



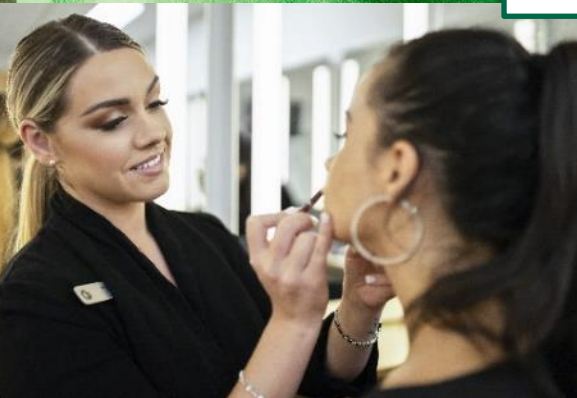
Christine Valmy

International School
for Esthetics,
Skin Care and Makeup

School Catalog
&
Student Handbook

2023 - Volume 24

1501 Broadway, Suite 700
New York, NY 10036
212-779-7800



2023



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Disclosure: This catalog has information about Christine Valmy International School guidelines and policies.

Policies and guidelines can be modified based on changes in State federal laws, accreditation requirements, curriculum improvement and/or any other relevant upgrade needed at Christine Valmy discretion.

Changes will always be made with the approval of the Bureau of Proprietary School Supervision (BPSS),

The publication of new catalog overrule previous volumes. Students should make sure they have the most updated catalog version.

	<p>LICENSING</p> <p>New York State Education Department Bureau of Proprietary School Supervision 89 Washington Avenue, EBA 560 Albany, NY 12234 (518) 474-396</p>
	<p>ACCREDITATION</p> <p>The Council on Occupational Education 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 (800) 917-2081 ~ www.council.org</p>

OTHER AFFILIATIONS:

Christine Valmy International School for Esthetics, Skin Care & Makeup.

- United States Department of Education ACCESS– Vocational Rehabilitation
- Veterans Affairs (**VA Educational Benefits Program**)
- CIDESCO
- ITEC

ATTENTION: Some information in this catalog may change.

The catalog contain information about the school’s teaching personnel and courses/curricula offered that is subject to change. The State Education Department separately issues licenses to 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 recommended that students considering enrollment check with the school administration to determine if there is any change from the information provided in the catalog.



Above: Christine Valmy, Founder



Welcome!

Welcome to Christine Valmy International School!

Congratulations! You have taken your first step toward a rewarding and exciting career. Although the next several weeks may be challenging, they will change your life and ultimately open the door to countless opportunities in the beauty industry and beyond. You've chosen an excellent time to enter this field. Advancements in science, chemistry, and technology have introduced new state-of-the-art products and treatments. The masses have embraced the concept of self-care like never before, and this includes all things beauty.

The demand for exceptional service and professionalism in the industry is at its height. Here at Christine Valmy, we are committed to instilling the knowledge and skills necessary to meet the highest expectation of any employer. Our dedicated expert Instructors are the best in the business, and they are excited to share their vast experience with you.

The Instructors, Administrative Personnel, Career Advisor, and Enrollment Advisors are here for you through every step of your journey. Please do not hesitate to approach us with questions or concerns – our doors are always open. We'll do everything we can to help you grow professionally and personally.

As a Christine Valmy student, you are on the path to becoming a member of an elite group of alumni. Our graduates have gone on to become executives at global beauty companies, hold key positions in fashion and entertainment, and – perhaps most exciting – open their very own spas and salons.

After years of dedicating myself to this business, I've learned a few things I'd like to share with you. First, you must be willing to devote yourself to your studies and work harder than ever before. Second, don't ever let go of your dreams because nothing is impossible. Finally, and perhaps most importantly, you must believe in yourself – because if you do, there is nothing you cannot achieve!

At Christine Valmy, we are more than just a school – we are a family. And so, I would like to personally welcome you to the Christine Valmy family!

Sincerely,
Marina Valmy

Mission

It is our mission to prepare you with the knowledge, experience, confidence, and professionalism you need to reach your potential and achieve your goals in the vibrant beauty industry. We believe in providing you with a “root system” – a solid educational foundation from which to grow a flourishing career.

Each of our expert instructors brings real-world experience to the classroom. Through meticulous training, you'll learn the science, theory, and practical knowledge behind your craft, as well as gain hands-on experience delivering outstanding service to clients. You'll also gain the communication and sales know-how that will set you apart from other professionals – both inside and outside the treatment room. And once you graduate from your program, we support you through the next steps in your journey, by giving you the tools you need to achieve your state license and launch your new career.

Our advanced education program provides you with the opportunity for ongoing learning, even after you finish your course, because with ever-changing technology and evolving beauty trends, there are always new, in-demand procedures that are important to know to remain competitive.

We are committed to your success throughout each chapter of your journey. From the moment you meet with an enrollment advisor, through the course of your education, to achieving your state license, to building your career – we will be there to provide personalized support and guidance.

We can't wait to watch you flourish!

A History As Distinguished As the Education We Deliver



Christine Valmy has been a leading voice for skin care professionals since the industry began. In fact, it was Ms. Christine Valmy herself who founded the skin care profession in the United States.

In 1944, Ms. Valmy's passion for skin care flourished in the most fitting of places – in her garden. It was there, in her native Romania, she grew the natural ingredients she transformed into innovative formulas for organic treatments. As such, it was in her garden that a groundbreaking and celebrated career began.

After earning law and cosmetology degrees, she set out in 1961 to realize her full potential in the United States. Upon arriving, Ms. Valmy recognized a considerable need for a more educated approach to beauty. Cosmetics in the US had been designed to simply cover skin problems, rather than correct them.

Having experienced the renaissance of Europe's beauty industry, she was an expert in improving the function of skin to reveal its natural beauty, rather than hiding it with makeup. She had the wisdom to know that education was the best way to evangelize the proper way to care for skin. In 1965, she opened the first esthetics school in the country and, later, developed the country's first curriculum for achieving a state license. Her efforts ensured a high standard of expertise for generations of beauty professionals.

Ms. Valmy would go on to be designated the “first lady of esthetics.” During her prestigious career, she led the esthetics trade organization, CIDESCO, opened renowned beauty schools around the globe, wrote acclaimed skin care and makeup books, and established the largest salon in the US. She was appointed by President Reagan as a member of the National Council on Vocational Education and was recognized by the US Congress for establishing a new career path for Americans. Her proprietary “Christine Valmy Facial Method” is, to this day, a coveted technique that has elevated the standard for spa treatments industry-wide.

Beauty expertise was woven into every aspect of her life, including her family life. In 1972, she joined her daughter, Marina, to launch a laboratory and develop a full suite of top-quality skin care products. The mother/daughter duo finely-tuned treatment techniques and all-natural, cruelty-free formulas based on a deep understanding of esthetics and chemistry.

Today, Marina Valmy leads the organization. When she's not serving as a mentor and inspiration for students at Christine Valmy International School, she can be found experimenting with ingredients, often late into the night, in the Christine Valmy laboratory. The result of her dedication is an exceptional, unique line of effective skin care products.

Christine Valmy – the organization that is the namesake of its founder – has consistently remained steadfast in the traditions of excellence and expertise. It continues to be, as it has always been, the company's goal to deliver the highest quality experience across the spectrum of skin care education, treatment, and product.

As a result, Christine Valmy alumni are highly sought after in the industry. Employers know that graduates who hold a Christine Valmy diploma will be fully prepared to transition into a professional environment.

They know this because Christine Valmy students receive meticulous training from expert instructors throughout their tenure. They learn the science, theory, and practical knowledge behind treatment methods and product formulas. They develop an understanding of the ingredients that combine to make a powerful impact on the skin. And they focus and foster their passion for beauty. Just as Ms. Valmy did, in 1944, in her garden.

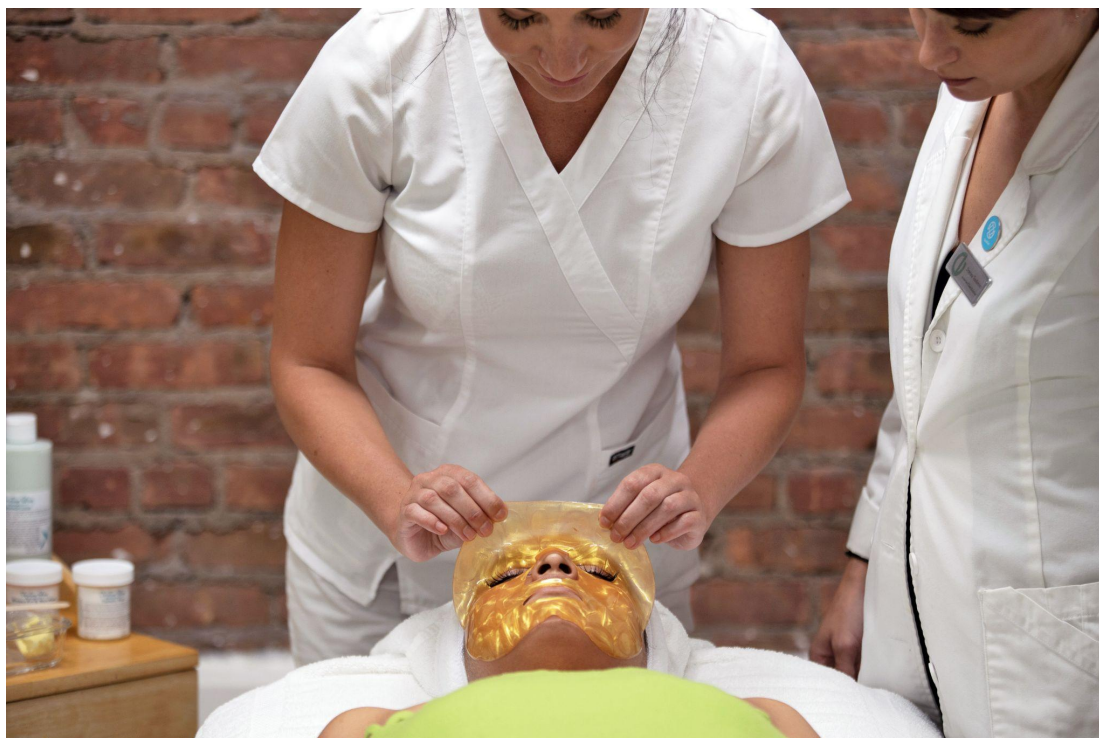
Top Education Means Training with Top Products

There is no better way to learn how skin care products impact skin's health and appearance than to work with exceptional, science-based formulas from experts in chemistry and esthetics. That is what you get at Christine Valmy.

Unlike most educational facilities, we develop and produce a full suite of cruelty-free skin care products for personal and professional care. These are created in small batches in our own laboratory and factory, using only the finest organic ingredients from all over the world. Our proprietary formulas and preparation methods - invented by Ms. Christine Valmy herself and her daughter, Marina - have been optimized over many decades to address the root of skin issues across all skin types.

As a Christine Valmy esthetics student, you will receive an assortment of our renowned products in your student kit. You will learn in detail about the benefits of each natural ingredient in our formulas. You will come to understand how they teach the skin to function at its best. And you will experience first-hand the positive physical and emotional effects of allowing the skin to heal itself through proper care.

After all, the job of an esthetician is to bring joy to your clients by empowering them to embrace their skin and face the world with their own natural beauty revealed.





Administration & Faculty

OWNERS & GOVERNING BODY

Peter de Haydu

COO/Owner - 92%

Marina Valmy de Haydu

President/Owner - 8%

SCHOOL ADMINISTRATION

Marina Valmy de Haydu

School Director

Vanessa Maia

Assistant Director

SCHOOL PERSONNEL

- **Administrative & Compliance:**

Liza Scroggin - Administrative & Compliance Coordinator

- **Admissions:**

Maria Plasencia - Admissions Advisor & Manager

Christine Fallon - Admissions Advisor

Yulia Sarracent - Admission Advisor

Heather Yoo - Admissions Advisor

- **Financial Aid:**

Maritza Marquez - Financial Aid Advisor

Maria Guiao - Financial Aid Advisor

- **School Coordinator:**

David Ballesteros - School Coordinator

- **Student Services:**

Henly Mora - Student services

Natalia Dudamell - Student services

Neila Tejada - Student services

- **Career Services:**

Vanessa Camacho - Career Advisor

- **Student Advisor & Communication:**

Katrina Mosley - Student Counselor & Instructor

- **Seminars Coordinator:**

Bianca Manole - Seminar Coordinator & Instructor

- **Information Technology:**

Klevis Hysenlikaj - Information Technology

INSTRUCTIONAL STAFF

Elias Hernandez - Head Instructor & Instructor

Brenda Ramos-Cardona - Esthetics Curriculum Supervisor & Instructor

Sue Bonito - Instructor

Betsabeth Chevalier - Nails Instructor

Shanae Davis - Instructor

Akelys Ferreira - Instructor

Mihaela Filip - Instructor

Diana Filippides - Instructor

Sandra Forchetti - Instructor

Tiffeny Fords - Instructor

Despina Freimanis - Instructor

Yasmin Haxhaj - Instructor

Shalima Johnson - Instructor

Rachel Joseph-Dudley - Instructor

Joonsook Kim - Instructor

Simona Maracineau - Instructor

Gloria McGlothlin - Instructor

Stacey Menzer - Instructor

Katrina Mosley - Instructor

Vania Piersinaru - Instructor

Marilyn Ramos - Instructor

Sean Rockey - Instructor

Felicia Tiggs - Instructor

Anna Zong - Instructor



Facilities, Accessibility & Hours of Operation.

FACILITIES:

With over 17,400 sq.ft in the famous Paramount Building in Times Square, our esthetics school the largest in the US was built with only renewable, sustainable and low VOC (volatile organic compound) materials, offering a healthy beautiful oasis in the middle of the hustle and bustle of NY.

Classrooms for theory and practical theory provide the perfect settings for students to learn new skills, and have the confidence and knowledge to give services to clients and hone much needed retail sales experience. The school also has a student's lounge, locker room, offices, spacious reception area, and handicap bathrooms allowing for a comfortable learning environment preparing you for your new career.

ADDRESS & ACCESSIBILITY:

We are located at:

1500 Broadway, (entrance at 43rd Street, between Broadway and 8th Ave.)

Located on the 7th floor suite 700

New York, NY 10036 - Tel: 212-779-7800 - www.christinevalmy.com

Elevators make accessibility for wheelchairs and individuals with special needs possible.

TRANSPORTATION:

Located in Times Square, at the "Crossroad of the World", Christine Valmy school is at the center of all subway lines and within walking distance from Port Authority bus terminal and Path stations.



The Paramount building

HOURS OF OPERATION

Monday through Thursday

9 AM to 9:30 PM

Friday through Sunday

9:00 AM to 5:00 PM



SCHOOL HOLIDAYS:

Christine Valmy is open 7 days a week year-round except for the following holidays:

- Memorial Day
- Easter
- Juneteenth
- Fourth of July
- Presidents Day
- Labor Day

- Thanksgiving Day
- Black Friday
- Christmas Day
- New Year's Eve
- New Years Day
- Martin Luther King Jr. Day

WEATHER CLOSURE:

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 at <https://www.schools.nyc.gov/>.



Admissions Requirements.

NONDISCRIMINATION POLICY

Christine Valmy International School is a Title IX compliant institution and in its admissions, instructions and graduation policies does not discriminate on the basis of ethnic, origin, race, color, creed, religion, age, sex, sexual orientation, financial status, country of origin or place of residence. Any questions regarding Title IX may be referred to the institution's designated Title IX Coordinator, Vanessa Maia.

ADMISSION PROCEDURES

Eligible applicants must complete the following:

- Have a meeting with an enrollment advisor (Virtually or In Person).
- Provide all requested documents.
- Complete and sign an enrollment agreement.
- Provide credits for previous Education courses (if applicable).
- Pay non refundable registration fee.

Paperwork must be completed and submitted 2 weeks prior to class start date.

ADMISSION REQUIREMENTS

Eligible applicants must:

- Be 17 years of age or older (official government-issued document or affidavit must be shown as proof of age);
- Conduct an interview with an enrollment officer;
- Provide evidence of one of the following:
 - Proof of high school diploma
 - GED or college diploma
 - Foreign diplomas must be translated and a certificate for equivalency must be issued.

ENROLLMENT START DATE POLICY

Students can not start classes until enrollment process is completed. All paperwork must be provided and signed two weeks prior to class starting date. Students will not be able to begin classes if documentation is not completed and enrollment agreement is not signed. Student will be able to start the following class if spot is available. Class size is limited by state law.

ACCEPTANCE BY CHRISTINE VALMY

The enrollment agreement constitute a binding contract between the student and Christine Valmy International. Acceptance will be based by successful submission and review of requested documentation and school approval.

CREDIT FOR PREVIOUS EDUCATION

Christine Valmy International School grants credit for hours earned in the same subject at another approved school upon presentation of an official transcript. Transferred hours accepted toward the program are counted as both attempted and completed hours.

Credit will be issued based on the evaluation of materials presented and an examination of the individual's technical skill and knowledge of the program and subject matter. No more than 75% of a program may be transferred, up to a maximum of 50 hours. Tuition will be adjusted according to the hours needed to complete the course based on the cost of tuition per hour at the time of enrollment. Students will be notified of the hours that are transferable and the total cost for the approved 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.

COLLEGE CREDIT DISCLAIMER

Licensed private career schools offer curricula measured in clock hour, not credit hours. Certificates of completion, i.e., school diplomas, are issued to students who meet clock hours requirements. The granting of any college credit to students who participate 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.



Admissions Requirements.

SCHEDULE CHANGE

A student may change 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 admission advisor to sign a new contract and re-submit another registration fee.

After instruction has begun, students can request to change the class schedule one time only without incurring any additional fees. A second schedule change can be requested, but a \$100 schedule fee will be applied. The change is not guaranteed due to class availability and seats limitations/class size, we may suspend students account temporarily until next available seat.

PROGRAM RE-ENTRY

Students wishing to re-enroll in the school after withdrawing must submit a letter to the school administration including a summary of the reasons why they withdrew and how those issues have been resolved. The student will be required to pay the entire cash balance and will be evaluated, through a theory examination to determine retained knowledge level.

All re-entry requests are subject to approval and class/space availability. If re-enrollment is approved the student will return under the same academic and attendance status as when he, she or they left. Re-enrollment is at the discretion of the Director whose decision is final.

INTERRUPTIONS

At the time of a withdrawal or beginning of a Leave of Absence a Satisfactory Academic Progress (SAP) will be made and documented. Its status will apply to students at the time they will return to school. Elapsed time during the leave of absence does not affect the SAP and will extend the contract period by the same number of days in the leave.

ADMINISTRATIVE WITHDRAWAL/SUSPENSION.

Under certain circumstance (as defined below), school administration may withdraw or suspend a students from the program in which they are enrolled. During Leave of Absence or Suspensions no monetary charges or accumulated absences will be assessed to the student and a new contracted graduation date will be issued.

Administrative withdrawal/suspension may occur:

1. If the student does not maintain satisfactory attendance and academic performance as defined in the school's policy.
2. If the student are past due payment.
3. If a student's single Leave of Absence extends beyond ninety (90) consecutive days, the student's total Leave of Absence within a single year exceed one hundred and eighty (180) days, or a student does not return from a leave of absence.
4. If the student violates the school's Rules and Regulations, if the student use of vulgar or inappropriate language, or displays violent behavior or threat toward staff, fellow students or clients.
5. Any student absences for more than fourteen (14) consecutive days without contacting the scholl 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.

Note: A student that does not return from suspension as scheduled will be withdrawn from the program.

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.

EDUCATIONAL MATERIAL DISCLAIMER:

The content, information, viewpoints and opinions contained in the educational material used on our curriculum are those of the author and not the opinion of Christine Valmy. If you find anything wrong, misleading or misrepresented email us at suggestionsny@christinevalmy.edu

HYBRID ESTHETICS

New York State License Exam Preparation Program

600 Clock Hours (300 hours online & 300 hours in person)

Languages Offered: English & Spanish

Award: DIPLOMA



PROGRAM DESCRIPTION

The **Hybrid 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, Waxing Specialist, Beauty Consultant, Salesperson or Sales Manager, Beauty Representative, Skincare Product Representative, Product Educator, Salon Management, Cosmetic buyer, Beauty Editor or Blogger, Advertising and Promotion.

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 as facial massage, facial treatments, the use of facial machines, hair removal, body treatments 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 to 5:00PM - 35 hours week = 18 weeks
Part Time Day	Monday & Tuesday - 9:00AM to 5:00PM - 14:30 hours week = 42 weeks
Part Time Day	Wednesday Through Friday - 9:00AM to 5:00PM - 21 hours week = 29 weeks
Part Time Day	Saturday & Sunday - 9:00AM to 5:00PM - 14:30 hours week = 42 weeks
Part Time Evening	Monday through Thursday - 6:00 PM to 9:30PM - 14:30 hours week = 42 weeks



Programs - Hybrid Esthetics

ESTHETICS CURRICULUM	HOURS
Orientation/Domestic Violence	5 hours
Safety & Healthy	8 hours
Infection Control	18 hours
Anatomy & Physiology	30 hours
Structure & Function of the Skin	18 hours
Nutrition for Healthy Skin & Body	5 hours
Skin Disorders and Diseases	12 hours
Skin Analysis	18 hours
Superfluous Hair	60 hours
Chemistry	3 hours
Chemistry as applied to Esthetics	21 hours
Electricity & Equipment	18 hours
Facial & Body Procedures	240 hours
Makeup Techniques	70 hours
Business Practices	30 hours
Career Skills	12 hours
Introduction to Advanced Esthetics	9 hours
Unassigned	23 hours
TOTAL HOURS FOR ESTHETICS CURRICULUM	600 HOURS

HYBRID NAIL SPECIALTY

New York State License Exam Preparation Program - 250 Clock Hours

125 hours online & 125 in person

Languages Offered: English & Spanish

Award: DIPLOMA



PROGRAM DESCRIPTION

Our Hybrid 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, Nails products Representative, Nails product Educator, Sales Representative, Salon Management, Beauty Editor or Blogger, Advertising and Promotion.

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 as manicures, pedicures, hand/arm massage, and various nail techniques.
- Prepare the student for business practices and successful retailing.
- Prepare the student for the State licensure exam and entry-level employment.

SCHEDULE FOR COURSE COMPLETION	
Full Time Day	Monday through Friday - 9:00AM to 5:00PM - 35 hours week = 8 weeks
Part Time Day	Monday & Tuesday - 9:00AM to 5:00PM - 14 hour week= 18 weeks
Part Time Day	Wednesday, Thursday, Friday - 9:00AM to 5:00PM - 21 hours week= 12 weeks
Part Time Day	Saturday & Sunday - 9:00AM to 5:00PM - 14 hours week = 18 weeks
Part Time Evening	Monday through Thursday - 6:00 PM to 9:30PM - 14 hours week = 18 weeks
Part Time Eve+Weekend	Monday through Thursday - 6:00 PM to 9:30PM + 1 day Saturday or Sunday - 9:00AM to 5:00PM - 21 hours week = 12 weeks



Program - Hybrid Nail Specialty

NAILS SPECIALTY CURRICULUM	TOTAL
Orientation/Domestic Violence	4 hours
Safety & Healthy	8 hours
Anatomy & Physiology of the Nail Hand, arm, foot & leg	10 hours
Bacteria & Infectious Diseases, Nail, foot, skin disorders & diseases	10 hours
Methods of Infection Control	10 hours
Client Consultation	4 hours
Manicure & Hand/ Arm Massage	20 hours
Pedicuring	12 hours
Tip Application & Design	12 hours
Nail Wraps	25 hours
Liquid and Powder Nail ExtensionS	50 hours
Gel Nails	20 hours
Nail Art	4 hours
Retailing Techniques	6 hours
Business Practices	8 hours
Job Skills	6 hours
Unassigned hour	38 hours
TOTAL HOURS FOR NAILS SPECIALTY CURRICULUM	250 HOURS

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, Product Representative, Sales 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.

SCHEDULE FOR COURSE COMPLETION	
Full Time Day	7 hours a day 5 days per week (9:00AM to 5:00PM) + 1 day 5 hours - 35 hours week = 2 weeks + 1 day 5 hours
Part Time Day	7 hours a day 3 days (9:00AM to 5:00PM) + 4 hours 1 day per week = 25 hours week = 3 weeks
Part Time Day	7 hours a day 3 days per week + 2 days (9:00AM to 5:00PM) - 21 hours week = 4 weeks
Part Time Day	7 hours a day 2 days per week + 1 day 5 hours (9:00AM to 5:00PM) - 14 hours week = 5 weeks + 5 hours

WAXING CURRICULUM	TOTAL
Professional Requirements	10 hours
Safety & Health	20 hours
Skin Structure, Disorders & Diseases	10 hours
Removal of Superfluous Hair	35 hours
TOTAL HOURS FOR WAXING CURRICULUM	75 HOURS

Program - Basic Makeup



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, Product Education, Product Representative, Sales 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 to 5:00PM - 35 hour week = 1 week
Part Time Day	Monday & Tuesday - 9:00AM to 5:00PM - 14 hours week = 3 weeks
Part Time Day	Wednesday Through Friday - 9:00AM to 5:00PM - 21 hours week = 2 weeks
Part Time Day	Saturday & Sunday - 9:00AM to 5:00PM - 14 hours week = 3 weeks
Part Time Evening	Monday through Friday - 6:00PM to 9:30PM - 17:30 hours week = 2 weeks
Part Time Eve + Weekend	Monday through Thursday - 6:00PM to 9:30PM (17:30) + 1 day Saturday or Sunday - 9:00AM to 5:00PM (7:00) - 24:30 hours week= 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 Artist, Product Education, Product Representative, Sales and Beauty Consultant.

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 to 5:00PM - 35 hour week = 1 week
Part Time Day	Monday & Tuesday - 9:00AM to 5:00PM - 14 hours week = 3 weeks
Part Time Day	Wednesday Through Friday - 9:00AM to 5:00PM - 21 hours week = 2 weeks
Part Time Day	Saturday & Sunday - 9:00AM to 5:00PM - 14 hours week = 3 weeks
Part Time Evening	Monday through Friday - 6:00PM to 9:30PM - 17:30 hours week = 2 weeks
Part Time Eve + Weekend	Monday through Thursday - 6:00PM to 9:30PM (17:30) + 1 day Saturday or Sunday - 9:00AM to 5:00PM (7:00) - 24:30 hours week= 2 weeks



BASIC & 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, Product Education, Product Representative, Sales 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 to 5:00PM - 35 hours week = 2 week
Part Time Day	Monday & Tuesday - 9:00AM to 5:00PM - 14 hours week = 5 weeks
Part Time Day	Wednesday Through Friday - 9:00AM to 5:00PM - 21 hours week = 4 weeks
Part Time Day	Saturday & Sunday - 9:00AM to 5:00PM - 14 hours week = 5 weeks
Part Time Evening	Monday through Friday - 6:00PM to 9:30PM - 17:30 hours week = 4 weeks
Part Time Day	Sunday - 9:00AM to 5:00PM - 7 hours week = 10 weeks

Program - ITEC & CIDESCO

ITEC

Non-Licensed Program - 75
Clock Hours

Language Offered: English

Award: CERTIFICATE



PROGRAM DESCRIPTION

The ITEC (*International Therapy Examination Council*) 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, Skincare Product Representative, Product Educator and Salon Management.

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/Evening	Monday through Friday - 5:30PM to 9:00PM (17.5 hours) + Saturday 9:00AM to 2:00PM (5 hours) = 4 weeks
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CIDESCO

Non-Licensed Program - 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, Skincare Product Representative, Product Educator and Salon Management.

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/Evening	Monday through Friday - 5:00PM to 9:00PM (20 hours) + Saturday 9:00AM to 5:00PM (7 hours) = 13 weeks
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SPA OWNERSHIP & MANAGEMENT - ONLINE

Curriculum approved by New York State, not requiring licensure - 300 Clock Hours

Language Offered: English

Award: CERTIFICATE



PROGRAM DESCRIPTION

The Ownership and Management curriculum will teach students to perform marketing, operations and management functions and tasks associated with owning a business. Students will learn about all departments of the business, being able to strategically implement rules, guidelines and strategies.

Topics of study include: Finances, Accounting, Human Resources, Leadership, Company's culture, Ethics, Management, Marketing, Retail Sales, Operations, Laws and Licenses.

Occupations for this program include: Business Owner, Business Director, Manager, Assistant Manager, Operations Manager for Wellness Center, Spa, Salon, Barber, Hotel, Gym, and Beauty Store.

PROGRAM OBJECTIVES

- Comprehensive theory and practical studies of Business Ownership, Operations, Leadership & Management.
- Preparation of a professional that can run a business and deal with business challenges.
- Prepare the student for a Leadership, Management position or to open their own business,

SCHEDULE FOR COURSE COMPLETION	
Full Time	Mon to Fri - 9:00AM-5:00PM - 35 hours week - 9 weeks
Part Time Day	Mon-Tues or Sat & Sun - 9:00AM-5:00PM - 14 hours week - 21 weeks + 6 hours
Part Time Day & Evening	Sun - 9:00AM-5:00PM & Mon To Thu 6:00PM-9:30PM - 21 hours a week - 14 weeks + 6 hours
Part Time Day & Evening	Sun & Mon - 9:00AM-5:00PM & Tues & Wed or Tues & Thu or Wed & Thu - 6:00PM 9:30PM - 21 hours week - 14 weeks + 6 hours.
Part Time Evening	Mon To Thu - 6:00PM-9:30PM - 14 hours a week - 21 weeks + 6 hours

TUITION PAYMENTS

Payments are due weekly and can be made by check, cash, credit card or online. Processing fees for bounced checks (\$35) will be applied. Students will be billed a week before classes began, based on the method of payment in their contract.

COURSE	COMPONENTS	COST
Hybrid Esthetics (600 hours)	Registration Fee (Non-refundable)	\$100.00
	Educational Material	\$350.00
	Kits & Supplies*	\$500.00
	Tuition	\$9,000.00
	Total	\$9,950.00
Hybrid Nails Specialty (250 hours)	Registration Fee (Non-refundable)	\$100.00
	Educational Material	\$200.00
	Kits & Supplies*	\$350.00
	Tuition	\$2,400.00
	Total	\$3,050.00
Waxing (75 hours)	Registration Fee (Non-refundable)	\$100.00
	Educational Material	\$200.00
	Tuition	\$1,300.00
	Total	\$1,600.00
Basic Makeup (35 hours)	Registration Fee (Non-refundable)	\$50.00
	Educational Material	\$50.00
	Kits & Supplies*	\$125.00
	Tuition	\$570.00
	Total	\$795.00

COURSE	COMPONENTS	COST
Advanced Makeup (35 hours)	Registration Fee (Non-refundable)	\$50.00
	Educational Material	\$50.00
	Kits & Supplies*	\$175.00
	Tuition	\$650.00
	Total	\$925.00
Basic + Advanced Makeup (70 hours)	Registration Fee (Non-refundable)	\$100.00
	Educational Material	\$100.00
	Kits & Supplies*	\$300.00
	Tuition	\$1,020.00
	Total	\$1,520.00
ITEC (75 hours)	Registration Fee (Non-refundable)	\$100.00
	Examination Fee	\$750.00
	Non-refundable	\$2,100.00
	Tuition	\$2,950.00
	Total	\$2,950.00
CIDESCO (300 hours)	Registration Fee (Non-refundable)	\$100.00
	Examination Fee	\$1,250.00
	Non-refundable	\$8,600.00
	Tuition	\$9,950.00
	Total	\$9,950.00
SPA Ownership & Management - Online (300 hours)	Registration Fee (Non-refundable)	\$100.00
	Educational Material	\$375.00
	Tuition	\$2,499.00
	Total	\$2,974.00

Educational Material, Kits & Supplies fee are mandatory and non-refundable once you receive them.



Tuition, Payments and Cancellation.

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

Payments: Christine Valmy International School offers weekly school payments, according to the Enrollment Agreement.

Late fees: Weekly payments are due on Sundays. A \$25.00 late fee will be charged for payments received after 11:59pm on Sunday.

Non-payment of Tuition: Any student who is delinquent will not be allowed to attend classes. Once payment is received, students can make up hours missed without any charge until their graduation date.

Delinquent Tuition: Any student who is delinquent 14 days or more in payment(s) will be suspended from the school until payment is made or a written payment arrangement is agreed to by the school and student.

Students will be informed of a pending suspension and will be allowed to make payment arrangements with the school before suspension occurs. If suspension does occur, students will be able to return to classes only when the past due amount has been paid in full. Students will be able to make up missed hours without extra cost until the graduation date. Depending on the date of suspension, a new graduation date will be issued.

After 35 days of delinquency, a student's account will be turned over to a collection agency. The student will be responsible for paying any fees associated with collections as well as their outstanding tuition. Once the account is turned over to a collection agency, the student's credit will be affected.

To complete the program successfully payments must be made on time.

CANCELATION

It is a student's responsibility to notify the school in writing if they withdraw from a course. 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 the school's determination that the student withdrew, which is the student's last day of physical attendance.

Financial Assistance

FINANCIAL ASSISTANCE

At Christine Valmy International School for Esthetics, Skin Care & Makeup, we are eager to help students offering the following programs of financial assistance:

- Federal Students Financial Aid (Title IV) for those students who qualify.
- Interest-free weekly school payment plan (for all students).

OTHER FUNDING OPTIONS ACCEPTED BY CHRISTINE VALMY:

- ACCESS - VR
- Americorps
- Private Companies Scholarships

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 3.73% (never to exceed 8.25%) can be paid while attending school, during a period of deferment or forbearance or it can be accrued and the interest added to the principal amount of the loan.
- **Parent PLUS Loans for dependent students:** 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 5.30% (never to exceed 8.25%)..

The programs listed are based on the student's need for financial assistance and are available for those who qualify. 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). Our Financial Aid Officer will review the SAR and will send the student an estimate with 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 Officer 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 a dependent student, parents must also sign a 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 Officer before the start of classes.

FINANCIAL AID APPLICATION PROCESS:

1. To start your application go to: www.studentaid.gov
 - a. FAFSA School Code: **042337**
 - b. FAFSA Customer Service 1.800.433.3243
2. Compile your financial information
3. Complete the free application for Federal Student Aid (FAFSA) application online.
4. Once the FAFSA is processed our Financial Aid Officer will be able to review your application and will send you an estimate along with any other documents and verification that may be required (it will include links to students loan applications, entrance counseling and master promissory note that must be completed and sign).
5. Once you have completed all your financial aid responsibilities we will wait for the approval.
6. Once your Financial Aid is approved our Financial Aid Officer will inform you and you will be ready to start classes.

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:



Financial Assistance

- 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
- Lastly 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.

The failure of a student to immediately notify the school director in writing of the student's intent to withdraw may delay a refund of tuition to the student pursuant to section 5002(3) of the Education Law.

School Policies

ORIENTATION

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. An Academic Packet is provided to students with information regarding classes, syllabi, communication, policies and everything else the student needs to know during their journey at our school.

COMMUNICATION

Students will receive information from the school team through email, newsletter, mass text messages and Christine Valmy App. Our communication includes information regarding classes, online links, teacher instructions, holidays and more. To ensure a good communication students should provide us with one contact email address only and a mobile phone number.

ACADEMIC & INDIVIDUAL ADVISING

Christine Valmy School provides advising and tutoring upon request. Students that experience challenges to meet minimum academic requirements may request advice and/or tutoring from from their instructor, school advisor or administrative staff.

If a student experience personal challenges, we encourage students to contact:

NYC Well a place for free, confidential crisis counseling, mental health and substance use support, information and referrals.

- 1-888-NYC-WELL (1-888-692-9355)
- 1-888-692-9355 (Español)
- 711 (TTY for hearing impaired)

LEARNING RESOURCE CENTER

A library & Learning Resource Center containing online and physical 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.

1. Students are allowed to use the computers that contain digital books and/or borrow books and educational materials during classes hours.
2. Books and/or computers are not allowed outside of the school.



School Policies

HOUSING

A list of available housing options for short-term stays in the City is available at the school. 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.

ADMINISTRATIVE REQUEST

Any request made to the School must be made on a formal request letter or email. This request will take ten (10) business days to process. The school reserves the right to hold any request if the student is delinquent in tuition payments.

STUDENTS RECORDS

Students records are maintained physically in metal, locking cabinets and electronically in a secure server stored off campus. Students have the right to inspect and review the student's education records. A student should submit to the Student Services Administrator, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and will notify the student of the time and place where the records may be inspected. It can take up to 45 days for students to have access to his/her/their records.

FERPA:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he/she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school corrects records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

DRESS CODE:

At Christine Valmy our mission is to prepare you to dress appropriately to the professional world. As an esthetician you will be wearing scrubs, tunics/aprons and you will be required to have a neat appearance (Clean hair, polished day time makeup, clean short nails, hair pulled back away from the face; short pieces pinned back so as to not fall on to the face).



School Policies

- No sleeveless shirt, no cleavage, no open toes shoes, no exposed belly or legs and mindful of undergarments.
- 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 with 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.

Uniform: All black (Scrubs, pants and shoes).

Online: Wear your appropriate top uniform and follow the rules above.

In-Person: Wear complete uniform and follow the rules above

Dress-code violations:

1st time: Verbal warning

2nd time: Student will be required to sign a statement of conduct

3rd time: Will result in a sign-out from the class for the remainder of the day

ACADEMIC HONESTY:

Cheating is incompatible with Christine Valmy philosophy. To this end:

- Cheating in any form is unacceptable behavior
- The teacher's professional judgement determines whether or not cheating has occurred.
- Students will receive 0% in the exam if he/she is caught cheating and will be subject to disciplinary action.
- Plagiarism is considered cheating. When quoting another's work, citation must be provided.

Students must never share school materials or test answers with, in person on paper or digitally. This includes the prohibition of posting test answers on social media or sending them through messages via text to other students. Violation will result in 3 days of suspension, making up hours and redoing the exam.

TECHNOLOGY & SOCIAL MEDIA:

Christine Valmy encourages the proper use of technology and social media. Zoom meetings, Google doc, sheets & slides, Microsoft word, excel & powerpoint, can enhance your learning and presentations. Social media can connect you with the industry, increasing your network with beauty experts, salons, Spas, Wellness centers and more.

However is important to know that you must be mindful of the way you communicate online and the things you post. Inappropriate use of technology and social media can have negative effect and/or business and legal consequences to you and Christine Valmy. Communication through technology and social media must comply with Christine Valmy online guidelines written in other pages of this catalog.

Students are encouraged to use Social Media to promote their achievements at the school, using good judgment and following the culture of Christine Valmy of respect for others.

CLOCK HOURS:

One clock hour equals 50 minutes of instruction in a 60-minute period. To graduate a student must **attend complete course hours**. A student who is **absent for more than 14** consecutive days without contacting the school and making arrangements **will be withdrawn** from the program. Emergency closures due to inclement weather are considered a school closure, and your graduation date will be extended accordingly.

ATTENDANCE:

Christine Valmy International School insists upon prompt and regular attendance at all times. All students must attend classes according to their class schedule stated on their enrollment agreement. Attendance is taken at the beginning of each class, monitored by teachers after breaks and again when classes are finished. Students must clock in and out to have their hours documented for full credit. To graduate from Christine Valmy International School, you must attend the full length of curriculum hours and have an Academic Satisfactory Progress of a minimum of **85%** of continuous giving hours attendance.

Lateness/Tardiness: Be on time for class (online and in-person). Any student who arrives in class late or leaves more than 15 minutes early will not be credited the first hour or the last 30 minutes of class. Students arriving late three times will be deducted one day of attendance.



School Policies

Absences: Absences must be reported to the teacher and student services, including illness, and/or any other unavoidable circumstance. A student who is absent more than one day must provide valid documentation for the absence. Students who do not maintain 85% of attendance will be put on probation. On a probationary period student must reach 85% of attendance, otherwise they may be suspended or withdrawal from the program.

MAKING UP HOURS:

Christine Valmy provides students the opportunity to make-up hours, as per the guidelines below:

- 1) Make up hours should not exceed 15% of the total hours of the program.
- 2) Any student missing hours from a scheduled class must make up the missing hours in another time schedule other than their regular schedule. (ie: Daytime Students can make up time during the Evening schedule or Weekends)
- 3) The student is responsible for all class material and/or tests missed while absent.
- 4) Accumulation of hours may result in probation, followed by suspension and/or withdrawal from the program.
- 5) Make up classes must be done prior to the completion of each marking period and are scheduled per instructors availability.
- 6) If a student reaches the graduation date and is still missing completion of the program hours, they will have to pay additional fees to complete those hours and a new graduation date will be calculated.

Making Up Hours Fees per Program:

Esthetics program: \$15/hour
Nails Specialty program: \$9/hour
Waxing program: \$23.50/hour
Basic Makeup: \$15/hour
Advanced Makeup: \$15/hour
Basic and Advanced Makeup programs: \$15/hour
ITEC: \$28/hour
CIDESCO: \$28/hour
Ownership & Management: \$23/hour

LEAVE OF ABSENCE (LOA):

In case of a prolonged illness or accident, death in the family, or other special circumstances that make attendance impossible or impractical, a LOA may be granted to the student if requested in writing by the student or his/her/theirs designee. The approval such leaves of absence shall be in writing by the school director. No monetary charges or accumulated absences may be assessed to the student during a LOA. When a student returns from the approved LOA, the student will be placed in the instructional program at the point commensurate with the skill level retained by the student at the time of his/her/their return in accordance with the following:

- 1) For a LOA less than 30 calendar days, a student's retention level must be assessed through a counseling session or a written or oral examination that will measure their level of retention in the instructional program.
- 2) For a LOA of 30 calendar days or longer, the student's retention level shall be assessed through a written or oral examination designed to measure their level of retention in each module of the curriculum they attended.
- 3) The student then will be placed in the appropriate module according to their retention level. Documentation that such evaluation(s) took place will be placed in the student's permanent file.

The State of NY allows a maximum leave of absence of 180 days, as per the guidelines below:

1. The LOA must be requested in advance unless unforeseen circumstances arise.
2. Request must be done by emailing studentservices@christinevalmy.edu. Email must describe the need for LOA, be signed and dated, with additional support documentation provided if the case allows.
3. LOA will not be granted without supporting documentation. LOA can be approved or denied.
4. The beginning date of the approved LOA would be determined by the school according to the circumstances.
5. A student granted LOA is not considered to have been withdrawn, and no refund calculation is required at this time.
6. Upon approval of the LOA, student will be issued a revised graduation date. The institution will extend the student's contract period by the same number of days taken in the LOA.
7. No additional charges will be assessed as a result of the LOA.
8. LOA may not exceed 180 days in a 12 month period.
9. If a student does not come back from an approved LOA, it will result in a withdrawal which date will be their last day of attendance.



School Policies

The LOA will only be considered approved once the school director 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. The school administration will provide the student with a new approved contract with an expected date of return from the LOA and a new graduation date.

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 scheduled returning date of the approved LOA.

GRADING:

Christine Valmy International School grading system is designed to reflect a student's learning progress and achievements. Students are assigned written and practical exams to measure their academic learning. Academic learning is evaluated at the same intervals as attendance. A minimum of 75% grades or higher are required for students to pass and graduate.

Numerical grades scale:

90% to 100% - Excellent

80% to 89% - Good

75% to 79% - Satisfactory

74% & below - Failure

Students who failed an exam will have 1 opportunity only to retake the exam in a period of 1 week and the final grade must average out to 75% or higher or student will not pass.

SATISFACTORY ACADEMIC PROGRESS:

Satisfactory Academic Progress (SAP) in attendance (based on the percentage of attended hours to scheduled hours) and academic work (based on grades) is a requirement for all students enrolled at Christine Valmy International School for Esthetics, Skincare and Makeup. Academic standing evaluations are conducted and provided to students every midpoint and endpoint of a quarter, as defined on the student enrollment agreement.

Minimum cumulative requirements = 85% attendance and 75% grades

Academic Progress: Each evaluation period will determine if the student's cumulative grade meets a minimum of 75% and all written and practical exams and assignments are completed.

Attendance Progress: Each evaluation period will determine if the total hours students completed meets a minimum of 85% of the student's scheduled hours. Christine Valmy School requires 85% minimum attendance to maintain Satisfactory Academic Progress, but students must complete 100% hours of all program in order to graduate from our courses, receive a diploma/certificate and apply for State Licensing.

- **Students who meet the minimum cumulative requirements** at evaluation will be considered making Satisfactory Academic Progress until their next evaluation.
- **Students who do not meet the minimum cumulative requirements** at the midpoint evaluation will receive a written notice of **warning** and must meet the minimum cumulative grade point average 75% and minimum attendance 85% at the conclusion of the quarter.

WARNING STATUS:

Students who do not meet Satisfactory Academic Progress in the midpoint of each quarter or term will be placed on warning and will have until the next evaluation period (endpoint of the quarter or term) to meet minimum cumulative attendance and/or grading requirements. Students who do not meet the minimum cumulative requirements will be put on academic **probation**.

PROBATION STATUS:

On a probationary period, the student will be contacted by a school counselor who will go over the student evaluation, the risks of losing Title IV (if applicable) and will guide the student to succeed. The student will be provided with an academic plan and a time frame to raise attendance and/or cumulative grade point average to the minimum cumulative requirements.

Students who do not meet the minimum cumulative grade point average and/or minimum of attendance by the end of the probationary period shall be withdraw from the program.

TITLE IV WARNING:

Students while on warning or probation are considered making progress and students who receive funds may continue to be funded. At the end of probation period students that do not meet minimum requirements for a Satisfactory Academic Progress will not be eligible to receive Title IV funds, financial aid will stop, and the student will become responsible for payment of tuition.

REESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS :

Students that meets minimum requirements during or at the end of the academic warning or probationary period will be determined as making Satisfactory Academic Progress and will be removed from the warning or probation.

A student may appeal the negative determination of Satisfactory Academic Progress, submitting a written appeal notice to the school administration within 10 days 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 and financial aid funds will be reinstated to eligible students., if applicable.

If through this appeal process, evidence is shown that the school has made an error in hours recorded or missing grades points or due to the student's mitigating circumstances (see below) that may be considered eligible, Satisfactory Academic Progress may be reinstated or student may be placed on probation until next evaluation. Documentation will be recorded in the student's file.

Mitigating circumstances leading to the SAP failure that can be 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 the school
 - Strength of the documentation.

GRADUATION REQUIREMENTS:

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

- Meet minimum program requirements
- Completed all examinations and obtain satisfactory grades on written and practical examinations.
- Completed the hours of their program of study according to state requirements.
- Return all library materials (if any)
- Completed all exit paperwork
- Attended an exit interview (Title IV students must also attend an exit interview with the Financial Aid Office)
- Satisfy all financial obligations to the school unless other arrangements have been made.
- After the steps above are completed, it takes 45 days for students to receive their diploma.

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

EVALUATION PERIOD:

Evaluations periods will determine if the student has met the minimum cumulative requirements for satisfactory academic progress. The frequency of evaluations ensures that students have awareness of their status and time to successfully complete the program. Students receive progress reports evaluation at each period. When students don't meet Satisfactory Academic Progress they must sign their progress report, as an acknowledgement of their status. Evaluation periods are determined by the scheduled hours of each course (see below):

HYBRID ESTHETICS:	Mid Point 100 hours	End Point 200 hours
	Mid Point 300 hours	End Point 400 hours
	Mid Point 500 hours	End Point 600 hours

HYBRID NAILS SPECIALTY:	Mid Point 62.5 hours	End Point 125 hours
	Mid Point 187.5 hours	End Point 250 hours

CIDESCO:	Mid Point 87.5 hours	End Point 175 hours
	Mid Point 262.5 hours	End Point 350 hours

O & M:	Mid Point 75 hours	End Point 150 hours
	Mid Point 225 hours	End Point 300 hours

WAXING:	Mid Point 37.5	End Point 75
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BASIC MAKEUP:	Mid Point 17.5	End Point 35
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ADVANCED MAKEUP:	Mid Point 17.5	End Point 35
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ADVANCED MAKEUP:	Mid Point 37.5	End Point 75
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ITEC:	Mid Point 37.5	End Point 75
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MAXIMUM TIME FRAME TO COMPLETE THE PROGRAM WITH SATISFACTORY ACADEMIC PROGRESS:

The maximum time allowed for students to complete the program with Satisfactory Academic Progress is the graduation date. Students who have not completed the course within the maximum timeframe may continue as a student on a cash pay basis for the additional hours needed for graduation (see makeup hours).

CAREER SERVICES:

Christine Valmy International School offers continued placement assistance to students and graduates legally eligible to seek employment. A career advisor is available during business hours to review resumes, conduct interviews, and place graduates in direct contact with salons and businesses looking to hire Christine Valmy graduates.

In addition, the school maintains available job postings which students and Alumni are free to examine at any time on our CV Job portal and APP. We also host career fair and mass inform students and alumni about new job opportunities in the industry.

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

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 career services advisor 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, Council on Occupational Education (COE) and Federal Government.

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.

PROFESSIONAL BEHAVIOR

The beauty and hospitality industries are dictated by a rigorous, high quality etiquette and behavior driven by excellence in customer service. The Christine Valmy International School reserves the right to place on probation, suspend or expel, at any time and without a hearing, any student who doesn't comply with our rules and guidelines, which follow professional standards of the beauty industry.

Professionals DO:

- Engage in professional and considerate behavior
- Avoid cell phone usage when meeting with others (ie: classes in general)
- Respect physical property
- Take care to treat all materials, machines and tools carefully and appropriately
- Comply with sanitation rules and procedures at all times
- Maintain high standards of personal hygiene at all times
- Treat team-members and customer in a courteous and respectful manner (ie: students, instructors and school staff)
- Behave in a manner conducive to a professional work environment
- Adhere to all rules, regulations and protocols in order to maintain high standards of professionalism

Professionals DO NOT:

- Disrespect people of different backgrounds, races, ethnicities, education, sexual orientation or identity
- Engage in unprofessional, abusive or disruptive behavior in all ways, including online, in person or via any type of communication
- Use Cell phone in the workplace (ie: classes online and in person)
- Use vulgar or inappropriate language
- Willfully damage or steal property (ie: products, desks, linens, etc.)
- Fail to comply with the rules, regulations and policies of the institution

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

- Unexcused absences and/or missing hours without cause or communication
- Speaking for others and/or provoking a hostile environment
- Any violent behavior or threat of violent behavior towards anyone
- 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 or loss of employment 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 others
- Refusal to work on another person based on any discriminatory grounds
- Smoking on the premises
- Cheating on any examinations, committing plagiarism and/or stealing intellectual property
- Conducting yourself in a manner unbecoming of the institution's standards

BULLYING & CYBER BULLYING:

Anti-bullying - Christine Valmy International School is committed to maintaining an environment that encourages and fosters appropriate conduct among all persons and respect for individual values. We believe that all students have a right to a safe and healthy academic environment. Harassment, intimidation or bullying means "any gesture, any written, verbal, or physical act, or any electronic communication that disrespects and offends another individual."

Christine Valmy International School will not tolerate behavior that infringes on the safety of any individual. We expect students and/or staff to immediately report incidents of bullying to Student Services.

Anti-cyber bullying - Cyberbullying means "bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature."

Christine Valmy International School will not tolerate behavior of any kind that infringes on the safety and healthy environment of any individual.

Students who bully and/or cyberbully are in violation of our policies and are subject to disciplinary action.

GRIEVANCE PROCEDURES:

At Christine Valmy, we strive to maintain an educational atmosphere that is pleasurable and highly beneficial to our students. We have available many students support services that will assist you throughout your program, as well as when you are ready to enter the workforce.

However, we realize that occasional misunderstanding and conflicts sometimes occur between student and /or staff members. If you have a concern or a problem in any particular area or with anyone during your time in Christine Valmy, we will certainly do our best to assist you in trying to resolve any concern that you may incur.

The following steps should be taken to attempt a resolution:

1. Try to resolve the difference with the person involved in an adult professional manner.
2. If the conflict cannot be resolved, bring it to the attention of the instructor. If the problem includes your instructor, notify the Assistant Director. The assistant director will review the complaint and respond within 48 hours.
3. After discussing it with your Instructor/Assistant Director if the problem is still not resolved please submit a formal letter of complaint to the School Director.
4. Within 7 business days of receiving your formal complaint, the School Director will meet with you to discuss and evaluate the problem, investigate the situation, and attempt to resolve the problem to the best of your satisfaction.
5. If after discussion the complaint is not satisfied, 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.
6. If for some reason, you are not satisfied with the final determination, and you wish to pursue the matter further, you may do so through the accrediting agency, however, you are first required to try to achieve satisfactory results through the school in writing.
7. A complaint form can be obtained from the accrediting agency. 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)917-2082 - www.council.org
8. No adverse action will be taken against the student for filing the complaint.



TITLE IX INFORMATION:

Christine Valmy International School for Esthetics, Skin Care & Makeup does not discriminate on the basis of sex in education programs and activities, and, as a recipient of Federal financial assistance for education activities, is required by Title IX to ensure that all of its education programs and activities do not discriminate in such a manner. Sexual harassment broadly includes any of three types of misconduct on the basis of sex, all of which jeopardize the equal access to education that Title IX is designed to protect: any unwelcome conduct that a reasonable person would find so severe, pervasive and objectively offensive that it denies a person equal educational access; any instance of sexual assault (as defined in the Clery Act), dating or domestic violence or stalking, as defined in the Violence Against Women Act (VAWA). The Title IX Coordinator at Christine Valmy International School is responsible for overseeing the development of sexual misconduct policies, ensuring compliance with Title IX and relevant federal and state regulations and investigating Title IX complaints alleging student sexual misconduct. The Deputy Coordinator will oversee investigations of sexual misconduct by faculty, staff or visitors. The school's Title IX Coordinator received her training on Title IX and VAWA from DL Training via DeLuca Law LLC, in September 2020.

Any concern about discrimination or harassment on the basis of gender involving a student may be brought to the Title IX Coordinator Vanessa Maia Title IX Coordinator 212-779-7800 vmaia@christinevalmy.com

ILLICIT 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 a 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 member.

JOB DEMANDS:

Skin care & Nails specialists frequently:

- Repeat the same movements.
- Use their hands to handle, control, or feel objects, tools, or controls.
- Stand for long periods of time.
- Sit for long periods of time.

It is important for them to be able to:

- See details of objects that are less than a few feet away.
- Understand the speech of another person.
- Speak clearly so listeners can understand.
- Hold the arm and hand in one position or hold the hand steady while moving the arm.
- Use fingers to grasp, move, or assemble very small objects.
- Use one or two hands to grasp, move, or assemble objects.
- Be able to see the skin and determine skin conditions.

It is not as important, but still necessary, for skin care and nails specialists to be able to:

- See differences between colors, shades, and brightness.
- Make quick, precise adjustments to machine controls.
- Move two or more limbs together (for example, two arms, two legs, or one leg and one arm) while remaining in place.
- Bend, stretch, twist, or reach out.
- Use stomach and lower back muscles while sitting to support the body for long periods without getting tired.
- Use muscles to lift, push, pull, or carry heavy objects.
- Use muscles for extended periods without getting tired.
- Be physically active for long periods without getting tired or out of breath.
- Determine the distance between objects.
- See details of objects that are more than a few feet away.

In addition, Students must be able to:

- Understand (both written and spoken information) and be able to communicate the English language or the Language of their chosen course (Spanish)
- Read and comprehend all information given in their chosen curriculum.
- Complete all written assignments and tests in a timely manner.
- Complete and display a minimum proficiency in practical skills for the entire curriculum

SAFETY REQUIREMENTS:

The beauty industry has several safety requirements that includes:

- Safety on dealing with body fluids, blood and waste procedures
- OSHA knowledge about the harmful ingredients in different beauty products and how to deal with those chemicals.
- Safety on the use of electrical tools like steamer, skincare machines, hot towel cabinets, UV sanitizer and more.

ONLINE GUIDELINES:

Our hybrid and distance education programs provide the same top-quality education and expert certified instructors as our in-person programs. We utilize a variety of technology to help students to have the highest of learning, measured by written, practical exams and projects. Our policies are the same for in-person and online classes, including 75% minimum grade and 85% minimum attendance with some online etiquette to be follow.

Live Zoom Classes:

Zoom is a web-based video conferencing tool with a local, desktop client and a mobile app that allows users to meet online. You should download the program on your personal computer and begin to familiarize yourself with the program before your first day of class. You do not need to create a Zoom account to be able to use it. You can simply log in using your email address.

It is not easy to convert homes into classrooms, but the following basic parameters can help get you started. Please be aware that:

1. Online Classes are hosted by Zoom.
2. Attendance is tracked every day. Zoom also tracks attendance by the minute.
3. We use a Digital Time Tracking system with a QR code for your attendance Clock In/Out (online and in-person). More details are in the section "Attendance".
4. Cameras must be on throughout class at all times.
5. Participation in the class is required.

Online Etiquette:

Online communication is different from a face-to-face setting. Online interaction misses body language cues and immediate feedback from your listener. To ensure that the message you intend to convey is received correctly, it is very important to understand some common rules for good online etiquette:

- When needed ask your instructor to turn off camera and/or microphone, avoiding embarrassing yourself (to get water, go to the bathroom or do anything private).
- Be respectful. It is essential to keep in mind that feelings and opinions of others differ from your own. If you wouldn't say something to someone's face, don't say it online.
- Language matters. You are in a classroom with people you may encounter again in your work life. Use professional language and be mindful of the impression you are making.
- Be aware of strong language, all caps, and exclamation points. It is easy for written text to be misread and misunderstood.
- Be careful with humor or sarcasm. Make sure that it is clear you are being funny and not being rude.
- Grammar and spelling matter. Your written communication represents you and should be professional.
- Cite your sources. Whenever you are sharing an idea that originated from someone else, it is good practice to cite that source.
- Don't post or share inappropriate material.
- Be forgiving. Try to be understanding of others when they struggle with digital communication.

HYBRID PROGRAMS GUIDELINES:

1. The hybrid program has 50% hours online and 50% hours in person.
2. In order to attend the Hybrid program you need to have a desktop computer, laptop or tablet with internet connection, functional camera and speakers. **Phones are not allowed.**
3. To graduate from Christine Valmy International School, you must attend the full length of curriculum hours and have an Academic Satisfactory Progress of a minimum of 85% of continuous attendance (each module) and a minimum of 75% grades or higher in all exams. Exams must be taken on the scheduled date as per the lesson plan.
4. Online classes mimic actual live classrooms. Cameras must be on all times, participation is mandatory, uniform and proper setup is required. It is prohibited to attend classes while doing something else (shopping, working, etc). The Practical Theory portion requires performing treatments on camera so the instructor can see your technique. **Hours will not be given if students don't comply with those requirements.**
5. In person classes mimic the actual work environment. Uniform, professionalism, customer service and practice on fellow classmates or mannequin are required. Masks and gloves are mandatory when performing treatments.
6. Proper Online and In person etiquette is mandatory.

JOB PLACEMENT & PASS RATE OF SCHOOL'S GRADUATES FOR LICENSE:

2020/2021	Esthetics English	Esthetics Spanish	Nail Specialty
Graduation Rate	98.14%	100%	96.46%
Employment Rate	70.21%	72.23%	70.80%
Licenses Rate	73.18%	88.89%	71.68%
Unknown/ Unemployed/ Not employed in the field	29.79%	27.77%	29.20%
<i>Figures above taken from OEDS data from 2020/2021 reporting period.</i>			

RULES AND REGULATIONS:

STUDENTS ARE EXPECTED TO ABIDE BY AND CONFORM TO THIS CATALOG RULES AND REGULATIONS AT ALL TIMES.



Refund Calculations.

REFUND POLICY:

PROGRAMS 1 TO 6 WEEKS MINI COURSE:

Waxing, Basic Makeup, Makeup Advanced, Basic & Advanced Makeup, and ITEC Programs

PROGRAMS OVER 7 WEEKS QUARTERS:

Esthetics, Nail Specialty, Advanced Esthetics, Esthetics & Nail Specialty, Ownership & Management, ITEC and CIDESCO Programs

A student who cancels within seven (7) calendar days of signing the Enrollment Agreement, but before instruction has begun, will be refunded all monies, including registration fee.

Thereafter, a student will be liable for:

1. A student requesting cancellation more than seven (7) 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**
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.

Tuition Refund Policy for ESTHETICS program with 2 QUARTERS in case termination occurs:			
TOTAL TUITION COST \$ 9,000.00			
Cost of kit and educational material are not included. They are only due if they were received. When received they are non-refundable.			
Full Time Day - 35 hours per week - 9 weeks / 9 weeks			
FIRST QUARTER TOTAL COST \$4,500.00	SCHOOL MAY KEEP		STUDENT REFUND (if program was paid in full)
PRIOR TO OR DURING THE FIRST WEEK	0%	0.00	\$ 4,500.00
DURING THE SECOND WEEK	25%	\$ 1,125.00	\$ 3,375.00
DURING THE THIRD WEEK	50%	\$ 2,250.00	\$ 2,250.00
DURING THE FOURTH WEEK	75%	\$ 3,375.00	\$ 1,125.00
AFTER THE FOURTH WEEK	100%	\$ 4,500.00	\$ 0.00
SECOND QUARTER TOTAL COST \$4,500.00	SCHOOL MAY KEEP		STUDENT REFUND (if program was paid in full)
DURING THE FIRST WEEK	25%	\$ 1,125.00	\$ 3,375.00
DURING THE SECOND WEEK	50%	\$ 2,250.00	\$ 2,250.00
DURING THE THIRD WEEK	75%	\$ 3,375.00	\$ 1,125.00
AFTER THE THIRD WEEK	100%	\$ 4,500.00	\$ 0.00



Refund Calculations.

Tuition Refund Policy for **ESTHETICS** program with **3 QUARTERS** in case termination occurs:

TOTAL TUITION COST \$ 9,000.00

Cost of kit and educational material are not included. They are only due if they were received. When received they are non-refundable.

Wednesday/Thursday/Friday- 21 hours per week - 10/10/9 weeks

Monday & Tuesday- 14:30 hours per week - 14/14/14 weeks

Saturday & Sunday- 14:30 hours per week - 14/14/14 weeks

Monday through Thursday - 14: 30 hours per week - 14/14/14 weeks

FIRST QUARTER TOTAL COST \$3,000.00	SCHOOL MAY KEEP		STUDENT REFUND (if program was paid in full)
PRIOR TO OR DURING THE FIRST WEEK	0%	0.00	\$ 3,000.00
DURING THE SECOND WEEK	25%	\$ 750.00	\$ 2,250.00
DURING THE THIRD WEEK	50%	\$ 1,500.00	\$ 1,500.00
DURING THE FOURTH WEEK	75%	\$ 2,250.00	\$ 750.00
AFTER THE FOURTH WEEK	100%	\$ 3,000.00	\$ 0.00
SECOND QUARTER TOTAL COST \$3,000.00	SCHOOL MAY KEEP		STUDENT REFUND (if program was paid in full)
DURING THE FIRST WEEK	25%	\$ 750.00	\$ 2,250.00
DURING THE SECOND WEEK	50%	\$ 1,500.00	\$ 1,500.00
DURING THE THIRD WEEK	75%	\$ 2,250.00	\$ 750.00
AFTER THE THIRD WEEK	100%	\$ 3,000.00	\$ 0.00
THIRD QUARTER TOTAL COST \$3,000.00	SCHOOL MAY KEEP		STUDENT REFUND (if program was paid in full)
DURING THE FIRST WEEK	25%	\$ 750.00	\$ 2,250.00
DURING THE SECOND WEEK	50%	\$ 1,500.00	\$ 1,500.00
DURING THE THIRD WEEK	75%	\$ 2,250.00	\$ 750.00
AFTER THE THIRD WEEK	100%	\$ 3,000.00	\$ 0.00



Refund Calculations.

Tuition Refund Policy for **NAIL SPECIALTY** program with **1 QUARTERS** in case termination occurs:

TOTAL TUITION COST \$2,400.00

Full Time Day - 35 hours per week
 Part Time **Wednesday/Thursday/Friday** - 21 hours per week
 Part Time **Monday & Thursday eve & Saturday Day** - 21 hours per week
 Part Time **Monday & Thursday eve & Sunday Day** - 21 hours per week

IF TERMINATION OR WITHDRAWAL OCCURS	SCHOOL MAY KEEP	STUDENT REFUND (if program was paid in full)
PRIOR TO OR DURING THE FIRST WEEK	0%	\$2,400.00 (100%)
DURING THE SECOND WEEK	25%	\$1,800.00 (75%)
DURING THE THIRD WEEK	50%	\$1,200.00 (50%)
DURING THE FOURTH WEEK	75%	\$600.00 (25%)
AFTER THE FOURTH WEEK	100%	\$0.00 (0%)

Tuition Refund Policy for **NAIL SPECIALTY** program with **2 QUARTERS** in case termination occurs:

Part Time **Monday & Tuesday** - 14 hours per week
 Part Time **Saturday & Sunday** - 14 hours per week
 Part Time **Monday Through Thursday eve** - 14 hours per week

FIRST QUARTER TOTAL COST \$1,200.00 SECOND QUARTER TOTAL COST \$1,200.00

IF TERMINATION OCCURS	SCHOOL MAY KEEP	STUDENT REFUND	IF TERMINATION OCCURS	SCHOOL MAY KEEP	STUDENT REFUND
PRIOR TO OR DURING THE FIRST WEEK	0%	\$1,200.00 (100%)	DURING THE FIRST WEEK	25%	\$ 900.00 (75%)
DURING THE SECOND WEEK	25%	\$ 900.00 (75%)	DURING THE SECOND WEEK	50%	\$ 600.00 (50%)
DURING THE THIRD WEEK	50%	\$ 600.00 (50%)	DURING THE THIRD WEEK	75%	\$300.00 (25%)
DURING THE FOURTH WEEK	75%	\$300.00 (25%)	AFTER THE THIRD WEEK	100%	\$0.00 (0%)
AFTER THE FOURTH WEEK	100%	\$0.00 (0%)			



Refund Calculations.

Tuition Refund Policy for **SPA OWNERSHIP & MANAGEMENT - Online**
program with **1 QUARTERS** in case termination occurs:

TOTAL TUITION COST \$2,499.00

Full Time Day - 35 hours per week - 9 weeks
Part Time Sunday/Monday Day & Tue/Wed or Tue/Thu eve - 21 hours per week - 14 weeks
Part Time Sunday Day & Monday through Thursday eve - 21 hours per week - 14 weeks

IF TERMINATION OR WITHDRAWAL OCCURS	SCHOOL MAY KEEP	STUDENT REFUND (if program was paid in full)
PRIOR TO OR DURING THE FIRST WEEK	0%	\$ 2,499.00 (100%)
DURING THE SECOND WEEK	25%	\$ 1,874.25 (75%)
DURING THE THIRD WEEK	50%	\$ 1,249.50 (50%)
DURING THE FOURTH WEEK	75%	\$ 624.75(25%)
AFTER THE FOURTH WEEK	100%	\$0.00 (0%)

Tuition Refund Policy for **SPA OWNERSHIP & MANAGEMENT - Online**
program with **1 QUARTERS** in case termination occurs:

Part Time Monday & Tuesday or Saturday & Sunday - 14 hours per week - 21 weeks
Part Time Monday Through Thursday eve - 14 hours per week - 21 weeks

FIRST QUARTER TOTAL COST \$1,249.50			SECOND QUARTER TOTAL COST \$1,249.50		
IF TERMINATION OCCURS	SCHOOL MAY KEEP	STUDENT REFUND	IF TERMINATION OCCURS	SCHOOL MAY KEEP	STUDENT REFUND
PRIOR TO OR DURING THE FIRST WEEK	0%	\$ 1,249.50 (100%)	DURING THE FIRST WEEK	25%	\$ 937,12 (75%)
DURING THE SECOND WEEK	25%	\$ 937,12 (75%)	DURING THE SECOND WEEK	50%	\$ 624.75 (50%)
DURING THE THIRD WEEK	50%	\$ 624.75 (50%)	DURING THE THIRD WEEK	75%	\$ 312.37 (25%)
DURING THE FOURTH WEEK	75%	\$ 312.37 (25%)	AFTER THE THIRD WEEK	100%	\$0.00 (0%)
AFTER THE FOURTH WEEK	100%	\$0.00 (0%)			



Refund Calculations.

Tuition Refund Policy for CIDESCO program with 2 QUARTERS in case termination occurs:					
TOTAL TUITION COST \$8,600.00					
Part Time Monday through Friday - 5:00PM to 9:00PM + Saturday 9:00AM to 4:00 or 4:30PM = 13 weeks					
FIRST QUARTER TOTAL COST \$ 4,300.00			SECOND QUARTER TOTAL COST \$4,300.00		
IF TERMINATION OCCURS	SCHOOL MAY KEEP	STUDENT REFUND	IF TERMINATION OCCURS	SCHOOL MAY KEEP	STUDENT REFUND
PRIOR TO OR DURING THE FIRST WEEK	0%	\$4,300.00 (100%)	DURING THE FIRST WEEK	25%	\$ 3,225.00 (75%)
DURING THE SECOND WEEK	25%	\$ 3,225.00 (75%)	DURING THE SECOND WEEK	50%	\$ 2,150.00 (50%)
DURING THE THIRD WEEK	50%	\$ 2,150.00 (50%)	DURING THE THIRD WEEK	75%	\$1,075.00 (25%)
DURING THE FOURTH WEEK	75%	\$1,075.00 (25%)	AFTER THE THIRD WEEK	100%	\$0.00 (0%)
AFTER THE FOURTH WEEK	100%	\$0.00 (0%)			

Tuition Refund Policy for WAXING MINI COURSE in case termination occurs:		
TOTAL TUITION COST \$1,300.00		
Mini Course - 75 hours		
IF TERMINATION OR WITHDRAWAL OCCURS	SCHOOL MAY KEEP	STUDENT REFUND (if program was paid in full)
DURING 0% TO 15% OF THE PROGRAM	0%	\$1,300.00 (100%)
DURING 16% TO 30% OF THE PROGRAM	25%	\$975.00 (75%)
DURING 31% TO 45% OF THE PROGRAM	50%	\$650.00 (50%)
DURING 46% TO 60% OF THE PROGRAM	75%	\$325.00 (25%)
AFTER 60% OF THE PROGRAM	100%	\$0.00 (0%)



Refund Calculations.

Tuition Refund Policy for BASIC MAKEUP MINI COURSE in case termination occurs:		
TOTAL TUITION COST \$570.00		
Mini Course - 75 hours		
IF TERMINATION OR WITHDRAWAL OCCURS	SCHOOL MAY KEEP	STUDENT REFUND (if program was paid in full)
DURING 0% TO 15% OF THE PROGRAM	0%	\$570.00 (100%)
DURING 16% TO 30% OF THE PROGRAM	25%	\$427.50 (75%)
DURING 31% TO 45% OF THE PROGRAM	50%	\$285.00 (50%)
DURING 46% TO 60% OF THE PROGRAM	75%	\$142.50 (25%)
AFTER 60% OF THE PROGRAM	100%	\$0.00 (0%)

Tuition Refund Policy for ADVANCED MAKEUP MINI COURSE in case termination occurs:		
TOTAL TUITION COST \$650.00		
Mini Course - 75 hours		
IF TERMINATION OR WITHDRAWAL OCCURS	SCHOOL MAY KEEP	STUDENT REFUND (if program was paid in full)
DURING 0% TO 15% OF THE PROGRAM	0%	\$650.00 (100%)
DURING 16% TO 30% OF THE PROGRAM	25%	\$487.50 (75%)
DURING 31% TO 45% OF THE PROGRAM	50%	\$325.00 (50%)
DURING 46% TO 60% OF THE PROGRAM	75%	\$162.50 (25%)
AFTER 60% OF THE PROGRAM	100%	\$0.00 (0%)



Refund Calculations.

Tuition Refund Policy for BASIC & ADVANCED MAKEUP MINI COURSE in case termination occurs:		
TOTAL TUITION COST \$1020.00		
Mini Course - 75 hours		
IF TERMINATION OR WITHDRAWAL OCCURS	SCHOOL MAY KEEP	STUDENT REFUND (if program was paid in full)
DURING 0% TO 15% OF THE PROGRAM	0%	\$1020.00 (100%)
DURING 16% TO 30% OF THE PROGRAM	25%	\$765.50 (75%)
DURING 31% TO 45% OF THE PROGRAM	50%	\$510.00 (50%)
DURING 46% TO 60% OF THE PROGRAM	75%	\$255.00 (25%)
AFTER 60% OF THE PROGRAM	100%	\$0.00 (0%)

Tuition Refund Policy for ITEC MINI COURSE in case termination occurs:		
TOTAL TUITION COST \$2100.00		
Mini Course - 75 hours		
IF TERMINATION OR WITHDRAWAL OCCURS	SCHOOL MAY KEEP	STUDENT REFUND (if program was paid in full)
DURING 0% TO 15% OF THE PROGRAM	0%	\$2100.00 (100%)
DURING 16% TO 30% OF THE PROGRAM	25%	\$1575.00 (75%)
DURING 31% TO 45% OF THE PROGRAM	50%	\$1050.00 (50%)
DURING 46% TO 60% OF THE PROGRAM	75%	\$525.00 (25%)
AFTER 60% OF THE PROGRAM	100%	\$0.00 (0%)



For more information or to speak with an Enrollment Advisor

Call (212) 779-7800

Or email schoolinfo@christinevalmy.edu

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