

NOUVELLE INSTITUTE

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Miami, 33125
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Lic. # 1393

500 West 49th St, 2nd Floor
Hialeah, Florida, 33012
Tel. (305) 557 3017
Lic. # 2074

CATALOG

Licensed by:

The Commission for Independent Education, Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400 – Toll Free Telephone Number (888)224-6684

Accredited by

National Accrediting Commission of Career Arts & Sciences, (NACCAS)
3015 Colvin Street Alexandria, Virginia 22314
Phone (703) 600-7600

Owned By:

Montano Pabon & Associates, Inc.
Incorporated under the Business Corporations Laws of the State of Florida

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MISSION AND OBJETIVE STATEMENT (4)

Nouvelle Institute’s mission is to offer quality education by experienced instructors in the field of cosmetology through a curriculum that incorporates the element of distance education into its successful, structured and well-planned program of study, through the use of an environment that simulates a current occupational model.

Upon completion of their participation in the program, the graduate, in addition to being knowledge required to obtain a license and trained to practice the profession of his choice, will have developed the occupational and personal skills; fundamental for their professional performance.

Preparing our students to achieve a solid academic background, a career in a beauty career or other related industries is our objective.

Note: Nouvelle Institute has a provisional authorization to carry out the delivery of its studies through the Distance Education method.

ACCREDITED BY

National Accrediting Commission of Career Arts & Sciences, (NACCAS) 3015 Colvin Street, Alexandria, Virginia 22314

Telephone: 703 600-7600

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The Commission for Independent Education, Florida Department of Education.

325 West Gaines Street, Suite 1414 Tallahassee, Florida 32399-0400 –

Toll Free Telephone Number (888)224-6684 – Fax number (850)245-3234

OWNERSHIP

Nouvelle Institute is owned by Montano, Pabon & Associates, Inc. (Corporation of the State of Florida) located at 3271 NW 7th Street, #106 Miami, Florida 33125.

LOCATION

Miami Main Campus 3271 NW 7th St, Miami, Florida. Approximately 8,500 sq. Feet.



Hialeah Branch Campus Palm Spring Commercial Center, 2nd floor, 500 West 49th Ave, Hialeah, Florida. Approximately 8,605 sq. Feet



Both locations are easily accessible by private and public transportation, with adequate parking for teachers and students, including parking for persons with disabilities.

FACILITIES AND EQUIPMENT (10)

Our facilities in Miami and Hialeah offer a pleasant environment in each of our modern facilities that guarantees the time that each student must fulfill for the realization and development of practical skills that define each study program on Campus.

Each Instructor has an account in Zoom with the ability to have a report for the attendance students, in the theoretical class ,they have a computer with the requirement software to do their elaborated classes by Power Point, thru Zoom, and extra monitor .

Nouvelle Institute has the approval to offer 60 percent of its program in classroom classes on Campus designed solely to perform and develop through supervised practices all the skills required for the delivery of perfection, which distinguish our graduates. in each study program they have a camera to show thru the TV their performance. It also provides rooms to carry out theoretical tests using CANVAS Platform and receive seminars and talks about the profession which, once completed, will be incorporated. The advantage that our facilities offer is the opportunity to practice in an environment similar to what students will encounter in the future during their career. Each school provides Cosmetology students with different laboratory levels, with workstations that are used according to the student's level in the program. The Skin Care Laboratory is a recreation of a cosmetic clinic, with the most advanced equipment in the industry. This also applies to the body treatment laboratory and nail technician. These modern laboratories, together with the theory classrooms, will allow you to enjoy a pleasant environment in which the theoretical knowledge converges with the practical experiences obtained in the laboratories.

The facilities of the Nouvelle Institute locations also provide modern libraries with a variety of reference texts, television monitors, closed-circuit transmission for simultaneous transmission of demonstrations through novel video systems, computers and Internet access for use. of the students, dining rooms, water sources, administrative offices, reception areas and toilets. bathrooms with facilities for people with disabilities.

CORPORATE OFFICERS The Corporate Officers of Nouvelle Institute are:

Carlos Montano - President
Gerardo Vallejo - Vice President and Secretary
Lourdes Rivera - Treasurer

RECRUITMENT AND ADMISSIONS REQUIREMENT: All our staff members who participate in recruiting or admitting prospective students have completed an approved Admissions Training Program.

FACULTY AND ADMINISTRATIVE STAFF (MIAMI)

Gerardo Vallejo	Executive Director
Lesbia Aguirre	Financial Aid Administrator
Sahily Correa	Accounting
Yoanka Ramirez	Registrar
Martha Padron	Administ. Assistant and Job placement
Ibis Oliva	Academic Director
Carmen L. Oliva	Reception
Rene Landa	Admission Officer
Jorge V. Madrigal	Admission Officer

Mariana Gema Armas Rodríguez

Degrees / Diplomas Held & Awarding Institution: Nouvelle Institute" in the city of Miami, Florida

Diploma: Cosmetology

Course(s) Taught: Cosmetology

Num. Of Lic: CL1241188

Doris Lisette Gabrera

Degrees / Diplomas Held & Awarding Institution: Nouvelle Institute in the city of Miami, Florida

Diploma: Cosmetology

Course(s) Taught: Cosmetology & Advanced Cosmetology

Num. of Lic: CL1168832

Miriam Macias

Degrees / Diplomas Held & Awarding Institution: Nouvelle Institute in the city of Miami, Florida

Diploma: Full Specialist

Course(s) Taught: Skin Care & Body Treatment

Num. of Lic: FS1289

Norma Castro

Degrees / Diplomas Held & Awarding Institution: Nouvelle Institute in the city of Miami, Florida

Diploma: Full Specialist

Course(s) Taught: Skin Care

Num. of Lic: FS918547

Caridad Carralero

Degrees / Diplomas Held & Awarding Institution: Nouvelle Institute In the city of Miami, Florida

Diploma: Manicure & Pedicure and Nail Ext.

Course(s) Taught: Manicure & Pedicure and Nails Ext.

Num. of Lic: FV0581808

FACULTY AND ADMINISTRATIVE STAFF (HIALEAH)

Gerardo Vallejo	Executive Director
Sahily Correa	Branch Director Accounting
Lesbia Aguirre	Financial Aid Administration
Briseis Batista	Registrar
Alba Rosa Lopez Rodriguez	Administrative Assistant/Job Placement
Yanisleydys Rivero	Financial Aid
Ibis Oliva	Academic Director
Caridad Freyre	Reception
Mayelin Ruffin	Admission Officer

Mayra Battles

Degrees / Diplomas Held & Awarding Institution: Nouvelle Institute in the city of Hialeah, Florida

Diploma: Cosmetology

Course(s) Taught: Cosmetology

Num. of Lic: CL1255492

Osvaldo Carrazana

Degrees / Diplomas Held & Awarding Institution: Nouvelle Institute in the city of Hialeah, Florida

Diploma: Cosmetology

Course(s) Taught: Cosmetology

Num. of Lic: CL1166881

Maritza Sanchez

Degrees / Diplomas Held & Awarding Institution: Nouvelle Institute in the city of Hialeah, Florida

Diploma: Full Specialist

Course(s) Taught: Skin Care & Body Treatment

Num of Lic: FS2010

Belkis Horta

Degrees / Diplomas Held & Awarding Institution: Nouvelle Institute in the city of Miami, Florida

Diploma: Full Specialist

Course(s) Taught: Skin Care

Num. of Lic: FS873730

Surama Gonzalez

Degrees / Diplomas Held & Awarding Institution: Nouvelle Institute in the city of Hialeah, Florida

Diploma: Full Specialist

Course(s) Taught: Manicure & Pedicure and Nail Ext.

Num. of Lic: FS862573

ADMISSIONS REQUIREMENTS FOR ALL PROGRAMS. (5)

The applicant must know before registering that each should have a device that guarantees to receive the distance learning. This device must have the established requirements for downloading the ZOOM program

ADMISSIONS REQUIREMENTS:

To be admitted to the school, the applicant must have a High School Diploma or an Equivalency Diploma (GED).

If the applicant is 16 years or older and does not have a high school diploma, the applicant can show ability to benefit from the program chosen by successfully completing the Wonderlic test.

Every applicant must:

1. Fill out the application and admission agreement.
2. Provide proof of being at least 16 of age, such as a driver's license, birth certificate, certificate of citizenship, or certificate of residency.
3. Provide a high school diploma or one of these alternatives: evidence of homeschooling, GED, or academic transcript showing that the applicant completed high school or at least two years of a college program leading to a bachelor's degree.
Students who are beyond the age of compulsory school attendance age and who do not have a high school diploma, GED, or evidence of having been home schooled up to high-school completion level must pass the Wonderlic exam. This test is provided by a third party. These students are not eligible for Title IV federal financial aid. (Pell, SEOG & Work Study),
Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma.
4. Pay the non-refundable application fee \$25.00.
The applicant is 18 years of age or younger, the signature of the applicant's parent or legal guardian is required.
5. Classes Begin: The policy of the institution is to start classes once the enrollment process has been completed and all the requirements for admission have been met. Admitted applicants may start as soon as the director gives approval.
6. Nouvelle Institute does not participate in any training agreement with a government agency, school district, and/or other entity.
7. The applicant must know that all study programs have a distance education component that represents 40 percent of the duration of the program intended to fully cover the teaching of the theory and that the remaining 60 percent of the program is allocated at the time that the program is taught/. Student must comply in the physical facilities (on Campus) for the realization of all the practices that will evaluate and perfect the required skills of the profession. /He or She should also know that all transcripts or other documents (official or unofficial) that list the academic achievements received will be identified with the distance education component and that even if you receive your diploma for academic achievement through distance education/, may not be accepted for reciprocity or eligible for license in other states. A signed and dated copy of this disclosure must be in the student's file. **The applicant must know before registering that each should have a device that guarantees to receive the distance learning. This device must have the established requirements for downloading the ZOOM program.**

TRANSFER POLICY

Nouvelle Institute admits students from other beauty institutions. Prospective students must attend an orientation session to determine qualification based on admission requirements and rules of the institution. Transfer students will obtain credit for training completed in the previous institution, provided that such training has been approved with a grade average no lower than 75% (2.0 = C) and that institution is approved by the Commission for Independent Education (CIE), Florida Department of Education and/or a federal agency that accredits beauty schools. No hours will be validated if the student has attended another institution where the training is not compatible with ours. An official transcript will be required, and the student will be evaluated by the Academic Director who will determine eligibility for transfer based on the compatibility of training. A student financial aid transcript will be requested if the student intends to seek financial aid in our institution. The student must complete at our institution at least 50% of the total clock hours required for graduation to receive a Diploma from Nouvelle Institute. Transfer clock hours from another institution that are accepted toward the student's educational program at Nouvelle Institute will account as both attempted and completed for determining when the allowable maximum time frame for course completion has been exhausted. Satisfactory academic progress evaluation periods will be based on actual completed clock hours at this institution.

RE-ENTRY POLICY

The student who withdraws from the Institution will be able to apply for Re-entry by submitting an application to be evaluated by the Academic Director and/or the Registrar's Office. The following aspects will be considered:

- a. Academic progress
- b. Payments (Treasurer)

The Registrar's Office will evaluate the Re-entry applications and will notify the students within a (10) ten business day timeframe. The student who is not approved will also receive communication explaining the reasons for non-admission. In this case, if the student believes (s)he is entitled to Re-entry, (s)he will be able to initiate an appellate process to the Executive Director, who has the power to revoke the decision from the Registrar or Academic Director if it is his belief that the student meets the Re-entry requirements.

Readmitted students will obtain credit according to the units previously studied, which will be valid for (5) five years. They will also receive a financial aid credit for the units/credit already paid for as long as these are not included in his/her current curriculum, and the curriculum remains unchanged while the student was out of the school. If the curriculum underwent any changes, the modified credit units' content and length will be evaluated in order to determine if they can be credited or not. The student applying for Re-entry will have to wait a one-year period before paying the full amount of the \$25.00 Re-entry fee.

ABILITY TO BENEFIT (ATB):

Students who choose this alternative are not eligible for Title IV funds (Pell, SEOG, Work-Study) unless they had received Title IV funds prior to July 1, 2011. The applicant will be scheduled to take the Wonderlic test, which will be administered and assessed by a person qualified according to the standards of the test publisher, who works independently of the institution in accordance with federal requirements. This person will issue a graded answer sheet and an original certification for the school. The test administrator must sign and date all tests administered and corrected by him / her. The applicant will immediately be informed of the test results. If the student passes the exam, the student will be admitted according to the admissions policy. Nouvelle Institute has established that, according to regulations established by the U.S. Department of Education, all students must have passed the Wonderlic test with a score of 200/verbal and 210/quantitative for students who take the test in English, and 15 points for students who take the test in Spanish. In case an applicant needs to retake the exam, this will occur under the rules of the test publisher.

WONDERLIC TEST

If the student doesn't have High School Diploma, evidence of home-schooled, or GED, he must pass the Wonderlic exam to be admitted to the Institution.

FACULTY CREDENTIALS

All instructors at Nouvelle Institute are certified by the Cosmetology Board of Florida. Each professor receives 12 hours of continued education annually in teaching methods, and they also participate frequently in professional improvement seminars in topics related to the programs they teach.

GRADING SYSTEM

The school bases its grades on the results of written and practical examinations. The student's professionalism and conduct are also taken into account. The following is the academic value system the school uses for grading:

Excellent	100% - 90%	"A"	4 points
Good	89% - 80%	"B"	3 points
Passing	79% - 75%	"C"	2 points
Failing	74% - 0%	"F"	0 points

Students are given the opportunity to retake failed exams to improve their grades (requires instructor's approval). Periodic examinations, lectures (theory), and practice are part of the school's academic procedures. Academic level exams are required at end of each academic period.

STUDENT RECORDS

All credits earned, grades, and services are recorded and are available for the student's review.

If a student is not accepted, or if the student cancels his/her enrollment, his/her file will be kept by the school for 1 year.

Nouvelle Institute retains student records permanently. If the school closes, the students' files will be surrendered to the Florida Commission for Independence Education.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress is established to comply with 34 CFR 668.34 of the "Federal Register" published on October 29, 2010. This policy is applied consistently to all students enrolled in a NACCAS-approved program independent of their category (part-time and full-time). The policy is included in our catalog to ensure all applicants have access to it prior to enrollment. The catalog is provided to applicants prior to the enrollment and available through our web site at www.nouvelleinstitute.com. Satisfactory Academic Progress (SAP) measures the completion of programs for a degree within a pre-determined time frame, using quantitative and qualitative elements. The Registrar's Office and the Student Financial Aid Office must monitor the academic progress of each student throughout the program to determine if the student is on track to graduate within the time frame established and with the grade point average required by this institution, and thereby meets federal and state rules governing the administration of student financial assistance. The first evaluation must occur no later than the mid-point of the academic year or the course and/or program, whichever occurs sooner. (see the chart of evaluation by program)The student enrolled full-time or part-time will have their academic progress monitored mid-term. Students will have access to the results of each progress evaluation. Evaluations should be discussed with and signed by the student in the Registrar's Office in a period not later than 7 working days of the institution.

Academic Progress Measurement

Quantitative. The quantitative measure of the time spent on the training received is defined in clock hours. **A clock hour is defined as a minimum of fifty (50) minutes of instruction during sixty (60) minute period.** One credit is defined as 37.5 hours of instruction. Each program has a maximum of four academic terms. The satisfactory academic progress will be monitored at mid-term of each term. At the end of each term an official evaluation is performed to determine if students satisfactorily **meet the minimum of 67%** of the quantitative measure. **This percent is obtained by dividing the number of clock hours completed divided by the amount of clock hours the student was schedule to have complete.**

Qualitative The qualitative factors used in the student's evaluations are established specifically according to the complexity and practical description to be evaluated for each study program. To obtain credit in the assessments of completed subjects or units, the student is required to obtain a grade of at **least 75%** (2.00 points on the 4.00-point scale). The following is the table of the numerical grading system to measure the student's academic performance in each unit, theoretical exams, practical and clinical work.

- 4 points A = 100% - 90% Excellent
- 3 points B = 89% - 80% Good
- 2 points C = 79% - 75% Average
- 1-point D = 74% - 0% Not approved.

Evaluation Period #Satisfactory academic progress is based on scheduled hours. All students will be evaluated once they complete the program to determine if they are candidates for graduation. The academic year of each program offered by the institution has 900 hours. This policy applies equally to all students. Compliance with the minimum requirements **for attendance and academic performance**; It is in satisfactory academic progress until the next scheduled evaluation. Students will receive a copy of their academic progress determination at the time of each evaluation, and the Registrar will discuss the determination with the student.

The institution evaluates the student's progress and determines that the student did not achieve the minimum standards is no longer eligible for Title, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

The institution notifies students of any evaluation that impacts the student's eligibility for financial aid. The satisfactory academic progress evaluation will be conducted as shown on the chart:

Chart of Evaluation by Program, Length and Period or Point

PROGRAM	PROG. LENGTH 40%Distance Education + 60% Campus Classes= 100% Length	EVALUATION HOURS PERIOD OR POINT	MAXIMUN HOURS. ATTEMPTED	MINIMUM HOURS 67% Quantitative REQUIRED	MINIMUM. AVERAGE Qualitative REQUIRED
COSMETOLOGY					
1 ST TERM		450/1500=30%	450	301	75/ 2.00
2 ND TERM	1500 HOURS	900/1500=60%	900	603	75/ 2.00
3 RD TERM		1200/1500=80%	1200	804	75/ 2.00
4 TH TERM		1500/1500=100%	1500	1500	75/ 2.00
ADVANCED COSMETOLOGY					
1 ST TERM		375/750=50%	375	251	75/ 2.00
2 ND TERM	750 HOURS	750/750=100%	750	750	75/ 2.00
SKIN CARE & BODY TREATMENTS					
1 ST TERM		450/1,125=	450	301	75/ 2.00
2 ND TERM	1125 HOURS	900/1,125=80%	900	603	75/ 2.00
3 RD TERM		1,125/1,125=100%	1125	1125	75/ 2.00
FULL SPECIALIST					
1 ST TERM		375/750=50%	375	251	75/ 2.00
2 ND TERM	750 HOURS	750/750=100%	750	750	75/ 2.00
SKIN CARE					
1 ST TERM	375 HOURS	187/375=50%	187	125	75/2.00
2 ND TERM		375/375=100%	375	251	75/ 2.00
MANICURE & PEDICURE & NAIL EXTENSION					
1 ST TERM	338 HOURS	169/338=50%	169	113	75/2.00
2 ND TERM		338/338=100%	338	226	75/ 2.00

In addition to the progress evaluation performed at the end of each term, academic progress is also monitored at the midpoint of the term.

Warning

Warning is the status given to students who do not meet the minimum requirements of satisfactory academic progress in the first instance. This warning status will last one (1) evaluation period, during which the student may continue to receive federal funds. The institution must monitor and evaluate the student's progress again. The students who maintains the state of Warning will be warned about the consequences and what academic aspects should improve, accompanied by a study plan for the purpose of helping him to recover satisfactory academic progress. It is not maintaining satisfactory academic progress and remains immediate on probation until the next evaluation period. The student will lose your eligibility unless you successfully appeal.; if at the end of the warning period, the student has not met the minimum requirement.

Probation status will only be granted to the student under these conditions : *Not having made satisfactory academic progress during the warning or the previous evaluation period.

* Prevail when appealing the determination of negative progress.

*The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements a specific point within she maximum timeframe established for the individual student.

Students who are progressing according to their specific academic plan will be considered to be making Satisfactory Academic Progress. If at the end of the probationary period, the student has still not met academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as **NOT making satisfactory academic progress and will not be eligible to receive financial aid.**

Appeal Procedure: A student who is determined not to be making satisfactory academic progress may appeal in writing, within ten calendar days of the negative determination. The student must present evidence of reasons for which students may appeal a negative progress determination include: illness of the student with a verifiable medical excuse, natural disasters, death of a parent, spouse(s), child, divorce, change of shift in employment, medical illness in the immediate family: father, mother and children, economic situations that affect the family and destabilization of finances in the home, problems of domestic violence, abuse or neglect.

Documentation required to be evaluated in the appeal request.

The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student's file. If the student prevails upon appeal, thenegative academic progress determination will be reversed, and financial aid will be reinstated, if applicable.

Suspension, Re-entry/ Reinstatement of Satisfactory Academic Progress

The Institution will terminate the enrollment of any student who does not meet the requirements of our satisfactory academic progress policy. If that student wishes to re-enroll, he or she will be readmitted in the same progress status the student had at the time of withdrawal.

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period. The student will receive the financial assistance since the moment in which he/she re-establishes the satisfactory academic progress.

Maximum Time Frame. All students must complete studies within a maximum time frame of 150% of the program length.

Policy regarding the status of students who exceed the maximum time frame

“Our schedules allow ample time for students to complete their programs within the established maximum time frame established for course completion.

In the rare case that a student was to exceed the maximum time frame, that student would be given the option of remaining enrolled at an additional cost (Please refer to the Extra Instructional charges) or withdrawing from the program. If the student chooses to extend his or her enrollment, the student would not be making satisfactory progress and would, therefore, lose eligibility to receive federal financial assistance if this circumstance is not already present.”

The Institution must assign a determined time at a specific point to evaluate their average attendance required in satisfactory progress. If not complying with SAP, your contract will be canceled. Students who pass are considered in compliance with the graduation requirements

Extra Instructional Charges: Students are entitled to no additional fees when they complete the academic program in up to 150% of the length of the program. Students who exceed the maximum time frame of 150% of the length of the program will be charged a \$12.00 fee per day.

Policy for Attendance, tardiness and make up: Attendance, tardiness and make up: Nouvelle Institute recognizes that continuous and timely attendance at school is necessary for students to acquire the knowledge and skills required in their study plan, as well as to develop a sense of responsibility and punctuality, which is necessary in their performance in the workplace and in relationships with other human beings. All students who have reported absences and tardiness on the teacher's daily attendance record are responsible for making up time and catching up on work. For this, it is prudent to establish a recovery plan in coordination with the teacher. This also applies to distance education, the student must connect to the start time and any time that the zoom program does not register will not be included as attended, in the same way if the teacher even after connecting and staying active but the teacher does not You have a way to connect it through the video or microphone, you will be discounted from the time attended. All present and absent time recorded under the zoom system and certified by the teacher will be used to compute the student's satisfactory progress. Similarly, absences under distance learning must be make up.

LEAVE OF ABSENCE POLICY

A leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period. The following circumstances are considered appropriate to request a leave of absence extended for: illness, maternity, death of an immediate family member, drastic change in the economic situation of the family, military service, court appearance or any other mitigating circumstance. The student must apply in advance for a LOA, in writing and must include the student's signature also provide duly evidence of need such as: medical certificates, or a written and signed statement from the student that includes the reasons for the request, unless unforeseen circumstances make him/her unable to do. The institution may grant a LOA to a student who was unable to provide the request prior to the circumstances. The institution documents the reason for its decision and collects the request from the student later. The beginning date of the approved LOA is determined by the institution to be the first date the student was unable to attend classes because of the reason for the leave.

The student must follow the institution's policy in requesting the LOA. There must be a reasonable expectation that he/she will return from the LOA. This authorization will be granted at the discretion of the Registrar's Office or Academic Director taking into consideration the justification or reason for the application including that the request is in accordance with the institution's policy.

A leave of absence (LOA) extends the contract period and maximum time by the same number of days in LOA. It is expected that the student can solve any situation within this period of time to return successfully. Upon returning from a LOA, the student reincorporates at the same progress status as prior to the leave. The LOA will add no cost to that already established in the tuition cost. The period of LOA is not considered a withdrawal and no refund will be calculated. Students who do not return to school after the period of LOA will be considered withdrawn. The withdrawal date for calculating a refund in this case will be the student's last date of attendance. Changes in the graduation date must be in an addendum signed and dated by all parties.

WITHDRAWAL POLICY: Status that affects the percentage of clock hours attempted and approved in satisfactory progress. Nouvelle Institute recognizes two types of withdrawal:

ADMINISTRATIVE WITHDRAWAL: The Institution determines administrative withdrawal by the following circumstances:

- Expulsion by reasons of inappropriate conduct, sale, possession and/or consumption of controlled substances, crime, safety and/or violation of institutional regulations and policies, for which the Institution reserves the right to take disciplinary action against the student, up to and including termination.
- Non-payment.
- Failure of satisfactory academic progress pursuant to the requirements of the school policy.

For absences that exceed the allowed period established by the school and / or the limit authorized by the leave of absence.

Absences exceeding the authorized period the school establishes (14 consecutive days or more). the last date of attendance will be established by the school, and the student will be refunded within 30 days according to administrative withdrawal standards. Withdrawal will be processed within 14 days from the last recorded date of school attendance. In the case of students who do not return from leave of absence to their studies, they are considered as withdrawal. The date to calculate refund will be the last day the student attended school.

OFFICIAL WITHDRAWAL: An official withdrawal occurs when the student voluntarily asks to withdraw from the program at any time, he/she wishes. The request must be submitted in writing, in person, by phone, or any other means, to the Registrar or any authorized administrative or faculty personnel. The official termination date of withdrawal for calculation of any refund due will be the student's last recorded day of attendance. Students who withdraw prior to course completion and re-enroll will be placed in the same satisfactory academic progress status as at the time of withdrawal.

Incomplete The student who fails to complete the requirements of a unit / course in the time established for it in the curriculum, may request a provisional incomplete grade. An incomplete grade in some subject does not influence the achievement of satisfactory academic progress, but the student is required to complete the unit / course.

Repetitions. A rating of R on a credit/unit means you must repeat the course, the value of the credit/unit will be zero (0), and it will affect the percentage of hours attempted and approved. Once the course is repeated, the corresponding value is assigned. Students are required to repeat courses where a failing grade has been granted by the end of the program. Repeated course grades will substitute the original grades. Only the highest grade obtained in the repeated course will be included in the calculation of the student's average. A repetition course has no effect upon the institution's satisfactory progress standards, as the monitoring and evaluation processes are carried out based only on the credits/units attempted and completed within any monitoring or evaluation period.

Noncredit and Remedial Courses. Nouvelle Institute does not offer non-credit or remedial courses. Therefore, these have no effect upon the school's satisfactory academic progress standards.

TRANSFER POLICY

Nouvelle Institute admits students from other beauty institutions. Prospective students must attend an orientation session to determine qualification based on admission requirements and rules of the institution. Transfer students will obtain credit for training completed in the previous institution, provided that such training has been approved with a grade average no lower than 75% (2.0 = C) and that institution is approved by the Commission for Independent Education (CIE), Florida Department of Education and/or a federal agency that accredits beauty schools. No hours will be validated if the student has attended another institution where the training is not compatible with ours. An official transcript will be required, and the student will be evaluated by the Academic Director who will determine eligibility for transfer based on the compatibility of training. A student financial aid transcript will be requested if the student intends to seek financial aid in our institution. The student must complete at our institution at least 50% of the total clock hours required for graduation to receive a Diploma from Nouvelle Institute. Transfer clock hours from another institution that are accepted toward the student's educational program at Nouvelle Institute will account as both attempted and completed for determining when the allowable maximum time frame for course completion has been exhausted. Satisfactory academic progress evaluation periods will be based on actual completed clock hours at this institution.

----- END OF THE SATISFACTORY ACADEMIC PROGRESS POLICY ----- --.

WITHDRAWAL & REFUND POLICY

The purpose of the institutional refund policy is to ensure each student receives a fair and equitable refund within the established time frame to do. The institution must monitor at least every 30 days the attendance of students through clock hours. This refund policy is applied consistently to all students, regardless the reason for withdrawal, including official withdrawal, administrative withdrawal or termination (Student is expelled by the school). All refunds of the students will be made within (30) thirty days after the effective date of withdrawal. The Institution is based on scheduled hours to calculate the refund, The Institution determines refund under the following circumstances:

Administrative withdrawal:

- By reasons of inappropriate conduct, sale, possession and/or consumption of controlled substances, crime, safety and/or violation of institutional regulations and policies, for which the Institution reserves the right to take disciplinary action against the student, up to and including termination (Student is expelled by the school).
- Non-payment.
- Failure of satisfactory academic progress pursuant to the requirements of the school policy.

Absences exceeding the authorized period the school establishes (14 consecutive days or more). The last date of attendance will be established by the school, and the student will be refunded within 30 days according to administrative withdrawal standards. Withdrawal will be processed within 14 days from the last recorded date of school attendance.

Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.

In the case of students who do not return from leave of absence to their studies, they are considered as withdrawal. The date to calculate refund will be the last day the student attended school.

Official withdrawal: occurs when the student voluntarily asks to withdraw from the program at any time, he/she wishes. The request must be submitted in writing, in person, by phone, or any other means **#1 (can be made in person, by electronic mail, by Certified Mail or by termination)**, to the Registrar or any authorized administrative or faculty personnel. The official termination date of withdrawal for calculation of any refund due will be the student's last recorded day of attendance. Students who withdraw prior to course completion and re-enroll will be placed in the same satisfactory academic progress status as at the time of withdrawal.

The official cancellation date will be determined by the postmark on the written notification; the date said notification is delivered to the school in person, the date of termination by the school; the date the student was determined as non-compliant with the Satisfactory Academic Progress Policy or the last recorded date of attendance to school prior to an approved leave of absence with no return to classes. In this last instance, the withdrawal date will be the date of the scheduled return or the date the student officially notifies the Institution of the intention of not reincorporation.

- **# 7** All monies owed to the student will be refunded within (30) thirty days of **termination of students' enrollment or receipt of Cancellation Notice from student**, in compliance with the Commission for Independent Education and the Florida Department of Education.
- **# 3** If a student (or legal guardian) cancels enrollment within (3) three business days of signing the enrollment agreement, all monies collected by the school will be refunded, except for the non-refundable \$25.00 application fee.
- **# 2** If the student or legal guardian cancels after (3) three days of signing the enrollment agreement, even if classes have begun, a full refund will be granted except for the \$25.00 non-refundable application fee. Or An applicant is not accepted by the school and is entitled to a refund of all monies except a non-refundable \$25 application fee, **not to exceed \$150.**
- In case of mitigating circumstances leading to withdrawal, the Institution t agree to a refund amount larger than the one established in this policy.
- If a program is **canceled** subsequent to a student's enrollment, and **before** instruction program has begun, the school **Provide a full refund** of all monies paid. If a school cancels a course and/or program and ceases to offer instruction **after** students have enrolled and instruction has begun, the school **provide completion of the course.**
- The Institution will determine the best refund option according to the circumstances at the time of cancellation.
- In case of severe illness, accident, family death, or any other circumstances that preclude the student from successful school program completion, the school might agree to a reasonable refund adjustment with the consent of both parties.
- Under no circumstances shall a student be required to pay more than the amount stated in the enrollment agreement.
- If the Institution sells or transfers enrollment agreements to another institution, the receiving institution will have to honor the refund policy already signed by the students.

- **If the school closes permanently or ceases to offer instruction, the school will give a 100% refund, complete a teach-out, or have the student transfer to another school to complete the program.**

- For students who enroll and begin classes, but withdraw before completing the course, the following refund policy by the school will apply once Title IV funds have been reimbursed to the student according to the withdrawal calculation. The refund will be made within (30) thirty days. All refunds will be based on the chart below, according to the guidelines of the CIE and the Florida Department of Education

Percentage completed by the student from total length of academic program	Amount of Total Tuition Owed to the School
0.01% - 40.0%	#4 Amount will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
40.01% more	#5 Cancellation after completing more than 40% of the program will result in no refund.

-If the student enrolls and begins classes and leaves the selected program or stops coming to school could have violated the policies of the Institution, it could result in a refund of federal Title IV funds.

RETURN OF TITLE IV FUNDS

Nouvelle Institute calculates refund based on Federal Financial Aid earned up to the moment the student withdraws. Title IV programs include Pell Grant, and supplementary educational funds

(FSEOG). Nouvelle Institute has adopted a refund policy in compliance with the Higher Education Act in order to provide pro-rata-based refund upon scheduled hours for Title IV students who withdraw from school. The calculation is based on the Title IV funds earned and the number of hours completed in the payment period. After 60%, no refund is due(Only apply for Title IV Funds). This policy applies to all Title IV students regardless the reason for withdrawal, including, but not limited to the student's voluntary act (official withdrawal), a period of absence exceeding (14) fourteen days in a row (administrative withdrawal), program cancellation, or school closure.

All refunds/ due to the student will be made within (30) thirty days after the effective date of withdrawal.

RETURN OF UNEARNED FUNDS: All pro-rata refunds will be made within (30) thirty days from the withdrawal date. If, at the time of withdrawal, the student has received less Federal Student Aid than the amount earned, the school must offer a post-withdrawal disbursement in compliance with the Department of Education of the United States.

PAYMENT METHODS, PAYMENT PLANS AND COLLECTION AGENCY

Nouvelle Institute accepts payments in the form of either: cash, cashier's check, credit cards, or money orders. Payment plans are available for qualifying students and require a down payment. The remaining balance will be divided equally among the remaining months of the academic program. No interests will be charged to students enrolled in the payment plan. Upon completion of the program, students must have paid the balance in full. The Institution offers federal financial aid programs, such as Pell Grant, SEOG, and College Work.

COLLECTION AGENCY

The Institution does not rely on any collection agencies as a guarantee of timely payment. The personnel from the Office of Administrative Affairs is the one in charge of the different payment procedures of collection shall reflect professional ethical.

NON-REFUNDABLE ADDITIONAL CHARGES

The Student ID has a \$3.00 charge. This charge becomes non-refundable once it has been issued.

The cost of books, instructional materials and the Diploma are part of the tuition but are also non-refundable.

EXTRA INSTRUCTIONAL CHARGES

Students are entitled to no additional fees when they complete the academic program in up to 150% of the length of the program. Students who exceed the maximum time frame of 150% of the length of the program will be charged a \$12.00 fee per day.

----- END OF WITHDRAWAL & REFUND POLICY -----

NON-DISCRIMINATION POLICY

Nouvelle Institute admits students without regard to race, ethnic origin, color, sex, age, nationality, disability, religion, sexual preference or political ideas. In that sense, all students have the same rights and privileges to participate in programs and activities available to the students. This policy of nondiscrimination also applies when considering candidates for employment in the Institution.

ANTI-HAZING POLICY

The Institution does not allow organizations, agencies or associations of students or other people who influence voluntarily or carelessly the physical and mental health of our students. The existence or imposition of any group of this type or any action which in anyway induces to an initiation within these groups is prohibited by the Institution. The infraction of this policy will result in disciplinary action against the violator.

COMPLAINT/ APPEAL POLICY

PROCEDURE FOR FILING AN INSTITUTIONAL COMPLAINT

Any student who understands that his/her rights have been violated or who believes he or she is not being assisted according to the commitment agreed, will be able to file a complaint directly with the Academic Director, the Executive Director, and/or the President of the institution.

Upon receipt of a complaint by officers of the institution, the complaint shall be reviewed in no more than 10 days. If after careful evaluation, the situation cannot be resolved, the complaint should be presented to the institution's complaints and discipline committee. This committee shall meet and review the allegations no later than 21 calendar days after receipt of the complaint. If addition information is required, the student will be notified by letter.

Once the committee has all necessary information, the committee should send a letter to the student within 15 calendar days establishing the steps to be taken to remediate the problem or showing that the allegations have no merit based on the information presented.

For unresolved complaint with the institution, contacting the Commission for Independent Education, this way should be the last point of contact after all other above

Commission for Independent Education

325 W. Gaines Street, Suite 1414 | Tallahassee, FL 32399-0400 | 850-245-3200 | www.fldoe.org/cie

POLICY ON CAMPUS SECURITY

Nouvelle Institute requires all employees as well as the students to notify the school director immediately of any criminal activity in the surroundings of or inside the institution, so that local police can be notified immediately.

Following is a non-exhaustive list of criminal activity to be reported:

1. Murders
2. Robberies
3. Armed robberies
4. Abductions or attempted rape
5. Disturbances to the peace
6. Motor vehicles robberies

The office should also be notified if anyone is observed using or distributing drugs or alcoholic beverages inside the school or in its surroundings. If the school director were not present, any member of the administrative staff available at that moment should be notified.

The director or staff member will notify the local police so that the incident can be investigated immediately, and a complaint filed if applicable.

The institution will document every such situation so that corrective action can be taken as applicable, and to maintain annual statistics.

SEXUAL HARASSMENT POLICY

Sexual harassment in employment and in the academic environment is an illegal and discriminatory practice, alien to the best interest of the institution, and will not be allowed regardless of rank or position of the persons who may be involved. Under no circumstances may any member of the school's personnel participate in behavior that directly or indirectly creates a work environment, administrative and academic, where aspects of sexual harassment are present in any of its forms.

In the application of this institutional policy you should bear in mind that:

- Sexual harassment can occur against persons of the same sex or the opposite sex.
- No one in this institution is compelled to allow, accept, submit to, or tolerate acts or insinuations of unwanted sexual approaches.
- As defined by law, sexual harassment is any unwanted sexual approach, request for sexual favors, and other verbal or physical conduct of a sexual nature when one or more of the following circumstances occur
- When submitting to such kind of conduct is made implicitly a term or condition for a person's employment or for remaining within the educational environment.
- When submission or rejection of such conduct by the person harassed becomes the basis for making decisions about employment or student academic assessment.
- When such conduct has the purpose or effect of unreasonably interfering with work performance or academic work, or when a person creates a study or work environment that is intimidating, hostile, or offensive.

The student or employee who commits or participates in sexual harassment will be subject to investigation. The institution's Board of Directors will make the final decision based on the results of this investigation. Sanctions can be, but are not limited to:

- Written warning
- Indefinite suspension
- Separation from employment, in the case of an employee, and termination of enrollment in the case of a student.

The employee or student will have the right to appeal this decision. The appeal must be in writing, no later than five days from having been notified of the board's decision. The Board of Directors will answer the appeal in writing no later than ten days after receiving it.

VALIDATION OF THE SUPERIOR SCHOOL DIPLOMA AND TRANSCRIPTIONS:

Nouvelle Institute requires as an evidence of High School completed; an official transcript or Diploma with which the degree obtained from Higher School or its equivalent (GED) is demonstrated. The copy of the official documents will be certified with a true and exact copy of the original documents. In case of requesting the evidence of the degree by mail directly to the school of origin, it will be used on sealing as official evidence of the processing. To protect the integrity of the admissions process, Nouvelle Institute will verify that any diploma or transcript of secondary education credits that an applicant provides to the institution is bona fide in accordance with the policy on verification of high school diploma and transcripts of academic records Secondary education

Nouvelle Institute certifies that all the information that appears in the institutional catalog and/or enrollment agreement must be fulfilled accurately. Any questions or notice of breach of the published provisions must be directed in writing to the director of the campus and/or the president of the institution. It is the procedure to complaint in page 17.

BOOKS AND MATERIALS

Nouvelle Institute believes that any student who has completed the requirements for admission and financial eligibility should be provided with the books and materials necessary to help the student meet the school's academic goals.

Nouvelle institute recognizes the importance of books and materials in student training and learning. All materials, equipment, and books that the student will need will be included in the cost of study as a measure to guarantee that each student receives the education and the realization of the skills learned through supervised practices. The value assigned to the item books, uniform and equipment represents the total cost of what the student will need throughout the course of their studies, thus allowing the student to fulfill their academic responsibilities. of each of the practices and evaluations of the selected program. Any other equipment or material that the student wants to add will be optional to the one delivered. In addition, each teacher is provided with a supply of products to carry out the demonstrations and practices with the equipment delivered to each student at the beginning of their studies.

The school is committed to have sufficient inventory of academic materials and equipment on hand as of the starting dates of each program. Books and equipment are unreturnable. (They are not included in an R2T4 calculation)

R2T4 : Federal regulations require the Office of Financial Aid to apply a formula established by the U.S. Department of Education, titled R2T4, to determine the amount of federal financial aid a student has earned as of the student's withdrawal date. The amount of the federal financial aid returned to federal aid programs is determined by the amount of time a student spends in academically related activity. After 60% of the term has passed, students have earned 100% of the federal financial aid disbursed to them.

The student must have a device that guarantees to receive distance education. This device must have the established requirements to download the ZOOM program and is not provided by the institution.

POLICY ON CURRICULUM REVIEW AND IMPROVEMENT

Nouvelle Institute establishes, as a plan to improve academic programs, the curricular review of all programs in accordance with the suggestions offered by teachers and our Advisory Committee, which meets at least once a year. These suggestions should be based on the new trends in the field of beauty and changes in the labor market.

PRIVACY AND ACCESS TO EDUCATION POLICY

The Federal Education Laws protect student private data against unauthorized disclosure. It also gives access to information held by the institution to the student and / or legal guardians of dependent minors, as well as the accrediting agency.

Students and parents of dependent students have the right to review their educational records, to request any amendments, and to grant consent prior to the disclosure of personally identifiable information contained in educational records. They are also entitled to file a complaint with the United States Department of Education in the event that these rights are violated. To access the educational records, the parent or legal guardians of dependent minors or the student must request permission in writing. This opportunity will be granted, and an appointment will be made.

Personal information may not be disclosed to third parties without the written consent of the student (for dependent students, the parent or legal guardians of dependent minors must consent) unless the person or entity requesting the information has an explicit exemption under the Federal Law and provide evidence to that effect. There will be a record on the file when the disclosure of information is requested, and such record shall include the name of the person requesting the information and the legitimate purpose the required information will serve.

The matters of remedial, the incomplete and the repetitions of the causes have no effect in the "standards" of the policy of satisfactory progress of the Institution.

POLICY ON CURRICULUM REVIEW AND IMPROVEMENT

OTHER RULES AND REGULATIONS:

WITHDRAWALS

If a student receives a grade of “W” in the case of withdrawal at the beginning of the program, this will not count for the final grade and the class will not be considered as passed.

REPETITION OF PROGRAM/TOPICS/UNITS

All repetitions will count for grades. A review will be made of both topics/units completed and the higher grade will be credited. In case of a repetition due to a prior withdrawal, the grade the student obtained for the repetition will be the final grade.

RETAKE EXAMS

Any student who does not take a test at the time and date designated will receive a grade of “0” for the same. The student may retake the test if approved by the teacher with the authorization of the Academic Director, by CANVAS Platform

ASSIGNMENT OF GRADES

The grades for theory are assigned based on tests and assigned work by Zoom and CANVAS Platforms. The practical and laboratory (clinic) work will be evaluated by taking into consideration the level of the student’s application of theory and professional skills on Campus. We could require that a student repeat a service to strengthen skills and improve.

ADVISING

Every student is assigned a faculty advisor, who will be able to provide counseling and assistance if needed.

LIBRARY

The school has a library of professional books, magazines and periodicals. Students are encouraged to expand their experiences by using this facility.

Daily Schedule: Monday to Friday 9:00 am to 2:00 pm
 Monday to Thursday 6:00 pm to 10:00pm

BOARDING

The Institution has no boarding facilities for its students.

GRADUATION REQUIREMENTS

Students must:

- A. Complete the total hours of the selected study program and comply with the satisfactory academic progress policy.
- B. Have taken and passed with a minimum of 75% all the theory and practice exams required in each curriculum

DIPLOMAS

The student will receive his diploma once he has fulfilled all the graduation requirements and after having fulfilled his financial obligations.

The school operates on a continuous basis throughout the year. (Monday through Friday) Classes start every Monday or when the director approves a class start.

THE SCHOOL WILL NOT OPEN FOR CLASSES DURING THE FOLLOWING HOLIDAYS:

- May 2021 / Memorial Day
- July (1 week, 2021 / Recess
- September 2021/ Labor Day
- October 2021/ Columbus Day
- November 2021/ Veterans Day
- November 2021/ Thanksgiving Day
- December 2021 a January 7, 2022/ Christmas Recess
- January 17 2022 / Martin Luther King Day
- February 21 2022 /President Day
- April 14 15 2022 /Good Thursday and Friday

The school reserves the right to change its schedule if it is in the best interest of the students’ education.

DAILY SCHEDULE FOR THEORY CLASSES AND PRACTICE CLASSES ON CAMPUS

Monday to Friday 9:00 am to 2:00 pm
Monday to Thursday 2:00 pm to 6:00 pm and 6:00 pm to 10:00 pm

TRANSCRIPTS

A transcript of the student’s records may be issued upon a student’s request, or the request of his or her designated representative provided all financial obligations have been met. Transcripts are maintained by the school in permanent fire-resistant cabinets. Also, transcripts or other documents (official or unofficial) that list the academic achievements received will be identified with the distance education component and that even if you receive your diploma for academic achievement through distance education, may not be accepted for reciprocity or eligible for license in other states.

DEFINITION OF CLOCK HOUR

A clock hour is defined as 60 minutes with a minimum of 50 minutes of instruction with the presence of an instructor.

PAYMENTS

All payments must be made in accordance with the enrollment agreement subscribed between the school and the student.

TERMINATION BY THE INSTITUTION

The school reserves the right to dismiss a student for failure to maintain satisfactory progress, excessive tardiness, breach of school rules and regulations, or any cause the school deems appropriate for the good of the school and/or the student.

PERSONAL PROPERTY

The school is not responsible for any lost or stolen equipment. Students are encouraged to adequately identify their equipment and supplies through labeling or marking.

UNIFORMS

Uniforms Nouvelle Institute gives one (1) jacket with the name of the institution to each student to be used as a uniform at no additional cost to the one already established under equipment, book and materials. Cosmetology students will use it in black and aesthetics and nail technics students will use it in white. The use of the jacket in addition to offering an easy compliance with wearing a uniform allows the institution to identify the student at the entrance and on the premises of the institution; It is for this reason that its use is mandatory and no student is allowed to be without it. Shoes must be closed as a

protective measure in the event of an accident. The institution has no restrictions on clothing to be used as a complement to the uniform jacket, hairstyle, perfume, although the excessive use of jewelry could limit the ability to move and professional projection. The student who wishes to acquire another additional jacket to which it is given, may obtain it in the reception area, for a low cost of \$ 15.00 dollars. . The uniform and equipment for health reasons is considered unusable. It cannot be considered within the calculation of the reimbursement of Title IV funds (R2T4 calculation).

R2T4 : Federal regulations require the Office of Financial Aid to apply a formula established by the U.S. Department of Education, titled R2T4, to determine the amount of federal financial aid a student has earned as of the student's withdrawal date. The amount of the federal financial aid returned to federal aid programs is determined by the amount of time a student spends in academically related activity. After 60% of the term has passed, students have earned 100% of the federal financial aid disbursed to them.

SMOKING, EATING, & DRINKING

No eating (this includes chewing gum), drinking, or smoking are allowed in the classrooms or clinic area. The designated areas must be used for this purpose. Students are expected to maintain all school areas clean at all times.

EQUIPMENT

All students are responsible for their own equipment and supplies. Students must use personal and school equipment in a safe and professional manner. Any damaged equipment will be reported immediately. Each student must have a device that guarantees them to receive the distance learning. This device must have the established requirements for downloading the ZOOM program.

PRACTICAL SERVICES

All students are expected to perform every practical service assigned to them. Any student who refuses to perform a service will be dismissed from class for the day. Valid medical excuses for not performing a service may be accepted if accompanied by a doctor's certificate.

HYGIENE

All students are required to keep high standards of sanitation in their individual stations, including each shampoo bowl, mirrors, and counters, personal equipment and floors. Floors should be swept after each haircut.

Career Services

The school's Placement office searches employment and provides job search assistance to all its graduates in their quest for employment. Services include orientation as to job seeking, resumes, interviews, as well as referral and job placement assistance. These services are provided at no charge and is available to all of the institution's graduates regardless of graduation date or previous employment. The school will follow up on the placed students.

The school does not guarantee employment.

Nouvelle Institute trains professionals for the beauty and cosmetology arts so they can compete and obtain gainful employment in beauty-related fields. Some of the jobs available in the beauty industry are:

- Hair Specialist
- Skin Specialist
- Make-up Specialist
- Permanent Wave Specialist
- Manicurist
- Pedicurist
- Cosmetologist

CODE OF CONDUCT AND/OR RESPONSIBILITIES Distance Education Class and Practice on Campus (25 d)

Nouvelle Institute establishes a code of conduct which is to be observed by all the students. Any students who do not observe this code will be subject to disciplinary measures or expulsion according to the determination made by the committee on discipline of the Institution.

- A- The students will bring their equipment and materials to the school daily.
- B- Every student should arrive daily to classes punctually at the time indicated.
- C- If the student cannot attend class the student should notify his or her professors and the Institution and disclose the reason for his/her absence.
- D- In case of absence, the student should obtain the material covered in class through classmates or professors to keep up with the progress of the program.
- E- No student should leave the facilities of the Institution during class times. Special cases require permission from the Director of the school.
- F- In case of absence by illness, a doctor's note is required.
- G- The school has a policy of Satisfactory Progress which is part of this regulation.
- H- The break in each program is 20 minutes.
- I- The work area will be kept clean at all times.
- J- The student has to clean up his area of work at the end of the day.
- K- The equipment that is Institutional property will be returned to its place of origin after use.
- L- The principles of hygiene and sanitation learned at the beginning of each program should be observed at all times.
- M- Recommendations through the suggestion's mailbox will be welcome. These go directly to the Institution's Director for response.
- N- Improper language and conduct are not allowed in the facilities of the Institution.
- O- The students must complete the tasks or practices required.
- P- The students must comply with the payment agreement.
- Q- Bringing children or guests to school facilities is not allowed.
- R- The property of the school will be respected at all times. Any destruction of or damage to any property will result in the student's expulsion from the Institution immediately.
- S- The students are allowed to visit the administrative offices only for matters related to their studies.
- T- The admission documents are part of the student's records and they will not be returned to the students.
- U- No sales, promotions, or any other form of commercial activity inside the Institution neither thru Distance Education are permitted . Students and/or employees who participate in this practice will be suspended or removed from the Institution

**PROGRAMS OF STUDY
COSMETOLOGY 1500 Hours**

40 % of Distance Education and 60 % of Laboratory of Classroom Practices on Campus

This program, which includes a distance learning component, is designed to provide students with the theory (distance learning) and practical skills (on Campus) necessary to take and pass the State Cosmetology Licensing Exam to begin working as professionals in the field of beauty.

PROGRAM DESCRIPTION:

OBJECTIVES

This program is a combination of theory and practice; of the basic procedures related to the practice of Cosmetology. Some topics taught are chemistry, haircut, color theory. The program includes the use of products and equipment related to Cosmetology.

The Institution follows an independent course numbering system to assign courses in accordance with program requirements. The system is designed to identify courses and differentiate the level of study. Courses are numbered sequentially and assigned a letter prefix depicting the program title.

LICENSE REQUIREMENT FOR EMPLOYMENT: Cosmetology License

The type of financial aid for all those **who qualify** are **Pell Grant, SEOG and College Work funds.**

COMPLETION TIME

5 hours a day, 5 days a week= 60 weeks= 15 months

Maximum time frame= 22.5 months

4 hours a day, 4 days a week= 93 weeks= 23 months

Maximum time frame= 34 months

The institution uses the one two or three acronyms to identify the name of the unit and 2 or three acronyms to identify the name of the program.

There is a legend for an easy understanding of the system used to identify the content of the program.

Services-670 670 Each unit divides the time as follows:

- OSH-CO ORIENTATION AND PROFESSIONAL IMAGE (37.5 hours)** This unit will induce the student to recognize the significance of Cosmetology and its different employment alternatives, learn to communicate efficiently with co-workers, to define professional Ethics, and recognize goals that will help maintain the body and mind.

- BH-CO BACTERIOLOGY AND HIV (37.5)** This unit was created in order to teach the student to recognize and learn the different types of bacteria, their growth, and the importance of sterilization to avoid transmitting diseases, and to learn the definition of AIDS (HIV).

- DIC-CO DECONTAMINATION AND INFECTION CONTROL (37.5 hours)** When finished with this unit the student will have learned the true importance of maintaining a beauty salon clean from how to eliminate germs and accidents or severe sicknesses to its employees and its clients.

- PC-CO PROPERTIES OF THE HAIR (37.5/50 required service)** The purpose of this unit is to impart to the students the basic knowledge of the hair structure, hair care products, and their results.

- TC- CO DISORDERS OF THE HAIR AND THE SCALP (37.5 hours /).** The purpose of this Unit is to widen knowledge about disorders of the hair and the scalp and the causes and origin of these disorders

- SR-CO SHAMPOOING AND RINSING (37.5/50 required service)** This unit will provide all the necessary information so that the student may understand the theory and develop practical skills in hair cleaning services and draping techniques.

- DPP-CO HAIRSTYLING SKILLS (37.5/40 required services)** This unit will show the students how to develop their individual abilities, and the necessary form in the design of hairstyles. This will help the student acquire knowledge to advise their clients on an image that will highlight positive traits and minimize negative traits of the hair and the client's style.

- WE-CO WIGS AND EXTENSIONS (37.5/ 60 required services)** This unit will show the student how to develop their individual abilities in the application of wigs and extensions.

- PH-CO WET HAIRSTYLING (37.5/10 required services)** This unit presents the artistic theory of hair styles utilizing stable curls, rolls, waves, teasing and buns as the base of many artistic hairstyles.

- RT- CO CURLERS AND HAIRSTYLE TECHNIQUES (1 credit / 37.5 hours /15 required services)** This Unit includes practice and theory of roll-sets and teasing, hair wrapping, and other styling techniques

- TH-CO THERMAL HAIRSTYLING (37.5/75 required services)** Through this unit, the student will learn to define the purposes of thermal waving, the correct techniques of waving, and blow-dry styling. In addition, the unit includes the safety measures to be used in thermal hairstyling.

- HP-CO HAIR PRESSING (37.5/30 required services)** This unit will require the student to learn to recognize the types of hair pressing and the procedures for this technique.

- LPT-CO THE SKIN AND ITS DISORDERS (37.5)** Through this chapter, the student will learn how to care for the skin, and the treatments that can be applied to the disorders of the skin.

- FME-CO FACIAL TREATMENT / MASSAGE (37.5/10 required services)** At the end of the chapter the student will have acquired the skills to perform different facials.

- PE- CO PHOTOTHERAPY AND ELECTRICITY (37.5)** At the end of the chapter the student will have acquired knowledge about different types of electricity and its uses, as well as safety issues with regard to electricity.

- UHR-CO UNWANTED HAIR REMOVAL (37.5/10 required services)** Students will learn methods by which to eliminate unwanted hair permanently or temporarily in the areas of the face or other unusual areas.

- MPT-CO MANICURE & PEDICURE (37.5/ 15 required services)** Through this chapter, the student will be required to understand the theories and

practices, and the importance of Manicure & Pedicure & Nail Extension

- ND- CO NAIL'S DISEASES (37.5)** By the end of the chapter, the student will have acquired knowledge of different types sicknesses and deficiencies of the nails.
- TU- CO NAILS TECHNIQUE (37.5/ 5 required services)** In this Unit, the students will learn the procedures for nails' advanced techniques.
- HS- CO HAIRSTYLING (37.5/ 70 required services)** The unit will allow the student to recognize different alternatives of hairstyles, utilizing a variety of implements and equipment to create effects either on curled or straight hair.
- BHC- CO ELEMENTS OF BASIC HAIRCUT (37.5)** Through this unit, the student will learn to explain why professional haircut the base for hairstyling is, analyze the hair and scalp, and recognize and explain the instruments and tools for different haircuts.
- TCB- CO BASIC CUTTING TECHNIQUES (37.5/40 required services)** During this Unit, the students will learn different basic cutting techniques and they will be able to explain how a professional cut is the basic style in the beauty salon.
- CT- CO COLOR THEORY (37.5)** Students will enter the fabulous world of color and its effects of light and illumination at a basic level.
- TPC- CO COLOR TYPES (37.5/ 15 required services)** The student will learn the types of hair color.
- HC- CO HAIRCUT (37.5/25 required services)** This unit will require the student to acquire theory and perform practices that are necessary to learn complete techniques such as: different forms of cutting and styling hair and how to utilize regular shears, from regular cutting shears to different types of shears.
- TT- CO TEXTURIZING TECHNIQUE (37.5/25 required services)** By the end of the chapter, the student will have acquired knowledge of different texturing technique.
- EC- CO COLOR ELEMENTS (37.5) 10 required services.** During this unit, the students will learn to demonstrate application techniques and color techniques.
- TC- CO COLORING (37.5/10 required services)** The student will enter again the world of color and its effects of light and illumination. They will understand the practices and importance of coloring techniques, and of the "Millennium Colorist" in changing image.
- LIG- CO LIGHTENING (37.5/20 required services)** Through this unit the student will learn different types of hair lighteners, procedures, techniques, and safety measures.
- TEC- CO TONERS AND SPECIALS EFFECTS HAIRCOLORING (37.510 Required Services)** This unit allows the students to develop knowledge about the toners and specials effects hair coloring.
- QM- CO CHEMISTRY (37.5)** This chapter will provide information on organic and inorganic chemistry, forms of matter, elements, compounds, and mixtures.
- PCH- CO PRODUCT CHEMISTRY (37.5)** This chapter will provide information such as utilizing the safe use of chemical products and cosmetics in the salon.
- TTQ- CO CHEMICAL TEXTURE TECHNIQUES (37.5)** This unit allows students to implement their knowledge of permanent waves, and learn to observe safety recommendations when offering this kind of service
- OP- CO PERMANENT WAVING (37.5/35 required services)** this unit permits the student to enhance their knowledge on perms and safety measures related to perming. Students will learn to create, through various products, varied results and effects in waves to meet the expectations of their clients.
- CHA- CO CHEMICAL RELAXING FOR THE HAIR (37.5)** in this unit the student will acquire knowledge of different types of chemical straightening for hair.
- CHR- CO CHEMICAL RELAXING (37.5/ 30 required services)** In this unit the student will acquire knowledge that will permit them to recognize the various services on the relaxation of the hair, the appropriate safety measures, and their use in conjunction with the client's preferences.
- CM- CO COSMETICS FOR MAKEUP (37.5)** This unit will provide the student with theoretical skills on cosmetics for makeup.
- MUP- CO MAKEUP (37.5/10 required services)** This unit will provide students with theory and skills in makeup, learning how to bring out the most attractive facial features and hide the less attractive ones.
- SA- CO SALON MANAGEMENT (37.5)** this unit will allow the student acquire understanding about insurance, sales, psychology, accounting, administration including payroll deductions for the required payment of taxes as established by the government.
- LF- CO LAWS OF FLORIDA (37.5)** this unit will allow the student to acquire understanding about mercantile laws, insurance, sales, psychology, and laws regarding accounting practices.

GRADUATION REQUIREMENTS:

- A. Complete 1500 hours of training with a minimum average of 75% for satisfactory progress and pass all theory and practice exams required.
- B. Graduates of this Spanish speaking program may encounter employment limitations due to the fact that most businesses require fluency in the English language.

Language

This program is taught in Spanish only, but some instructors provide help in English if required. **COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED**

DIPLOMA

A Diploma will be conferred once all graduation requirements have been met and financial obligations with the institution have been satisfied.

LEGEND:

LF-CO

(LF) NAME OF UNIT LAWS OF FLORIDA

(CO) NAME OF PROGRAM COSMETOLOGY

PROGRAM FORMAT

- a- Distance education method ZOOM AND CANVAS platforms
- b- Lectures (Power Point) Zoom Platform
- c- Audio Visual Materials (Videos) Zoom Platform
- d- Practical on Campus and Theory Worksheets Zoom
- e- Illustrations (Videos)
- f- Written and Practical Evaluations (CANVAS) Zoom and on Campus
- g- Practical Demonstrations on Campus

GRADING SYSTEM

The school bases its grades on the results of written theory exams, clinic work, and practical examinations. The student's professionalism and conduct are also taken into account. Following is the academic value system the school uses for grading purposes:

Excellent	100% - 90% "A"	4 points
Good	89% - 80% "B"	3 points
Passing	79% - 75% "C"	2 points
Failing	74% - 0% "F"	0 points

Students are given the opportunity to make up failed exams to improve their grades. (Requires instructor's approval). Periodic examinations, lectures (theory) and practice are part of the school's academic procedures. Weekly grades are averaged into monthly grades. Academic level exams are required at the end of each academic level period.

STUDENT RECORDS:

All hours, services and grades are recorded and kept on file for students' review. If a student is not accepted, or cancel enrollment, his record will remain in the school for 1 year.

Nouvelle Institute retains student records permanently. If the school should close, the student's files will be submitted to the Commission for Independence Education.

ADMISSIONS REQUIREMENTS:

To be admitted to the school, the applicant must have a High School diploma, general Equivalency Diploma (GED), or the ability to benefit from the program. If the applicant is 16 years old or older and does not have a high school diploma or GED they must demonstrate their ability to benefit from the program by passing the Wonderlic exam with a high score of 200/verbal and 210 quantitative points for English, and 15 point for students taking the exam in Spanish. Students who choose the ATB option are not eligible for Title IV funds (Pell, SEOG & Work Study),

PROGRAMS OF STUDY ADVANCED COSMETOLOGY

(This program is not
available in Distance

Education

750 Hours

OBJECTIVES:

The Program of **Advanced Cosmetology** is designed for graduate students of Cosmetology who have an interest to continue studies at an advanced level in Cosmetology. They may be employed as Cosmetologist, Hair Specialist and salon manager among other positions.

PROGRAM DESCRIPTION:

This Program is a comprehensive study, through lecture and practical experience, of the advanced principles of Cosmetology. Among the topics studied are the chemistry of color, hair, cut, hairstyling, and the products and equipment the students will use in their career.

The Institution follows an independent course numbering system to assign courses in accordance with program requirements. The system is designed to identify courses and differentiate the level of study. Courses are numbered sequentially and assigned a letter prefix depicting the program title.

LICENSE REQUIREMENT FOR EMPLOYMENT: Cosmetology License

The type of financial aid for all those **who qualify** are **Pell Grant, SEOG and College Work funds.**

COMPLETION TIME:

5 hours a day, 4 days a week= 37 weeks= 9 months

Maximum time frame= 13 months

4 hours a day, 4 days a week = 46 weeks = 11 months

Maximum time frame= 16 months

The institution uses the one two or three acronyms to identify the name of the unit and 2 or three acronyms to identify the name of the program.

There is a legend for an easy understanding of the system used to identify the content of the program.

Services= 280

Each unit divides the time as follows:

AHE-CA	ADVANCED HAIRSTYLE ELEMENTS (37.5/ required services 15) At the end of the chapter the student will learn to value the importance of the projecting a positive image, dressing adequately, and relationships in the environment of a beauty salon.
AHT-CA	ADVANCED HAIRSYLE TECHNIQUE – BACTERIOLOGY AND HIV (37.5/ required services 15): By the end of the chapter the student will identify the importance of bacteriology, sterilization equipment, and will reinforce information previously acquired about HIV. The student will also learn about advanced hairstyling technique.
SAH-CA	STRUCTURE OF ADVANCED HAIRSTYLING (1 credit 37.5 hours / 15 required services) This unit contains a review of technical and basic cosmetology procedure and proceeds to teach harmony and precision in basic hairstyles, combining two or more techniques to create color contrasts, and design of commercial and artistic hairstyling.
TVH-CA	TECHNIQUES OF VOLUME IN ADVANCED HAIRSTING (37.5/ required services 15) The student will identify the level of volume required to create a design with success using different types of materials
AC-CA	ADVANCED COLOR (37.5/ 20 required services) Through this unit the student will learn to interpret the hair cut graph, identify the motor points, interpret color graphs, and "make" the hair cut with color technique.

LHD-CA	LONG HAIR COLOR DESIGNS (37.5/ 15 required services) The student will be able to offer consultations about advanced-level color designs in long hair. Will illustrate how to create color contrasts and create color dimension.
SHT-CA	HIGH TECHNOLOGY STYLING (37.5/ 15 required services) Through this unit, the student will learn to sort materials and equipment used to create volume and height, use hairpieces to create volume with attachments, various simple work techniques, develop high-tech styling based on different topics and cultures, and use special techniques for the final effect.
LFD-CA	LONG HAIR FANTASY DESIGN (37.5/ required services 15) The student will be able to offer consultations at advanced level on fantasy in hair designs; the student will learn different types of materials, products, and techniques of fantasy work to use in creating hairstyles on long hair.
UMP-CA	USE AND PREVENTIVE MEASURES OF PRODUCTS (37.5) Through this unit, the student will learn to define and classify products for cleaning and maintenance and summarizing the data of the five best- known professional lines.
UHP-CA	USE OF HAIRSTYLING PRODUCTS (37.5) The student will identify each hairstyling product and their uses, procedures for each product, and the importance of the same.
IAC-CA	INTRODUCTION TO ADVANCED CUTTING TECHNIQUES (37.5/ required services 15) The student will identify the cleaning and procedures for the cuts and will obtain knowledge of haircutting vocabulary at an advanced level.
GCM-CA	MULTIPLE HAIRCUTS GRAPHICS (37.5/ 15 required services) Through this unit, the student will learn to define each symbol, establish the lines to use, identify the various design line, subdivide the capillary structure, and establish the importance of the knowledge to create graphs.
HD-CA	HAIRCUT DESIGN (1 credit / 37.5 hours / required services 15). The student will learn to use the procedure of a custom layout as well as the importance of this technique.
HEC-CA	HAIRCUTS AND THE EFFECTS OF COLOR (37.5/ 15 required services). Through this unit the student will learn to define the design lines, pre-view and analyze the haircut to adjust the color effects, analyze the various techniques of color effects and application and removal of color.
SCC-CA	STRUCTURE OF HAIRCUT AND COLOR (37.5/ required services 15). The student will learn to identify the procedure to follow in order to perform various structures of cut and color
GCU-CA	UNEVEN HAIRCUT GRAPH (37.5/ 15 required services). The student will learn to identify the procedure to follow to make uneven cuts with different tools.
GCD-CA	DELINEATED HAIRCUT GRAPH (37.5/ required services 15) The student will learn to analyze and discuss each of the haircut graphs. Analyze delineated cuts and compare the haircuts learned and combine the design lines with the new ones learned to perform innovative cuts.
WT-CA	WIN TECHNIQUES (37.5/ 15 required services). The student will learn to identify the procedures to follow to make cut and hairstyles in the category of Win and will learn the use of extensions to create hairstyles of dimension on short hair.
AM-CA	ADVANCED MAKEUP (37.5/ 20 required services). Through this unit, the student will learn more about the products and materials that will be used in this service, safety measures, bridal makeup techniques, casual, elegant and smoky designs, and the makeup lines to use according to the theme of the competition.
FME-CA	FANTASY MAKEUP AND ESPECIAL EFFECTS (37.5/ 15 required services). The student will learn to create fantasy makeup with special effects inspired by animals, arts, and eras.

GRADUATION REQUIREMENTS:

- A. Complete 750 hours of training with a minimum average of 75 % with satisfactory progress and pass all the theory and practice exams required.
- B. Graduates of this Spanish speaking program may encounter employment limitations due to the fact that most businesses require fluency in the English language.

LANGUAGE

This program is taught in Spanish only, but some instructors may help in English if required. **COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED**

DIPLOMA

A Diploma will be conferred once all graduation requirements have been met and financial obligations with the institution have been satisfied.

LEGEND:

AHE-CA

(AHE) NAME OF UNIT ADVANCED HAIRSTYLE ELEMENTS

(CA) NAME OF PROGRAM ADVANCED COSMETOLOGY

PROGRAM FORMAT

- b- Lectures (Power Point)
- c- Audio Visual Materias (Videos)
- d- Practical and demonstration
- e- Illustrations (Videos)
- f- Written and Practical Evaluations

GRADING SYSTEM

The school bases its grades on the results of written theory exams, clinic work, and practical examinations. The student's professionalism and conduct are also taken into account. Following is the academic value system the school uses for grading purposes:

Excellent	100% - 90% "A"	4 points
Good	89% - 80% "B"	3 points
Passing	79% - 75% "C"	2 points
Failing	74% - 0% "F"	0 points

Students are given the opportunity to make up failed exams to improve their grades. (Requires instructor's approval). Periodic examinations, lectures (theory) and practice are part of the school's academic procedures. Weekly grades are averaged into monthly grades. Academic level exams are required at the end of each academic level period.

STUDENT RECORDS:

All hours, services and grades are recorded and kept on file for students' review. If a student is not accepted, or cancel enrollment, his record will remain in the school for 1 year.

Nouvelle Institute retains student records permanently. If the school should close, the student's files will be submitted to the Commission for Independence Education.

ADMISSIONS REQUIREMENTS:

To be admitted to the school, the applicant must have a High School diploma, general Equivalency Diploma (GED), or the ability to benefit from the program. If the applicant is 16 years old or older and does not have a high school diploma or GED they must demonstrate their ability to benefit from the program by passing the Wonderlic exam with a high score of 200/verbal and 210 quantitative points for English, and 15 point for students taking the exam in Spanish. Students who choose the ATB option are not eligible for Title IV funds (Pell, SEOG & Work Study). In case of the Advanced Cosmetology program it is also required to provide a diploma from a Cosmetology as part of the admissions requirements.

PROGRAMS OF STUDY
SKIN CARE & BODY TREATMENT
40 % of Distance Education and 60 % of Laboratory of Classroom Practices on Campus
1125 Hours

OBJECTIVES

This program is designed to provide students with the combined distance learning in theory and practical skills of a Professional Skin Care Technician, Manicure/Pedicure/Nail Extensions Technician on Campus, and to provide more opportunities in the esthetician field. Upon completion of this program the graduate will be able to register as a Full Specialist and Make-up Specialist.

PROGRAM DESCRIPTION

A comprehensive study through theory and practical experience of the principles Skin Care, Manicure & Pedicure & Nail Extension, and Body Treatment. The Institution follows an independent course numbering system to assign courses in accordance with program requirements. The system is designed to identify courses and differentiate the level of study. Courses are numbered sequentially and assigned a letter prefix depicting the program title.

LICENSE REQUIREMENT FOR EMPLOYMENT: Full Specialist License

The type of financial aid for all those **who qualify** are **Pell Grant, SEOG and College Work funds.**

COMPLETION TIME:

5 hours a day, 5 days week = 45 weeks = 11 months

Maximum time frame = 15.5 month.

4 hours a day, 4 days week = 70 weeks = 17.5 months

Maximum time frame = 25 month.

The institution uses the one two or three acronyms to identify the name of the unit and 2 or three acronyms to identify the name of the program. There is a legend for an easy understanding of the system used to identify the content of the program.

Services-335 Each unit divides the time as follows:

- CAF-SKB HUMAN ANATOMY (37.5)** at the end of this unit, the student will have learned the main muscles in the body and the circulatory system
- N-SKB NUTRITION (37.5)** The student will learn to define the concepts of nutrition and the importance they have on health. Also, they will know about the metabolism, and different types of diabetes and their results.
- CSA-SKB COSMETIC SURGERY AND AROMATHERAPY (37.5/ 10 required services)** in this unit the student will be able to identify the different types of cosmetic surgery and the process post-operation. They will also learn about aromatherapy techniques applied during the corporal treatment.
- EEA-SKB ELECTRICITY (37.5)** In this unit the students will learn to define, and the concepts of, electric current, its functions and safety measures.
- EA-SKB ESTHETICS APARATOLOGY (37.5/ 50 required services)** The student will learn the requirements and concepts to manage and use the different types of equipment for the procedures of corporal treatments.
- MT-SKB MASSOTHERAPY TECHNIQUES (37.5/ 15 required services)** At the end of this unit, the student will know the general concept of massage therapy by hand for the body structure and several treatments used for the body therapy.
- ABE-SKB PRINCIPAL ALTERATIONS OF BODY ESTHETIC (37.5)** The student will learn the concept and definition of altered obesity, cellulite, and discomposure of circulation.
- TEA-SKB WRAPPING AND EIR APPARATOLOGY (37 hours / 15 services)** This Unit will provide the student with theoretical and practical knowledge about the different types of envelopes and equipment that can be used to obtain efficient results in the appearance of cellulite, reduction, sagging and other alterations of body aesthetics.
- BHR-SKB BODY HAIR REMOVAL (37.5/15 required services)** This unit will allow the students to learn methods of eliminating unwanted body hair permanently or temporarily and in unusual parts of the body.
- HMM-SKB HYGIENE, MAINTENANCE, METHODOLOGY AND SAFETY MEASURES OF THE ESTHETICS CABIN (37.5)** At the end of this unit the student will have reached the methods to define and acknowledge concepts concerning good hygiene and how to maintain the esthetics cabin or room using appropriate techniques and procedures of security and cleanliness.
- AC-SKB COMBINED APARATOLOGY (37.5/10 required services)** This unit will permit the student to learn the requirements and concepts on how to manage and use the different types of equipment for the procedures of corporal treatments.

- ISF-SKB PROFESSIONAL IMAGE, SALON MANAGEMENT AND LAWS OF FLORIDA (37.5)** This unit will introduce the student to recognize the significance of "Skin Care & Body Treatment" or the proper learning of having good skin condition, the right treatments for body and skin care, and of course, its different alternatives for employment. Will also learn to communicate efficiently with co-workers, and to define professional ethics, recognizing the goals that will help maintain the body and mind. In addition, the students will learn important information regarding administration and accounting rules, commercial laws and payroll and tax deductions.
- BAD-SKB BACTERIOLOGY APPLIED TO ESTHETICS, DECONTAMINATION AND DISEASE CONTROL (37.5)** This unit was created for the student to recognize and learn about the different types of bacteria, their growth, and the importance of sterilization to avoid transmitting any diseases; and learn the definition of AIDS (HIV).
- CAP -SKB CELLS, ANATOMY and PHYSIOLOGY (37.5)** This unit will allow the study of human body structure, its function and composition, the study of the cells that are the basis of all the living organisms in the body.
- SK-SKB THE SKIN (37.5)** Through the chapter, the students will learn the composition and the care of the skin
- DSK-SKB SKIN DISORDERS (37.5)** This unit will allow the students to learn about skin disorders and their causes.
- SC-SKB SKIN CARE (37.5)** At the end of this chapter the students will know everything necessary regarding skin care, the different types of skin, and the different treatments for each type.
- AT-SKB FACIAL & AROMATHERAPY (37.5/ 50 required services)** Through this chapter, the students acquire the necessary knowledge in order to perform facial treatments using basic techniques. They will also have the opportunity to learn the history of aromatherapy, its products, methods and benefits.
- AF-SKB APARATOLOGY APPLIED TO FACIALS (37.5/ 20 required services)** This unit permits the students to develop facial treatments using advanced techniques by recognizing and applying the different products and equipment.
- UFR-SKB UNWANTED FACIAL HAIR REMOVAL (37.5/20 required services)** This unit will permit the student to learn the methods of hair removal in a permanent or temporary manner on areas of the face and other unusual parts.
- MAK-SKB MAKEUP (37.5/25 required service)** This unit will provide the student with skills and theory in makeup practices, learning how to bring out the most attractive facial features and to hide the less attractive ones
- ISF -SKB MANICURIST'S PROFESSIONAL IMAGE, SALON MANAGEMENT AND LAWS OF FLORIDA. (37.5)** This unit will lead the student to recognize the significance of "Manicure & Pedicure, Nail Extensions" work, its different alternatives for employment, management rules, including tax deductions and commercial laws. In addition, students learn to communicate efficiently with co-workers, and to define the professional ethic of recognizing the goals that will help maintain the body and mind.
- BAM-SKB BACTERIOLOGY APPLIED TO THE MANICURIST, DECONTAMINATION AND DISEASE CONTROL (37.5)** This unit was created for students to recognize and learn the different types of bacteria, their growth and the importance of sterilization from the perspective of the nail salon and this way they can avoid transmitting diseases. They also learn how to define AIDS/HIV.
- ND-SKB THE NAIL AND ITS DISORDERS (37.5)** Through the chapter, the student will be required to understand the concept of anatomy and nails, nails failures, conditions, diseases, and their symptoms.
- MA-SKB MANICURE (37.5/ 20 required services)** This unit follows the manicure service. The student will learn the techniques on how to care for his/her nails.
- PE-SKB PEDICURE (37.5/ 10 required services)** this unit will permit the student to develop skills and acquire theory and practice in the artistic services of pedicure.
- TE-SKB TIPS EXTENSIONS SCULPTURED NAILS (38/ 25 required services)** This unit permits the student to develop the knowledge necessary to recognize the different types of nail/tip extension of nails and acrylics
- SN-SKB SCULPTURED NAILS (37.5/ 20 required services)** By the end of the unit, the student will have acquired necessary skills to develop the nail sculpture and its forms.
- MWR-SKB NAIL MENDING, WRAPS AND REFILLS (37.5/ 20 required services)** In this unit, the student will acquire the abilities and skills to repair a nail, the different types of tip wraps, and will be able to maintain the nail with refills.
- GAR-SKB GEL AND ARTIFICIAL NAILS REMOVAL (37.5/ 20 required services)** This unit will permit the student to develop and acquire the skills and the procedure of the necessary service of maintaining the different types of gel nails. By the end of the unit, they will also have learned the various procedures for removal of artificial nails.
- PNA-SKB NAIL POLISH AND NAIL ART (37.5/ 10 required services)** This unit is designed to develop the art of painting the nails, through the process' rules, concepts and color theory. They will also learn to create designs of fantasy and use different materials with skill.

GRADUATION REQUIREMENTS:

- A. Complete the total of 1125 hours of training with a minimum average of 75% for satisfactory progress and pass all theory and practice exams required.
 B. Graduates of this Spanish speaking program may encounter employment limitations due to the fact that most businesses require fluency in the English language.

LANGUAGE

This program is taught in Spanish only, but some instructors provide help in English if required. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED

DIPLOMA

A Diploma will be conferred once all graduation requirements have been met and financial obligations with the institution have been satisfied.

LEGEND:

N-SKB

(N) NAME OF UNIT NUTRITION

(SKB) NAME OF PROGRAM SKIN CARE & BODY TREATMENT

PROGRAM FORMAT

a- Distance education method ZOOM AND CANVAS platforms

b- Lectures (Power Point) Zoom Platform

c- Audio Visual Materias (Videos) Zoom Platform

d- Practical on Campus and Theory Worksheets Zoom

e- Illustrations (Videos)

f- Written and Practical Evaluations (CANVAS) and on Campus

g- Practical Demonstrations on Campus

GRADING SYSTEM

The school bases its grades on the results of written theory exams, clinic work, and practical examinations. The student's professionalism and conduct are also taken into account. Following is the academic value system the school uses for grading purposes:

Excellent 100% - 90% "A" 4 points

Good 89% - 80% "B" 3 points

Passing 79% - 75% "C" 2 points

Failing 74% - 0% "F" 0 points

Students are given the opportunity to make up failed exams to improve their grades. (Requires instructor's approval). Periodic examinations, lectures (theory) and practice are part of the school's academic procedures. Weekly grades are averaged into monthly grades. Academic level exams are required at the end of each academic level period.

STUDENT RECORDS:

All hours services and grades are recorded and kept on file for students' review. If a student is not accepted, or cancel enrollment, his record will remain in the school for 1 year.

Nouvelle Institute retains student records permanently. If the school should close, the student's files will be submitted to the Commission for Independence Education.

ADMISSIONS REQUIREMENTS:

To be admitted to the school, the applicant must have a High School diploma, general Equivalency Diploma (GED), or the ability to benefit from the program.

If the applicant is 16 years old or older and does not have a high school diploma or GED they must demonstrate their ability to benefit from the program by passing the Wonderlic exam with a high score of 200/verbal and 210 quantitative points for English, and 15 point for students taking the exam in Spanish.

Students who choose the ATB option are not eligible for Title IV funds (Pell, SEOG & Work Study),

PROGRAMS OF STUDY

FULL SPECIALIST 750 Hours

40 % of Distance Education and 60 % of Laboratory of Classroom Practices on Campus

OBJECTIVES

This program is developed to provide students with the combined distance learning theory and practical skills on Campus of a Facial Specialist as well as Manicurist/Pedicurist. Upon successful completion of this program, the graduate will be able to register as a Full Specialist and to engage in this profession.

PROGRAM DESCRIPTIONS:

A comprehensive study through theory and practical experience of the principles of Skin Care, Manicure, Pedicure & Nail Extensions Techniques.

The Institution follows an independent course numbering system to assign courses in accordance with program requirements. The system is designed to identify courses and differentiate the level of study. Courses are numbered sequentially and assigned a letter prefix depicting the program title.

LICENSE REQUIREMENT FOR EMPLOYMENT: Full Specialist License

The type of financial aid for all those **who qualify** are **Pell Grant, SEOG and College Work funds.**

COMPLETION TIME

5 hours a day, 5 days a week = 30 weeks = 7.5 months Maximum time frame = 11 month.

4 hours a day, 4 days a week = 46 weeks = 11 months Maximum time frame = 16 month.

The institution uses the one two or three acronyms to identify the name of the unit and 2 or three acronyms to identify the name of the program.

There is a legend for an easy understanding of the system used to identify the content of the program.

Services – 235 Each unit divides the time as follows:

ISF-FUL PROFESSIONAL IMAGE, SALON MANAGEMENT AND LAWS OF FLORIDA (37.5) This unit will lead the student to recognize the significance of "Skin Care & Body Treatment" or the proper learning of having good conditions of the Skin, like the right treatments for body and skin care, and of course, its different alternatives for employment. Will learn to communicate efficiently with co-workers and to define the professional Ethnic of recognizing the goals that will help maintain the body and mind. In addition, the students will learn important issues regarding administration, and about accounting rules, commercial laws and payroll and tax deductions.

BAD-FUL BACTERIOLOGY APPLIED TO THE ESTHETICIAN, DECONTAMINATION AND DISEASE CONTROL (37.5) The student will recognize and learn the different types of bacteria, their growth and the importance of sterilization to be able to avoid from transmitting any diseases and learn the definition of AIDS (HIV).

CAP-FUL CELLS, ANATOMY and PHISIOLOGY (37.5) This unit is about the study of the human body structure, its function and composition, and the study on cells that are the basics of all the living organisms in the body.

SK-FUL THE SKIN (37.5) Through the chapter, the students will learn the composition of the skin and its care.

DSK-FUL SKIN DISORDERS (37.5) This unit will allow the students to learn about skin disorders and their causes.

SC-FUL SKIN CARE (37.5) By the end of this chapter, the students will know everything regarding the care of the skin, the different types of skin and the different treatments for each type.

AT-FUL FACIAL & AROMA THERAPY (37.5/ 50 required services) Through this chapter, the students acquire the necessary knowledge to perform facial treatments with basic techniques. They will have the opportunity to learn the history of aromatherapy, its products, methods and benefits.

- AF-FUL** **APARATOLOGY APPLIED TO FACIALS (37.5/ 20 required services)** This unit allows the students to develop facial treatments with advanced techniques by recognizing and applying the different products and equipment.
- UFR-FUL** **UNWANTED FACIAL HAIR REMOVAL (37.5/20 required services)** This unit will allow the student to learn the methods of hair removal in a permanent or temporary manner in areas of the face and other unusual parts.
- MAK-FUL** **MAKEUP (37.5/25 required service)** This unit will provide the student with skills, theory, and makeup practices, learning how to bring out the most attractive facial features and hide the less attractive.
- ISF -FUL** **MANICURIST'S PROFESSIONAL IMAGE, SALON MANAGEMENT AND LAWS OF FLORIDA (37.5)** This unit will lead the student to recognize the significance of "Manicure & Pedicure, Nail extension", its different alternatives for employment, administration rules, including tax deductions and commercial laws. Will learn to communicate efficiently with co-workers, and to define the professional Ethic of recognizing the goals that will help maintain the body and mind.
- BAM-FUL** **BACTERIOLOGY APPLIED TO THE MANICURIST, DECONTAMINATION AND DISEASE CONTROL (37.5)** This unit was created for the student in order to recognize and learn the different types of bacteria, their growth and the importance of sterilization from the perspective of the nail salon to avoid transmitting disease. Will also learn how to define AIDS/HIV.
- ND-FUL** **THE NAIL AND ITS DISORDERS (37.5)** Through the chapter, the student will be required to understand the concept of anatomy and nails, nails/malfunction, diseases, and symptoms.
- MA-FUL** **MANICURE (37.5/ 20 required services)** This unit follows the manicure service. The student will learn the techniques on how to care for his/her nails.
- PE-FUL** **PEDICURE (37.5/ 10 required services)** This unit will permit the student to develop skills, acquire theoretical knowledge, and practice the artistic services of pedicure.
- TE-FUL** **TIPS EXTENSIONS (37.5/ 20 required services)** This unit allows the student to develop the knowledge necessary to recognize the different types of nail/tip extensions and acrylics.
- SN-FUL** **SCULPTURED NAILS (37.5/ 20 required services)** By the end of the unit, the student will have acquired the necessary skills to develop a nail sculpture and its forms.
- MWR-FUL** **NAIL MENDING, WRAPS, AND REFILLS (37.5/ 20 required services)** In this unit, the student will acquire the abilities and skills to repair a nail, the different types of tips, and be able to maintain the nail with refills.
- GAR-FUL** **GEL AND ARTIFICIAL NAILS REMOVAL (37.5/20 required services)** This unit will allow the student to develop and acquire the skills and the procedure of the necessary services to maintain the different types of gel nails. Will learn the varied procedures for artificial nail removal.
- PNA-FUL** **NAIL POLISH AND NAIL ART (37.5/ 10 required services)** This unit will lead to development of the art of painting the nails through the processes, rules, concepts and theories of color. Students will also learn to create fantasy designs and to use different materials with skill.

GRADUATION REQUIREMENTS:

- A. Complete the total of 750 hours of training with a minimum average of 75% for satisfactory progress and pass all theory and practice exams required.
 B. Graduates of this Spanish speaking program may encounter employment limitations due to the fact that most businesses require fluency in the English language.

LANGUAGE

This program is taught in Spanish only, but some instructors provide help in English if required. **COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED**

DIPLOMA

A Diploma will be conferred once all graduation requirements have been met and financial obligations with the institution have been satisfied.

PROGRAM FORMAT

- a- Distance education method ZOOM AND CANVAS platforms
- b- Lectures (Power Point) Zoom Platform
- c- Audio Visual Materias (Videos) Zoom Platform
- d- Practical on Campus and Theory Worksheets Zoom
- e- Illustrations (Videos)
- f- Written and Practical Evaluations (CANVAS) and on Campus
- g- Practical Demonstrations on Campus

LEGEND:

ISF-FUL

(ISF) NAME OF UNIT ORIENTATION AND PROFESSIONAL IMAGE

(FUL) NAME OF PROGRAM FULL SPECIALIST

GRADING SYSTEM

The school bases its grades on the results of written theory exams, clinic work, and practical examinations. The student's professionalism and conduct are also taken into account. Following is the academic value system the school uses for grading purposes:

Excellent	100% - 90% "A"	4 points
Good	89% - 80% "B"	3 points
Passing	79% - 75% "C"	2 points
Failing	74% - 0% "F"	0 points

Students are given the opportunity to make up failed exams to improve their grades. (Requires instructor's approval). Periodic examinations, lectures (theory) and practice are part of the school's academic procedures. Weekly grades are averaged into monthly grades. Academic level exams are required at the end of each academic level period.

STUDENT RECORDS:

All hours, services and grades are recorded and kept on file for students' review. If a student is not accepted, or cancel enrollment, his record will remain in the school for 1 year.

Nouvelle Institute retains student records permanently. If the school should close, the student's files will be submitted to the Commission for Independence Education.

ADMISSIONS REQUIREMENTS:

To be admitted to the school, the applicant must have a High School diploma, general Equivalency Diploma (GED), or the ability to benefit from the program. If the applicant is 16 years old or older and does not have a high school diploma or GED they must demonstrate their ability to benefit from the program by passing the Wonderlic exam with a high score of 200/verbal and 210 quantitative points for English, and 15 point for students taking the exam in Spanish. Students who choose the ATB option are not eligible for Title IV funds (Pell, SEOG & Work Study),

PROGRAMS OF STUDY

SKIN CARE

40 % of Distance Education and 60 % of Laboratory of Classroom Practices on Campus

375 Hours

OBJECTIVES:

This program is designed to provide students with combined distance learning theory and practical skills on campus to register and work as a Skin Specialist.

PROGRAM DESCRIPTIONS:

This program is a comprehensive study through lecture and practical experience of new concepts in the training of men and women for careers as estheticians. The Institution follows an independent course numbering system to assign courses in accordance with program requirements. The system is designed to identify courses and differentiate the level of study. Courses are numbered sequentially and assigned a letter prefix depicting the program title.

LICENSE REQUIREMENT FOR EMPLOYMENT” Skin Care License

The type of financial aid for all those **who qualify** are: N/A

COMPLETION TIME:

5 hours a day, 5 days a week = 15 weeks = 3.7 months

Maximum time frame = 5.5 month.

4 hours a day, 4 days a week = 23 weeks = 5 months

Maximum time frame = 7.5 month.

The institution uses the one two or three acronyms to identify the name of the unit and 2 or three acronyms to identify the name of the program.

There is a legend for an easy understanding of the system used to identify the content of the program.

Services - 115 Each unit divides the time as follows:

- ISF-SK PROFESSIONAL IMAGE, SALON MANAGEMENT AND LAWS OF FLORIDA (37.5)** This unit will introduce the student to recognize the significance of “Skin Care & Body Treatment” and the proper learning of having good conditions of the Skin, like the right treatments for body and skin care, and of course, its different alternatives for employment. Will learn to communicate efficiently with co-workers, and to define the professional Ethnics of recognizing the goals that will help maintain the body and mind. In addition, the students will learn important issues regarding management, and about accounting rules, commercial laws, and payroll and tax deductions in salaries of the employees.
- BAD-SK BACTERIOLOGY APPLIED TO THE ESTHETICIAN, DECONTAMINATION AND DISEASE CONTROL (37.5)** This unit was created for the student to recognize and learn the different types of bacteria, their growth, and the importance of sterilization to avoid transmitting any sicknesses and learn the definition of AIDS (HIV).
- CAP-SK CELLS, ANATOMY and PHISIOLOGY (37.5)** this unit will permit the study of human body structure, its function and composition, and the study of cells that comprise the basic structure of all the living organisms in the body.
- SK-SK THE SKIN (37.5)** Through the chapter, the students will learn the composition of the skin and its
- DSK-SK SKIN DISORDER (37.5)** This unit will allow the students to learn about skin disorders and their causes.
- SC-SK SKIN CARE (37.5)** At the end of this chapter the students will know everything regarding skin care, the different types of skin and the different treatments for each type.
- AT-SK FACIAL & AROMA THERAPY (37.5/ 50 required services)** Through this chapter, the students acquire the necessary knowledge to perform facial treatments with basic techniques. They will have the opportunity to learn the history of aromatherapy, its products, methods and benefits.
- AF-SK APARATOLOGY APPLIED TO FACIALS (37.5/ 20 required services)** This unit allows the students to develop facial treatments with advanced techniques by recognizing and applying the different products and equipment.
- UFR -SK UNWANTED FACIAL HAIR REMOVAL (37.5/20 required services)** This unit will allow the student to learn the methods of hair removal in a permanent or temporary manner in the areas by the face and other unusual parts.
- MAK-SK MAKEUP (37.5/25 required service)** This unit will provide the student with skills, theory knowledge, and makeup practices, learning how to bring out the most attractive facial features and to hide the less attractive.

GRADUATION REQUIREMENTS:

A. Complete the total of 375 hours/of training with a minimum average of 75% for satisfactory progress and pass all theory and practice exams required.

B. Graduates of this Spanish speaking program may encounter employment limitations due to the fact that most businesses require fluency in the English language.

LANGUAGE

This program is taught in Spanish only, but some instructors provide help in English if required. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED

DIPLOMA

A Diploma will be conferred once all graduation requirements have been met and financial obligations with the institution have been satisfied.

LEGEND:

ISF-SK

(ISF) NAME OF UNIT PROFESSIONAL IMAGE, SALON MANAGEMENT AND LAWS OF FLORIDA

(SK) NAME OF PROGRAM SKIN CARE

PROGRAM FORMAT

- a- Distance education method ZOOM AND CANVAS platforms
- b- Lectures (Power Point) Zoom Platform
- c- Audio Visual Materias (Videos) Zoom Platform
- d- Practical on Campus and Theory Worksheets Zoom
- e- Illustrations (Videos)
- f- Written and Practical Evaluations (CANVAS) and on Campus
- g- Practical Demonstrations on Campus

GRADING SYSTEM

The school bases its grades on the results of written theory exams, clinic work, and practical examinations. The student's professionalism and conduct are also taken into account. Following is the academic value system the school uses for grading purposes:

Excellent	100% - 90% "A"	4 points
Good	89% - 80% "B"	3 points
Passing	79% - 75% "C"	2 points
Failing	74% - 0% "F"	0 points

Students are given the opportunity to make up failed exams to improve their grades. (Requires instructor's approval). Periodic examinations, lectures (theory) and practice are part of the school's academic procedures. Weekly grades are averaged into monthly grades. Academic level exams are required at the end of each academic level period.

STUDENT RECORDS:

All hours, services and grades are recorded and kept on file for students' review. If a student is not accepted, or cancel enrollment, his record will remain in the school for 1 year.

Nouvelle Institute retains student records permanently. If the school should close, the student's files will be submitted to the Commission for Independence Education.

ADMISSIONS REQUIREMENTS:

To be admitted to the school, the applicant must have a High School diploma, general Equivalency Diploma (GED), or the ability to benefit from the program. If the applicant is 16 years old or older and does not have a high school diploma or GED they must demonstrate their ability to benefit from the program by passing the Wonderlic exam with a high score of 200/verbal and 210 quantitative points for English, and 15 point for students taking the exam in Spanish. Students who choose the ATB option are not eligible for Title IV funds (Pell, SEOG & Work Study).

PROGRAMS OF STUDY

40 % of Distance Education and 60 % of Laboratory of Classroom Practices on Campus
MANICURE & PEDICURE & NAIL EXTENSION
338 hours

OBJECTIVES:

This course is designed to provide students with the required distance learning theory and practical skills on campus to register as a Manicure/Pedicure Specialist and to engage in this profession.

PROGRAM DESCRIPTIONS:

Designed to provide students with the required theory and practical skills to register as a Manicure & Pedicure specialist and to engage in this profession. The Institution follows an independent course numbering system to assign courses in accordance with program requirements. The system is designed to identify courses and differentiate the level of study. Courses are numbered sequentially and assigned a letter prefix depicting the program title.

LICENSE REQUIREMENT FOR EMPLOYMENT:

Manicure & Pedicure & Nail Extension

The type of financial aid for all those **who qualify** are: **N/A**

COMPLETION TIME

5 hours a day, 5 days a week = 15 weeks = 3.7 months

Maximum time frame = 5.5 month.

4 hours a day, 4 days a week = 23 weeks = 5 months

Maximum time frame = 7.5 month.

The institution uses the one two or three acronyms to identify the name of the unit and 2 or three acronyms to identify the name of the program.

There is a legend for an easy understanding of the system used to identify the content of the program.

Services-105 **Each unit divides the time as follows:**

ISF- MP	MANICURIST'S PROFESSIONAL IMAGE, SALON MANAGEMENT AND LAWS OF FLORIDA. (37.5) This unit will lead the student to recognize the significance of "Manicure & Pedicure, Nail extensions", the employment opportunities, administration rules including tax deductions, and commercial laws. Will learn to communicate efficiently with co-workers, and to define the professional Ethic of recognizing the goals that will help maintain the body and mind.
BAM-MP	BACTERIOLOGY APPLIED TO THE MANICURIST, DECONTAMINATION AND DISEASE CONTROL (37.5) This unit was created for the student to recognize and learn the different types of bacteria, their growth and the importance of sterilization from the perspective of the nail salon to avoid transmitting diseases. Will also learn to define AIDS/HIV.
ND-MP	THE NAIL AND ITS DISORDERS (37.5) Through the chapter, the student will be required to understand the concept of anatomy and nails, nails malfunctions, diseases, and their symptoms.
MA-MP	MANICURE (37.5/ 20 required services) This unit follows the manicure service. The student will learn the techniques on how to care for his/her nails.
PE-MP	PEDICURE (37.5/ 10 required services) This unit will allow the student to develop skills, acquire theoretical knowledge, and to practice the knowledge that applies to the artistic services of pedicure.
SN-MP	SCULPTURED NAILS TIPS EXTENSIONS (38/ 25 required services) at end of the unit the student will have acquired the necessary skills to develop the nail sculpture and its different forms.
MWR-MP	NAIL MENDS, WRAPS AND REFILLS (37.5/ 20 required services) In this unit, the student will acquire the abilities and skills to repair a nail, the types of tips, and be able to maintain the nail with refills.

GAR-MP GEL AND ARTIFICIAL NAILS REMOVAL (37.5/ 20 required services) This unit will permit the student to develop and acquire the skills and the procedures necessary to maintain the different types of gel nails. By the end of the unit, the student will have learned the variety of procedure for artificial nails removal.

PNA-MP NAIL POLISH AND NAIL ART (37.5/ 10 required services) This unit will lead to the development of the art of painting the nails through the process, rules, concept, and color theory. Students will also learn to create fantasy designs, and to use different materials with great proficiency.

GRADUATION REQUIREMENTS:

- A. Complete the total of 338 hours of training with a minimum average of 75% for satisfactory progress and pass all theory and practice exams required.
- B. Graduates of this Spanish speaking program may encounter employment limitations due to the fact that most businesses require fluency in the English language.

LANGUAGE

This program is taught in Spanish only, but some instructors provide help in English if required. **COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED**

DIPLOMA

A Diploma will be conferred once all graduation requirements have been met and financial obligations with the institution have been satisfied.

LEGEND: ISF- MP

(ISF) NAME OF UNIT MANICURIST'S PROFESSIONAL IMAGE, SALON MANAGEMENT AND LAWS OF FLORIDA

(MP) NAME OF PROGRAM MANICURE & PEDICURE & NAIL EXTENSIONS

PROGRAM FORMAT

a- Distance education method ZOOM AND CANVAS platforms

b- Lectures (Power Point) Zoom Platform

c- Audio Visual Materias (Videos) Zoom Platform

d- Practical on Campus and Theory Worksheets Zoom

e- Illustrations (Videos)

f- Written and Practical Evaluations (CANVAS) and on Campus

g- Practical Demonstrations on Campus

GRADING SYSTEM

The school bases its grades on the results of written theory exams, clinic work, and practical examinations. The student's professionalism and conduct are also taken into account. Following is the academic value system the school uses for grading purposes:

Excellent	100% - 90% "A"	4 points
Good	89% - 80% "B"	3 points
Passing	79% - 75% "C"	2 points
Failing	74% - 0% "F"	0 points

Students are given the opportunity to make up failed exams to improve their grades. (Requires instructor's approval). Periodic examinations, lectures (theory) and practice are part of the school's academic procedures. Weekly grades are averaged into monthly grades. Academic level exams are required at the end of each academic level period.

STUDENT RECORDS:

All hours, services and grades are recorded and kept on file for students' review. If a student is not accepted, or cancel enrollment, his record will remain in the school for 1 year.

Nouvelle Institute retains student records permanently. If the school should close, the student's files will be submitted to the Commission for Independence Education.

ADMISSIONS REQUIREMENTS:

To be admitted to the school, the applicant must have a High School diploma, general Equivalency Diploma (GED), or the ability to benefit from the program. If the applicant is 16 years old or older and does not have a high school diploma or GED they must demonstrate their ability to benefit from the program by passing the Wonderlic exam with a high score of 200/verbal and 210 quantitative points for English, and 15 point for students taking the exam in Spanish. Students who choose the ATB option are not eligible for Title IV funds (Pell, SEOG & Work Study),

TYPES OF PAYMENT, PAYMENT PLANS & FINANCIAL AID

The school accepts payment in cash, certified check, or manager's check: there are payment plans available for those who qualify. Payment plan requires a down payment in the amount of \$25.00 for application fee, and the balance due will be divided into weekly, bi-weekly, and monthly payments during the number of months in the program.

The student must have completed the payment plan by the end of the program. If the student does not fulfill his or her obligation and in spite of the Institution's effort to collect the student does not pay, the non-complying student will be referred to our collection agency.

Under these circumstances, the student will be held liable for the balance due plus collection expenses.

Scholarship and fee waiver policies

The type of financial aid for all those **who qualify** are **Pell Grant, SEOG and College Work funds.**

The Institution offers financial aid for all those **who qualify** to **Pell Grant, SEOG and College Work funds (FWS).**

Federal Grants

Grants typically do not have to be repaid and are usually need-based. Applying for grants is done by completing the FAFSA application at the Financial Aid department Three types of grants that may be awarded are the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal Work Study (FWS).

- **Federal Pell Grant:** A Federal Pell Grant is a free grant that does not have to be repaid. The student must complete the FAFSA in order to determine eligibility for the Federal Pell Grant. If the student is eligible for a Pell Grant, the award amount eligibility ranges from a minimum of \$626 to maximum of \$5,775 for the 2015-2106 award year.

FAFSA applications for the 2015-2016 award year are accepted beginning January 1, 2015 through June 30, 2016.

- **Federal Supplemental Educational Opportunity Grant (FSEOG):** A limited amount of funds from the FSEOG program are available to students with the lowest Expected Financial Contribution (EFC). The information provided on the FAFSA application will be used to determine student eligibility. Awards vary based on financial need and fund availability.

- **Federal Work-Study (FWS):** A limited amount of funds from the FWS program are available to students with the lowest Expected Financial Contribution (EFC). The information provided on the FAFSA application will be used to determine student eligibility. Awards vary based on financial need and fund availability.

CURRICULAR AND EXTRACURRICULAR ACTIVITIES

The school holds social activities each year where students, teachers, and staff unite, share, and further develop their relationship in a friendly and casual environment.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records.

1. The right to inspect and review the student's education records within 45 days of the day from when the Institution receives a request for access. The student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request to identify the record(s) they wish to inspect.

The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution's official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. They should write to the Institution's official responsible for the record clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise them of his or her right to a hearing regarding the request for an amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. The Institution discloses education records without consent to officials of another school, in which a student seeks or intends to enroll.

NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution State In its annual notification that it intends to forward records upon request.

4. A school may disclose personally identifiable information without student consent to the following parties:

- Accrediting agencies
- Alleged victim of a crime
- Authorized organizations conducting educational research
- Parent of a dependent student as defined by the IRS
- Parent of a student under 21 regarding the violation of a law relating to alcohol or abuse
- School officials with legitimate education interests
- U.S. Comptroller General, attorney General, U.S. Department of Education - State and Local Officials

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by State Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5901

FERPA Web site:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

OTHER STUDENT SERVICES

Nouvelle Institute offers the following services to its students.

1. Previous orientation regarding of Zoom and CANVAS platforms used by the Institution, before registering for classes by the staff at the Admission Office.
2. Orientation regarding financial aid programs.
3. Academic orientation by the Academic Director and/or the Institution orientation.

REGISTRAR'S OFFICE. The Registrar's office processes the following documents:

1. Student Certification
2. Diplomas
3. Credit Transcripts
4. Student Certificates
5. Academic Progress
6. Students Withdrawal
7. Grades

This documentation may be requested only by the student or legal guardian if the student is a minor.

FINANCIAL AID OFFICE

The Financial Aid Office has capable and trained professionals regarding financial aid assistance following the criteria established by the Department of Education of the United States for those students who qualify. Currently the institution offers financial assistance through the Title IV Program such as:

- a) Pell Grants
- b) S.E.O.G
- c) Work and Study

This office operates full time and after hours by appointment.

ORIENTATION SERVICES.

The Institution has an Orientation Office which offers the following services:

1. Personal guidance to help students cope with different problems that can affect their academic progress.
2. Orientation services in the orientation and advisement departments provided by a counselor.
3. Orientation services about accommodation or housing, the institution does not have a proper facility for such purposes.
4. Opportunities for the student to replace missed classes in a different class schedule. Operating Zoom in Distance Learning
5. Seminars and educational lectures related to class subjects.
6. Access to student records for inspection without removing them from their area.

7. The Institution respects the right of privacy and does not disclose any kind of information about any student, unless there is a written authorization.
8. Orientation to retake exams for cosmetology and barbering programs and give them the application form.

EMPLOYMENT SERVICES

The main cause of employment services is to put in contact businesses and agencies that have available jobs with those students who are seeking employment. As a part of this service, we assist the students to organize and write their resume, fill out a job application and forms of behavior in a job interview and at work. The institution will help the students in their job search but cannot guarantee they get the job.

Counseling Educational:

The institution considers that Instructors are an important part in supporting and academic advising the students, when they need it.

In case that Instructors determine administrative staff must intervene, they refer the student to the Academic Director and/or Registrar Office who evaluates and advises the student on academic monitoring, enforcing the established Academic Progress Policy.

Financial Aid Advice:

The Financial Aid Offices through its highly qualified officers would guide all prospects and/or students on all available financial aid and eligibility requirements. This office will provide support during the program of studies or according to the duration of the aid the students receive.

Counseling:

Students who need professional counseling will be served by the Academic Director who will provide information on the various options from the existing professional services in Miami and Hialeah, which offer occasional or professional therapies according to the needs of each applicant.

Job Placement Assistance:

The personnel of the Job Placement Office offer the graduates assistance to identify employment opportunities. The services include communication with potential employers, as well as the referral of graduates or employers requesting applicants.

This service is provided without cost to our alumni, and it is available to all graduates regardless of the time since his/her graduation or upon placement.

Students will be given follow-up once they are employed.

However, the Institution cannot guarantee employment to students. Nouvelle Institute prepares professional in the art of beauty and cosmetics. They can compete and get great jobs in fields related to beauty. Some of these positions are:

- Hair Specialist
- Skin Specialist
- Make-up Specialist
- Cosmetologists
- Permanent wave Specialist
- Manicurist

PROCEDURE FOR FILLING AN INSTITUTIONAL COMPLAINT

Any student who understands that his/her rights have been violated or who believes he or she is not being assisted according to the commitment agreed, will be able to file a complaint directly with the Academic Director, the Executive Director, and/or the President of the institution.

Upon receipt of a complaint by officers of the institution, the complaint shall be reviewed in no more than 10 days. If after careful evaluation, the situation cannot be resolved, the complaint should be presented to the institution's complaints and discipline committee. This committee shall meet and review the allegations no later than 21 calendar days after receipt of the complaint. If additional information is required, the student will be notified by letter.

Once the committee has all necessary information, the committee should send a letter to the student within 15 calendar days establishing the steps to be taken to remediate the problem or showing that the allegations have no merit based on the information presented.

OTHER FACTS CONCERNING PROGRAM OF INSTRUCTION THAT ARE LIKELY TO AFFECT THE DECISION OF THE STUDENT TO ENROLL THEREIN.

EXPECTED FINANCIAL COMPENSATION FOR A SUCCESSFUL GRADUATE

Graduate students who have satisfactory academic standing and who comply with all rules and regulations established by law for good job performance can expect to earn an average wage of \$1500.00 or more per month.

PHYSICAL DEMANDS

Prospective students are advised that Cosmetology, Advanced Styling, Esthetician and Body Treatments can expect to be on their feet and arms in the air a substantial amount of time. On the other hand, Nail Technicians remain seated most of the time, and are exposed to chemicals with strong fumes. Students in these programs must always exercise proper posture in order to prolong their ability to remain healthy in the profession.

SAFETY PRECAUTIONS

Safety precautions in the profession require sterilization of equipment, implements, good personal care, and the occasional wearing of gloves and breathing masks.

DISTANCE EDUCATION REQUIREMENT

The applicant must know that all study programs have a distance education component that represents 40 percent of the duration of the program intended to fully cover the teaching of the theory and that the remaining 60 percent of the program is allocated at the time that the program is taught/. Student must comply in the physical facilities on Campus for the realization of all the practices that will evaluate and perfect the required skills of the profession. All transcripts or other documents (official or unofficial) that list the academic achievements received will be identified with the distance education component and that even if you receive your diploma for academic achievement through distance education/, may not be accepted for reciprocity or eligible for license in other states.

These devices must have the technological capacity to download the ZOOM and CANVAS programs, which requires the use of a camera and microphone. All iPhone compatible devices transfer the programs without any problem and the devices that have an Android operating system should make sure that they are 6.1 and above so that they can be used for the purpose of downloading the ZOOM and CANVAS programs. Students will receive technical assistance from administrative staff if necessary to download and learn how to use the applications on their devices.

. The attendance policy applied to distance education will be the same as that used on campus-classes.

The interaction with the instructor with the students will be validated through the ZOOM software programs. This platform provides the ability to record the duration of the teacher's interaction with the student in clock hours. This information will be processed by the registry office and certified by the teacher. These hours will be taken into consideration to establish the time attended and absent time of each student as part of the information necessary to calculate satisfactory progress. In the same way, the attendance of students to their on-campus classes will be considered for the fulfillment of their practices. The sum of both aspects of teaching, will form the hours required to complete the 37.5 established per unit It will be the student's responsibility to register at the beginning of each section of learning distance classes with the assigned identification number. Only then the student can be recognized their attendance. The system will recognize as attended time from when you connect to the section until you disconnect with a maximum time stipulated by the duration of the class. The time in which the student, even if he is online, but does not answer the teacher or show himself on camera, the teacher then checks it, will discount the time as attended.

ADDITIONAL TRAINING

Nouvelle Institute establishes in each unit, additional hours to what is required by the state to deepen more in the curriculum the description of the

established topics, both theoretical and practical. At the end of each study program, the student will have received an additional study time corresponding to the minimum established by the Independent Education Commission, Florida Department of Education. This additional training time facilitates the academic achievement necessary for the professional success of each graduate. Each student will receive in the orientation prior to the enrollment process with a written breakdown of how many additional hours they will receive in each unit of the selected study program.

LICENSURE REQUIREMENTS FOR ALL ACADEMIC PROGRAMS

1. Complete the selected academic program.
2. Approve the final exam administered by the Office of Academic Affairs.
3. Complete the application for the Board exam, by meeting the following requirements:
 - Money order for a fee of \$63.50 in the case of Cosmetology students, and a money order for a fee of \$75.00 for the students of Skin Care & Body Treatment, Full Specialist, and Manicure & Pedicure & Nail Extension, and Skin Care
 - Two passport photos
 - Current HIV Certificate
 - Three stamps
4. The applicant must know that all study programs have a distance education component that represents 40 percent of the duration of the program intended to fully cover the teaching of the theory and that the remaining 60 percent of the program is allocated at the time that the program is taught/. Student must comply in the physical facilities for the realization of all the practices that will evaluate and perfect the required skills of the profession. /You should also know that all transcripts or other documents (official or unofficial) that list the academic achievements received will be identified with the distance education component and that even if you receive your diploma for academic achievement through distance education/, may not be accepted for reciprocity or eligible for license in other states. A signed and dated copy of this disclosure must be in the student's file. The applicant must know before registering that each should have a device that guarantees to receive the distance learning. This device must have the established requirements for downloading the ZOOM program

DISTANCE EDUCATION POLICY

Nouvelle Institute establishes the distance education policy to guarantee the maintenance and control of the new distance education programs that have been approved by the NACCAS accreditation agency; under the condition of having included only the distance education component to the previously approved programs but maintaining the same duration of the program or the content of the study plan. This change will allow us to permanently offer our students the possibility of receiving 40 percent of their study program with the flexibility and benefits that distance education highlights. This component has been specifically aimed at teaching the theory through a well-structured planning that ensures the control of the parameters that allowed to receive authorization for the change. The remaining 60 percent corresponds to the development of practical evaluations on campus under the supervision of the teacher. This policy must always be in unison with the objective and institutional philosophy which aims that the graduate upon completion of his study program, in addition to having the necessary knowledge to obtain a license and be able to practice the profession of his choice, will have developed the skills professional and personal, essential for their professional performance.

The following elements define the procedures used by the institution and are strictly complied with in accordance with state, federal and NACCAS accreditation agency regulations:

1. The interaction with the instructor with the students will be validated through the ZOOM software programs. This platform provides the ability to record the duration of the teacher's interaction with the student in clock hours. This information will be processed by the registry office and certified by the teacher. These hours will be taken into consideration to establish the time attended and absent time of each student as part of the information necessary to calculate satisfactory progress. In the same way, the attendance of students to their on- campus classes will be considered for the fulfillment of their practices. The sum of both aspects of teaching, will form the hours required to complete the 37.5 established per unit.
2. **The institution verifies the identification of each student participating in distance education, assigning him an identification code at the time of the enrollment process, where the prospective student must present, within the admission requirements, an identification that demonstrates her identity. The identification code will be included in the study contract and in the database of the system used by the institution. It will be the student's responsibility to register at the beginning of each section of the distance educational classes on the ZOOM platform with the assigned identification number. Only then will the student be able to recognize her attendance at online classes. The system will recognize as time attended from when you connect to the section until you disconnect with a maximum time stipulated for the duration of the class.**
3. The time in which the student, even if he is online, but does not answer the teacher or show himself on camera, the teacher then checks it, will discount the time as attended.
4. The student cannot connect to another section without the teacher's authorization.
5. The teacher will have the authority to disconnect any student who does not maintain acceptable discipline.
6. It will be mandatory that all students keep their camera and microphone on and participate in classes as required by the teacher.
7. It will be required on occasions when the teacher indicates the use of a second device to be used while it is connected to ZOOM. This additional device will be to open the CANVAS platform which will allow the student to carry out assessments or written assignments under the supervision of the teacher as part of the requirements of each unit.
8. The attendance policy applied to distance education will be the same as that used on campus-classes. This policy is published in the catalog.
9. All assessments that **will** be used to calculate a student's GPA must be performed while the student is physically on campus.
10. Nouvelle Institute has structured the study programs in 40 percent of distance education and 60 percent on campus. For the fulfillment of 60 percent on campus, the student is required to attend the institution for 5 working days a minimum of 2 times a week.
11. All transcripts or other documents (official or unofficial) that list the academic achievements received must identify the distance education component.
12. Prior to enrollment, students must sign a release of responsibility specifying that, even receiving their diploma for academic achievement through distance

education, may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this disclosure must be in the student's file.

13. This policy must be part of the student's enrollment agreement and it must be signed each page.
14. The institution reserves the right to make changes in the class schedules when required by a closing order in the event of a pandemic and or situation that is beyond our reach and to offer a schedule of classes only for distance learning until 40 percent. After the opening, the classroom teaching time will be compensated with a schedule that allows to return to normal with 60 percent of campus classes.
15. The distance education component integrated into the new program will not be used as a method of delivery of clinical instruction in which the student must make practical applications on a live model and/ or client. This type of internship will only be in the face-to-face classes carried out in the presence of the professor when the campus facility is used as a practice center or laboratory.
16. Methods by which said evaluations; questions and answers, demonstrations, cooperative learning, problem solving, Interactive lectures, such assessments can be calculated within the student's grade point average at the discretion of the institution.
17. The institution must evaluate the qualitative academic performance of the student at the end of each 37.5-hour unit by a qualified instructor
18. Upon completing all the requirements of the curriculum established in each unit of 37.5, the student must pass an academic and practical Exam. Also, upon completion of all units you must pass a comprehensive final exam to include any applicable competencies required by the state licensing agency prior to graduating from the program.

COST OF PROGRAMS

Program	HOURS	Application fee	Tuition	Lab/Books/Supplies/Uniform. Dip.	Total
<i>Cosmetology</i>	1500 Hours	\$ 25.00	\$12,483.00	\$ 692.00	\$13,200.00
Skin Care & Body Treatment	1125 Hours	\$ 25.00	\$9,702.00	\$ 646.00	\$ 10,373.00
Full Specialist	750 Hours	\$ 25.00	\$6,900.00	\$ 494.00	\$ 7,419.00
Manicure & Pedicure & Nail Extension	338 Hours	\$ 25.00	\$2,075.00	\$ 350.00	\$2,450.00
Skin Care	375 Hours	\$ 25.00	\$2,175.00	\$ 350.00	\$2,550.00
Advanced Cosmetology	750 Hours	\$ 25.00	\$4,000.00	\$ 300.00	\$ 4,325.00

Notice: Changes in this Catalog should not be made without prior notification to students.

I hereby attest to the veracity of this catalog to the best of my knowledge as to its contents and policies herein published in same. Each student, faculty member and staff are given a copy of this catalog.

Carlos Montano
President
June 2021

