

Christine Valmy

International School for Esthetics,
Skin Care & Makeup

SCHOOL CATALOG STUDENT HANDBOOK



2020



The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

V 5.15.2020

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Mission Statement

Our education strives to inspire, motivate and allow your natural talents to flourish and develop to enter the exciting field of beauty.

The Christine Valmy International School for Esthetics, Skin Care and Makeup staff are dedicated to encouraging your personal and professional growth by combining knowledge of theory with a hands-on, real world experience that will be the foundation for your future career.

Our goal is to equip you with the tools, skills, and knowledge you will need to succeed beyond the classroom and to meet the requirements of an ever-changing industry.

Ms. Christine Valmy

The History of a Skincare Legend and Her School

Christine Valmy established the first school of Esthetics in the U.S. in New York in 1966, bringing advanced European esthetics to our shores.

Christine Valmy is the creator of “The Valmy Method”, a modern and scientific approach to beautifying the skin.

Christine Valmy has earned the title of “First Lady of Esthetics” for her work in promoting the ideals of Esthetics to thousands of estheticians through seminars in the U.S. and abroad. In recognition of this fact, the 92nd United States Congress paid a tribute to Christine 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. Christine Valmy deserves special recognition for her service to America and for exemplifying our basic tenets of free enterprise.”*

Additionally, in 1991, the National Cosmetology Association provided Ms. Christine Valmy with a Resolution citing her as “the founder and director of Christine Valmy International School for Esthetics, Skin Care and Makeup, the first licensed school for skin care in the United States.”



Above: Christine Valmy, Founder

Administration & Faculty

OWNERS & GOVERNING BODY

Peter de Haydu
President/Owner

Marina Valmy de Haydu
Executive Vice President/Owner

SCHOOL PERSONNEL

Admissions

Yulia Sarracent.....*Admissions Advisor*
Zina Elsayed.....*Admissions Advisor*
Heather Yoo.....*Admissions Advisor*

Financial Aid

Naoko St. Jour.....*Financial Aid Advisor*

Student Services

Arianna Luciano.....*Student Services Advisor*
Elvia Reyes.....*Student Services Advisor*
Marina Aquino.....*Student Relations Coordinator*

Career Services

Elsa Guzman.....*Career Services Advisor*

Administration

Maria Reynoso.....*School Coordinator*
Jonida Xhelilaj.....*Assistant to the Director*

NEW YORK SCHOOL ADMINISTRATION

Marina Valmy de Haydu
School Director

INSTRUCTIONAL STAFF

Elias Hernandez.....*Head Instructor*
Maria Ofir Aguirre Carvajal.....*Instructor*
Sheila Cato.....*Instructor*
Betsabeth Chevalier.....*Instructor*
Mihaela Filip.....*Instructor*
Cory Gamble.....*Instructor*
Elizabeth Gill.....*Instructor*
Joonsook Kim.....*Instructor*
Gloria McGlothlin.....*Instructor*
Natasha Mema.....*Instructor*
Karol Ross.....*Instructor*
Despina Teodorescu.....*Instructor*
Tatiana Vlady.....*Instructor*
Anna Zong.....*Instructor*
Yan Yankovsky.....*Instructor*
Kerry-Lee Kirby.....*Instructor*
Datra Martindale.....*Instructor*
Jamie Galland.....*Instructor*

ACCREDITATION

The Council on
Occupational Education



7840 Roswell Road, Building 300,
Suite 325, Atlanta, GA 30350
(800) 917-2081 ~ www.council.org

LICENSING

New York State Education Department
Bureau of Proprietary School Supervision
89 Washington Avenue, EBA 560
Albany, NY 12234
(518) 474-396

AFFILIATIONS

- Christine Valmy International School of Esthetics & Cosmetology
- United States Department of Education
- ACCESS – Vocational Rehabilitation

Our School

FACILITIES

- 24,700 square feet in the center of Manhattan, located in NY's famed Times Square
- Spacious classrooms equipped with the latest equipment and machines for skin care treatments & nail specialty
- Private spa room
- Large reception & sales area
- Relaxing & soothing atmosphere

Our school offers a comfortable instruction space for both students & teachers:

Lecture/Lab: Student : Instructor Ratio = 30:1

Clinic: Student : Instructor Ratio = 20:1

ACCESSIBILITY

Located on the 7th floor of a high-rise building with numerous elevators, making it accessible for wheelchairs and individuals with special needs.

Subway lines:



HOURS OF OPERATION & LOCATION

The school operates year-round except for major holidays listed on page 29. We are open Monday through Thursday, 9 AM to 9:30 PM, and Friday through Sunday 9 AM to 5:30 PM.

Our address is: 1501 Broadway, 7th Floor, New York, NY 10036.

Our phone number is 212-779-7800.

Our website:

<https://www.christinevalmy.com/education/new-york-location1/>

Left: Building exterior, 7th floor location

Admissions

ADMISSION PROCEDURE

Eligible applicants must complete the following:

- Meet with an admissions advisor;
- Tour the campus;
- Provide all requested documents;
- Complete an enrollment agreement;
- Pay the registration fee.

ADMISSIONS REQUIREMENTS

Eligible students must:

- Be 17 years of age or older (official government- issued document or affidavit must be shown as proof of age);
- Conduct a personal interview at the school;
- Provide evidence of one of the following: proof of high school diploma, GED or college degree or official college transcript for an associate's degree or above.
- Foreign diplomas must be translated and a certificate for equivalency must be issued.

ENROLLMENT DATES

Please see your Enrollment Officer for a comprehensive list of enrollment dates for all courses.

TRANSFER CREDITS

It is the policy of Christine Valmy International School to grant credit for hours spent in the same field 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. A student seeking credit for previous education must supply a transcript from their previous school. Credit will be issued based on the evaluation of materials presented & a complete theory/skills assessment exam. No more than 75% of a program may be transferred, up to a **maximum of 50 hours**. All transfer credits must be

approved & applied to the student file prior to commencement of the course. Credit hours will NOT be accepted after the student has started the course. ***Credit hours for courses taken at Christine Valmy International School will be honored in their entirety.***

SCHEDULE CHANGE

A student may change his/her start date one time before instruction has begun without penalty. If a student wishes to change their start date a second time, they must meet with their admissions advisor to sign a new contract & re-submit their registration fee. After instruction has begun, class schedule cannot be changed except under extenuating circumstances approved by the School Director.

INTERRUPTIONS / RE-ENTRY

A determination of Satisfactory Academic Progress will be made & documented at the time of withdrawal or beginning of a Leave of Absence. This 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, but given a theory examination to determine their retained knowledge level. 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 Director whose decision regarding re-enrollment is final.

Esthetics

New York State License Exam Preparation Program - 600 Clock Hours

Languages Offered: English & Spanish

Award: DIPLOMA



PROGRAM DESCRIPTION

The **Esthetics** program is geared to train students in the art of skin care: giving facial treatments, makeup application and hair removal. Christine Valmy International School for Esthetics, Skin Care & Makeup offers students the opportunity to develop their skills and prepare themselves to be a licensed esthetician in the state of New York. Our expert licensed instructors provide an in-depth study into the subjects of chemistry, anatomy, and biology as a foundation for learning advanced treatment methods. The program culminates in a clinic practice where students exercise their training in a real-world environment. **This program is eligible for Federal Student Aid.*

Entry-level occupations for this program include *Esthetician, Medical Esthetician, Makeup Artist, Manufacturer's Representative, Waxing Specialist, Beauty Consultant, Salesperson or Sales Manager, Product Representative, and Salon Management.*

PROGRAM OBJECTIVES

- Overview of the information necessary to introduce a student to the world of professional skin care, including human anatomy, chemistry, electricity, skin analysis, conditions and disorders.
- Provide comprehensive information of the most well-known, best-used treatment techniques and services requested by clients: facial massage, the use of facial machines, hair removal, advanced topics, and makeup.
- Provide the history of and the opportunities in Esthetics. Prepare the student for management of the skin care business operations and successful retailing of products and services.
- Prepare the student for the State licensure exam and entry-level employment.

SCHEDULE FOR COURSE COMPLETION

Full Time Day.....Monday through Friday / 9:00AM – 5:00PM = 18 weeks

Part Time Day.....Monday & Tuesday / 9:00AM – 5:00PM = 43 weeks

Part Time Day.....Wednesday through Friday / 9:00AM – 5:00PM = 29 weeks

Part Time Day.....Saturday & Sunday / 9:00AM – 5:00PM = 43 weeks

Part Time Evening.....Monday through Thursday / 6:00 PM – 9:30PM = 43 weeks

| ESTHETICS CURRICULUM | Total |
|---|----------------|
| Orientation | 4 hrs |
| Safety & Health | 8 hrs |
| Infection Control | 18 hrs |
| Anatomy & Physiology | 30 hrs |
| Structure & Function of the Skin | 18 hrs |
| Nutrition for Healthy Skin & Body | 5 hrs |
| Skin Disorders & Diseases | 12 hrs |
| Skin Analysis | 18 hrs |
| Superfluous Hair | 60 hrs |
| Chemistry | 3 hrs |
| Chemistry as applied to Esthetics | 21 hrs |
| Electricity & Equipment | 18 hrs |
| Facial & Body Procedures | 240 hrs |
| Makeup Techniques | 70 hrs |
| Business Practices | 30 hrs |
| Career Skills | 12 hrs |
| Introduction to Advanced Esthetics | 9 hrs |
| Unassigned | 24 hrs |
| Total Hours for Esthetics Curriculum | 600 hrs |

Nail Specialty

New York State License Exam Preparation Program - 250 Clock Hours

Languages Offered: English & Spanish

Award: DIPLOMA



PROGRAM DESCRIPTION

Our Nail Specialty program teaches future nail technicians everything they need to know to embark upon a successful career in the industry. From manicures to pedicures, from tips to nail art, our expert licensed instructors provide a solid foundation for students to expand both their knowledge and their skill set. Successful graduates of this program will be fully prepared to take the New York State licensing examination and set their future in motion.

Entry-level occupations for this program include: *Nail Technician, Product Educator, Sales Representative and Salon Management.*

PROGRAM OBJECTIVES

Overview of information necessary to introduce a student to the world of professional nail specialty. Provide comprehensive information of the most well-known, best-used treatment techniques and services requested by clients: manicures, pedicures, hand/arm massage, and various nail techniques. Prepare the student for business practices and successful retailing of products and services. Prepare the student for the State licensure exam and entry-level employment.

SCHEDULE FOR COURSE COMPLETION

Full Time Day.....Monday through Friday / 9:00AM – 5:00PM = 8 weeks

Part Time Day.....Wednesday through Friday / 9:00AM – 5:00PM = 12 weeks

Part Time Day.....Monday and Tuesday or Saturday and Sunday / 9:00AM – 5:00PM = 18 weeks

Part Time Evening.....Monday through Thursday / 6:00PM – 9:30PM = 18 weeks

Part Time Eve + Weekend.....Monday through Thursday / 6:00PM – 9:30PM

+ 1 day Saturday or Sunday / 9:00AM – 5:00PM = 12 weeks

| NAIL SPECIALTY CURRICULUM | Total |
|---|----------------|
| Orientation | 4 hrs |
| Safety & Health | 8 hrs |
| Anatomy & Physiology of the Nail Hand, arm, foot & leg | 10 hrs |
| Bacteria & Infectious Diseases Nail, foot, skin disorders & diseases | 10 hrs |
| Methods of Infection Control | 10 hrs |
| Client Consultation | 4 hrs |
| Manicure & Hand/ Arm Massage | 20 hrs |
| Pedicuring | 15 hrs |
| Tip Application & Design | 12 hrs |
| Nail Wraps | 25 hrs |
| Liquid and Powder Nail Extensions | 50 hrs |
| Gel Nails | 20 hrs |
| Nail Art | 4 hrs |
| Retailing Techniques | 6 hrs |
| Business Practices | 8 hrs |
| Job Skills | 6 hrs |
| Unassigned hours | 38 hrs |
| Total Hours for Nail Specialty Curriculum | 250 hrs |

Waxing

New York State License Exam Preparation Program - 75 Clock Hours

Language Offered: English

Award: CERTIFICATE



PROGRAM DESCRIPTION

The waxing program prepares students to learn how to safely and professionally remove hair, protecting the consumer with the obtained knowledge of safety and health. Christine Valmy International School for Esthetics, Skin Care & Makeup offers students the opportunity to develop their skills and prepare themselves for the New York State licensing examination in the field of depilation, or waxing. Our expert licensed instructors cover all aspects of the profession with lectures on professionalism, safety, health and the skin, as well as demonstrations on the art of waxing itself.

Entry-level occupations for this program include: *Waxing Technician, Product Educator, and Salon Management.*

PROGRAM OBJECTIVES

- Overview of information necessary to introduce a student to the world of professional waxing.
- Provide comprehensive information of the most well-known, best-used treatment techniques and services for superfluous hair removal, including safety requirements and health issues.
- Prepare the student for the State licensure exam and entry-level employment.

| WAXING CURRICULUM | Total |
|--|---------------|
| Professional Requirements | 10 hrs |
| Safety & Health | 20 hrs |
| Skin Structure, Disorders & Diseases | 10 hrs |
| Removal of Superfluous Hair | 35 hrs |
| Total Hours for Waxing Curriculum | 75 hrs |

SCHEDULE FOR COURSE COMPLETION

| | |
|------------------------|---|
| <i>Full Time</i> | <i>35 hours/week, 7 hours/day=3 weeks</i> |
| <i>Part Time</i> | <i>21 hours/week, 7 hours/day=4 weeks</i> |
| <i>Part Time</i> | <i>18.5 hours/week (2 days x 7 hours + 4.5 hours/day)=5 weeks</i> |
| <i>Part Time</i> | <i>14 hours/week (7 hours/day + 2 days x 3.5 hours)=6 weeks</i> |
| <i>Part Time</i> | <i>11.5 hours/week (7 hours/day + 4.5 hours/day)=7 weeks</i> |

Basic Makeup

Curriculum approved by New York State, not requiring licensure

- 35 Clock Hours

Language Offered: English

Award: CERTIFICATE



PROGRAM DESCRIPTION

The Basic Makeup program prepares students to acquire proficiency in the fundamentals of makeup application. Christine Valmy International School for Esthetics, Skin Care & Makeup offers students the opportunity to develop their skills and prepare themselves for a career in the cosmetics field. Our expert licensed instructors provide an in-depth study into the subjects of anatomy, lighting, and color theory as a foundation for learning application skills geared toward non-professional clients.

Topics of study include: Color Theory, Facial Anatomy, Skin Preparation, Foundations, False Eyelashes, Basic Application, Day & Night Makeup, Product Knowledge, Makeup Tools, Corrective Techniques and Job Perspectives.

Entry-level occupations for this program include *Makeup Artist, Fashion and Photography Makeup Artist, and Beauty Consultant*.

PROGRAM OBJECTIVES

- Overview of information necessary to introduce a student to the world of professional makeup artistry.
- Equip students with the skills to assess a client and create a look that reflects their personal specifications.
- Prepare the student for entry-level employment.

SCHEDULE FOR COURSE COMPLETION

Full Time Day.....Monday through Friday / 9:00AM – 5:00PM = 1 weeks

Part Time Day.....Wednesday through Friday / 9:00AM – 5:00PM = 2 weeks

Part Time Day.....Monday and Tuesday or Saturday and Sunday / 9:00AM – 5:00PM = 3 weeks

Part Time Evening.....Monday through Friday / 6:00PM – 9:30PM = 2 weeks

Part Time Eve + Weekend.....Monday through Thursday / 6:00PM – 9:30PM

+ 1 day Saturday or Sunday / 9:00AM – 5:00PM = 2 weeks

Advanced Makeup

Curriculum approved by New York State, not requiring licensure
- 35 Clock Hours

Language Offered: English

Award: CERTIFICATE



PROGRAM DESCRIPTION

The Advanced Makeup program prepares students to acquire proficiency in makeup application techniques for a variety of fields, from the film and television industry to bridal makeup. Through comprehensive, hands-on lectures on the effects of lighting, materials, and camera colors, Christine Valmy International School for Esthetics, Skin Care & Makeup offers students the opportunity to develop their skills and further their career in the cosmetics field.

Topics of study include: Contouring & Highlighting, Bridal Makeup, Photography and Editorial Makeup (Color/Black & White), Fantasy, Fashion, and Period Makeup.

Entry-level occupations for this program include *Makeup Artist, Fashion and Photography Makeup*.

PROGRAM OBJECTIVES

- Overview of information necessary to perfect techniques in advanced makeup artistry.
- Equip students with the skills to apply enhancing or illusionary makeup in a variety of specialized, professional settings.
- Prepare the student for entry-level employment.

SCHEDULE FOR COURSE COMPLETION

Full Time Day.....Monday through Friday / 9:00AM – 5:00PM = 1 weeks

Part Time Day.....Wednesday through Friday / 9:00AM – 5:00PM = 2 weeks

Part Time Day.....Monday and Tuesday or Saturday and Sunday / 9:00AM – 5:00PM = 3 weeks

Part Time Evening.....Monday through Friday / 6:00PM – 9:30PM = 2 weeks

Part Time Eve + Weekend.....Monday through Thursday / 6:00PM – 9:30PM

+ 1 day Saturday or Sunday / 9:00AM – 5:00PM = 2 weeks

Basic with Advanced Makeup

Curriculum approved by New York State, not requiring licensure

- 70 Clock Hours

Language Offered: English

Award: CERTIFICATE



PROGRAM DESCRIPTION

The Basic & Advanced Makeup program prepares students to acquire proficiency in the fundamentals of makeup application. Christine Valmy International School for Esthetics, Skin Care & Makeup offers students the opportunity to develop their skills and prepare themselves for a career in the cosmetics field. Our expert licensed instructors provide an in-depth study into the subjects of anatomy, lighting, and color theory as a foundation for learning application skills geared toward non-professional clients.

Topics of study include: Color Theory, Facial Anatomy, Skin Preparation, Foundations, False Eyelashes, Basic Application, Day & Night Makeup, Contouring & Highlighting, Bridal Makeup, Photography and Editorial Makeup (Color/Black & White), Fantasy, Fashion, and Period Makeup, Product Knowledge, Makeup Tools, Corrective Techniques and Job Perspectives.

Entry-level occupations for this program include *Makeup Artist, Fashion and Photography Makeup Artist, and Beauty Consultant.*

PROGRAM OBJECTIVES

- Overview of information necessary to introduce a student to the world of professional makeup artistry.
- Equip students with the skills to assess a client and create a look that reflects their personal specifications.
- Prepare the student for entry-level employment.

SCHEDULE FOR COURSE COMPLETION

Full Time Day.....Monday through Friday / 9:00AM – 5:00PM = 2 weeks

Part Time Day.....Wednesday through Friday / 9:00AM – 5:00PM = 4 weeks

Part Time Day.....Monday and Tuesday or Saturday and Sunday / 9:00AM – 5:00PM = 5 weeks

Part Time Evening.....Monday through Friday / 6:00PM – 9:30PM = 4 weeks

Part Time Day.....Sunday / 9:00AM – 5:00PM = 10 weeks

ITEC

Curriculum approved by New York State, not requiring licensure-
75 Clock Hours

Language Offered: English

Award: CERTIFICATE



PROGRAM DESCRIPTION

The ITEC (*International Therapy Examination Counsel*) program is only available to those who have completed the 600-hour Esthetics program or are licensed estheticians. Based on an International standard set forth in the UK, this program will prepare students in advanced facial techniques and sales, giving them the confidence and key knowledge for a successful career in over 40 countries where this diploma is recognized.

Topics of study include: Advanced Skin Analysis, Anatomy, Physiology, Chemistry, Nutrition & Diet, Advanced Theory of Movement & Skincare, Advanced Waxing, Makeup, Sales Techniques.

Entry-level occupations for this program include *Esthetician, Salon or Spa Manager, Manufacturer Representative, and Company Trainer.*

PROGRAM OBJECTIVES

- Prepare students for advanced facial techniques and sales.
- Focus on how to sell through educating clients on the best way they can take care of their own skin.
- Prepare the student for entry-level employment.

SCHEDULE FOR COURSE COMPLETION

Part Time Day.....Monday through Friday / 5:30PM – 9:00PM + Saturday 9:00AM – 2:00PM = 4 weeks

CIDESCO

Curriculum approved by New York State, not requiring licensure

- 350 Clock Hours

Language Offered: English

Award: DIPLOMA



PROGRAM DESCRIPTION

The CIDESCO (*Comité International d'Esthétique et de Cosmétologie*) program is a specialty course designed for students who wish to sit for the International CIDESCO exam given by the CIDESCO organization from Switzerland. It is an advanced level course designed to further students' knowledge in facials, body spa treatments, and makeup. The CIDESCO diploma, upon passing the exam, will allow students to work in 33 countries and display a higher level of education in the field.

Topics of study include: Global Esthetics, Cosmetic Chemistry, Aromatherapy, Advanced Anatomy, Cellular Biology, Skin Disorders, Nutrition, Client Consultation, Advanced Facial Massage Techniques, Electrotherapy, Specialty Spa Treatments, Makeup and Brow Shaping.

Entry-level occupations for this program include *Esthetician, Salon or Spa Manager, Manufacturer Representative, and Company Trainer*.

PROGRAM OBJECTIVES

- Comprehensive theory and practical studies of advanced facials, body treatments & makeup,
- Preparation to sit for the international CIDESCO examination.
- Prepare the student for entry-level employment.

SCHEDULE FOR COURSE COMPLETION

Part Time Day/Eve.....Monday through Friday/5:00PM–9:30PM,

Saturday 9:00AM–4:00PM or Saturday 9:00AM–4:30PM = 13 weeks

Tuition and Payment

TUITION PAYMENTS

Payments are due before Tuesday of every week. Payment can be made by check, cash or credit card. Processing fees for bounced checks (\$35) will be applied. Multiple credit card transactions can be completed for +3.0% fee per additional card. Students cannot be billed when payment is due and are expected to keep track of their payments.

DELINQUENT TUITION, LATE FEES & FEES FOR NON-PAYMENT OF TUITION

For Late fees: A \$25.00 late fee will be charged for payments received 5 business days after the due date. If payments are not made accordingly, the student will be dropped from attending class. Official transcripts and diplomas will be withheld until all tuition payments are paid in full. **Delinquent Tuition:** Any student who is delinquent 30 days in payment(s) to the school will be terminated. After 45 days of delinquency the account will be turned over to a collection's agency. The student will be responsible for all costs associated with collections and the outstanding tuition.

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.

FINANCIAL ASSISTANCE

At Christine Valmy International School for Esthetics, Skin Care & Makeup, we are eager to help students obtain their education. To that end, we offer our students the following programs of financial assistance: Federal Student Financial Aid (Title IV) for those students who qualify and an interest-free weekly school payment plan (for all students).

VETERANS BENEFIT DISCLOSURE

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

TUITION & PAYMENT (Cont)

FINANCIAL AID - TITLE IV

Christine Valmy International School is accredited by COE, the Council on Occupational Education, for the following programs of financial assistance available to eligible students in order to meet the expenses of their education. Currently, the only program approved for Title IV assistance is our 600-hour Esthetics program.

- **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.
- **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 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.
- **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. The fixed interest rate of 6.8% 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 of 7.9% for the Direct Loan.

The programs listed are based on the student's need for financial assistance and are available for those who qualify. Applications are available at the school upon request. The Financial Aid Officer, located in the Financial Aid Office, will explain the procedures of filing these forms. For a list of designated Financial Aid Officers, please review page 5 of this catalog.

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.

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 (i.e.: 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.

TUITION & PAYMENT (Cont)

TITLE IV RIGHTS AND RESPONSIBILITIES

Students have the right to:

- Know the cost of attending the school, and what financial aid programs are available
- Know how their financial need was determined, and how their aid will be disbursed
- Know the school's refund policy and have it explained to them
- Receive an explanation of aid offered in their financial aid package
- Know which portion of their financial aid must be repaid, the interest rates, and the procedures
- Know the school's Satisfactory Academic Progress policy that the student must maintain
- Privacy and protection of their records under the Family Education Rights and Privacy Act (FERPA)

Students must:

- Provide accurate and complete information on the Free Application for Federal Student Aid (FAFSA)
- Use any financial aid received during the award year solely for expenses related their education
- Thoroughly read and understand all forms or agreements they sign
- Notify the Financial Aid Officer if they are in default on one or more student loans
- Notify the Department of Education of changes in their name, address, or school of attendance
- Read, understand, and adhere to all policies described in this catalog

TITLE IV REFUND POLICY

If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds (R2T4) 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 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.

CANCELLATION AND REFUND POLICY

It is a student's responsibility to notify the School in writing of course withdrawal. The failure to notify the School in writing of course withdrawal may delay a refund due pursuant to Section 5002 of the Education Law. Refunds will be issued within 45 calendar days after the date of school's determination that the student withdrew, which is the student's last day of physical attendance.

TUITION & PAYMENT (Cont)

TUITION & FEES

| Course | Components | Cost |
|-----------------------------------|-----------------------------------|-------------------|
| Esthetics | Registration fee (non refundable) | \$100.00 |
| | Books | \$250.00 |
| | Kits & supplies * | \$400.00 |
| | <u>Tuition</u> | <u>\$9,000.00</u> |
| | Total | \$9,750.00 |
| Nail Specialty | Registration fee (non refundable) | \$100.00 |
| | Books | \$200.00 |
| | Kits & supplies * | \$175.00 |
| | <u>Tuition</u> | <u>\$1,620.00</u> |
| | Total | \$2,095.00 |
| Waxing | Registration fee (non refundable) | \$100.00 |
| | Books | \$150.00 |
| | <u>Tuition</u> | <u>\$1,010.00</u> |
| | Total | \$1,260.00 |
| Basic Makeup | Registration fee (non refundable) | \$50.00 |
| | Books | \$50.00 |
| | Kits & supplies * | \$125.00 |
| | <u>Tuition</u> | <u>\$570.00</u> |
| | Total | \$795.00 |
| Advanced Makeup | Registration fee (non refundable) | \$50.00 |
| | Books | \$50.00 |
| | Kits & supplies * | \$175.00 |
| | <u>Tuition</u> | <u>\$650.00</u> |
| | Total | \$925.00 |
| Basic with Advanced Makeup | Registration fee (non refundable) | \$100.00 |
| | Books | \$100.00 |
| | Kits & supplies * | \$300.00 |
| | <u>Tuition</u> | <u>\$1,020.00</u> |
| | Total | \$1,520.00 |
| ITEC | Registration fee (non refundable) | \$100.00 |
| | Examination fee (non refundable) | \$750.00 |
| | <u>Tuition</u> | <u>\$2,100.00</u> |
| | Total | \$2,950.00 |
| CIDESCO | Registration fee (non refundable) | \$100.00 |
| | Examination fee (non refundable) | \$1,250.00 |
| | <u>Tuition</u> | <u>\$8,600.00</u> |
| | Total | \$9,950.00 |

*Kits & Supplies fee is mandatory and non-refundable once you receive.

TUITION & PAYMENT (Cont)

REFUND POLICY (PROGRAMS OVER 7 WEEKS) QUARTERS

Esthetics, Nail Specialty, Advanced Esthetics, Esthetics & Nail Specialty and CIDESCO Programs

- A. A student who cancels within three (3) calendar days of signing the Enrollment Agreement, but before instruction has begun, will be refunded all monies, including registration fee.
- B. Thereafter, a student will be liable for:
 1. A Student requesting cancellation more than three (3) days after signing an Enrollment Agreement, and/ or making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus the registration fee.
 2. The cost of any educational materials, books and/or student kit accepted plus;
 3. Tuition liability **as of the student's last date of physical attendance**. Tuition liability is divided by the number of quarters in the program. Total tuition liability is limited to the Quarter during which the student withdrew or was terminated and any previous quarters completed.

ESTHETICS COURSE REFUND CALCULATIONS

For programs with 2 quarters (full-time or part-time):

| | | | |
|-------------------------------|------------------|--|---|
| | | Total Cost of Program | \$9,750.00 |
| First Quarter | | Total cost of first quarter | \$4,500.00 |
| If termination occurs: | School may keep: | Esthetics | |
| | | Total tuition cost of the program for the student (<i>kit and books are not included as they are only due if they were received</i>) | Total tuition cost the school will refund if program was paid in full |
| Prior to or during first week | 0% | \$0.00 | \$9,000.00 |
| During the second week | 25% | \$1,125.00 | \$7,875.00 |
| During the third week | 50% | \$2,250.00 | \$6,750.00 |
| During the fourth week | 75% | \$3,375.00 | \$5,625.00 |
| After the fourth week | 100% | \$4,500.00 | \$4,500.00 |
| | | | |
| Subsequent Quarters | | Total cost of second quarter | \$4,500.00 |
| If termination occurs: | School may keep: | Esthetics | |
| | | Total tuition cost of the program for the student* | Total tuition cost the school will refund if program was paid in full |
| During the first week | 25% | \$5,625.00 | \$3,375.00 |
| During the second week | 50% | \$6,750.00 | \$2,250.00 |
| During the third week | 75% | \$7,875.00 | \$1,125.00 |
| After the third week | 100% | \$9,000.00 | \$0.00 |

TUITION & PAYMENT (Cont)

For programs with 4 quarters (full-time or part-time):

| | | | |
|-------------------------------|------------------|--|---|
| | | Total Cost of Program | \$9,750.00 |
| First Quarter | | Total cost of first quarter | \$2,250.00 |
| If termination occurs: | School may keep: | Esthetics | |
| | | Total tuition cost of the program for the student* | Total tuition cost the school will refund if program was paid in full |
| Prior to or during first week | 0% | \$0.00 | \$9,000.00 |
| During the second week | 25% | \$562.50 | \$8,437.50 |
| During the third week | 50% | \$1,125.00 | \$7,875.00 |
| During the fourth week | 75% | \$1,687.50 | \$7,312.50 |
| After the fourth week | 100% | \$2,250.00 | \$6,750.00 |
| | | | |
| Subsequent Quarters | | Total cost of second quarter | \$2,250.00 |
| If termination occurs: | School may keep: | Esthetics | |
| | | Total tuition cost of the program for the student* | Total tuition cost the school will refund if program was paid in full |
| During the first week | 25% | \$2,812.50 | \$6,187.50 |
| During the second week | 50% | \$3,375.00 | \$5,625.00 |
| During the third week | 75% | \$3,937.50 | \$5,062.50 |
| After the third week | 100% | \$4,500.00 | \$4,500.00 |
| | | | |
| Subsequent Quarters | | Total cost of third quarter | \$2,250.00 |
| If termination occurs: | School may keep: | Esthetics | |
| | | Total tuition cost of the program for the student* | Total tuition cost the school will refund if program was paid in full |
| During the first week | 25% | \$5,062.50 | \$3,937.50 |
| During the second week | 50% | \$5,625.00 | \$3,375.00 |
| During the third week | 75% | \$6,187.50 | \$2,812.50 |
| After the third week | 100% | \$6,750.00 | \$2,250.00 |
| | | | |
| Subsequent Quarters | | Total cost of fourth quarter | \$2,250.00 |
| If termination occurs: | School may keep: | Esthetics | |
| | | Total tuition cost of the program for the student* | Total tuition cost the school will refund if program was paid in full |
| During the first week | 25% | \$7,312.50 | \$1,687.50 |
| During the second week | 50% | \$7,875.00 | \$1,125.00 |
| During the third week | 75% | \$8,437.50 | \$562.00 |
| After the third week | 100% | \$9,000.00 | \$0.00 |

*Kit and books are not included as they are only due if received.

TUITION & PAYMENT (Cont)

NAIL SPECIALTY COURSE REFUND CALCULATIONS

For programs with 1 quarter (full-time or part-time):

| First Quarter If termination occurs: | Total Cost of Program | | | \$2,095.00 |
|---|---------------------------|--|---|------------|
| | Total cost of 1st quarter | | | \$1,620.00 |
| | School may keep: | Nail Specialty | | |
| | | Total tuition cost of the program for the student (<i>kit and books are not included as they are only due if they were received</i>) | Total tuition cost the school will refund if program was paid in full | |
| Prior to or during first week | 0% | \$0.00 | \$1,620.00 | |
| During the second week | 25% | \$405.00 | \$1,215.00 | |
| During the third week | 50% | \$810.00 | \$810.00 | |
| During the fourth week | 75% | \$1,215.00 | \$405.00 | |
| After the fourth week | 100% | \$1,620.00 | \$0.00 | |

For programs with 2 quarters (full-time or part-time):

| First Quarter If termination occurs: | Total Cost of Program | | | \$2,095.00 |
|---|---------------------------|--|---|------------|
| | Total cost of 1st quarter | | | \$810.00 |
| | School may keep: | Nail Specialty | | |
| | | Total tuition cost of the program for the student (<i>kit and books are not included as they are only due if they were received</i>) | Total tuition cost the school will refund if program was paid in full | |
| Prior to or during first week | 0% | \$0.00 | \$1,620.00 | |
| During the second week | 25% | \$202.50 | \$1,417.50 | |
| During the third week | 50% | \$405.00 | \$1,215.00 | |
| During the fourth week | 75% | \$607.50 | \$1,012.50 | |
| After the fourth week | 100% | \$810.00 | \$810.00 | |
| Subsequent Quarters If termination occurs: | Total cost of 2nd quarter | | | \$810.00 |
| | School may keep: | Nail Specialty | | |
| | | Total tuition cost of the program for the student (<i>kit and books are not included as they are only due if they were received</i>) | Total tuition cost the school will refund if program was paid in full | |
| | | | | |
| During the first week | 25% | \$1,012.50 | \$607.50 | |
| During the second week | 50% | \$1,215.00 | \$405.00 | |
| During the third week | 75% | \$1,417.50 | \$202.50 | |
| After the third week | 100% | \$1,620.00 | \$0.00 | |

TUITION & PAYMENT (Cont)

CIDESCO COURSE REFUND CALCULATIONS

For part-time program:

| | | | |
|---|-------------------------------|--|---|
| | | Total Cost of Program | \$9,950.00 |
| First Quarter If termination occurs: | | Total cost of 1st quarter | \$4,300.00 |
| | School may keep: | CIDESCO | |
| | | Total tuition cost of the program for the student (<i>kit and books are not included as they are only due if they were received</i>) | Total tuition cost the school will refund if program was paid in full |
| | Prior to or during first week | 0% | \$0.00 |
| | During the second week | 25% | \$1,075.00 |
| Subsequent Quarters If termination occurs: | During the third week | 50% | \$2,150.00 |
| | During the fourth week | 75% | \$3,225.00 |
| | After the fourth week | 100% | \$4,300.00 |
| | | Total cost of 2nd quarter | \$4,300.00 |
| | | School may keep: | CIDESCO |
| | | Total tuition cost of the program for the student (<i>kit and books are not included as they are only due if they were received</i>) | Total tuition cost the school will refund if program was paid in full |
| | During the first week | 25% | \$5,375.00 |
| | During the second week | 50% | \$6,450.00 |
| | During the third week | 75% | \$7,525.00 |
| | After the third week | 100% | \$8,600.00 |

TUITION & PAYMENT (Cont)

REFUND POLICY (PROGRAMS 1-6 WEEKS) MINICOURSE

- A. A student who cancels within three (3) calendar days of signing the Enrollment Agreement, but before instruction has begun, will be refunded all monies, including registration fee.
- B. Thereafter, a student will be liable for:
 1. A Student requesting cancellation more than three (3) days after signing an Enrollment Agreement, and/ or making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus the registration fee.
 2. The cost of any educational materials, books and/or student kit accepted plus;
 3. Tuition liability **as of the student's last date of physical attendance**. Tuition liability is divided by the number of quarters in the program. Total tuition liability is limited to the Quarter during which the student withdrew or was terminated and any previous quarters completed.

WAXING COURSE REFUND CALCULATIONS

For full-time or part-time program:

| | | Total Cost of Program | | \$1,200.00 |
|---------------------------------------|---------------------------------|--|------------|---|
| One Quarter If termination occurs: | | Total cost of first quarter | | \$1,010.00 |
| | School may keep: | Waxing | | |
| | | Total tuition cost of the program for the student (<i>kit and books are not included as they are only due if they were received</i>) | | Total tuition cost the school will refund if program was paid in full |
| | By 0-15% of program completion | 0% | \$0.00 | \$1,010.00 |
| | By 16-30% of program completion | 25% | \$252.50 | \$757.50 |
| | By 31-45% of program completion | 50% | \$505.00 | \$285.00 |
| | By 46-60% of program completion | 75% | \$757.50 | \$252.50 |
| | After 60% of program completion | 100% | \$1,010.00 | \$0.00 |

BASIC MAKEUP COURSE REFUND CALCULATIONS

For full-time or part-time program:

| | | Total Cost of Program | | \$795.00 |
|---------------------------------------|---------------------------------|--|----------|---|
| One Quarter If termination occurs: | | Total cost of first quarter | | \$570.00 |
| | School may keep: | Basic Makeup | | |
| | | Total tuition cost of the program for the student (<i>kit and books are not included as they are only due if they were received</i>) | | Total tuition cost the school will refund if program was paid in full |
| | By 0-15% of program completion | 0% | \$0.00 | \$570.00 |
| | By 16-30% of program completion | 25% | \$142.50 | \$427.50 |
| | By 31-45% of program completion | 50% | \$285.00 | \$285.00 |
| | By 46-60% of program completion | 75% | \$427.50 | \$142.50 |
| | After 60% of program completion | 100% | \$570.00 | \$0.00 |

TUITION & PAYMENT (Cont)

ADVANCED MAKEUP COURSE REFUND CALCULATIONS

For full-time or part-time program:

| One Quarter If termination occurs: | Total Cost of Program | | | \$925.00 |
|---------------------------------------|-----------------------------|--|---|----------|
| | Total cost of first quarter | | | \$650.00 |
| | School may keep: | Advanced Makeup | | |
| | | Total tuition cost of the program for the student (<i>kit and books are not included as they are only due if they were received</i>) | Total tuition cost the school will refund if program was paid in full | |
| By 0-15% of program completion | 0% | \$0.00 | \$650.00 | |
| By 16-30% of program completion | 25% | \$162.50 | \$487.50 | |
| By 31-45% of program completion | 50% | \$325.00 | \$325.00 | |
| By 46-60% of program completion | 75% | \$487.50 | \$162.50 | |
| After 60% of program completion | 100% | \$650.00 | \$0.00 | |

BASIC & ADVANCED MAKEUP COURSE REFUND CALCULATIONS

For full-time or part-time program:

| One Quarter If termination occurs: | Total Cost of Program | | | \$1,520.00 |
|---------------------------------------|-----------------------------|--|---|------------|
| | Total cost of first quarter | | | \$1,020.00 |
| | School may keep: | Basic with Advanced Makeup | | |
| | | Total tuition cost of the program for the student (<i>kit and books are not included as they are only due if they were received</i>) | Total tuition cost the school will refund if program was paid in full | |
| By 0-15% of program completion | 0% | \$0.00 | \$1,020.00 | |
| By 16-30% of program completion | 25% | \$255.00 | \$765.00 | |
| By 31-45% of program completion | 50% | \$510.00 | \$510.00 | |
| By 46-60% of program completion | 75% | \$765.00 | \$255.00 | |
| After 60% of program completion | 100% | \$1,020.00 | \$0.00 | |

TUITION & PAYMENT (Cont)

ITEC COURSE REFUND CALCULATIONS

For part-time program:

| One Quarter If termination occurs: | Total Cost of Program | | \$2,950.00 |
|---------------------------------------|-----------------------------|--|---|
| | Total cost of first quarter | | \$2,100.00 |
| | School may keep: | ITEC | |
| | | Total tuition cost of the program for the student (<i>kit and books are not included as they are only due if they were received</i>) | Total tuition cost the school will refund if program was paid in full |
| | | | |
| By 0-15% of program completion | 0% | \$0.00 | \$2,100.00 |
| By 16-30% of program completion | 25% | \$525.00 | \$1,575.00 |
| By 31-45% of program completion | 50% | \$1,050.00 | \$1,050.00 |
| By 46-60% of program completion | 75% | \$1,575.00 | \$525.00 |
| After 60% of program completion | 100% | \$2,100.00 | \$0.00 |

Attendance

STUDENT SIGN-IN

Students must use the fingerprint IDs to check in:

- upon arrival at the Reception computers;
- before lunch (for full-time students only);
- after lunch (for full-time students only);
- at the end of their scheduled class for all students.

REGULATIONS

Upon registration, the student will be guaranteed a place in a particular class. Class size is limited by state law. The School insists upon prompt and regular attendance at all times. The student is required to report to school at the regularly scheduled time. All students must attend according to their class schedule stated on their enrollment agreement. Students unable to attend classes must send a "call in sick" request online at least one hour before scheduled start time. Attendance will be taken at the beginning of EACH morning/afternoon session. Attendance should be taken at 9:15 AM, and again at the beginning of the afternoon (PM) session. All students must document their hours for full credit.

ABSENCES

As part of our Satisfactory Academic Progress policy, we require students to maintain a minimum attendance of 75% of their cumulative scheduled hours. Students who are aware that they will be absent must notify the school in advance. An absence due to illness, and/or any other unavoidable circumstance must be reported to the school. Students who are not able to complete the required hours

Attendance (cont.)

for graduation within the Maximum Time Frame for each course (as outlined on page 30) will be terminated. Overtime makeup hours fees as specified in the Enrollment contract will be applied for each hour students are making past scheduled graduation date as stated in the enrollment agreement.

- A student who is absent for more than one day must notify the school, request a special dispensation from the Student Services office, and provide valid documentation for the absence. (i.e.: Note from a doctor).
- A student who is absent for more than fourteen consecutive (14) calendar days without contacting the school and without receiving a special dispensation from the school will be withdrawn from the program and must re-submit the registration fee.

TARDINESS

Be on time for class. Any student who arrives more than 15 minutes late or leaves more than 15 minutes early will not be credited the first hour or last 30 minutes of class. Students arriving late three times will be deducted one day of attendance.

CLOCK HOUR

One clock hour equals 50 minutes of instruction in a 60-minute period.

LEAVE OF ABSENCE (LOA)

All requests for a Leave of Absence (LOA) must be in writing and on the School's "Leave of Absence Request and Approval Form." The request must be made in advance unless unforeseen circumstances prevent the student from doing so (i.e.: accident, an emergency medical condition of the student or family member, death in the family). If the student's LOA is for an unforeseen reason the student must submit the completed LOA form as soon as physically possible. The maximum amount of days in Christine Valmy International School's LOA policy allowed is 90 days within a 12-month period, no more than 45 days at a time. Only under extenuating circumstances and under management discretion the school will allow a longer Leave of Absence for up to 180 days. During any approved LOA, Christine Valmy International School will not assess the student any additional institutional charges as a result of the LOA. If a student has a balance due, this balance must be paid before the student's LOA form is submitted. If a student does not return to Christine Valmy International School at the expiration of an approved LOA (or a student takes an unapproved LOA), the student's withdrawal date will be the date the student began the LOA. At Christine Valmy International School, the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance. Christine Valmy International School will review the LOA request and will either approve or deny the LOA within three (3) business days of receiving the written request.

Christine Valmy International School will only approve LOA under the following conditions:

1. Circumstances that would under normal conditions require the student to quit school because they would not be able to continue meeting the Christine Valmy International School Satisfactory Academic Policy;
2. Current circumstance, outside of the control of the student, requires the student to miss school for an extended period of time.

Attendance (cont.)

The LOA will only be considered approved once the school administration has reviewed the request and approved the LOA. Christine Valmy International School reserves the right to set the return date from the LOA regardless of the student's request for a particular return date on the LOA request form. The school administration will provide to the student a signed copy either approving or denying the LOA which, if approved, will have an expected date of return from the LOA.

Christine Valmy International School's policy on granting LOA is that all requests will cover the amount of time the institution believes the student will need for the temporary interruption in their training to resolve completely whatever reason the student requested the LOA for, but under no condition will a student who requested a leave of absence be able to return to Christine Valmy International School before the second new class start date following the beginning of the approved LOA.

MAKE-UP HOURS

Any student missing hours from a scheduled class must make up the missing hours. Makeup hours are allowed only in the times noted below:

Monday thru Friday:

- 5pm-6pm (with a designated instructor. Students must do school work for hours to count)
- 6pm-9:30 pm

Saturday and Sunday:

- 9am-5pm

When a student has passed the calculated graduation date for a particular program of study without meeting the course hour requirement, a fee of \$13/ hour for the Esthetics program, \$9/hour for the Nail Specialty program, \$13.50/hour for the Waxing program, \$17/hour for the Basic, \$19/hour for the Advanced, \$15/hr for the Basic with Advanced Makeup programs, \$28/hour for the ITEC program, and \$28/hr for the CIDESCO program will be applied 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. The student is responsible for class material and/or tests missed while absent.

SCHOOL CALENDAR

The school is open year-round except for the following holidays:

- | | |
|--|------------------|
| ▪ Christmas Day | ▪ Memorial Day |
| ▪ New Year's Day | ▪ Fourth of July |
| ▪ Martin Luther King Jr. Day | ▪ Presidents Day |
| ▪ Thanksgiving Day (and the day after) | ▪ Labor Day |
| ▪ Easter | |

MAXIMUM TIMEFRAME

Students must satisfactorily complete all required clock hours, exams and practical assignments for each course in the scheduled timeframe not to exceed 150% of the required program hours. Any student that does not graduate within the maximum time frame allowed will be withdrawn from the program. As stated in the enrollment agreement, overtime makeup hours fees (outlined above) will be applied for each hour students are making past their scheduled graduation date.

| Program of Study | Hours Required | Maximum Time Allowed |
|-------------------------|----------------|----------------------|
| Esthetics | 600 | 900 |
| Nail Specialty | 250 | 375 |
| Waxing | 75 | 112.50 |
| Basic Makeup | 35 | 52.50 |
| Advanced Makeup | 35 | 52.50 |
| Basic + Advanced Makeup | 70 | 105 |
| ITEC | 75 | 112.50 |
| CIDESCO | 350 | 525 |

Grades

SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress (SAP) in attendance and academic work is a requirement for all students enrolled at the school. SAP Evaluations will be conducted when a student reaches his/her program's checkpoints as outlined in the chart below. 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 SAP, the student must maintain a 75% cumulative grade point average in academic work and a minimum of 75% 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.

| Program | Checkpoints | | |
|-----------|-------------|-----|-------|
| | 1st | 2nd | Final |
| Esthetics | 300 | 600 | Exam |
| Nails | 125 | 250 | Exam |
| Waxing | N/A | N/A | Exam |

1. Academic Progress: Each SAP checkpoint will determine if the student's cumulative GPA meets a minimum of 75%, 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.

| | |
|---------------------|-------------------------|
| 100% - 90%..... | Excellent (4.0) |
| 80% - 89%..... | Above Average (3.50) |
| 70% - 79%..... | Average (3.0) |
| 60% - 69%..... | Needs Improvement (2.0) |
| 59% and below | Failure (0.0) |

Students who do not complete a course based on incomplete hours, assignments or program.

Grades (cont.)

withdrawal will not be able to graduate from the course. Students have a week to retake failed exams. Students can take an exam a maximum of three (3) times and the final grade must average out to OVER 75% or the student will not pass.

2. Attendance Progress: SAP Evaluations at each checkpoint will determine if the total hours physically completed meets a minimum of 75% 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. Christine Valmy International School requires 75% attendance to maintain Satisfactory Academic Progress, however 100% of all program hours must be met in order to graduate from our courses, receive a diploma/certificate & apply for State licensing.

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 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.

1. 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
2. The student appeals the negative progress determinations at the beginning of the probationary period; and
3. The school determines that satisfactory academic progress standards can be met at the end of the subsequent evaluation period; or
4. 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.

Grades (cont.)

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:
 - The potential of the student to benefit from the training.
 - The student's ability to meet the monetary obligations to school.
 - Strength of the documentation.

Student Services

ORIENTATION

A class orientation takes place on the first day of class to welcome new students and review the School's policies and procedures. Students are given an opportunity to meet school personnel & other students and to ask questions.

HOUSING

A list of available housing options for short-term stays in the City is available at the school. However, we have no official relationship or affiliation with any of the agencies or services, and it is the student's sole responsibility to secure their own housing.

ADVISING

Advising is offered to students upon request. Students may request advice from their instructor, or personal/vocational advice from administrative staff or the Director. We do not provide counseling services, but can refer students to appropriate agencies.

RECORDS

Students have the right to inspect and review the student's education records within 45 days after the day the institution receives a request for access. A student should submit to the Director, Student Services Administrator, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Student Services (cont.)

LEARNING RESOURCE CENTER

A library & Learning Resource Center containing reference books, instructional books, industry periodicals, as well as computers with internet access are available to all students. The library/Learning Resource Center is open during school hours and materials may also be checked out with administrative staff during the following hours:

| | |
|----------------|----------|
| Monday..... | 10AM-5PM |
| Tuesday..... | 10AM-5PM |
| Wednesday..... | 11AM-7PM |
| Thursday..... | 11AM-7PM |
| Friday..... | 10AM-5PM |
| Saturday..... | 2PM-5PM |

In exchange for their school photo ID, students are allowed to borrow books and educational materials for a period of one week. A \$5 late fee is applied for each day materials are not returned on time.

Failing to return materials one week after the due date will result in a \$250.00 charge. It is student's responsibility to return the checked-out materials on time & the school is not liable for late returns. The late fee will be charged automatically after the due date, and students who have not returned materials prior to their graduation date or have failed to pay the late fees, will not be eligible to receive their diploma or certificate.

WEATHER CLOSURES

In the event of winter or severe inclement weather, our school follows the NYC public school closure policy which can be found on any NYC local news station or online here: <https://www.schools.nyc.gov/>.

CAREER SERVICES

With our vast network of salons, Christine Valmy International School offers continued placement assistance to students and graduates legally eligible to seek employment. A career advisor on campus is available during the week to review resumes, conduct mock interviews, and place graduates in direct contact with salons and businesses looking to hire Christine Valmy graduates. In addition, the school maintains available positions in the industry which students are free to examine at any time on the website at www.christinevalmy.com, as well as hosting career fairs.

Although job placement assistance is provided by the school, Christine Valmy International School is an institution of learning and does not guarantee job placement.

General Policies

ORIENTATION

Christine Valmy International School for Esthetics, Skin Care & Makeup reserves the right to place on probation, suspend or expel, at any time and without a hearing, any student who: fails to comply with the rules, regulations and policies of this institution, willfully damages or steals school property, or engage in unprofessional or disruptive behavior.

- Be on time for class.
- Cell phones must be turned off at all times, except during break.
- School phone line is not for personal calls—only in event of an emergency.
- No eating or drinking in classrooms—only in the designated student lounge areas.
- Gum chewing is not permitted.

PERSONAL APPEARANCE

Long hair must be pulled back during practice sessions for the Esthetics program. No perfume or strong hairspray is to be used. All students are required to wear a uniform:

- **Nail student** – black Christine Valmy apron – black shirt, black pants and shoes.
- **Esthetics student** – white lab coat, white pants and shoes.
- **Makeup student** – black shirt, black pants and shoes.
- **Waxing student** – black shirt, black pants and shoes

Esthetics and Waxing students: Do not wear jewelry on hands or any other jewelry that will interfere when working on clients. Nails are to be kept short and clean. Clear or natural nail polish only. Uniforms must be clean and tidy at all times. All shoes must have a closed toe. No flip flops or sandals are permitted.

PROFESSIONAL BEHAVIOR

Unprofessional or disruptive behavior includes, but is not limited to, the following:

- Vulgar or inappropriate language;
- Any violent behavior or threat of violent behavior toward staff, fellow students or clients;
- Failure to maintain high standards of personal hygiene;
- Attending the school under the influence of drugs and/or alcohol (Disciplinary sanctions consistent with local, state and federal law, as well as school suspension and/or expulsion may occur in addition to referral for prosecution for violations of these standards of conduct.);
- Behavior which disrupts the educational process in the classroom;
- Disrespectful behavior toward other students, faculty or staff;
- Refusal to work on another student or clinic patient based on any discriminatory grounds;
- Smoking in the school or the building;
- Cheating on an examination;
- Cell phone use in class.

General Policies (cont.)

GRADUATION REQUIREMENTS

Christine Valmy International School will grant a diploma of graduation for the applicable course when the student has:

- Successfully completed all examinations
- Completed the hours of their program of study according to state requirements
- Returned all library materials
- Completed all exit paperwork
- Attended an exit interview (*Title IV students must also attend an exit interview with the Financial Aid Office*)
- Cleared all debts owed to the school (*If the last payment is made by check, the student must wait 10 business days before receiving his/her paperwork.*)

Graduation is required to be eligible to sit for the NY State licensure exam for the Esthetics, Nail Specialty, and/or Waxing programs.

EMPLOYMENT & LICENSING

Christine Valmy International School for Esthetics, Skin Care & Makeup is licensed by New York State Education Department Bureau of Proprietary School Supervision / Adult Career and Continuing Education Services. It is a requirement that the school reports graduates' employment and licensing information on a regular basis. After graduation, alumni will be contacted by a third party and asked to authorize their employer to release information regarding employment, which includes job title, employment date, manager's name and contact information to the school for the purpose of reporting as required by the New York State Education Department.

MMI Data Services is a third-party employment verification company working with Christine Valmy International School to gather and verify employment data. This data will be totally private and only the outcome will be submitted to the government. This information will not be shared, used or given to any sources.

Furthermore, students are eligible to take the New York State licensure exams. All applicants are required to answer questions regarding criminal offenses, state convictions, criminal charges, and licenses or permits revoked, suspended or denied.

If you have any questions regarding licensing requirements by the State of New York, please call the NYS Division of Licensing Services at (518) 474-4429.

GRIEVANCE PROCEDURES

Students who wish to file a formal complaint concerning Christine Valmy International School for Esthetics, Skin Care & Makeup should submit the complaint in writing to the Director. The administration will review the complaint and respond within 24 hours. No adverse action will be taken against the student for filing the complaint.

General Policies (cont.)

Students are encouraged to resolve their complaint with the procedure outlined above. Students also have the right to file a complaint with the New York State Education Department, 116 West 32nd Street, 6th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760.

Schools accredited by the The Council on Occupational Education (COE) must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting COE directly. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. Please direct all inquiries to:

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

ILLCIT DRUG AND 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 orientation and can also be requested from any office staff.

ADMINISTRATIVE REQUEST

Any request made of the Administration must be made on a request form. This request will take five (5) business days to process. The school reserves the right to hold any request if the student is delinquent in tuition payments.

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.

ADMINISTRATIVE WITHDRAWAL

Under certain circumstances (*as defined below*), school Administration may withdraw student(s) from the program in which they are enrolled. Administrative withdrawal may occur:

- If the student does not maintain satisfactory attendance and academic standing as defined in the school's policy.
- If a student's single Leave of Absence extends beyond ninety (90) consecutive days, the student's total Leaves of Absence within a single year exceed one hundred and eighty (180) days, or a student does not return from a leave of absence.
- If the student violates the school's Rules and Regulations, such as the use of vulgar or inappropriate language, or any violent behavior or threat of violent behavior toward staff, fellow students or clients.
- Any student absent for more than fourteen (14) consecutive days without contacting the school and without receiving a special dispensation from the Director will be withdrawn from the program and must re-register. The school will send by regular mail or email a notice to the student that the student shall be deemed to have withdrawn from the program.

COLLEGE CREDIT DISCLAIMER

Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e., school diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

STATEMENT OF NONDISCRIMINATION

Christine Valmy International School is a Title IX-compliant institution, and 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. Any questions regarding Title IX may be referred to the institution's designated Title IX Coordinator, Maria Reynoso.

Data

OEDS

| 2016-2017 | Esthetics (English) | Esthetics (Spanish) | Nail Specialty |
|--|------------------------|------------------------|-------------------|
| Graduation Rate | 75% | 67% | 79% |
| Employment Rate | 45% | 40% | 49% |
| Pursuing Additional Education | 0% | 0% | 0% |
| Unknown / Unemployed/ Not Employed in Field | 55% | 60% | 51% |

Figures above taken from OEDS Data from the last reporting period.