



Christine Valmy

International School of
Esthetics & Cosmetology

Catalog / Handbook



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

328 Changebridge Road,
Pine Brook, NJ 07058
(annex/extended classroom)



2024

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

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

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Mission Statement



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

"The Christine Valmy Legend"

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



Governing Body

Peter de Haydu - President

Marina Valmy de Haydu – Executive Vice President

New Jersey School Administration

Peter de Haydu, Director

Giovanna Navarro, Assistant Director

Support Staff

- Jacqueline Ortiz, Enrollment Officer
- Yenni Mendez, Enrollment Officer / Head of Student Services Department
- Giovanna Navarro, Financial Aid Officer
- Yenni Mendez, Career Services Advisor
- Angela Velasquez, Student Services Advisor
- Shikema Villegas, Student Services Advisor

Instructors, full-time

- Nora Cannizzo, *Instructor Supervisor*
- Claritza Asencio, Instructor
- Giannina Porcu, Instructor
- Kara Roman, Instructor
- Carol Rudiger, Instructor
- Lourdes Taveras, Instructor
- Sandra Guevara, Instructor
- Jeanmarie Visconti, Instructor
- Gerri Natiello, Instructor

Accredited by COE

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



Licensed by

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

Instructors, part-time

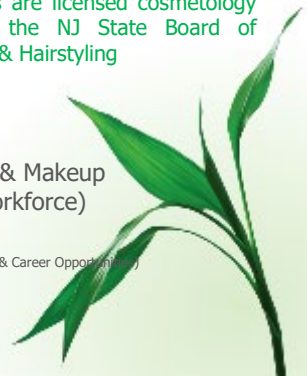
- Alma Muñoz, Instructor
- Kim D'Amelio, Instructor
- Adriana Moriatis, Instructor
- Elayne Perez, Instructor
- Jennifer Rodriguez, Instructor

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

Affiliations

- Christine Valmy International School for Esthetics, Skin Care & Makeup
- State of New Jersey Division of Vocational Rehabilitation (Workforce)
- United States Department of Education
- U.S. Dept of Veterans Affairs & MyCAA SECO (Military Spouse Education & Career Opportunity)

All programs are approved for Veterans Benefit





Christine Valmy International School

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

The Christine Valmy Education

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

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

Facilities & Equipment

Christine Valmy International School of Esthetics & Cosmetology is located in beautiful Pine Brook, in a residential/low commercial setting. The school is at the front of the campus which houses the Christine Valmy laboratories and corporate headquarters. Ample parking is available. We also have an annex classroom located ½ mile from the main campus on the same street (328 Changebridge Road) which houses certain portions of our Skin Care course.

Our faculty cares about each student. With an average student–teacher ratio of 16:1, students are assured of personal attention. The school layout is conducive to learning. The senior skin care clinic has a soothing atmosphere and modern equipment where students practice their skills on actual clientele in a salon-like environment.

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

Accessibility

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

Curriculum Offerings

At Christine Valmy International School, we have designed several curriculums to equip you with the skills and knowledge needed for success in this competitive industry. Courses of study include Skin Care, Cosmetology & Hairstyling & Manicure. We also offer Advanced Courses for the licensed professional & advanced education seminars. For further information, please speak with our Enrollment Officer and make your appointment to visit the school.

Advancement in the Program

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

Commencement of Classes

The duration and ending date of each course depends on the course and schedule selected. Christine Valmy International School courses commence the first Monday of the month. If a holiday falls on the first Monday, then classes commence on the first working day following the holiday, or as specially-approved by the State. See page 12 for a list of approved school holidays/closures.

Skin Care Curriculum♦

Preparation for the NJ Skincare Specialty License

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

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



Career Opportunities

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



Skin Care Student Kit contains: Milady Standard Esthetics Foundations Fundamentals textbooks & workbooks, Christine Valmy Product Knowledge Manual, and the following items in a Christine Valmy International School logo bag:

| | | |
|-------------------------------------|--|---------------------|
| Salon wrap, headband | Sterilizing tray | Bowl |
| Cotton roll, rounds, swabs, tissues | Towels | Tweezerman tweezers |
| Cape, gloves | Small scissors | Makeup palette, |
| Massage & makeup mannequin | Makeup kit & brushes | Wooden spatulas |
| Makeup wedges, sponges | Complete suite of Christine Valmy Skin Care products | Safety goggles |



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

Program Schedule: 600 Hours Skin Care Curriculum

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

♦ Some hours for this course may be taught at our annex located .6 mi from the school at 328 Changebridge Road. Speak to your Enrollment Officer for complete details.

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

Cosmetology & Hairstyling Curriculum

Preparation for the NJ Cosmetology License

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



Career Opportunities

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

Cosmetology and Hairstyling Student Kit contains:

Milady Standard Cosmetology (textbook, theory & practical workbooks) and the following items in a Christine Valmy logo bag:

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



Continued on next page >

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



Program Schedule: 1200 Hours Cosmetology & Hairstyling Curriculum

Full Time Schedule* (Mon-Fri)

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

Part Time Schedule (Mon-Fri)

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

Part Time Eve (Mon-Thu) Schedule

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

* Course is also available in Spanish for daytime schedules only.



Manicure Curriculum

Preparation for NJ Manicuring License

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



Career Opportunities

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

Manicure Student Kit contains:

Milady Standard Nail Technology (textbook & workbook)

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



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

Program Schedule: 300 Hours Manicure Curriculum

Part Time Schedule (Mon-Fri) 9:00a-2:00p (22.5 hrs / 13.5 weeks)

Part Time Eve Schedule (Mon-Thu) 5:30p-9:30p (16 hrs / 19 weeks)

Part Time Eve Schedule* (Mon-Wed) 5:30p-9:30p (12 hrs / 25 weeks)

- Course is also available in Spanish for part time, evening schedule.



Admissions Requirements* for all Programs of Study

- High School diploma or equivalent (GED) (Homeschool diplomas are not accepted.)
- Social Security card or ITIN documentation
- Students must be 17 years of age or older by the start of the program and provide proof of birth (acceptable documents: valid driver's license, passport, birth certificate, citizenship documentation, immigration certification, employment authorization card or alien registration card)
- Foreign-born and/or -educated students must obtain an English translation of their birth certificate and translation, equivalency and evaluation of their high school diploma from an agency approved by the NJ State Board of Cosmetology.
- Six 2" x 2" passport photos
- Personal interview at the school
- Completed registration for the State of New Jersey

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

Transfer Credits for Education Completed at Another Institution

It is the policy of Christine Valmy International School to grant credit for hours spent in beauty culture training at another approved school. The NJ State Board of Cosmetology & Hairstyling specifically states that a school accepting a transfer student can assess the student on both theory & skills exams to determine the actual number of credit hours to be given. The school will inform the Board of Cosmetology & Hairstyling the exact number of hours to be credited the student. A student seeking credit for previous education must supply diploma, license and/or an official, sealed transcript from their previous school. The school will only consider transfer credits from a U.S. state-licensed institution or county-approved program (like vo-tech); the school will not accept credits from an online school, foreign establishment or unlicensed body. The school has no articulation agreements and does not award credit for prior "real life" learning experience, like related industry employment or armed forces service

Student Transfer Policy within the Institution

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

Schedule Change

A first change of schedule can only be completed at the mid-point in a student's education (moving from junior to senior status). A request must be made a week in advance & approved by the Instructor Supervisor. The School allows for one schedule change without a charge. If a request is made for a second schedule change, there will be a \$100 fee. All schedule change requests must be made through Student Services. A maximum of two schedule changes per enrollment are allowed.

Holidays Observed

New Year's Day, Dr. Martin Luther King Jr. Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day and the Friday following, and Christmas.

Leave of Absence

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

Dress Code

Our School partners with *Scrubs & Beyond* in Totowa, NJ to supply school-approved uniforms. See handout provided in your enrollment packet for uniform styles & pricing.

Skin Care & Manicure

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

Junior Cosmetology

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

Senior Cosmetology

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

General Policies

- Be on time for class.
- Wear your name tag.
- Follow the dress code: jeans, sweatpants, hats and shorts are not permitted.
- Cell phones must be on silent at all times except during break.
- School phone line is not for students' personal calls--emergency calls only.
- There is no smoking or vaping in the school or by building entrances.
- No eating/drinking in classrooms, only in student lounges; chewing gum is not permitted.
- Alcohol and drug usage during school hours will result in termination from school.
- School may terminate a student's enrollment for non-compliance with any policies outlined in this catalog or school orientation packet received on day one, including violation of state laws and regulations, improper conduct or action which causes or could cause bodily harm to a client, a student, or employee of the school, willful destruction of school property, theft, cheating or any illegal act.
- A detailed list of school rules & regulations is available in your orientation packet received at orientation prior to class start or on the first day of school.

TUITION AND FEES*

| | | |
|--|------------------------------------|--------------------|
| Cosmetology & Hairstyling-1200 hrs (35 weeks) | Registration Fee | \$100.00 |
| | Books**, kit & supplies | \$975.00 |
| | Tuition | \$14,425.00 |
| | Total | \$15,500.00 |
| Skin Care-600 hrs (17 weeks) | Registration fee | \$100.00 |
| | Books**, kit & supplies | \$685.00 |
| | Tuition | \$8,910.00 |
| | Total | \$9,695.00 |
| Manicure-300 hrs (12 weeks) | Registration fee | \$100.00 |
| | Books**, kit & supplies | \$500.00 |
| | Tuition | \$3,395.00 |
| | Total | \$3,995.00 |

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

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

Satisfactory Academic Progress Policy

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

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

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

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

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

Students should complete the required clock hours within the normal time frame given for each program schedule. However, if the course is not completed within the maximum time frame allowed, termination will occur. If a student chooses to continue, he or she must re-enroll for the remaining hours needed to complete the course at the current hourly rate. The maximum time frame is defined as 150% of the published length of the course.

Continued on next page >

For example, a full-time Cosmetology student enrolled in the 1200 hour course must complete the course by a maximum time frame of 1800 scheduled hours. The maximum time frame and contract period are extended by any approved leave of absence by the same number of days in the leave of absence.

Cosmetology:

| | |
|------------------|--------------------------------------|
| 450 Actual Hours | Maximum 675 scheduled hours allowed |
| 900 Actual Hours | Maximum 1350 scheduled hours allowed |

Skin Care:

| | |
|------------------|-------------------------------------|
| 300 Actual Hours | Maximum 450 scheduled hours allowed |
|------------------|-------------------------------------|

Satisfactory Academic Progress Warning Status

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

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

Satisfactory Academic Progress Probation Status

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

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

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

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

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

Re-entry Students/Interruptions

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

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

Performance, Conduct and Attendance Policies

- Maintain a minimum of 66.67% attendance & 75% GPA.
- Class starts promptly at 9:00 am (or 5:30pm). Late sign in is available at 10:00 am or 12:30 pm. Students are allowed late arrival to/early departure from class on three occasions combined per month. One minute late is considered late. A 4th late in a given month means a day student cannot sign in & gain program hours until 12:30 pm & a counseling session from Student Services is required; student will be on probation. Five (5) or more lates in a given month will result in complete loss of hours for the school day (if hours were attended, they will be removed) & will require additional counseling and/or suspension. Evening students: late sign in is at 6:30pm only—same rules apply for 3 or more lates, however on the 4th late, student loses hours for that day and cannot sign in. Same-day makeup hours are not available to the student who arrives late to school.
- Students who are aware that they will be absent must notify the school in advance.
- Absence of three days or more requires official documentation upon return (ie: doctor's note)
- Any student absent from a scheduled class may attend a designated make up class. Make up hours are limited to six or eight hours per week over his/her contracted course schedule, depending on online or in-person status.
- Students with unexcused absences of more than 14 consecutive calendar days will be dropped from the course and must re-enroll and pay a new registration fee of \$100 within 180 days of drop date to resume training. The hours the student has attended will not be credited unless they are able to pass an exam at time of re-registration.
- Tuition payments must be paid on time. If more than one outstanding invoice appears on student account, it will result in student suspension/leave of absence until account is made current.
- If the student has trouble making tuition payments or following the school rules and requirements, he or she must discuss it with the Student Services Advisor in order to avoid being dropped from the course.

Program Incompletes, Repetitions, Non-Credit Remedial Courses

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

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

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

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

Financial Aid — Title IV

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

- *Pell Grant*: All federal grants are awarded to students with financial need. The amount of your Federal Pell Grant depends on your cost of attendance, expected family contribution, enrollment status (full- or part-time) and whether you attend for a full academic year or less.
- *Federal Supplemental Educational Opportunity Grant (FSEOG)*: This grant can provide additional grant money to a student's financial aid package if he/she has demonstrated financial need. The amount awarded is up to the discretion of the Financial Aid Department. Priority is given to students already receiving a Pell Grant.
- *Stafford Student Loan/Subsidized Stafford Loan*: A student can borrow this type of loan to cover some or all of their school expenses. The U.S. Department of Education pays the interest while you're in school at least half-time and for the first six months after you leave school (grace period). The amount of the loan cannot exceed a student's financial need. The fixed interest rate (depending on award year) will start accruing after the grace period.
- *Unsubsidized Stafford Loan*: A student can borrow this type of loan to cover some or all of their school expenses. The U.S. Department of Education does not pay interest on unsubsidized loans. A student is responsible for paying the interest that accrues on the loan from the time the loan is disbursed until it's paid in full. A fixed interest rate (depending on award year) can be paid while attending school, during a period of deferment or forbearance or it can be accrued and the interest added to the principle amount of the loan.
- *PLUS Loans*: Parents of dependent students can borrow from the PLUS Loan program. The terms and conditions of this type of loan include a requirement that the applicant not have an adverse credit history, a repayment period that begins on the date of the last disbursement of the loan and a fixed interest rate (varying by award year) for the Direct Loan.

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The programs listed are based on the student's need for financial assistance and are available for those who qualify. Prospective students may apply online by visiting <https://studentaid.gov/h/apply-for-aid/fafsa>, or they can request an appointment with our Financial Aid Officer for assistance at 973.575.1050 x531.

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

Christine Valmy International School reserves the right to offer discounts for any particular start class. Christine Valmy International School offers monthly payment plans based on course and schedule. The school accepts cash, check, credit or debit cards, or money orders as forms of payment. The school charges \$35.00 for returned checks.

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

Title IV Verification Policy

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

The student will be notified by the Financial Aid Officer if selected for verification, and all necessary paperwork must be submitted to the Financial Aid Office before start of classes.

Reinstatement of Financial Aid

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

Fees for Non-Payment of Tuition

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

Class Make-Up Fees

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

REFUND POLICY- NOTICE OF CANCELLATION

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

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

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

- C. All refunds are based on student's scheduled hours based on last date of attendance. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation date as defined above. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro-rata refund of the tuition to the student. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. The school does not participate in any teach-out plans with other institutions.
- D. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that he/she will not be returning.
- E. A student who withdraws or terminates prior to course completion will have the percentage of the tuition due based on tuition refund schedule (*please see chart/schedule above). Other miscellaneous charges the student may have incurred at the institution (ie: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every 30 days.

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- F. For students enrolled in courses longer than one calendar year: If a student withdraws or is terminated from a course that is scheduled for more than twelve calendar months, the student is not obligated to pay for the amount of course time beyond the first twelve months of the course. If the student withdraws or is terminated at any time after the first twelve months, the same refund calculation will apply for the unused portion of tuition applicable to the period of withdrawal. Both calculations of refund due to the student utilize the above chart/schedule.
- G. If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any returns by the school shall be paid, as applicable, first to unsubsidized federal Stafford student loan program, second to subsidized federal Stafford student loan program, third to federal Pell grant program, fourth to Federal Supplemental Educational Opportunity Grant (FSEOG); fifth to other federal, state, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student.

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

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

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

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

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

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

Requirements for Graduation

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

Statement of Non-Discrimination

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

Grievance Policy

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

Illicit Drug & Alcohol Policy

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

Privacy Policy

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

Title IX Statement

Christine Valmy International School is committed to providing a safe educational environment which is free of violence, harassment and discrimination. Therefore, in accordance with Title IX of the Education Amendments of 1972 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), along with its amendments made pursuant to the Violence Against Women Reauthorization Act of 2013 (VAWA), Christine Valmy has adopted strict policies regarding these matters. Students should refer to the Campus Safety and Annual Security Report provided during enrollment for detailed information; this information also resides in our Federal Consumer Information packet, also given at enrollment. Additional copies can be obtained from the Assistant Director; this document is updated with new data & reporting information each September.

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.

School Closure Policy

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

Recruitment of Students

Christine Valmy International School recruits its students through the endeavors of our Enrollment Officers, graduate referrals, online leads/social media and events attended to promote our educational offerings at career fairs and high schools. We do not recruit from other beauty schools.

Special Services

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

- Career guidance
- Advanced education
- Academic assistance / tutoring

Placement for our Graduates

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

Christine Valmy International School does not offer housing.

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

Textbook bundle (Foundations & Fundamentals): 9780357263792

Workbook bundle (Foundations & Fundamentals): 9780357482841

Skin Care (Spanish language)

Textbook bundle (Foundations & Fundamentals): 9780357265420

Workbook bundle (Foundations & Fundamentals): 9780357482858

Cosmetology & Hairstyling (English language)

Textbook: 9781285769417

Theory Workbook: 9781285769455

Practical Workbook: 9781285769479

Cosmetology & Hairstyling (Spanish language)

Textbook: 9781285772622

Theory Workbook: 9781285769462

Practical Workbook: 9781285769486

Manicure (English language)

Textbook bundle: 9780357446867

Workbook bundle: 9780357482865

Manicure (Spanish language)

Textbook bundle: 9780357446874

Workbook bundle: 9780357482872

NOTES

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

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



Visit our School!

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

Call (973) 575-1050

**Or email jortiz@christinevalmy.edu (English) /
ymendez@christinevalmy.edu (Spanish)**
to schedule your tour

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**Christine Valmy International School
of Esthetics & Cosmetology**

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