maintain a minimum cumulative attendance rate of **75%** of the scheduled hours.

Max Time Frame

Students must complete their program within **133%** of the published program length, based on the 75% attendance requirement. For example, a 300-hour program must be completed within 399 scheduled hours ($300 \times 1.33 = 399$). A leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence.

<u>COURSE</u>	<u>LENGTH</u>	<u>MAX TIME</u>
Nail Technology	300 hrs	399 hrs
Nail Technology Instructor	250 hrs	333 hrs
Nail Technology Instructor	500 hrs	665 hrs
Cosmetology	1500 hrs	1995 hrs

Overtime Charges and Termination

Students who exceed the 133% maximum timeframe will be terminated from the program and will not be charged for instruction not received beyond this period. No overtime fees will be assessed for hours beyond the maximum timeframe, as students are not permitted to continue beyond the 133% limit. Students may be permitted to complete the program on a cash-pay basis by submitting a request for re-enrollment. Anytime after original course lengths there will be a daily and or weekly fee until the course is complete. This fee is additional to the original tuition. The fee is determined by the Director but it will be a minimum of \$75 per hour.

Grading Scale

The following grading scale is used for all programs and is published in the school catalog:

Grade	Description	Percentage
A	Excellent	90–100%
B	Above Average	80–89%
C	Average	70–79%
D	Below Satisfactory Progress	0–69%

- Exams = 50% of grade
- Theory = 25% of grade
- Practical = 25% of grade

Academic Year Definition

- *Nail Technology (Full-Time)*: 300 clock hours, 8 weeks
- *Nail Technology (Part-Time)*: 300 clock hours, 15 weeks
- *Nail Technology Instructor (250 hr)*: 250 clock hours, 7–13 weeks
- *Nail Technology Instructor (500 hr)*: 500 clock hours, 13–25 weeks
- *Cosmetology (1500 hr)*: 900 clock hours, 27 weeks

Evaluation Periods

Satisfactory Academic Progress is evaluated at the following points for each program:

- *Nail Technology (Full-Time & Part-Time)*:
 - 150 clock hours
- *Nail Technology Instructor (250 hr)*:
 - 125 clock hours
- *Nail Technology Instructor (500 hr)*:
 - 250 clock hours
- *Cosmetology (1500 hr)*:
 - **4 Evaluations**
 - 450 clock hours
 - 900 clock hours
 - 1200 clock hours
 - 1500 clock hours

Evaluation Process

- Satisfactory Academic Progress (academic and attendance) is evaluated at the conclusion of each evaluation period.
- All evaluations will be completed within **seven (7) school business days** following the established evaluation periods.
- Evaluations are based on **actual hours attended**, not scheduled hours.

Notification of SAP Status

Any student not meeting Satisfactory Academic Progress at the conclusion of an evaluation period will be notified in writing by the institution.

Warning, Probation, and Re-Establishment of SAP

- Students not meeting SAP will be placed on warning for the next evaluation period. If SAP is not met by the end of the warning period, the student may be placed on probation (if eligible per appeal) or terminated.
- Students may re-establish SAP by meeting the required academic and attendance standards
- by the end of the subsequent evaluation period.

Transfer Students

HnH Beauty Academy does **not** currently accept transfer students.

Make-Up/Missed Work and Time Policy

If the student is absent from class or arrives after 9a they forfeit that days' theory lecture and are responsible for making up missed work or collecting missed information. If the student is late and misses a lecture the student is expected to pick up where the class is (including during tests) and make up any work when they find excess time during school with approval. If they are absent on a test day, the test must be made up upon return or a zero will be posted for that test. Tests or practicals can be made up during theory sections, breaks and/or lunch if the instructors schedule permits. When a student needs to make up missed time past the contract graduation/end date, the student can make up time during the present class schedule and/or if other time windows of time are approved by the director. If a student was re-admitted due to suspension the same applies, all lectures missed are forfeited and all work and tests should be made up at appropriate times.

Tuition Payments

Tuition and fees are subject to change without notice. Tuition payments can be made in full by cash or cashiers check made payable to HnH Beauty Academy. Payment by credit card is accepted with an additional 4% processing fee. If a payment plan is agreed upon payments are expected on time or no further instruction will be rendered unless otherwise discussed with the Director. Once all payments are current, instruction will then presume, it is the student's responsibility to remain on schedule with assignments that were missed during that time. Schedules will not be adjusted due to missed time because of late payments.

Courses Available

Nail Technician: 7.5 weeks (Full time, 40 hrs./wk.) - 300 Hrs
Nail Technician: 15 weeks (Part time(night), 20 hrs./wk.) - 300 Hrs
Nail Technician: 15 weeks (Part time(day), 20 hrs./wk.) - 300 Hrs
Nail Technology Instructor: 6.5 weeks (Full-time, 40 hrs./wk.) - 250 Hrs
Nail Technology Instructor: 12.5 weeks (Part time(day ONLY), 20 hrs./wk.) - 250 Hrs
Nail Technology Instructor *Lic. under 2yrs*: 12.5 weeks (Full time, 40 hrs./wk.) - 500 Hrs
Nail Technology Instructor *Lic. under 2yrs*: 25 weeks (Part time(day ONLY), 20 hrs./wk.) - 500 Hrs
Cosmetology: 47 weeks (Full time, 32 hrs./wk.) - 1500 Hrs

Additional Student Expenses

When a student enrolls in any course at HnH Beauty Academy, each program necessitates books, a kit, and supplies (relating directly to the course of study), are included in the cost of the program, and provided by the institution. There are, however, a few other items to consider that will be necessary to the program at the student's cost. The following are some examples of such items:

1. A student may elect to use specialty products not included in the kit provided. Such items may be purchased by the student and may be used in the school.
2. Chromebook may be purchased for \$250.
3. If a student should damage or misplace any items in his/her kit, the student will be responsible for replacing that item. Some items may be available for purchase.
4. Each student is expected to wear the proper assigned uniform every day. Uniform cost may vary upon brand and store pricing from which student purchase from. Extra apparel from the school varies in costs.
5. Each student is expected to wear the appropriate footwear every day. (The cost will vary for each student. Closed toed, flat, concealed footwear must be worn at all times.)
6. Formal graduation fee. Currently \$350.
7. School supplies such as notebooks, pens, pencils, and any other items the student wishes to use for classes and assignments. (Cost may vary upon student preference.)
8. Transportation costs. Including field trips.
9. Food costs. Including field trips. Water is available at the school for \$1.
10. Minimal supplies to complete Bag Pack at the end of the course.
11. A student must pay for Theory, Practical Exams and license application upon completion of the assigned program for licensure testing. Currently priced at \$225 USD.

Grading Policy

A student's grade is determined by his/her practical, theory grades. The practical grades are computed on a daily basis and theory grades are determined by test scores throughout the course. Students are evaluated on the following grade scale:

LETTER GRADE RANGE

A Excellent (90-100)	EXAMS = 50%
B Above Average (80-89)	THEORY= 25%
C Average (70-79)	PRACTICAL= 25%
D Below Satisfactory Progress (0-69)	

Methods of Instruction

Instruction techniques for all courses include classroom theory, lessons, directed discovery, demonstrations, the use of audio visual and printed materials, as well as written and practical testing. Instructors supervise students as they practice their operations on a live model or mannequin. The use of practical testing criteria and written material are utilized to evaluate student progress.

Student Self-Services

Students wishing to receive a service in this school must have permission from their instructor to give or receive any service. Student self-services are considered a privilege, and are awarded only to students who maintain satisfactory progress for both attendance and grades. Services are not free to students. They are required to pay a fee of \$25 for services before said service. Fees are subject to change.

Employment Assistance

The school does not and will not make any guarantee of employment or salary upon graduation. The school will provide placement assistance which will consist of identifying employment opportunities and advising appropriate means of attempting to realize these opportunities. Information for available opportunities will be posted on the student FYI board in the school.

Guest Speakers and Special Events

As a part of the schools' effort to provide a wide range of experiences, guest speakers, stylists and salon owners are included in the curriculum. Schedules for special events are a part of the training programs. Occasional field trips to malls, high schools, salons, hospitals, etc. help students develop skills

Instructional Materials

Students who are enrolled are furnished with one clinic uniform and t-shirt, a chromebook/access to digital textbook and practical kits. The school will not be held accountable for replacing any items once you receive and sign for them. Students will be held accountable for replacing or purchasing a chromebook (\$250 charge) that has any physical or water damage. All kits are furnished with enough supplies to get the student through the course required practicals. If any single use supplies are used on a live person, whether at home or in school, it has to be trashed after use, and will need to be replaced. Students should have what is needed to complete practicals everyday. Monomer refills are \$25 and need to be purchased from the school **ONLY**. If a student purchases Valentino or Young Nails branded monomer it can only be used if the seal is not broken (unopened) and the director opens it themselves. Bottles are never to be refilled with other monomers. Any violation of this will end with an immediate termination from the school.

Formal Graduation

Formal graduations are voluntary for any program under 600 hours without written notice. All other courses will incur an added fee, unless written notice is received before the graduates half-way mark (SAP review) that they will not be in attendance. This formal ceremony will be held once yearly, meanwhile an informal "Walk-Out" will be held at the time of the student completing their last hour. Students will have the opportunity to invite up to 2 guests. Graduation will be held in a beautiful local venue with delicious food and gathering for a chance of networking! Graduation fees will be added to the total course price upon enrollment. There will be a Valedictorian acknowledged for the classes involved in that scheduled graduation. There are no extra fees associated with being the class Valedictorian but the student will be asked to prepare a speech for their peers. If the selected student declines the position will be passed down to the next candidate. The formal graduation fee of \$350 is added upon enrollment. What your graduation fee pays for is:

1. Cap, Stole & Tassel
2. Class Ring
3. Diploma Cover
4. Food

There will be no refunds if written notice is not received and verified before the students' half-way mark (SAP review) as there will be personalized orders made.

School Uniform Policy

Students are to dress in all-white scrubs for instruction. One uniform will be included in the kit, and a school logo t-shirt will be issued after students' SAP review to indicate senior status. Kits are considered part of the dress code and are needed for the student to be within compliance of the policy. Additional uniforms are available for purchase on the schools website. No prints or logos are to be seen. School-issued or approved HnH Beauty logos can be worn. Attire should not be seen through, torn, or have rips/holes in them. No sagging pants, caps, hats, scarves, or headbands wider than an inch should be worn. No shorts, skirts or dresses can be worn. Pullover hoodies and outside coats or jackets are not to be worn during school hours, if a jacket is needed it should be all white, gray or all black with no print. With the exception of HnH Beauty Academy merch hoodies. Closed-toe, closed heel and **flat** shoes must be worn at all times. Hair and makeup must be kept neat. Students must obey all rules of personal hygiene and maintain a professional image at all times. Students that do not adhere to the school policy will be asked to correct this issue immediately or clock out and sent home.

Student Conduct

All students must conform to federal, state, and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational objectives of the school. Any display of disrespect for the school, faculty, or students, use of profanity, theft, or use or possession of alcohol and/or drugs on school property are considered grounds for immediate dismissal. The school deserves the right to suspend or terminate any student whose actions are deemed inappropriate or detrimental to the school and/or faculty. Once a student is terminated, the student cannot attempt to re-enroll in the program for at least ninety (90) days and a written statement of request is required, and even then the school has the discretion to deny.

Lunch/Breaks

Lunch will be taken at the assigned times on the daily schedule. There may be instances that may cause lunch not to be taken at the time mentioned in the daily schedule such as finishing tests, or lectures, etc. Students are allotted 30 minutes for lunch. Fifteen minute breaks are NOT required. Students will be clocked out for unscheduled breaks longer than 5 minutes and the total time including the 5 minutes will be marked as absent. Anytime the student leaves the premises they must clock out and back in upon returning. If the student eats lunch in the school, they are responsible for keeping their area clean and orderly. All beverage containers must be emptied in the utility sink and placed in trash receptacles. The refrigerator and microwave are present for convenience. Clean the microwave if spills occur and do not leave anything in the refrigerator overnight, it will be emptied daily.

Students Responsibilities

It is a student's responsibility to:

1. Review and consider all information about a school's program before you enroll.
2. Carefully read and understand all forms that you are asked to sign and keep copies of them.
3. Accept responsibility for all agreements that you sign.
4. Understand and comply with your school's refund procedures.
5. Understand and comply with your school's code of conduct.
6. Follow your assigned or chosen schedule on a weekly basis.
7. Keep your area wiped down, swept and organized.
8. Trash containing empty or occupied food packages and chemicals taken **DAILY**.
9. Maintain clean areas that you utilize.

Cell Phone Policy

School phones are for business only but may be given to contacts for emergencies. No cell phones should be powered on(not silenced) during tests. Cell phones should be silenced **at all times**. All calls to be taken need to be taken outside of the building and after 5 minutes of no return the student will be clocked out and clocked back in upon returning (unscheduled break). That entire lapse will be marked as missed time.

Final Examinations

All students must pass a final examination with the grade of 75% or above in order to receive a diploma. The final examination will consist of:

- * Two (2) mock practical examinations
- * Three(3) mock theory examinations

Registering Hours with the State Board of Cosmetology – DELAWARE

In order for all students to register hours with the Delaware State Licensing Board, they must submit the following documents: Official High School Transcript or GED (mailed directly to SMT from the school) and Beauty School transcript (sent by the school upon full compliance of the school).

The procedure for licensure involves applying with SMT online in which the school will provide assistance at the conclusion of the course. A fee is required, currently of \$225, and is paid directly to the state. There is another fee, currently \$40, associated if the student would like to apply for a temporary license (work permit) until the state board examination is taken. After successfully passing the state boards, the student will receive a license to work as a licensed professional in Delaware. Students will be informed where the state board examination and theory test will be held and a 75% is required to pass both exams. Students must furnish his/her own equipment. Most materials are furnished in student kits and any additional items needed can be purchased elsewhere or from the school if available. Licenses are renewed every 2 years.

Discrimination Policy

As an equal opportunity nail technician school, the school will not deny any person admission, graduation, or any other rights and privileges of the school due to age, race, color, sex, religion, creed, handicap, or ethnic origin.

Sexual Harassment Policy

Sexual harassment is conduct of sexual nature that makes someone uncomfortable or embarrassed. According to the Federal Equal Employment Opportunity Commission (EEOC), sexual harassment is sexual attention that is: Unwelcome and Unwanted, Harmful, or Illegal. It is neither permitted nor tolerated.

Right To Privacy and Information Release

Governing agencies have access to student files such as to comply with accreditation, a court order or in a health and safety emergency, ect.. Record information will not be released to unauthorized persons or agencies without written consent from the student. The release information policy also applies to parents or guardians in the event the student is still a minor. This is in compliance with the Delaware Department of Education and FERPA.

Non-Disparagement Agreement

The student agrees not to make any statements, written or verbal, cause or encourage others to make any statement, written or verbal, that defame, disparage or in any way criticize the personal or business reputation, practices or conduct of HnH Beauty Academy, its employees, directors or officers. The student acknowledges and agrees that this prohibition extends to statements, written or verbal made by anyone including but not limited to the news, media, investors, potential investors, industry analysts, the internet (including email and all social media sites) and all other forms of electronic communication, competitors, strategic partners, vendors, employees (past and present) and clients. The student understands and agrees that this paragraph is a material provision of the agreement and that each party would be irreparably harmed by violation of this provision.

Grievance Procedures

Most grievances arise between a student and a teacher or other first-line members of the staff. Such problems are infrequent. If the complaint cannot be handled in an informal manner, the student can confer with the Director by submitting a grievance form describing the nature of the complaint. The statement should include a description of the events or circumstances upon which the complaint is based, including names and titles (if any) of the individuals involved. Within five days of the Director receiving your complaint, the complaint will be addressed with you and how the situation should be handled. In the event a dispute cannot be successfully resolved at the institution level, a student, staff member, or any interested party may contact:

- ❖ **DE Department of Education, Private Business & Trade Schools**
35 Commerce Way Suite 1, Dover, DE 19904
(302)857-3313.

Additional Rules

- * There is to be no smoking inside the facility, INCLUDING vaping.
- * The possession of or consumption of intoxicating beverages during school hours or the act of reporting to school under the influence of drugs (unless doctor prescribed) and alcohol is forbidden and will result in immediate dismissal.

General Information

To obtain a position within the beauty industry, candidates must meet specific pre-requisites tailored to industry standards and regulatory requirements. Licensure involves holding a valid state license in the practiced field, ensuring compliance with Delaware's health, safety, and sanitation regulations. Regulatory oversight demands adherence to industry standards, including ongoing education to maintain licensure. Physically, candidates should demonstrate the ability to perform repetitive tasks with precision and stamina, crucial for the hands-on nature of the beauty industry. Employers require proficiency in skill and technique, customer service excellence, and the ability to maintain a professional demeanor. A strong work ethic, punctuality, and the ability to adapt to evolving industry practices are essential. These pre-requisites ensure that employees are equipped to deliver high-quality services and uphold the academy's standards.

Drug/Alcohol Abuse Programs

HnH Beauty Academy realizes the many problems that drugs and/or alcohol presents to society. We will make every effort to assist students and/or staff with this life-threatening problem. If you feel that you have or might have a problem in this area, please contact a school official. We will help you contact the programs if you like or you may contact the program yourself.

- ❖ **Drug Abuse Office of Kent County**
1001 S. Bradford Street
Dover, DE 19901
Phone: (302)739-4548
- ❖ **Division of Alcohol, Drug Abuse and Mental Health**
Kent: (302)736-4326
Sussex: (302)856-5302
- ❖ **National Suicide Prevention Lifeline**
1-800-TALK (8255)

Cosmetology Course Outline

Our Cosmetology course is designed to equip students with essential skills in hair, skin and nail care to obtain entry-level positions in salons, spas, or as independent contractors. With 1,500 total hours of instruction, students will engage in both theoretical learning and hands-on practice to master industry techniques. The course also covers health and safety regulations, anatomy, salon business skills and state board preparation, preparing graduates for successful careers and state licensing exams.

Upon completion of this program, students will:

- Demonstrate proficiency in haircutting, hairstyling, chemical texture services, hair coloring, facials, makeup, manicures, pedicures, and nail enhancements.
- Understand and apply safety, sanitation, and infection control procedures in compliance with state and industry standards.
- Exhibit professionalism and effective client communication skills.
- Prepare for and successfully pass the Delaware State Licensing Examination for Cosmetology.
- Develop a strong foundation in business practices relevant to the beauty industry.

Instructional Hours:

Phase (Theory&Practical)	Hours
1. Orientation &Foundations	150
2. Hair Care & Styling	700
3. Hair Coloring & Skin Care	440
4. Nail Care & Business Skills	210
5. State Board Preparation	300
Total Theory	1500

Textbook: Milady 8th Edition Nail Technology

Grading Scale

A Excellent (90-100)

B Above Average (80-89)

C Average (70-79)

D Below Satisfactory Progress (0-69)

EXAMS = 50%

THEORY= 25%

PRACTICAL= 25%

Cosmetology Course (47 weeks, full-time)

- Application Fee: \$100 (non-refundable)
- Tuition: \$12,000
- Books & Supplies: \$2000
- **Total Program Cost: \$14,100**

Nail Technology Course Outline

Our Nail Technology course is designed to equip students with essential skills in nail care to obtain entry-level positions in salons, spas, or as independent contractors. With 300 total hours of instruction, students will engage in both theoretical learning and hands-on practice to master industry techniques. The course also covers health and safety regulations, nail anatomy, and salon business skills, preparing graduates for successful careers and state licensing exams.

Upon completion of this program, students will:

- Demonstrate proficiency in performing manicures, pedicures, nail art, gel enhancements, and acrylic applications.
- Understand and apply safety, sanitation, and infection control procedures in compliance with state and industry standards.
- Exhibit professionalism and effective client communication skills.
- Prepare for and successfully pass the Delaware State Licensing Examination for Nail Technology.
- Develop a strong foundation in business practices relevant to the nail care industry.

Instructional Hours:

Theory Instruction	Hours
Orientation	4
DE License Laws	4
General Sciences	54
Nail Care	27
Business Skills	12.5
Total Theory	101.5

The remaining **198.5** hours are spent completing the following requirements:

Practical Instruction	# Performed
Manicure	10
Pedicure	5
Monomer & Polymer Application	15
Gel Enhancement Application	3
Nail Art	3
Monomer & Polymer Removal	3
MOCK Practical Exam	2

Textbook: Milady 8th Edition Nail Technology

Grading Scale

A Excellent (90-100)
B Above Average (80-89)
C Average (70-79)
D Below Satisfactory Progress (0-69)

EXAMS = 50%
THEORY= 25%
PRACTICAL= 25%

Nail Technology Course (8 weeks, full-time)

- Application Fee: \$50 (non-refundable)
- Tuition: \$4100
- Books & Supplies: \$800
- **Total Program Cost: \$4,950**

Nail Technology Course (15 weeks, part-time)

- Application Fee: \$50 (non-refundable)
- Tuition: \$6,500
- Books & Supplies: \$800
- **Total Program Cost: \$7,350**

Nail Technology Instructor Course Outline (250 Hour Program)

The Nail Technology Instructor 250 Hour program is designed for licensed nail technicians or cosmetologists who wish to become educators in the field of nail technology. The curriculum focuses on teaching methodologies, classroom management, curriculum development, and student assessment, preparing graduates to teach in beauty schools or provide training in salons and spas.

Upon completion of this program, students will:

- Demonstrate effective teaching skills and classroom management.
- Develop and implement lesson plans and educational materials.
- Assess student progress and provide constructive feedback.
- Understand and apply state and industry standards for sanitation and safety.
- Prepare for advanced educator roles in the nail technology field.

Instructional Hours

Course Area	Hours
Orientation	25
Teaching Skills	100
Student Clinic, Salon Mgmt	75
Business Skills	50
Total	250

Textbook: Milady 4th Edition Professional Educator

Grading Scale

A Excellent (90-100)

B Above Average (80-89)

C Average (70-79)

D Below Satisfactory Progress (0-69)

EXAMS = 50%

THEORY= 25%

PRACTICAL= 25%

Nail Technology Instructor Course (250 hours, with 2 years experience)

- Application Fee: \$100 (non-refundable)
- Tuition: \$9,300
- Books & Supplies: \$300
- **Total Program Cost: \$9,700**

Nail Technology Instructor Course Outline (500 Hour Program)

The Nail Technology Instructor 500 Hour program is for licensed nail technicians or cosmetologists that have been licensed for 2 or more years and are seeking comprehensive preparation for a career as a nail technology educator. The curriculum covers advanced instructional techniques, classroom and clinic management, curriculum planning, and professional development, equipping graduates to excel in educational leadership roles.

Upon completion of this program, students will:

- Master advanced teaching and presentation skills.
- Design, implement, and evaluate curriculum and lesson plans.
- Manage classroom and clinic operations efficiently.
- Mentor and assess students, fostering their professional growth.
- Demonstrate leadership in maintaining high standards of safety, sanitation, and professionalism.

Instructional Hours

Course Area	Hours
Orientation	50
Teaching Skills	200
Student Clinic, Salon Mgmt	150
Business Skills	100
Total	500

Textbook: Milady 4th Edition Professional Educator

Grading Scale

A Excellent (90-100)

B Above Average (80-89)

C Average (70-79)

D Below Satisfactory Progress (0-69)

EXAMS = 50%

THEORY= 25%

PRACTICAL= 25%

Nail Technology Instructor Course (500 hours, without 2 years experience)

- Application Fee: \$100 (non-refundable)
- Tuition: \$11,350
- Books & Supplies: \$300
- **Total Program Cost: \$11,750**