



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

(302)272-0249

**IG: _hnhbeautyacademy
FB: HnH Beauty Academy
www.hnhbeautyacademy.com**

Table of Contents

Administrative Staff	3
WELCOME.....	4
Mission Statement.....	5
Educational Goals	6
Facilities and Equipment	6
School Calendar & Class Hours	6
New Class Start Dates	6
Holiday and School Closings.....	6
Admission Requirements	7
Instructor Qualifications	7
Transfer Students	7
Graduation Requirements	7
Financial Assistance	7
In-House Financing Policy	7
Refund Policy	8
Cancellation Policy	8
Withdrawal Policy	8
Grounds For Termination Policy	9
Leave of Absence (LOA) Policy	9
Attendance/Late Policy	9
Academic Progress Evaluations	9
Determination of Progress Status	10
Transcripts/Records	10
Warnings	10
Probation	10
Interruptions, Course Incompletions, Withdrawals	10
Suspension/Termination	11
Appeal Procedure	11
Re-Entry Procedure	11
Max Time Frame	11
SATISFACTORY ACADEMIC PROGRESS POLICY	12
Make-Up/Missed Work and Time Policy	12
Tuition Costs	12
Tuition Payments	12
Additional Student Expenses	13
Grading Policy	13
Methods of Instruction	13
Student Self-Services	14
Employment Assistance	14
Guest Speakers and Special Events	14
Formal Graduation	14
Instructional Materials	14
School Uniform Policy	15
Student Conduct	15
Lunch/Breaks	15
Students Responsibilities	15
Cell Phone Policy	15
Final Examinations	16
Registering Hours with the State Board of Cosmetology – DELAWARE	16
Discrimination Policy	16
Sexual Harassment Policy	16
Right To Privacy and Information Release	16
Non-Disparagement Agreement	16
Grievance Procedures	17
Additional Rules	17
Courses Available	17
Drug/Alcohol Abuse Programs	18
Nail Technology Course Outline.....	19
Master Educator Course Outline.....	20

**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

Licensed Advanced Nail Technician, Licensed Nail Technology 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 black ink, appearing to read "Desiree Hurst". The signature is fluid and cursive, with a long horizontal stroke at the end.

Desiree' Hurst, Director

Mission Statement

Our goal is to deliver an opportunity to pursue a career in the Cosmetology field. It is our desire to lay a foundation in both theory and practice that will prepare our students for an exciting journey leading to a career in the beauty industry.

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.

Facilities and Equipment

Our educational institution is 1200sq. ft. that includes an office, dispensary, hand washing station, unisex bathroom and a classroom doubling as our clinic laboratory in which students practice “hands-on” services.

School Calendar & Class Hours

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**

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

New Class Start Dates

Full-Time Calendar

Jan. 6th - Feb. 27th
Feb. 3rd - March 26th
March 3rd - May 1st
April 7th - June 6th
May 5th - June 27th
June 2nd - Aug. 8th
July 7th - Sept. 11th
Aug. 4th - Sept. 25th
Sept. 2nd - Oct., 24th
Oct. 1st - Nov. 25nd
Nov. 3rd - Jan. 7th

Part-Time Calendar (if available)

Jan. 6th - May 6th
March 3rd - June 27th
May 5th - Sept. 4th
July 7th - Nov. 4th
July 1st - Oct. 16th
Sept. 2nd - Dec. 19th

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. 20th)
Good Friday (April 18th)
Spring Break (April 21st-25th)
Memorial Day (May 26th)
Juneteeth (June 19th)
Independence Day (July 4th)
Summer Break (July 14th-25th)
Labor Day (Sept. 1st)
Indigenous Peoples Day (Oct. 13th)
Veterans Day (Nov. 11th)
Thanksgiving (Nov. 27th-28th)
Christmas Break (Dec.22nd-26th)
New Years Eve (Dec. 31st)

Admission Requirements

To enroll into HnH Beauty Academy, an applicant must have a high school diploma or its equivalent. Foreign diplomas/transcripts are accepted, however it is the students responsibility to have them officially translated and evaluated for equivalency. The school reserves the right to enroll only students who have the interest, aptitude and motivation to learn and practice their chosen skill. Requirements of a photocopy of the following will be maintained in the students' file at all times:

- * High School or GED Transcript
- * Birth certificate, State ID, Drivers License or Passport
- * \$50/\$150 application fee (non-refundable)

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 receive a diploma and be eligible to take the Delaware State Board licensing examination the student must: Complete the state required hours of theory and practical training for the selected course, including all work assigned by the school, must maintain a 70% gpa, return the school issued learning device in good condition or paid for (\$250) and have a zero balance of tuition and fees due to the school before any paperwork or hours will be released.

Financial Assistance

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

- * Private loans and credit cards (additional 3.9% card charge)
- * Community 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.

Refund Policy

Recession, cancellation and withdrawal should be administered by:

- 1) Written notice from the student to the Academy only, if mailed the “date of” is determined by the postmark on the written notice or the date the notice is delivered to the academy, whichever is earlier.
- 2) The last date of attendance, if the student is terminated by the school.
- 3) Ten school days following the last date of attendance
- 4) Equipment then becomes property of HnH Beauty Academy, if payment and written notice is not received within 30 days of recession, cancellation or withdrawal.
- 5) In case of illness or disabling accident, or other similar circumstances beyond the control of the student, the parties shall make and agree on a fair and reasonable settlement.
- 6) Items that would be an “Additional Student Expenses”, not limited strictly to what is listed, need to be considered in refund computations. Anything bought additionally from the school that is outside of tuition and original kit shall not be refunded.

All monies paid by an applicant will be refunded if a written request or in person request is received within 72 hours (until midnight of the 3rd day excluding Saturdays, Sundays and legal holidays) after signing the enrollment agreement, but before starting classes (Recession). All refunds are made within 30 days of withdrawal and/or termination date. The school shall refund unearned tuition and fees as set forth in state regulations. The state refund policy allows the school to retain \$100.00 of the tuition and fees for courses of 12 months or less duration, and the minimum refund of the remaining tuition will be:

During the first .01-4.9% of the course;	80% of the remaining tuition.
Between 5-9.9% of the course;	70% of the remaining tuition.
Between 10-14.9% of the course;	60% of the remaining tuition.
Between 15-24.9% of the course;	55% of the remaining tuition.
Between 25-49.9% of the course;	30% of the remaining tuition.
After 50% of the course;	the school may retain all remaining tuition.

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 69%

Leave of Absence (LOA) Policy

A leave of absence is a temporary interruption in a students' program of study. Reasons for which a student may request a LOA are death of an immediate relative, an injury or illness of the student or other allowable special circumstances. All submissions for leaves of absence must be submitted in advance in writing, including the reason for the student's request and the student's signature and supporting documentation, unless unforeseen circumstances prevent the student from doing so, they may call the school. Examples of supporting documents are: medical documentation, counseling records, obituaries/death certificates, legal court or police report documentation. A LOA can only be applied for if the student will miss 2 or more calendar weeks of school. LOA will not be granted for anytime under 2 weeks. There must be a reasonable expectation that the student will return from the LOA. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the incident. We will extend the student's maximum time frame and the contract period by the same number of days taken in the LOA which at the time of returning an amended contract statement will be signed. The student will not be assessed any additional charges, such as "late payment fees", as a result of the LOA not including the "change of contract fee" of \$75 if such needs to be done to return. The LOA together with any additional leaves of absence must not exceed 180 days in any 12-month period. A student granted an LOA that meets these criteria is not considered to be withdrawn, and no refund calculation is required at that time. If a student does not return after 12 weeks, they will be withdrawn, at which a withdrawal fee will be charged.

Attendance/Late Policy

Students are required to attend class regularly. If you are expecting to be late the school should be notified no less than 1 hour before your scheduled clock in time. If you have 3 or more unexcused absences you will be charged a re-admittance fee of \$50. Students are responsible to make up all missed hours and assignments to acquire a certification of course completion. Students can miss a total of 16 unexcused hours per month. Failure to meet these requirements will result in some sort of reprimand either or both being financially and disciplinary. If a student steps out of class or leaves the premises for longer than 5 minutes they will be clocked out and will need to clock back in upon returning. To change your contracted schedule there will be a \$75 charge unless a medical or legal excuse is given.

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 70% prior to graduation. Students must make up for failed or missed tests and incomplete assignments.

Determination of Progress Status

Students meeting the minimum 70% academics and 70% 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 70% 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 satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, and federal financial aid will be reinstated, if applicable.

Re-Entry Procedure

Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time the individual left, regardless of how much time has elapsed. Students who want to re-enter school must contact the school office and receive written approval. Determination for re-entry will be made on an individual basis. Any hours accumulated and paid for will be honored, any remaining hours will be charged at the current tuition rate. Each student will be charged a \$150 re-entry fee. Re-entry fee for suspended students will be a \$50 charge due upon returnal.

Max Time Frame

Maximum time frame for Students is 150% of the Enrollment Period. If, due to attendance or academic problems, a student must attend additional program hours beyond the 150% Maximum Program Length in order to complete the Program, the Student's Enrollment Agreement will terminate. The student 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. 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.

COURSE	LENGTH	MAX TIME
Nail Technology	300 hrs	450 hrs
Nail Instructor	250 hrs	375 hrs
Nail Instructor	500 hrs	750 hrs

SATISFACTORY ACADEMIC PROGRESS POLICY

Evaluation Periods

Students are evaluated for Satisfactory Academic Progress (SAP) as follows:

Nail Technician

0-150 Hours
150- 300 Hours

Nail Technology Instructor

0-100 Hours
100-250 Hours
250-500 Hours *Licensed under 2yrs*

The Satisfactory Academic Progress Policy applies to every student enrolled at the institution (full-time/part-time) in any program and is provided to every student before enrollment.

For Transfer Students, midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The minimum requirement for SAP is 70%. If a minimum cumulative GPA of 70% or greater is not maintained and/or the rate of attendance of 70% is not achieved the student will have all schooling stopped, unless supporting documents are submitted to justify the time and academics missed.

Make-Up/Missed Work and Time Policy

If the student is absent from class or arrives after 10a they forfeit that days' theory lecture and are responsible for making up missed work or collecting missed information. If the student is late and missed 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 Costs

Please see contract upon enrollment

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.

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 vary 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 fees
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. 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 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 the 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.

Formal Graduation

Formal graduations are voluntary and will be held twice yearly (April & August). Students will have the opportunity to invite up to 3 guests. Graduation will be held in a beautiful local venue with delicious food and gathering for a chance of networking! Graduation fees need to be added to tuition price upon enrollment. Once the commitment is made there will be no refund as there will be personalized orders made. 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 is \$250 and needs to be added to tuition price upon enrollment. What your graduation fee pays for is:

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

If the student prefers to not attend the formal graduation but would still like to purchase one of the graduation items listed above they may do so and that should also be added to tuition upon enrollment. There will be no refunds for any class rings, stoles or tassels as these are personalized items.

Instructional Materials

Students who are enrolled are furnished with one clinic uniform, a chromebook 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 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 themself. Bottles are never to be refilled with other monomers. Any violation of this will end with an immediate termination from the school.

School Uniform Policy

Students are to dress in all-white scrubs for instruction. One uniform will be included in the kit. Kits are considered part of the dress code and are needed for the student to be within compliance of the policy. There is a \$30 replacement charge for a scrub top and \$45 replacement for or purchase of a t-shirt. 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 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 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 70% or above in order to receive a diploma. The final examination will consist of:

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

Registering Hours with the State Board of Cosmetology – DELAWARE

In order for Nail Technician/Instructor students to register hours with the 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 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. 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. 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 nail technology industry candidates must meet specific pre-requisites tailored to industry standards and regulatory requirements. Licensure involves holding a valid state license in nail technology, 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 nail technology. Employers require proficiency in nail techniques, 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.

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

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)

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.

This instructional program meets the following requirements:

<u>Theory Instruction</u>	<u>Hours</u>
Orientation	04
DE License Laws	04
General Sciences	54
Nail Care	27
Business Skills	<u>12.5</u>
	101.5 Total

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

<u>Practical Instruction</u>	<u>Service # Performed</u>
Manicure	10
Pedicure	05
Monomer & Polymer Application	15
Gel Enhancement Application	03
Nail Art	03
Monomer & Polymer Removal	03
MOCK Practical Exam	02

Milady 8th Edition Nail Technology Textbook Chapters

History and Career Opportunities

Life Skills

Your Professional Image

Communicating for Success

Manicuring

Pedicuring

Nail Tips and Forms

Nail Resin Systems

Monomer Liquids and Polymer Powder Nail Enhancements

Gel Nail Enhancements

Nail Art

Electric Filing

Infection Control

Skin Structure, Disorders and Diseases

Nail Structure, Disorders and Diseases

Chemistry & Chemical Safety

Nail Product Chemistry

Electricity & Electrical Safety

General Anatomy and Physiology

Career Planning

The Healthy Professional

On The Job

The Beauty Business

Master Educator Course Outline

The Master Educator course is a specialized program designed for aspiring educators, focusing on advanced teaching methodologies, curriculum development, and classroom management. Over the course of the program, participants will enhance their instructional skills, learn to design effective educational materials, and gain insights into student assessment and support strategies. This program prepares licensed nail technicians or cosmetologists for advanced roles as educators in the cosmetology industry. Graduates will be qualified to teach courses in beauty schools or provide training in salons and spas. Participants will engage in both theoretical and practical components, fostering a comprehensive understanding of educational excellence. 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.

This instructional program meets the following requirements:

<u>Course Hours</u>	<u>250</u>	<u>500</u>
Orientation	25	50
Teaching Skills	100	200
Student Clinic, Salon Mgmt	75	150
Business Skills	50	100

Milady 4th Edition Professional Educator Textbook Chapters

The Professional Educator
Study and Testing Skills
Learner Characteristics and Learning Principles
Methods of Teaching and Learning
Program Development and Lesson Planning
Educational Aids and Technology
Communicating Confidently
Effective Presentations
Classroom Management and Supervision
Challenges to Learning
Assessing Progress and Advising Students
Success Strategies for Students
The Student Salon
Learning is a Laughing Matter
Student Retention
Teams at Work
Employment Preparation and Business Fundamentals
Evaluating Professional Performance