



Christine Valmy

International School of
Esthetics & Cosmetology

Catalog / Handbook

285 Changebridge Road,
Pine Brook, NJ 07058
973-575-1050



2019

This catalog/publication is certified true and correct in content and policy.

The school reserves the right to alter school schedules, prices & policies, as needed without advance notice. Students are expected to abide by all current & approved school policies and procedures.

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Mission Statement



Christine Valmy International School is dedicated to providing our students with an opportunity to pursue a career in the beauty industry. To achieve this goal we endeavor to provide the highest quality education in an inspiring learning environment, while guiding our students to achieve their potential through knowledge, discovery, and social responsibility. We encourage teamwork, promote professionalism and prepare our students with the tools and placement assistance for employment.

"The Christine Valmy Legend"

Christine Valmy's name is synonymous with professional skin care in the United States. She has written books on skin care and makeup, been quoted as a leading authority in major publications around the world, and has appeared on many television programs dealing with beauty. Her continuous work and unrelenting enthusiasm have greatly contributed to the creation of a new branch of the beauty industry in the United States. Ms. Valmy is the creator of the "Christine Valmy Method" - one of the most modern and scientific approaches to beautifying the skin. Ms. Valmy has earned the title of "First Lady of Esthetics," for her work in promoting the ideals of esthetics to thousands of estheticians in seminars in the U.S. and abroad. In recognition of this fact, the 92nd United States Congress paid a tribute to Ms. Valmy in 1971, "for achievements and contributions to our nation that have been made by a most remarkable woman . . . realized through the creation of the first school for skin care specialists in the United States. Ms. Valmy deserves special recognition for her service to America and for exemplifying our basic tenets of free enterprise."



Owners & Governing Body

Peter de Haydu - President – Owner

Marina Valmy de Haydu – Executive Vice President - Owner

New Jersey School Administration

Peter de Haydu, Director

Janine Novak, Assistant Director & Compliance Officer

Support Staff

- Jacqueline Simmons, Enrollment Officer
- Giovanna Navarro, Financial Aid Officer
- Yenni Mendez,
Student Services Advisor



Accredited by COE

The Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
800-917-2081 www.council.org

Licensed by

State of New Jersey
Division of Consumer Affairs
Board of Cosmetology & Hairstyling
124 Halsey St., 6th Floor
Newark, NJ 07102
973-504-6400

Affiliations

- Christine Valmy International School for Esthetics, Skin Care & Makeup
- State of New Jersey Division of Vocational Rehabilitation
- United States Department of Education
- MyCAA SECO (Military Spouse Education & Career Opportunities) Program

Instructors, full-time

- Nora Cannizzo, Instructor Supervisor
- Melissa Bogardus, Instructor & Skin Care Supervisor
- Victor Lupinacci, Instructor
- Genesis Feijoo, Instructor
- Samantha Okunak, Instructor
- Carol Rudiger, Instructor

Instructors, part-time

- Claritza Asencio, Instructor
- Maria Cobo, Instructor
- Elayne Perez, Instructor

All instructors are licensed teachers by the NJ State Board of Cosmetology & Hairstyling

All programs, aside from Instructor Training, are approved for Veterans Benefit





Christine Valmy International School

Combining the tradition of European esthetics with the latest advances in biology, chemistry, herbology and nutrition, Christine Valmy International School offers dynamic classes in Skin Care, Cosmetology, Manicure & Instructor Training. Students get hands-on practice from their very first day of class. The professionalism of these future estheticians and beauty therapists is finely honed through individualized instruction in the power of touch. Throughout the curriculum, students are made keenly aware of the often overlooked details that turn potential customers into regular clients. An education at a Christine Valmy International School gives the future beauty professional all the tools and knowledge necessary for success in this multi-billion dollar industry. As one of the earliest institutions for esthetics education in the United States, Christine Valmy International School prepares students for the beauty industry, the business world and life.

The Christine Valmy Education

Throughout her life, Ms. Christine Valmy has been driven by her passion to help people become the best beauty therapists they can be, while empowering them to earn a living to their fullest potential. Her continuing vision is sustained today by her daughter, Marina Valmy de Haydu, who brings beauty education to new levels. A chemist in her own right with vast knowledge of Chinese and Ayurvedic herbs, medicinal plants and Oriental treatments, she has expanded the curriculum at the Christine Valmy International School to include courses in exciting new techniques and up-to-date treatments. Marina Valmy de Haydu's philosophy declares, "At the Christine Valmy International School, we are committed to giving you the best education available today. We will prepare you as a professional with all the training necessary for a rewarding and lucrative career."

The curriculums at the Christine Valmy International School are standardized to take the student from beginning through advanced and include post-graduate offerings for the licensed professional. Students gain direct experience in developing a positive relationship with their clients while learning in a true salon atmosphere. Christine Valmy International School of Esthetics & Cosmetology shares a campus with the product laboratory for the Christine Valmy line of skin care products. Because of this, students have an unrivaled opportunity to learn about cutting-edge beauty products and ingredients. Many of our graduates assist professionals in the dermatology and plastic surgery fields, as well as the cosmetic and beauty manufacturing industry.

Facilities & Equipment

Christine Valmy International School of Esthetics & Cosmetology is located in beautiful Pine Brook, situated among trees, gardens and lovely homes. The school is at the front of the campus which houses the Christine Valmy laboratories and corporate headquarters. Ample parking is available.

Our faculty cares about each student. With an average student-teacher ratio of 12:1, students are assured of personal attention. The school layout is conducive to learning. The senior skin care clinic has a soothing atmosphere and modern equipment where students practice their skills on actual clientele in a salon-like environment.

The facilities also include a well-appointed senior cosmetology clinic and comfortable classrooms for the instruction of theory & practice in the arts of hairstyling, skin care & manicure. Also on campus are facilities for changing and a student lounge.

Accessibility

The school is a ground floor facility without stairs, making it accessible for wheelchairs.

Curriculum Offerings

At Christine Valmy International School, we have designed several curriculums to equip you with the skills and knowledge needed for success in this competitive industry. Courses of study include Skin Care, Cosmetology & Hairstyling, Manicure & Instructor Training. We also offer Advanced Courses for the Licensed Professional, Specialization Seminars and Certificates for Spa Treatments. For further information, please speak with our Enrollment Officer and make your appointment to visit the school.

Advancement in the Program

In all areas of study, Skin Care students with less than 300 hours of course work (1/2 program) are Junior students, while those with 300 hours or more are Senior students. Cosmetology students with less than 600 hours of course work (1/2 program) are Junior students, while those with 600 hours or more are Senior students. Manicure students with less than 150 hours of course work (1/2 program) are Junior students, while those with 150 or more are Senior students. Instructor Training students with less than 300 hours of course work (1/2 program) are Junior students, while those with 300 hours or more are Senior students. Senior students are required to perform services for actual clients according to their training and instruction.

Commencement of Classes

The duration and ending date of each course depends on the course and schedule selected. Christine Valmy International School courses commence the first Monday of the month. If a holiday falls on the first Monday, then classes commence on the first working day following the holiday, or as approved by the State. Holidays observed are: New Year's Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the Friday following, and Christmas.

Skin Care Curriculum

Preparation for the NJ Skincare Specialty License

As an esthetician, you will be educated in the most current skin care methods to make customers feel and look healthier. Join the Christine Valmy International School revolution to reveal, revitalize, and recondition skin, so your clients will radiate with their own natural beauty! Our education will give you the tools and confidence for entry level salon or spa positions.

Become the best in your field. This course provides thorough preparation for working in the skin care profession, with a wealth of information and meticulous attention to detail. Excellent hands-on training prepares you to feel comfortable in job situations. You will be taught the basics in chemistry, anatomy, and biology as a foundation to learning advanced treatment methods, makeup and waxing.



Career Opportunities

- Salon or Day Spa Esthetician
- Medical Esthetician
- Makeup Artist
- Manufacturer's Representative
- Salesperson or Sales Manager
- Cosmetic Buyer
- Esthetics Writer or Editor



Skin Care Student Kit contains: Milady Standard for Esthetics Fundamentals textbook, workbook & exam review, Christine Valmy Product Knowledge Manual, and the following items in a Christine Valmy International School logo bag:

Salon wrap, headband	Sterilizing tray, safety goggles	Bowl, spatula,
Cotton roll, rounds, swabs, tissues	4 towels	Tweezerman tweezers
Cape, gloves	Small scissors	Makeup palette,
Massage & makeup mannequin	Surgiwax hair removal wax	Wooden spatulas
Makeup wedges, sponges	Complete suite of Christine Valmy Skin Care products	13 pc makeup kit & brushes



Skin Care Curriculum Details	Theory	Practice	Total
State Laws, Rules & Regulations for Cosmetology & Hairstyling Administration Shop Operations	10 hrs	0 hrs	10 hrs
Professional Image, Hygiene & Related Practices	2 hrs	0 hrs	2 hrs
Decontamination & Infection Control	15 hrs	5 hrs	20 hrs
Anatomy, Physiology & Nutrition	40 hrs	0 hrs	40 hrs
Structure & Functions of Skin	35 hrs	0 hrs	35 hrs
Superfluous Hair	10 hrs	30 hrs	40 hrs
Chemistry Related to Skin Care	48 hrs	0 hrs	48 hrs
Electricity and Machines	15 hrs	40 hrs	55 hrs
Facial and Body Procedures	50 hrs	150 hrs	200 hrs
Makeup Technique & Corrective Makeup Techniques (post-surgical)	50 hrs	100 hrs	150 hrs
Total Hours for Skin Care Curriculum	275 hrs	325 hrs	600 hrs

Program Schedule: 600 Hours Skin Care Curriculum

Full Time Schedule (Mon-Fri)	9:00a-4:30p (35 hrs / 17 weeks)
Part Time Schedule* (Mon-Fri)	9:00a-2:00p (22.5 hrs / 26 weeks)
Part Time Eve Schedule (Mon-Thu)	5:30p-9:30p (16 hrs / 38 weeks)

* Course is also available in Spanish for part time, daytime schedule.

Cosmetology & Hairstyling Curriculum

Preparation for the NJ Cosmetology License

We believe in training the professional cosmetologist as in Europe, to be a true "Beauty Therapist." From chemistry to anatomy, permanent waves, coloring, shaping and shaving, this course will prepare you for your career while having fun. Our emphasis is not only on hair, but on all aspects of the cosmetology license. You will learn to create expert hairstyles and haircuts, master European facials and be proficient in manicuring. As salons become increasingly competitive, owners are looking for diversified, well-qualified personnel, able to perform a full range of services. Our education will give you the tools and confidence for entry level salon or spa positions.



Career Opportunities

- Licensed Cosmetologist
- Beauty Salon Owner
- Beauty Salon Manager
- Beauty School Owner
- School Supervisor
- School Director
- Cosmetology Instructor
- Hair Colorist
- Esthetician
- Makeup Artist
- Unisex Cutter
- Manufacturer's Representative
- Product Educator
- Platform Artist

Cosmetology and Hairstyling Student Kit contains:

Milady Standard Cosmetology (textbook, workbook & exam review) and the following items in a Christine Valmy logo bag:

Marcel iron, pro dryer, flat iron, pressing comb	Sterilization tray, safety goggles, gloves, spray bottle	Shear kit set with razor,
Brushes: nylon bristle, paddle, vent, teasing, detangling, ceramic (3)	Combs: clipper, all-purpose, barber, hard-rubber, cutting, rattail, pin tail, tortoise	Emery boards, mani- sticks, mani-pedi set, nail brush & bowl
Shampoo cape, headbands	Applicator bottles, tint bowl & brush	Assorted perm rods, roller rack set, end wraps
Clips: curl, butterfly, duckbill, single & double prong, grip	4 manikins, plus manikin clamp	Barber razor, clippers, styptic powder
13pc makeup kit, palette & brush set	Surgiwax hair removal wax	Professional tool caddy



Continued on next page >

Cosmetology & Hairstyling Curriculum Details	Theory	Practice	Total
State Laws, Rules & Regulations for Cosmetology & Hairstyling & Administrative Shop Operations	10 hrs	0 hrs	10 hrs
Decontamination & Infection Control	15 hrs	5 hrs	20 hrs
Professional Image, Hygiene & Related Practices	2 hrs	0 hrs	2 hrs
History of Barbering	4 hrs	0 hrs	4 hrs
Shaving	15 hrs	66 hrs	81 hrs
Beard & Moustache Trimming	5 hrs	10 hrs	15 hrs
Facials & Massage, Skin Care, Makeup, Depilatory & Eyebrow Arching	25 hrs	53 hrs	78 hrs
Shampooing & Temporary Rinses	20 hrs	40 hrs	60 hrs
Hair & Scalp Treatments, Reconditioning Treatments	15 hrs	35 hrs	50 hrs
Hair & Basic Layer and Clipper Cut—Razor, Scissors, Thinning Shears, Tapering	40 hrs	120 hrs	160 hrs
Hairstyling—including Pin Curls, Finger-waving & Blow Waving	25 hrs	135 hrs	160 hrs
Hair Tinting & Bleaching—including Frosting, Tipping & Streaks	35 hrs	110 hrs	145 hrs
Permanent Waving	25 hrs	90 hrs	115 hrs
Chemical Relaxing & Pressing	30 hrs	60 hrs	90 hrs
Thermal Curling & Waving	10 hrs	35 hrs	45 hrs
Manicuring & Pedicuring	45 hrs	90 hrs	135 hrs
Chemistry Relating to Cosmetology	30 hrs	0 hrs	30 hrs
Total Hours for Cosmetology & Hairstyling Curriculum	351 hrs	849 hrs	1200 hrs



Program Schedule: 1200 Hours Cosmetology & Hairstyling Curriculum

Full Time Schedule* (Mon-Fri)

9:00a-4:30p (35 hrs / 35 weeks)

Part Time Schedule* (Mon-Fri)

9:00a-2:00p (22.5 hrs / 53 weeks)

Part Time Eve (Mon-Thu) Schedule

5:30p-9:30p (M-Th) (16 hrs / 75 weeks)



Manicure Curriculum

Preparation for NJ Manicuring License

From basic manicures and pedicures, sanitation and infection control, waxing and salon management through advanced nail techniques such as gels, acrylics and nail art, this course will prepare you for an entry level salon position.



Career Opportunities

- Nail Technician
- Product Educator
- Sales Representative
- Retail Sales and Management

Manicure Student Kit contains:

Milady Standard Nail Technology (textbook, workbook & exam review)

protective eyewear	non-adhesive roll wraps	set of tips
finger bowl	styptic powder or liquid	sterilizer
nail polish remover	cuticle cream	pusher
emery boards	files	nipper
orange wood sticks	nail brush	spatula
adhesives	tweezer	hand mask
appropriate cream	1 pr. pedicure slippers	





Manicure Curriculum Details	Theory	Practice	Total
State Laws, Rules & Regulations for Cosmetology & Hairstyling & Administrative Shop Operations	10 hrs	0 hrs	10 hrs
Professional Image, Hygiene & Related Practices	2 hrs	0 hrs	2 hrs
Decontamination & Infection Control	15 hrs	5 hrs	20 hrs
Manicuring & Pedicuring	10 hrs	45 hrs	55 hrs
Diseases & Disorders of the Nail	10 hrs	0 hrs	10 hrs
Anatomy of the Hand, Arm, Foot & Leg	10 hrs	0 hrs	10 hrs
Nail Tips & Extensions	5 hrs	25 hrs	30 hrs
Nail Wraps	5 hrs	25 hrs	30 hrs
Nail Gels	5 hrs	15 hrs	20 hrs
Sculptured Nails	10 hrs	30 hrs	40 hrs
Nail Art	5 hrs	5 hrs	10 hrs
The Skin and its Diseases	5 hrs	0 hrs	5 hrs
Removal of Unwanted Hair	10 hrs	30 hrs	40 hrs
First Aid	5 hrs	0 hrs	5 hrs
Chemicals and Chemistry Relating to Products	13 hrs	0 hrs	13 hrs
Total Hours for Manicure Curriculum	130 hrs	170 hrs	300 hrs

Program Schedule: 300 Hours Manicure Curriculum

Part Time Schedule (Mon-Fri)

9:00a-2:00p (22.5 hrs / 13.5 weeks)

Part Time Eve Schedule (Mon-Thu)

5:30p-9:30p (16 hrs / 19 weeks)

Instructor Training Curriculum*

Teacher training: Open to graduates of the Cosmetology & Hairstyling program.

If you're a self-starter with great ideas that likes to motivate & lead others, a position as an instructor might be the right path for you to follow. Christine Valmy International School will train you to inspire & teach others like you as an instructor in the State of New Jersey.

Career Opportunity

Instructor of Cosmetology & Hairstyling in the State of NJ



*Course not approved for Title IV funding at this time.

Eligibility for the NJ State Instructor's License

Each applicant must present documentation of all of the following:

- Be at least 18 years of age
- High school diploma or its equivalent
- Hold a valid NJ Cosmetology/Hairstyling license
- Notarized statement of six months work experience in all phases of Cosmetology
- 500 hours of Instructor Training course
- 30 clock hours in a Methods of Teaching course conducted by a college approved by the State Board of Higher Education
- Physician's statement that the graduate is free from any evidence of communicable disease
- Successfully pass an examination conducted by the State Board

Instructor Training Course Student Kit contains:

Milady Master Educator (Student Course Book & Exam Review) +
Milady Standard Cosmetology (text book only)

Protective eyewear & gloves	assorted combs	hardwood stick
mannequins with clamp	assorted brushes	end wraps
makeup kit	comb out cape	applicator bottle
cutting shears and case	shampoo cape	spray bottle
thinning shears	manicure/pedicure kit	large assortment of perm rods
hair shaper (razor)	nail kits for wraps	magnetic rollers
blow dryer	nail sample kit	assorted clips
marcel iron (curling iron)	emery boards	

Instructor Training Curriculum Details*	Theory	Practice	Total
State Laws, Rules & Regulations for Cosmetology & Hairstyling & Administrative Shop Operations	5 hrs	0 hrs	5 hrs
Decontamination & Infection Control	5 hrs	0 hrs	5 hrs
Facials, Massage, Skin Care, Makeup, Depilatory, Eyebrow Arching, Shaving	15 hrs	65 hrs	80 hrs
Shampooing & Temporary Rinses	5 hrs	10 hrs	15 hrs
Hair & Scalp Treatments, Reconditioning Treatments	5 hrs	10 hrs	15 hrs
Hair & Basic Layer & Clipper Cut—Razor, Scissors, Thinning Shears, Tapering	10 hrs	30 hrs	40 hrs
Hairstyling— including Pin Curls, Finger Waving & Blow Waving	10 hrs	30 hrs	40 hrs
Hair Tinting & Bleaching including Frosting, Tipping & Streaks	10 hrs	20 hrs	30 hrs
Permanent Waving	10 hrs	20 hrs	30 hrs
Chemical Relaxing & Pressing, Thermal Curling & Waving	10 hrs	25 hrs	35 hrs
Manicuring & Pedicuring	10 hrs	20 hrs	30 hrs
Chemistry Relating to Cosmetology	10 hrs	0 hrs	10 hrs
Teaching Methods	40 hrs	150 hrs	190 hrs
Motivation & Learning	10 hrs	0 hrs	10 hrs
Testing	10 hrs	0 hrs	10 hrs
Teacher Preparation	15 hrs	0 hrs	15 hrs
Instruction Evaluation	20 hrs	0 hrs	20 hrs
Classroom Management	20 hrs	0 hrs	20 hrs
Total Hours for Instructor Training Curriculum	220 hrs	380 hrs	600 hrs

Program Schedule: 600 Hours Instructor Training Curriculum	
Part Time Schedule (Mon-Thu)	9:00a-2:00p (18 hrs / 34 weeks)
Part Time Schedule (Mon-Fri)	9:00a-2:00p (22.5 hrs / 26 weeks)

Admissions Requirements* for all Programs of Study

- High School diploma or equivalent (GED)
- Students must be 17 years of age or older by the start of the program and provide proof of birth (acceptable documents: valid Driver's License, Passport, Birth or Baptism certificate, Citizenship documentation, Immigration Certification or Alien Registration Card) – *In order to obtain licensing in the State of New Jersey, you must be a U.S. citizen OR legal resident alien with documentation.*
- Foreign-educated students must obtain a translation & evaluation of high school graduation & equivalency from an agency approved by the NJ State Board of Cosmetology.
- Seven 2" x 2" photos
- Personal interview at the school
- Completed registration for the State of New Jersey

**As required by the State of NJ Board of Cosmetology & Hairstyling, a school assessment of English language comprehension may be required prior to acceptance and enrollment in English language courses. See your Enrollment Officer for details. (NJAC 13:28-6.9)*

Transfer Credits

A student seeking credit for previous education must supply diploma, license and/or an official, sealed transcript from the previous school. Credit will be issued based on the evaluation of materials and a complete theory and skills assessment exam. The results of this assessment will be forwarded to the NJ State Board of Cosmetology & Hairstyling.

Student Transfer Policy within the Institution

Students desiring to switch programs during their education at the School are required to drop the current course of study and re-enroll in the new course after receipt of counseling from the Student Services Advisor as to the impact in their education/finances such a change will result. The number of hours a Skin Care student can transfer to our Cosmetology & Hairstyling course is up to 100 hours. The number of hours a Cosmetology & Hairstyling student can transfer to our Skin Care course is up to 100 hours. Manicure and Instructor Training courses are exempt from transfer of hours within the institution. All hours transferred are at the discretion & approval of the Instructor Supervisor. Non-refundable enrollment fees, student kit & book charges, etc. will be required as they would for a new student when re-enrolling in the desired changed course.

Performance, Conduct and Attendance Policies

- Maintain a minimum of 66.67% attendance.
- Class starts promptly at 9:00 am. A grace period of 10 minutes or late sign in at 10:00 am or 12:30 pm is provided for emergency use only. Students are allowed three occasions noted above combined per month. A fourth late means a student cannot sign in until 12:30 pm & must receive a counseling session from Student Services which could result in probation or suspension. Evening students: late sign in is at 6:30pm only—same rules apply as above.
- Students who are aware that they will be absent must notify the school in advance.
- Absence of three days or more requires official documentation upon return (ie: doctor's note)
- Any student absent from a scheduled class may attend a designated make up class. Make up hours are limited to eight hours per week over his/her contracted course schedule.
- Students with unexcused absences of more than 14 calendar days will be dropped from the course and must re-enroll and pay a new registration fee of \$100 within 180 days of drop date to resume training. The hours the student has attended will not be credited unless they are able to pass an exam at time of re-registration.
- Tuition payments must be paid on time. Nonpayment of any school payment period will result in student suspension until account is made current.
- If the student has trouble making tuition payments or following the school rules and requirements, he or she must discuss it with the Student Services Advisor in order to avoid being dropped from the course.

Schedule Change

A change of schedule will only be effective for the start of the week on Mondays and this request must be made a week in advance & approved by the classroom instructor. The School allows for one schedule change without a charge. Schedule changes can only take place in the second half of your education at the school after all Junior requirements are satisfactorily met. If a request is made for a second schedule change, there will be a \$100 fee. All schedule change requests must be made through Student Services. A maximum of two schedule changes per enrollment are allowed.

Leave of Absence

A leave of absence may be granted, on a case-by-case basis, to any student needing time off for a minimum of 14 calendar days. A leave of absence combined with any other leaves of absence taken cannot exceed a total of 180 calendar days. Documentation is required for approval to be granted. Except for those absences which are for emergencies or medical reasons, all leaves of absence must be requested in advance. Any student who fails to return from a leave of absence will be terminated from their course of study. Students returning from a leave of absence or other official interruption of training must remain in satisfactory standing & those students returning from medical leave must present an original signed release from the treating physician.

Dress Code

Our School partners with *Scrubs & Beyond* in Totowa, NJ to supply school-approved uniforms. See your Enrollment Officer for details.

Skin Care & Manicure

- Official Name Tag Designating Course of Study & Registration Number
- Junior Skin Care & all Manicure: white scrub pants & top, white long sleeve shirt can be worn beneath (optional)
- Senior Skin Care **only**: white scrub pants & hunter green scrub top, white long sleeve shirt can be worn beneath (optional)
- White leather rubber-soled shoes (slip-on, oxford or lace-up style) with closed heel & toe, & socks or hosiery. Canvas or colored shoes & backless shoes/clogs are not acceptable.

Junior Cosmetology

- Official Name Tag Designating Course of Study & Registration Number
- White scrub pants & top, white or black long sleeve shirt can be worn beneath (optional)
- White leather rubber-soled shoes (slip-on, oxford or lace-up style) with closed heel & toe, & socks or hosiery. Canvas or colored shoes & backless shoes/clogs are not acceptable.

Senior Cosmetology

- Official Name Tag Designating Course of Study & Registration Number
- Black scrub pants & top, black or white long sleeve shirt can be worn beneath (optional)
- Black leather rubber-soled shoes (slip-on, oxford or lace-up style) with closed heel & toe, & socks or hosiery. Canvas or colored shoes & backless shoes/clogs are not acceptable.

Instructor Training

- Official Name Tag Designating Course of Study & Registration Number with "Student Teacher" ribbon affixed to it
- Black pants & top without writing or decoration
- White Lab Coat (supplied by School)
- Black leather rubber-soled shoes (slip-on, oxford or lace-up style) with closed heel & toe, & socks or hosiery. Canvas or colored shoes & backless shoes/clogs are not acceptable.



General Policies

- Be on time for class. • Wear your name tag.
- Follow the dress code: jeans, sweatpants and shorts are not permitted.
- Cell phones must be turned off at all times except during break.
- School phone line is not for students' personal calls--emergency calls only.
- There is no smoking in the school or near building entrances—only designated areas.
- No eating or drinking in classrooms, only in student lounge areas.
- Chewing gum is not permitted.
- Alcohol and drug usage during school hours will result in student dismissal.
- School may terminate a student's enrollment for non-compliance with any policies outlined in this catalog or school orientation packet received on day one, including violation of state laws and regulations, improper conduct or action which causes or could cause bodily harm to a client, a student, or employee of the school, willful destruction of school property, theft, cheating or any illegal act.

Holidays Observed

New Year's Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the Friday following, and Christmas.

TUITION AND FEES*

Cosmetology & Hairstyling-1200 hrs (35 weeks)	Registration Fee Books**, kit & supplies Tuition Total	\$100.00 \$975.00 \$15,425.00 \$16,500.00
Skin Care-600 hrs (17 weeks)	Registration fee Books**, kit & supplies Tuition Total	\$100.00 \$685.00 \$8,210.00 \$8,995.00
Manicure-300 hrs (12 weeks)	Registration fee Books**, kit & supplies Tuition Total	\$100.00 \$500.00 \$2,899.00 \$3,499.00
Instructor Training-600 hrs (17 weeks)	Registration fee Books**, kit & supplies Tuition Total	\$100.00 \$875.00 \$6,020.00 \$6,995.00

**VA grant recipients: You will be billed separately for book fees—they are not covered under the grant. Book fees are the responsibility of the student.*

*** Pursuant to 34 CFR 668.164(c)(2) under the US Dept. of Education regulations, students are not required to purchase their textbook/workbook/exam review from the School, and have the option of purchasing these items on their own. The School requires students to have books with them on the first day of class. Please speak to our Enrollment Officer for current editions being used at the school for the course of enrollment; ISBN numbers & online bookstores carrying these texts, should you choose to opt out of purchasing your books from the school, or see the appendix of this catalog on page 24. For the health & safety of our students, the student kit must be obtained from the school.*

Satisfactory Academic Progress Policy

Satisfactory Academic Progress in attendance and academic work is a requirement for all students enrolled at the school. Satisfactory Academic Progress (SAP) Evaluations will be conducted when a student reaches his/her program’s checkpoints. Checkpoints occur at every 300 hours of the scheduled training. Evaluations will measure performance in both academics, based on grades received, and attendance, based on the percentage of cumulative actual hours to scheduled hours. In order for a student to establish Satisfactory Academic Progress, the student must maintain a 75% cumulative grade point average in academic work and a minimum of 66.67% cumulative attendance. Students that meet the minimum requirements at evaluation will be considered making Satisfactory Academic Progress until their next scheduled evaluation. Students are advised of their academic and attendance status via a progress report.

- 1. Academic Progress: SAP Evaluations at each checkpoint will determine if the student’s cumulative GPA meets a minimum of 75% (85% minimum for Instructor Training), and is completing the prescribed theory and practical assignments within the attendance standards specified. Each student’s progress is periodically reviewed by both written and practical examinations scored on the following grade scale.

Practical and Theory	
100% - 96%	Exemplary performance
95% - 90%	Excellent mastery of program content and excellent ability to apply program content concepts. The work displays initiative, independence and application. In some courses, originality may be required.
89% - 85%	Good mastery of program content and ability to apply program content concepts. Work reflects a thorough understanding of the application and inter-relationships of material covered.
84%-75%	Satisfactory
74%	Unsatisfactory progress using the principles within the program content

- 2. Attendance Progress: SAP Evaluations at each checkpoint will determine if the total hours physically completed meets a minimum of 66.67% of the student’s scheduled hours and that the student will complete the program within the maximum time frame. Percentage is based on successfully completed hours divided by the number of scheduled hours at the point of evaluation. Time off for authorized leaves of absence will be added to the maximum time frame.

To determine Satisfactory Academic Progress & continue eligibility for Title IV funding, students attending the Cosmetology program will be evaluated for both academics & attendance when the student successfully completes the actual hours in the payment period (450 & 900 hours). To determine Satisfactory Academic Progress & continue eligibility for Title IV funding, students attending the Skin Care program are evaluated for both academics & attendance when the student successfully completes the actual hours in the payment period (300 hours).

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Students should complete the required clock hours within the normal time frame given for each program schedule. However, if the course is not completed within the maximum time frame allowed, termination will occur. If a student chooses to continue, he or she must re-enroll for the remaining hours needed to complete the course at the current hourly rate. The maximum time frame is defined as 150% of the published length of the course. For example, a full-time Cosmetology student enrolled in the 1200 hour course must complete the course by a maximum time frame of 1800 scheduled hours. The maximum time frame and contract period are extended by any approved leave of absence by the same number of days in the leave of absence.

Cosmetology:

450 Actual Hours
900 Actual Hours

Maximum 675 scheduled hours allowed
Maximum 1350 scheduled hours allowed

Skin Care:

300 Actual Hours

Maximum 450 scheduled hours allowed

Satisfactory Academic Progress Warning Status

Students failing to meet requirements for attendance or academic progress at any of the evaluation points will be issued a warning and counseled about the risk of losing Title IV funds, if applicable, until the next evaluation point or until re-establishing Satisfactory Academic Progress, whichever occurs sooner. During the warning, students are considered to be making Satisfactory Academic Progress and students who receive federal funds may continue to be funded. If the student is meeting minimum requirements at the end of the academic warning period, the student will be determined as making Satisfactory Academic Progress.

If the student fails to meet requirements at the end of the academic warning period, the student will be determined NOT making Satisfactory Academic Progress and will be suspended from receiving Title IV funds, if applicable. A student failing two consecutive SAP evaluations will be placed on probation, determined as not making satisfactory progress and subject to termination. Unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

Satisfactory Academic Progress Probation Status

If a student is determined NOT making Satisfactory Academic Progress, the student may appeal the negative determination. The student must submit a written appeal notice to the school administration with any supporting evidence of any mitigating circumstances including reasons why the determination should be reversed and a request for re-evaluation. Appeal documents will be reviewed and approved or denied. The review decision is final. Students who prevail upon appeal will be placed on probation until the next evaluation. If applicable, financial aid funds will be reinstated to eligible students.

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- a. The school evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period; and
- b. The student appeals the negative progress determinations at the beginning of the probationary period; and
- c. The school determines that satisfactory academic progress standards can be met at the end of the subsequent evaluation period; or
- d. The school develops an academic plan for the student that, if followed will ensure that student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum time frame established by the individual student.

If through this appeal process, evidence is shown that the school has made an error in hours recorded or missing grade points or due to the student's mitigating circumstances (see below) that they may be considered satisfactory, the decision to mark the student as satisfactory will be recorded in the student's file.

Mitigating circumstances leading to the SAP failure are circumstances taken into consideration may include, but are not limited to:

- Economic Hardship
- Health reasons
- Death or Illness of a family member
- Housing/Shelter
- Marital Problems
- Other special circumstances
 - A. The potential of the student to benefit from the training.
 - B. The student's ability to meet the monetary obligations to school.
 - C. Strength of the documentation.

Re-entry Students/Interruptions

A determination of Satisfactory Academic Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Academic Progress determination according to the appeal policy. Elapsed time during the leave of absence does not affect the Satisfactory Academic Progress and will extend the contract period by the same number of days in the leave. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal.

Students wishing to re-enroll in school after withdrawing must submit a letter to the school administration. Student letters requesting re-enrollment must include a summary of the reasons the student withdrew and how these issues have been resolved. Re-enrollment is at the discretion of the School Director. Decisions by the School Director regarding re-enrollment are final.

Transfer Students

It is the policy of Christine Valmy International School to grant credit for hours spent in Beauty Culture Training at another approved school. Furthermore, transfer hours from another institution that are accepted toward the program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. The New Jersey State Board of Cosmetology & Hairstyling specifically states that a school accepting a transfer student can test him/her to determine the actual number of credit hours to be given. The school will inform the Board of Cosmetology & Hairstyling the exact number of hours to be credited the student.

Program Incompletes, Repetitions, Non-Credit Remedial Courses

The school does not recognize course incompletes, repetitions and non-credit remedial courses. As a result, these events will have no effect on the institution's Satisfactory Academic Progress Policy.

A registration enrollment fee of \$100.00 is imposed for every change in registration. At the discretion of the school, Christine Valmy International School may waive this fee based on extenuating circumstances.

Christine Valmy International School reserves the right to offer scholarships through local high schools based on recommendations of the guidance departments.

All supplies are included in the total cost. If a student terminates enrollment, the refund calculations will include the cost of books and supplies as follows: Cosmetology: \$975.00, Skin Care \$685.00, Manicuring \$500.00 & Instructor Training: \$875.00.

Financial Aid — Title IV

Christine Valmy International School is accredited by the Council on Occupational Education (COE) and approved by the United States Dept. of Education for the following programs of financial assistance available to eligible students in order to meet the expenses of their education.

- *Pell Grant*: All federal grants are awarded to students with financial need. The amount of your Federal Pell Grant depends on your cost of attendance, expected family contribution, enrollment status (full- or part-time) and whether you attend for a full academic year or less.
- *Federal Supplemental Educational Opportunity Grant (FSEOG)*: This grant can provide additional grant money to a student's financial aid package if he/she has demonstrated financial need. The amount awarded is up to the discretion of the Financial Aid Department. Priority is given to students already receiving a Pell Grant.
- *Stafford Student Loan/Subsidized Stafford Loan*: A student can borrow this type of loan to cover some or all of their school expenses. The U.S. Department of

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Education pays the interest while you're in school at least half-time and for the first six months after you leave school (grace period). The amount of the loan cannot exceed a student's financial need. The fixed interest rate (depending on award year) will start accruing after the grace period.

- *Unsubsidized Stafford Loan:* A student can borrow this type of loan to cover some or all of their school expenses. The U.S. Department of Education does not pay interest on unsubsidized loans. A student is responsible for paying the interest that accrues on the loan from the time the loan is disbursed until it's paid in full. A fixed interest rate (depending on award year) can be paid while attending school, during a period of deferment or forbearance or it can be accrued and the interest added to the principle amount of the loan.
- *PLUS Loans:* Parents of dependent students can borrow from the PLUS Loan program. The terms and conditions of this type of loan include a requirement that the applicant not have an adverse credit history, a repayment period that begins on the date of the last disbursement of the loan and a fixed interest rate (varying by award year) for the Direct Loan.

The programs listed are based on the student's need for financial assistance and are available for those who qualify. Prospective students may apply online by visiting **www.fafsa.ed.gov**, or they can request an appointment with our Financial Aid Officer for assistance at 973.575.1050 x136.

Students applying for financial aid must first complete an application for Federal Student Aid (FAFSA). This is the basis upon which financial aid is determined. The calculation of the Pell Grant is performed by the Federal Government and the student receives a Student Aid Report (SAR). The report combined with a needs analysis performed by our Financial Aid Department will indicate the amount of grant and/or loan that may be required to meet the cost of tuition, fees, and living expenses.

Payment plans are available. Christine Valmy International School reserves the right to offer discounts for any particular start class.

Christine Valmy International School offers weekly or monthly payment plans based on course and schedule. The school accepts cash, check, credit or debit cards, or money orders as forms of payment. The school charges \$35.00 for returned checks.

If a student's final payment is made on his/her graduation day, only a certified (bank) check or cash is permitted.

Title IV Verification Policy

Once the FAFSA is processed, the school receives an ISIR (Institutional Student Information Record). The ISIR notifies the Financial Aid Office if any additional paperwork is required and/or if the student was selected for verification. If and when the selection of verification occurs, the Financial Aid Officer must verify that all the information input on the FAFSA is accurate. The student must fill out a verification worksheet (if dependent student, parents must also sign verification worksheet), and turn in all paperwork deemed necessary as proof (ie: tax return transcripts, birth certificates, passports, etc.). The student will be notified by the Financial Aid Officer if selected for verification, and all necessary paperwork must be submitted to the Financial Aid Office before start of classes.

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Class Make-Up Fees

Any student absent from a scheduled class may, with the approval of the School Director, attend a designated make up class as long as the student's total class hours for the week shall not exceed eight hours over his/her schedule. Fees for make-up classes are charged at the discretion of the school. When a student has passed the calculated graduation date for a particular program of study without meeting the course hour requirement, they may be charged \$22.50 per hour and a new graduation date will be calculated. The student must pay these make up charges before the new graduation date and will not receive a Certificate of Completion/Diploma until they have paid and met the appropriate course hour requirement.

Fees for Non-Payment of Tuition

Tuition and fees not paid within 60 days are subject to a past-due billing charge of \$2.00 per month or 1.5% per month, whichever is greater. If it becomes necessary to engage a collection agency to recover outstanding balances, all fees and expenses related to collecting the balance due will be added to the amount owed. If 60 days delinquent, student may be terminated.

Reinstatement of Financial Aid

Title IV aid will be reinstated to students who have prevailed upon appeal regarding the status of Satisfactory Academic Progress or who have reestablished Satisfactory Academic Progress by: 1) making up missed tests and assignments and increasing cumulative grade point average to 75%; and 2) increasing cumulative attendance to 66.67%.

REFUND POLICY- NOTICE OF CANCELLATION

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. Applicants not accepted by the school shall be refunded all monies paid to the school.

- A. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school will be refunded even if the student has begun classes. If a student cancels the enrollment more than three business days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the registration fee in the amount of \$100.00 will be made. If a student enrolls and does not show up to class on the first day, the \$100.00 registration fee is forfeited.
- B. For students who enroll and begin classes, but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. The "formal cancellation date" is determined by one of the following: a) the postmark on the written notification, b) the date said notification is delivered to the school in person, c) the date of expulsion by the school, d) 14 calendar days after the last day of student attendance or e) the expiration date of an approved leave of absence.

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*Percent of Scheduled Time Enrolled to Total Course	*Total Tuition School Shall Receive/Retain
.01% - 10.9%	10%
11.0% - 25.9%	50%
26.0% - 49.9%	75%
50.0% and over	100%

- C. All refunds are based on student's scheduled hours based on last date of attendance. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation date as defined above. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro-rata refund of the tuition to the student. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. The school does not participate in any teach-out plans with other institutions.
- D. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that he/she will not be returning.
- E. A student who withdraws or terminates prior to course completion will have the percentage of the tuition due based on tuition refund schedule (*please see chart/schedule above). Other miscellaneous charges the student may have incurred at the institution (ie: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every 30 days.
- F. For students enrolled in courses longer than one calendar year: If a student withdraws or is terminated from a course that is scheduled for more than twelve calendar months, the student is not obligated to pay for the amount of course time beyond the first twelve months of the course. If the student withdraws or is terminated at any time after the first twelve months, the same refund calculation will apply for the unused portion of tuition applicable to the period of withdrawal. Both calculations of refund due to the student utilize the above chart/schedule.
- G. If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any returns by the school shall be paid, as applicable, first to unsubsidized federal Stafford student loan program, second to subsidized federal Stafford student loan program, third to federal Pell grant program, fourth to Federal Supplemental Educational Opportunity Grant (FSEOG); fifth to other federal, state, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student.

When situations of mitigating circumstances are in evidence, the school reserves the right to adjust the refund policy wherein the refund to the student may exceed the Cancellation and Settlement Policy and Minimum Refund Guidelines.

- Books (if purchased through the School) & equipment are non-refundable items
- All fees must be identified in the catalog and on the contract.

If a program or course is canceled subsequent to a student's enrollment, and before instruction in the program or course has begun, the school shall at its option:

- A. Provide a full refund of all monies paid within 45 days of the student's planned start date; or
- B. Provide completion of the program or course.

If a program or course is cancelled after the instruction in the program or course has begun a student will be liable for:

- A. \$100.00 non-refundable registration fee, &
- B. Non-refundable educational material and student kit:
\$975.00 — Cosmetology \$500.00 — Manicure
\$685.00 — Skin Care \$875.00 — Instructor Training
- C. Tuition liability as of the student's last date of physical attendance.
- D. The student will be liable for a portion of the tuition cost, calculated by dividing the number of hours offered to the student as of the last day of physical attendance by the total number of hours of the program.

Grievance Policy

Christine Valmy International School has an official grievance policy that is issued to all students on the first day of school during student orientation. Students are encouraged to resolve their complaint with the procedure outlined in the school's grievance policy. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the accrediting commission of record. All inquiries should be directed to: Council on Occupational Education (COE), 7840 Roswell Road, Bldg. 300, Ste. 325, Atlanta, GA 30350, 800-917-2081.

Illicit Drug & Alcohol Policy

Christine Valmy International School prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as any part of its activities. Applicable legal sanctions will be enforced through the local law enforcement agency. Disciplinary sanctions consistent with local, state and federal law as well as school suspension and/or expulsion or loss of employment may occur in addition to referral for prosecution for violations of these standards of conduct. Specific information about health risks due to drug and alcohol abuse along with referrals for counseling, treatment, and/or rehabilitation is distributed to students during enrollment and can also be requested from any office staff.

School Closure Policy

If a school closes permanently and ceases to offer instruction after students have enrolled, or if a program is canceled after students have enrolled and instruction has begun, the students shall receive a pro-rata refund of tuition.

Requirements for Graduation

Christine Valmy International School will grant a diploma of graduation for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments, passed a final comprehensive written and practical examination, completed the program of study according to state requirements, completed all exit paperwork, attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.

Privacy Policy

Students and parents of dependent minors, may review their personal files by scheduling an appointment with the School Director. Christine Valmy provides the following safeguards to ensure privacy of student records: all requests for information must be in writing, naming the agency requiring the information. Information will not be sent to any person or agency without a signed release from the student or parent/guardian, if the student is a dependent minor. Student information is not published or sold. Student and school records will be made accessible to our accrediting agency and any federal government agency.

Statement of Non-Discrimination

Christine Valmy International School does not discriminate on the basis of ethnic origin, race, color, creed, religion, age, sex, sexual orientation, financial status, country, area of origin, or place of residence.

School Policy on the Disabled

Christine Valmy International School complies with the provisions of Section 504 of the Rehabilitation Act of 1973 in that no qualified disabled person by reason of being disabled will be excluded from enrolling in a course of instruction. Our facility is accessible to most disabled students.

Recruitment of Students

Christine Valmy International School recruits its students through the endeavors of our Enrollment Officer, web and email leads, and events attended to promote our educational offerings at career fairs and high schools. We do not recruit from other beauty schools.

Special Services

Christine Valmy International School offers guidance to our students on an "as-needed" basis. These services include:

- Career guidance
- Advanced education
- Academic assistance

Placement for our Graduates

With our vast network of salons, Christine Valmy International School offers lifetime placement assistance to students and graduates legally eligible to seek employment. Christine Valmy International School is an institution of learning and does not guarantee job placement.

Christine Valmy International School does not offer housing.

Appendix : Book editions used, by ISBN number**Skin Care (English language)**

Textbook: 9781111306892

Workbook: 978111130691

Exam review: 9781111306922

Skin Care (Spanish language)

Textbook: 9781111306991

Workbook: 9781111306960

Exam review: 9781111306939

Cosmetology & Hairstyling (English language)

Textbook: 9781285769417

Workbook: 9781285769455

Exam review: 9781285769554

Cosmetology & Hairstyling (Spanish language)

Textbook: 9781285772622

Workbook: 9781285769462

Exam review: 9781285769585

Manicure

Textbook: 9781285080475

Workbook: 9781285080512

Exam review: 978128508054

Instructor Training

Textbook: 9781133693697

Exam review: 9781133776598

NOTES

This catalog/publication is certified true and correct in content and policy.

The school reserves the right to alter school schedules, prices & policies, as needed without advance notice. Students are expected to abide by all current & approved school policies and procedures.

Visit our School!

Prospective students are invited to meet with our Enrollment Officer and tour the school during regular business hours.

Call (973) 575-1050

Or email schoolinfonj@christinevalmy.com
to schedule your tour

Version 3
Publication 8.9.19



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of Esthetics & Cosmetology**

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