

NOUVELLE INSTITUTE

3271 NW 7th Street Suite 106

Miami, 33125

Tel (305) 643 3360

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 OBJECTIVE 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

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 – 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

Our facilities in Miami and Hialeah offer a pleasant environment in each of our modern facilities that guarantee 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 required software to do their elaborated classes by PowerPoint, through Zoom, and an 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 the 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 careers. 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 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
Maura Guardado	Admission Officer

Vita Mastrodonardo
Degrees / Diplomas Held & Awarding Institution: Nouvelle Institute" in the city of Miami, Florida
Diploma: Full Specialist
Taught: : Skin Care & Body Treatment
Num. of Lic: FS928827

Doris Lisette Cabrera
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

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

Ericka Perdomo
Degrees / Diplomas Held & Awarding Institution: Nouvelle Institute In the city of Miami, Florida
Diploma: Cosmetology and Full Specialist
Course(s) Taught: Manicure & Pedicure and Nail Ext.
Num. of Lic: CL1286482

Maura Rodriguez
Degrees / Diplomas Held & Awarding Institution: Nouvelle Institute In the city of Miami, Florida
Diploma: Cosmetology and Full Specialist
Course(s) Taught: Skin Care & Body Treatment
Num. of Lic: FS882186

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 Rodríguez	Administrative Assistant/Job Placement
Yanisleydys Rivero	Financial Aid
Ibis Oliva	Academic Director
Caridad Freyre	Reception
Mayelin Rufin	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

Yolien Ramirez
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: FS926983

Glamys Rodriguez
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: FS887874

ADMISSIONS POLICY ADMISSIONS REQUIREMENTS FOR ALL PROGRAMS: The applicant must know before registering that each student must have a device that guarantees to receive distance education. Device that must have the requirements established to download the Zoom and Canvas Program

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

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. 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 of \$25.00. The applicant is 18 years of age or younger, and 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 should be aware that all study programs have a distance education component that accounts for 40 percent of the duration of the program intended to fully cover the teaching of theory and that the remaining 60 percent of the program is assigned face-to-face hands-on classes. The student must fulfill in the physical facilities (on the Campus) for the realization of all the practices that will evaluate the required skills of the profession. /He or She should also know that all transcripts or other documents (official or unofficial) listing 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/, they may not be accepted by reciprocity or eligible for licensure in other states. A signed and dated copy of this disclosure must be on file with the student. The applicant should know before registering

that everyone must have a device that guarantees to receive distance education. This device must have the requirements set to download the ZOOM program.

TRANSFER POLICY

Nouvelle Institute admits students from other beauty institutions. Prospective students must attend an orientation session to determine qualifications based on admission requirements and the 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. Transfer students must complete at least 50% of the clock hours required for graduation to receive a Diploma accredited by our school. The hours transferred will also count as attempted and completed for determining when the allowable maximum time frame for course completion has been exhausted. However, satisfactory academic progress will be based on clock hours completed within our Institution. graduation to receive a Diploma accredited by our school. The hours transferred will also count as attempted and completed for determining when the allowable maximum time frame for course completion has been exhausted. However, satisfactory academic progress will be based on clock hours completed within our Institution

RE-ENTRY POLICY

The student who withdraws from the Institution will be able to apply for Re-entry by applying 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 /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 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.

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/. Students must comply with 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 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 in on-campus classes. The interaction between 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 at 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 hours 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 recognize ed for 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, does not answer the teacher or show himself on camera, the teacher then checks it, will discount the time as attended.

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 well-structured planning that ensures the control of the parameters that allowed to receive authorization for the change.

The remaining 60 percent correspond 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:

The interaction between 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 at 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 established by each unit.

1. 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, and 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 education 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.
2. The time in which the student, even if he is online, does not answer the teacher or show himself on camera, the teacher then checks it, will discount the time as attended.
3. The student cannot connect to another section without the teacher's authorization.

4. The teacher will have the authority to disconnect any student who does not maintain acceptable discipline.
5. It will be mandatory that all students keep their camera and microphone on and participate in classes as required by the teacher.
6. 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.
7. The attendance policy applied to distance education will be the same as that used in campus classes. This policy is published in the catalog.
8. All assessments that will be used to calculate a student's GPA must be performed while the student is physically on campus.
9. 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.
10. All transcripts or other documents (official or unofficial) that list the academic achievements received must identify the distance education component.
11. 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.
12. This policy must be part of the student enrollment agreement and it must be signed on each page.
13. 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 returning to normal with 60 percent of campus classes.
14. 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.
15. Methods by which such assessments may be conducted: question and answer, discussion, demonstration, cooperative learning, problem-solving, interactive lecture, student and classroom presentations, labs, and student salon activities. Such assessments may be calculated within the student's grade point average at the institution's discretion.
16. The institution must evaluate the qualitative academic performance of the student at the end of each unit by a qualified instructor.
17. Upon completing all the requirements of the curriculum established in each unit, the student must pass an academic and practical exam. Also, after 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.

LANGUAGE USED TO TEACH THE STUDY PROGRAM

Nouvelle Institute uses the Spanish language to teach all its programs and to write the enrollment contract, catalog or any other document that will be delivered to the student. If any student requests a copy in English, the translated document can be obtained. The regulation establishes that the language used in teaching must be the same used in all the documentation offered to the student, including the study contract. The institution always has available a faithful and exact translation of the current catalog in English to be used in any procedure with the accrediting or government agencies that request it.

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 on 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 (which requires the 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

Satisfactory academic progress is required by federal law (34 CFR the Satisfactory Academic Progress Policy (SAP) is governed by Federal Law 34 CFR 668.34, published on October 29, 2010. **This policy applies consistently to all students, part-time or full-time, who are enrolled in all programs approved by NACCAS. 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 enrollment and available through our website at nouvelleinstitute.com Satisfactory Academic Progress (SAP) measures the completion of programs for a degree within a predetermined 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 **Any evaluation that impacts eligibility for financial assistance should be notified. A student who does not meet the minimum criteria may not continue to be eligible for Title IV programs, if applicable unless the student is warned or has prevailed through an appeal that results in placement in probation status.**

Each student, regardless of their method of study time, will be monitored in the middle of each academic period. The first evaluation should not occur later than the midpoint of the academic year of the study program (it will be the first that happens). At the end of each academic period, an evaluation based on Scheduled hours completed will be applied with the following structuring: In our longer duration programs (Example: Cosmetology 1500 hours) it would be: first evaluation: 450 hours, second evaluation: 900 hours, third evaluation 1200 hours and at the end of the program: 1500 hours. (To see the other study programs, see the Measurement Table found in the satisfactory progress policy). The result of each evaluation obtained must be analyzed and signed by the student in the Office of the Registrar in a period no later than 7 working days of the institution.

ACADEMIC PROGRESS MEASUREMENT

Quantitative (attendance)

The quantitative measure of time spent on training received is defined as one hour as 50 minutes of instruction for each 60-minute period. This measure is used in face-to-face classes and distance education. Each program has a maximum of four academic terms. Satisfactory academic progress will be monitored midway through each term. At the end of each period, an official evaluation is carried out to determine if the students satisfactorily meet the minimum of 67% of the quantitative measure. This percentage is obtained by dividing the current number of hours successfully completed by the cumulative number of clock hours the student attempted at that time.

Qualitative (academic performance)

The qualitative measure is based on the institution's grading scale. To obtain credit for the completed topics or units the student is required to obtain a grade of at least 75% (2.00 points of 4.00 points scale).

The following is the table of the numerical grading system to measure the student's academic progress in each unit, using **qualitative factors: theoretical exams, practical and clinical work.**

Grading scale:

4 points A = 100% - 90% Excellent

3 points B = 89% - 80% Good

2 points C = 79% - 75% Average

0 point F = 74% - 0% Failing/Unsatisfactory

EVALUATION PERIOD

Satisfactory academic evaluation is monitored at the midpoint of each academic period and evaluated at the end of the **academic period 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 lasts from 900 hours. This policy is applied equally to all students. The **student's fulfillment of the minimum requirements of attendance and academic performance; is in satisfactory academic progress until the arrival of the next evaluative moment.**

Students will receive a copy of their academic progress determination in the Registrar's office at the time of each evaluation (evaluations must be completed within seven (7) school business days of established evaluation periods). Registrars will discuss the results with the student.

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 measurement chart:

PROGRAM	PROG. LENGTH 40%Distance Education + 60% Campus Classes=	EVALUATION HOURS PERIOD OR POINT	NUMBER OF WEEKS BY PERIOD	MAXIMUM HOURS ATTEMPTED	MINIMUM HOURS 67% Quantitative	MINIMUM. AVERAGE 75% Qualitative
	100% Length		MORNING/ EVENING		REQUIRED	REQUIRED
COSMETOLOGY						
1 ST TERM		450/1500=30%	18/28	450	301	75/ 2.00
2 ND TERM	1500 HOURS	900/1500=60%	36/56	900	603	75/ 2.00
3 RD TERM		1200/1500=80%	48/75	1200	804	75/ 2.00
4 TH TERM		1500/1500=100%	60/94	1500	1500	75/ 2.00
ADVANCED COSMETOLOGY						
1 ST TERM		375/750=50%	15/24	375	251	75/ 2.00
2 ND TERM	750 HOURS	750/750=100%	30/47	750	750	75/ 2.00
SKIN CARE & BODY TREATMENTS						
1 ST TERM		450/1,125=	18/28	450	301	75/ 2.00
2 ND TERM	1125 HOURS	900/1,125=80%	36/56	900	603	75/ 2.00
3 RD TERM		1,125/1,125=100%	45/70	1125	1125	75/ 2.00
FULL SPECIALIST	448 HOURS					
1 ST TERM	224 HOURS	224/448=50%	9/14	224	150	75/ 2.00
2 ND TERM	448 HOURS	448/448=100%	18/28	448	300	75/ 2.00
SKINCARE	224 HOURS					
1 ST TERM	112 HOURS	112/224=50%	4.5/7	112	75	75/2.00
2 ND TERM	224 HOURS	224/224=100%	9/14	224	224	75/ 2.00
MANICURE & PEDICURE & NAIL EXTENSION	224 HOURS					
1 ST TERM	112 HOURS	112/224=50%	4.5/7	112	75	75/2.00
2 ND TERM	224 HOURS	224/224=100%	9/14	224	224	75/2.00

WARNING

Students who do not meet the minimum requirements of the Satisfactory Academic Progress Policy are placed in the Warning state and are evaluated for academic progress during that period. The Warning period is extended only for the period in which it is determined, and the student can continue receiving financial aid.

Those students who end the warning period without having made satisfactory progress lose eligibility for federal funds unless they initiate an appeal process and are placed on probation status. The student 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 immediately on probation until the next evaluation period.

PROBATION

If, at the end of the warning period, the student has not met the minimum requirements to achieve academic progress, an appeal process begins to reverse the negative criterion and if the result of the appeal is favorable, it will be placed on probation status. that influences the determination of satisfactory academic progress.

The institution must evaluate and determine if the student can meet at the end of the subsequent evaluation period with satisfactory academic progress standards or the student will be designed a remedial plan with the purpose of helping him or her to recover satisfactory academic progress for a specific period within the maximum period established according to your need, whose requirements must be met before the next academic evaluation. Those students who experience progress in fully complying with the prescribed remedial plan will be considered satisfactory academic progress. The lack of academic progress by the end of the probationary period will have a negative impact on future eligibility for financial aid.

APPEAL PROCEDURE

After the determination that a student has not achieved satisfactory academic progress, they have the right to begin an appeal process. A within ten calendar days to reverse the negative criteria and achieve reestablishment of their financial assistance eligibility.

The following reasons may be considered extraordinary situations that may have interfered with the student's ability to achieve satisfactory progress: illness of the student that may present verifiable medical evidence, natural disasters, death or serious illness of a close family member, economic situations that contribute to the financial destabilization of the nuclear family, problems of violence and/or domestic abuse or any other attenuating or special circumstance.

DOCUMENTATION REQUIRED TO BE EVALUATED IN THE APPEAL APPLICATION

The student must submit in a formal and written form a specific appeal form that contains a detailed description of the reasons that prevented the student from achieving satisfactory academic progress. This form must be accompanied by documentation that justifies the reasons why the result should be favorable. This information requires an update of the status of the situation that demonstrates future possibilities to obtain satisfactory academic progress for the next evaluation. These documents will be subjected to a careful analysis whose conclusion will be informed to the student within a period of 30 calendar days. The result of the appeal will be filed in the student's file. If the appeal is favorable, the negative decision will be reversed and your eligibility for the applicable financial aid will be restored.

READMISSION/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.

The students will be able to recover their satisfactory progress by completing satisfactorily the units that Pathet him to theirs on its average. 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 financial assistance from the moment in which he/she re-establishes satisfactory academic progress.

Maximum TIME FRAME

As stated in the enrollment agreement, students can complete up to 150% of the length of their program at no extra cost.

POLICY REGARDING THE STATUS OF STUDENTS WHO EXCEED THE MAXIMUM TIME FRAME

The student who exceeds the maximum time will be expelled. You will have the right to request readmission, which will be evaluated; if accepted, the student will not qualify for Title IV funds; You may only re-enroll in the program with a cash payment consistent with the institution's reinstatement provisions for admissions. (See readmission policy)

PURPOSE OF SATISFACTORY PROGRESS EVALUATION

When making the evaluations the Institution is based on the clock hours and the probability of graduation of the student in the maximum time allowed. The number of clock hours attempted and academic performance for each academic period are also evaluated. Satisfactory academic progress is verified through partial and final evaluations at the end of the academic period. In this way, it is determined if the student is a prospect to graduate in the required period. Those students who meet the minimum requirements for attendance and academic performance are making satisfactory academic progress until their next evaluation period in accordance with their curriculum.

ATTENDANCE, TARDINESS, AND MAKEUP

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 for 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 do make-up.

EXCUSE AND UNEXCUSED ABSENCE

If the student cannot attend class, the student should **excuse notify** his or her professors and the Institution and disclose the reason for his/her absence. In case of absence, the students should obtain the material covered in class through classmates or professors to keep up with the progress of the program.

In case of student cannot attend class and do not notify our absence will be considered an **unexcused absence** and will be referred to a counseling advisor.

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 period during a program when a student is not in attendance. The LOA together with any additional leave 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 illness, Covid-19, 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 an LOA unless unforeseen circumstances make him/her unable to do so, in writing and duly evidenced by proof of need such as medical certificates, or a written and signed statement from the student that includes the reasons for the request. The institution may grant an 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 calendar days in LOA. It is expected that the student can solve any situation within this period to return successfully. Upon returning from an LOA, the student re-incorporates to the unit last attended and in 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 to the contract period on the enrollment agreement must be initiated by all parties or an addendum must be signed and dated by all parties.

INCOMPLETES, WITHDRAWAL, AND REPEATED COURSES

Incompletes: Students who do not complete the requirements of the unit/course by the stated time in the contract will be able to request an incomplete. **An incomplete grade on any course has no effect on the institution's satisfactory progress standards,** but the student will have to complete the credit/unit.

Withdrawal: Status that affects the percentage of clock hours attempted and approved in satisfactory progress. There are two types of Withdrawal:

An official withdrawal occurs when the student voluntarily requests the resignation of the school at the time it so provides. The request must be in writing, in person, by telephone, or by any other means and must be communicated to the Registrar or the administrative or faculty staff.

The official withdrawal date for reimbursement purposes will be the last day on which the student attended classes. Students who leave school before completing the course and return are then placed in the same academic status they were in when they withdrew.

Administrative Withdrawal (non-official): occurs by determination of the Institution under the following circumstances:

1. By reasons of conduct and/or violation of the institutional norms, for which the Institution reserves the right to take disciplinary action against the student, up to and including termination.
2. For non-compliance with satisfactory academic progress pursuant to the requirements of this policy.
3. For absences that exceed the period established by the Institution and/or the limit established for a leave of absence.

Repeated courses:

A grade of (R) in a unit/course means the repetition of the subject because the final value in that subject will have a value of (0), which will affect the final percentage of clock hours attempted and approved. Once the subject is repeated, a grade is awarded. Students are required to repeat those disapproved subjects before completing the program of studies. Only the new rating will be considered, discarding the previous one. Only the highest grade obtained for the repeated subject will be included in the calculation of the academic index. **Repeating a subject does not represent a negative impact on compliance with the requirements of satisfactory academic progress because its control and the evaluation process are based on the proportion of hours attempted over the hours completed within the academic period evaluated.**

Nouvelle Institute does not offer non-credit or remedial courses. Therefore, these have no effect on 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 qualifications based on admission requirements and the 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. Transfer students must complete at least 50% of the clock hours required for graduation to receive a Diploma accredited by our school. **The hours transferred will also count as attempted and completed for determining when the allowable maximum time frame for course completion has been exhausted. However, satisfactory academic progress will be based on clock hours completed within our Institution.**

The hours transferred will also count as attempted and completed for determining when the allowable maximum time frame for course completion has been exhausted. However, satisfactory academic progress will be based on clock hours completed within our Institution.

6E-1.0032 Consumer Practices.

Each prospective student will be provided with a written copy and/or electronic access to the Institution's Catalog prior to enrollment, tuition, and other charges.

The Institutional Catalog complies with the disclosures in subsections 6E-2004(11) and (12) F.A.C. (i) which essentially establishes the Student Refund Policy; and the minimum guidelines required by the Commission (CIE) for authorized institutions. The Refund Policy for students receiving federal Title IV aid is consistent with applicable federal regulations.

Withdrawal and Settlement Policy

CANCELLATION AND REFUND POLICY

Institutional & Title IV Unearned funds

The purpose of the refund policy is to comply with the mandatory policy that ensures that every student receives a fair and equitable refund. All refunds are based on scheduled hours in the payment or enrollment period for which funds have been allocated. The institution will apply the following policy to all cancellations for any reason, by any party, including the student's decision, cancellation of the course or program, or closure of the school.

Institutional Reimbursement

The institution requires that the refund be calculated and that the reimbursement to the student be made on time; any money credited to your non-Title IV account or any other financial aid. The state of Florida establishes, (Rule 6E-10032(6)(i) CHECKLIST any money owed to the student will be refunded within **30 days** of cancellation and/or withdrawal has been processed.

The school monitors hourly attendance at least every thirty (30) days for applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable agreement will apply in accordance with the following situation:

1. Applicants not accepted by the school will be reimbursed for all money paid to the school.
2. If a minor student, parent or guardian cancels the registration in writing within Three (3) business days after signing the enrollment agreement, all money raised by the school will be refunded except for the non-refundable admission fee even if the student has started classes, the official cancellation date will be determined by the postmark of the written notice, the date on which such notice is delivered personally, the date of expulsion by the school for non-compliance with academic progress, or the last date of attendance if a student on leave of absence does not return.
3. If the student cancels after the first three (3) days of signing the agreement, but before classes begin, the school will refund all money paid minus the \$25.00 admission fee.
4. In case of official cancellation or withdrawal, the date shall be determined by the postmark of the written notification or the date on which such notification was delivered to an administrative officer of the Institution in person.
5. If the student has been expelled by the school.
6. Leave of Absence: If the student notifies the school that he will not return, the date of determination will be the one that occurs first between the date scheduled for return or the date on which the student notifies his non-incorporation.
In cancellation types #2, 3, 4 and 6 the cancellation date will be determined by the postmark of the written notice or the date on which the information is personally delivered.

Total Enrollment Amount (Enrollment Adjustment Calendar)

For students who enroll and start classes but leave after three business days of signing the contract and before completing the program the following enrollment schedule by the school applies.

All refunds are based on scheduled hours:

THE TOTAL PERCENTAGE OF LENGTH COMPLETED, WILL BE THE AMOUNT EARNED BY THE INSTITUTION WHEN CALCULATING THE PERCENT COMPLETED VERSUS THE PERIOD OF THE BILLING PERIOD PER CONTRACT.

Percentage Won by the Institution	
00.01% - 40.00%	Equal to cost
40.01% - 50.00%	50% from Study Cost
50.01% - 60.00 %	60% from Study Cost
60.01 % onwards	100 % from Study Cost

Any money due to the applicant or student shall be refunded **within 30 days** of the official or administrative withdrawal cancellation date as defined above. If the course is canceled after a student's enrollment and before instruction has begun, the school will either provide a full refund of all monies paid or completion of the course later. If the course is canceled after students have enrolled and instruction has begun, the school shall provide a prorated refund for all students transferring to another school based on the hours accepted by the receiving school

If the institution closes permanently and ceases to offer instruction after the student is enrolled and instruction has begun the student is entitled to receive a prorated refund of all monies paid to the completion of the course agreement. Other miscellaneous charges the student may have incurred at the institution such as books, equipment, graduation fees, products, etc. will be calculated separately at the time of withdrawal.

If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the institution

The institution refund calculation is based on scheduled hours. Refunds are to be made within 30 days of a withdrawal. If the student does not officially withdraw (otherwise unofficial withdrawal) in accordance with established policy, the last day of attendance will be determined by the school for a refund after an administrative withdrawal. The administrative withdrawal will be processed no later than 14 days from the last day of the student's attendance.

The institution maintains evidence that institutional refunds are received by the recipient in a timely manner, such as but not limited to, canceled check, bank reconciliation, signed receipt of delivery, or documentation that funds were disbursed in accordance with applicable federal or state regulations.

Determination for the calculation of withdrawal

All refunds are based on scheduled hours in the payment period or enrollment for which funds have been allocated.

The institution is required to take attendance. If the student did not officially withdraw according to established policy, the last day of attendance will be determined by the institution for purposes of reimbursement for administrative withdrawal. It should not be processed later than 14 days from the last day of student attendance.

Other miscellaneous fees incurred by the student will be calculated separately at the time of the withdrawal. The fees are identified in the catalog and the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution such as books, equipment, and graduation fees products, that are not included in the tuition price are stated and any non-refundable items are identified.

In mitigating circumstances, the institution may agree to a refund more than this policy. In the case of disabling illness or injury, death in the student's immediate family, or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

Attendance time is defined as the time between the start date of classes and the last day of physical attendance at the institution. Any money due to the student will be refunded within the next 45 days after processing the withdrawal and/or cancellation.

Special cases: In case of illness, accident, family tragedy, or any other circumstance that precludes the student from completing his training, the institution may make a reasonable settlement with the acceptance of both parties.

RETURN OF TITLE IV FUNDS POLICY

The institution has adopted a policy of refund according to the Regulations of Postsecondary Education (known by its acronym as HEA amendment 1998), under which tuition costs are adjusted evenly as well as other costs related to students who withdrew or failed to complete the enrollment period. We use the computerized system of the U.S. Department of Education

Title IV Funds Return (R2T4). The amounts earned from Title IV funds calculation are in proportion to the days assisted within the payment period. After 60% of each pay period, the student has earned 100% of the funding for that pay period. The order included in the R2T4 to reimburse the funds of the Department is loan Stafford/direct not subsidized, Stafford Direct subsidized loan, Perkins's loan, FFELP/direct Plus, loan, FFELP Direct Plus loan –parents, Pell Grant, FSEOG and other federal aid of Title IV.

Unearned refund funds

The refund will be issued **within 45 days** from the withdrawal date. Once federal programs have been refunded in direct proportion to their original contribution. If at the time the student withdraws, he has received less financial aid reflecting the computation, the institution will complete the late disbursement procedure specified by the U.S. Department of Education.

Application of Refund Policy

Under no circumstances shall a student be required to pay more than the amount stated in the contract. All refunds are based on scheduled hours in the payment period or enrollment for which funds have been allocated.

Termination by the institution (Expelled)

The institution may terminate any student for at least one of the following reasons:

- Unsatisfactory academic progress
- Consecutive absences
- Payment delinquency
- Noncompliance with the rules or regulations established by the institution.
- The Academic Director or Executive Director can cancel the student enrollment agreement before the student completes the program of studies for disciplinary reasons, drugs and/or controlled substance sale or possession of drugs, crime, security, breach of duties, or obligations, in subordination, harassment, immorality, dangerous actions, robbery, or any other act that harms or endangers the security or good name of Institute of Nouvelle Institute.

Collection Policy

The institution does not use collection agencies, lawyers, third parties, and banks for collection efforts. The personnel of the Administrative Affairs Office are the person in charge of following a collection procedure. Shall reflect ethical business practices. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the institution.

In Case of sale to third parties, they must comply with the cancellation and liquidation policy.

----- 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 to 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 any way induces 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 commission agreed upon 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 the 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 complaints 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, Florida Department of 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 was 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 the 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 O
- 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 against this decision. The appeal must be in writing, no later than five days after 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 evidence of High School completion; 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 diplomas and transcripts of academic records Secondary education.

Policy against Misrepresentation: 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 complain about 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 of books, uniforms, 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 having a 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 an 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, request any amendments, and not 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 if 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 the information is requested, and such a 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 on the "standards" of the policy of satisfactory progress of the Institution

OTHER RULES AND REGULATIONS:

ADDITIONAL ELEMENTS

The remedial subjects, the incompletes and the repetitions of the courses have no effect on the "standards" of the satisfactory progress policy of the Institution

WITHDRAW

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 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 service strengthen skills and improve.

ADVISING

Each teacher will refer to the academic director any student who shows need or requests counseling help. Once attended by the administrative staff of the Institution, it will be determined if it is necessary to refer or assist him in the search for a professional outside the institution that provides professional specialized help in the area that the student shows need of assistance.

LIBRARY: The school has a library of professional books, magazines, and periodicals. Also provide computers equipment for internet searching academic. Students are encouraged to expand their experiences by using this facility.

Daily Schedule:	Monday to Thursday	9:00 am to 5:00 pm
	Friday	9:00 am to 4:00pm

LODGING

The Institution has no boarding facilities for its students.

GRADUATION REQUIREMENTS

Students will be declared graduates once they have completed:

Complete the total hours of the selected study program and comply with the satisfactory academic progress policy.

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 REMAIN CLOSED ON THE FOLLOWING HOLIDAYS 2023.

April 6 and 7, 2023 / Thursday and Good Friday
May 29, 2023 / Memorial Day
June 19, 2023 June Day
July 2023 (one week) Recess
September 4, 2023/ Labor Day
October 9, 2023/ Christopher Columbus Day
November 10, 2023 / Veteran's Day
November 23 and 24, 2023/ Thanksgiving Day
December 15, 2023 to January 8, 2024/ Christmas Recess
January 15, 2024 / Martin Luther King Day
February 19, 2024 / President's Day

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

DAILY SCHEDULE FOR CLASSES

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 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 in the presence of an instructor.

PAYMENTS

All payments must be made in accordance with the enrollment agreement subscribed to 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 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, fragrance, or 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 are 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 on an academic-related. 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 is 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 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 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, counters, personal equipment, and floor. Floors should be swept after each haircut.

Career Services

The school's Placement office searches for 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 in 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

Nouvelle Institute establishes a code of conduct that 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 the 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 always kept clean.

J- The student must 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 always observed.

M- Recommendations through the suggestion's mailbox will be welcome. These go directly to the Institution's Director for the 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 always respected. 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 through Distance Education are permitted. Students and/or employees who participate in this practice will be suspended or removed from the Institution
hours a day, 4 days a week= 93 weeks= 23 months Maximum time frame= 34 months

The institution uses one one-two-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.

PROGRAMS OF STUDY
COSMETOLOGY 1500 Hours

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

OBJECTIVES

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:

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, and 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

hours a day, 4 days a week= 93 weeks= 23 months Maximum time frame= 34 months

The institution uses one one-two-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 EACH UNIT OF STUDY HAS A DURATION OF 15 Hours of Distance Education and 22 or 23 Hours of Practical Classes laboratories.

OSH-CO	ORIENTATION AND PROFESSIONAL IMAGE (38 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, define professional Ethics, and recognize goals that will help maintain the body and mind.
BH-CO	BACTERIOLOGY AND HIV (37) This unit was created in order to teach the student to recognize and learn the different types of bacteria, their growth, the importance of sterilization to avoid transmitting diseases, and to learn the definition of AIDS (HIV).
DIC-CO	DECONTAMINATION AND INFECTION CONTROL (38 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 (37hours/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 (38 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 /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 (38/40 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 hours/ 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 (38/10 required services) This unit presents the artistic theory of hairstyles utilizing stable curls, rolls, waves, teasing ,and buns as the base of many artistic hairstyles.
RT- CO	CURLERS AND HAIRSTYLE TECHNIQUES (1 credit / 37 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 (38 hours/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 hours/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 (38) 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 (37/10 required services) At the end of the chapter the student will have acquired the skills to perform different facials.
PE- CO	PHOTOTHERAPY AND ELECTRICITY (38 hours) 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 (37/10 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 (38 / 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) By the end of the chapter, the student will have acquired knowledge of different types of sicknesses and deficiencies of the nails.
TU- CO	NAILS TECHNIQUE (38 hours/ 5 required services) In this Unit, the students will learn the procedures for nails' advanced techniques.
HS-CO	HAIRSTYLING (37 hours / 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 (38) Through this unit, the student will learn to explain why a 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 hours/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 a basic style in the beauty salon.
CT-CO	COLOR THEORY (38 hours) Students will enter the fabulous world of color and its effects on light and illumination at a basic level.
TPC-CO	COLOR TYPES (37 hours / 15 required services) The student will learn the types of hair color.
HC-CO	HAIRCUT (38 hours /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 hours /25 required services) By the end of the chapter, the student will have acquired knowledge of different texturing techniques.
EC-CO	COLOR ELEMENTS (38 hours) 10 required services. During this unit, the students will learn to demonstrate application techniques and color techniques.
TC-CO	COLORING (37 hours /10 required services) The student will enter again the world of color and its effects on light and illumination. They will understand the practices and importance of coloring techniques, and of the "Millennium Colorist" in changing images.
LIG-CO	LIGHTENING (38 hours /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 hours / 10 Required Services) This unit allows the students to develop knowledge about toners and specials effects on the hair on coloring.
QM-CO	CHEMISTRY (38 hours) This chapter will provide information on organic and inorganic chemistry, forms of matter, elements, compounds, and mixtures.
PCH-CO	PRODUCT CHEMISTRY (37 hours) This chapter will provide information such as utilizing the safe use of chemical products and cosmetics in the salon.
TTQ-CO	CHEMICAL TEXTURE TECHNIQUES (38 hours) 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 hours /35 required services) this unit permits the student to enhance their knowledge of 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 (38 hours) in this unit the student will acquire knowledge of different types of chemical straightening for hair.
CHR- CO	CHEMICAL RELAXING (37 hours / 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 (38 hours) This unit will provide the student with theoretical skills on cosmetics for makeup.
MUP-CO	MAKEUP (37 hours /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 (38 hours) this unit will allow the student to acquire a re-understanding of insurance, sales, psychology, accounting, and administration including payroll deductions for the required payment of taxes as established by the government and create a resume and presentation in a job interview among other topics of interest.
LF- CO	LAWS OF FLORIDA (37 hours) this unit will allow the student to acquire an understanding in fought mercantile laws, insurance, sales, psychology, and laws regarding accounting practices.

GRADUATION REQUIREMENTS:

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

DESCRIPTION OF THE DISTANCE LEARNING TECHNOLOGIES (HARDWARE AND SOFTWARE) THAT WILL BE REQUIRED TO SUCCESSFULLY COMPLETE THE PROGRAM:

The use of devices is required to receive distance education, they must have the technological capacity to download the ZOOM and CANVAS programs, which requires the use of a camera and microphone. All the iPhone compatible devices transfer the programs without any problem and the devices that have an Android OS should make sure that it is 6.1 and above so that they can be used to download the ZOOM and CANVAS programs. Students will receive technical assistance from administrative staff if necessary to download and learn to use the applications on their devices.

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 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 considered. 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 retake failed exams to improve their grades (which requires the 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 hours, services, and grades are recorded and kept on file for students' review. If a student is not accepted or cancels 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 bachelor's degree, equivalent diploma \(GED\)](#) for more information sees admission requirements on Page# 5

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 of 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:

hours a day, 5 days week = 45 weeks = 11 months Maximum time frame = 15.5 month.

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-155 Each unit divides the time as follows:

Each unit of study has a duration (32 or 38 hours depending on the subject) 40 % of Distance Education and 60 % of laboratories of face to face Practical Classes

CAF-SKB	HUMAN ANATOMY (37) 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) 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.
CS-SK	AESTHETIC PROCEDURES (37hours) in this unit the student will be able to identify the different types of cosmetic surgery and the process post-operation.
AT-SKB	AROMATHERAPY (37 hours / 5 services required) This unit will allow you to learn the history of aromatherapy, its products, methods and benefits when performing a body treatment service
EEA-SKB	ELECTRICITY (37) 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/ 10 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	AESTHETIC TREATMENT TECHNIQUES (37/ 10 required services) At the end of this unit, the student will know the general concept of treatment aesthetic by hand for the body structure and several treatments used for the bodytherapy.
ABE-SKB	PRINCIPAL ALTERATIONS OF BODY ESTHETIC (38) The student will learn the concept and definition of altered obesity, cellulite, and discomposure of circulation.
BHR-SKB	BODY HAIR REMOVAL (38/10 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.
AC-SKB	COMBINED APARATOLOGY (38/10 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.
HM-SKB	HYGIENE, MAINTENANCE, (38 hours / services required n / a) At the end of the unit the student will be able to define and understand the concept of good hygiene and maintenance in the work cabin, using cleaning techniques and procedures.

MET-SKB	METHODOLOGY IN CABIN (38 hours / services required n / a) At the end of the unit the student will be able to define and understand the concept of methodology.
SM-SKB	CABIN SAFETY MEASURES (38 hours/ services required n/a) Upon completion the student will be able to understand the rules and regulations necessary to create a safe workplace for the client.
TE-SKB T	YPES OF BODY WRAPS (38 hours/10 services) This Unit will provide the student with theoretical and practical knowledge about the different types of wraps and the appliances that can be used to obtain efficient results in the appearance of cellulite, reduction, flaccidity and other alterations of body aesthetics
EW-SKB	EQUIPMENT and WRAPPINGS (38 hours / Services required 5) At the end of the unit the student will be able to identify and know the types of machines used in the wrapping procedures.
PT-SKB	TREATMENTS AND PROTOCOLS 38 hours/ Services required n/a) this unit will provide the student with theoretical knowledge about the different types of treatments and protocol that can be used to obtain efficient results in the appearance of cellulite, reduction, flaccidity and other alternatives of body aesthetics.
EX-SKB	EXFOLIATION AND SPA (38 hours/Services required 5) This Unit will provide the student with theoretical knowledge of exfoliation, considerations, procedures and benefits in the SPA.
IS-SKB	INDUSTRY AND SPA (38 Hours. Required Services N/A) At the end the student will be able to understand the rules and regulations that specifically regulate the SPA such as: Commercial practices, start of business licenses and permits, commercial laws, insurance, sales Psychology, and accounting among other topics of interest that characterize the SPA industry.
ICS-SKB	HYGIENE AND HEALTH (32 Hours. / Required Services 5) This unit will offer the student the opportunity to know the different types of bacteria, their growth and importance in sterilization as an alternative to avoid the spread of diseases. The topic and definition of AIDS or (HIV) will be widely discussed. The student will learn the true importance of having a clean beauty salon from the perspective of eliminating germs and other disease-causing agents, recognizing that a negligent act can result in serious injury or illness to your employees as well as customers. Basic concepts of chemistry and electricity and the knowledge of the chemistry of the products will be extensively analyzed.
AP -SKB	SKIN , ANATOMY, and PHYSIOLOGY (32) This unit will allow the study of human body structure, its function, and composition, and the study of the cells that are the basis of all the living organisms in the body. Knowledge of the structure, skin disorders and diseases , as well as analysis and contraindications will allow you to develop and effective care program.
SAP-SKB	SKIN ANALYSIS AND PRODUCTS (32 hours / services required 5) It will explain how to perform skin analysis to identify the types of skins and products. Healthy habits for your care will be described.
TR-SKB	FACIALS TREATMENT AND MASSAGE (32 Hours / Services Required 10) This unit will allow the student to understand the importance of a correct preparation of the treatment room, as well as the professional appearance of the beautician, setting, furniture and equipment. They will understand what ergonomics is and how the treatment room should be prepared to offer services. It will explain how it should be properly cleaned and disinfected.
AT-SKB	ADVANCED TREATMENTS (32 Hours /. Required Services 10) This Unit will allow the student to develop facial treatments with advanced techniques, as well as distinguish and apply the different products and equipment; Demonstration and analysis of the different advanced treatments such as: chemical peel, microdermabrasion and its effects, light therapy and its benefits, ultrasounds, microcurrents, lymphatic drainage and other clinical procedures.
MD-SKB	MAKEUP AND HAIR REMOVAL (32 Hours / Services Required 10) This unit will provide the student with theoretical and practical skills of makeup and hair removal learning to highlight the most attractive facial features and reduce the least interesting Likewise it will also allow you to learn the methods of removal of unwanted facial hair permanently or temporarily in the areas of the face or other unusual parts. General waxing procedures will be demonstrated.
BS-SKB	BUSINESS SKILLS AND PROFESSION (32 Hours. Required Services N/A) The development of aesthetics as a different and specialized profession will be explained, the professional options available to licensed beauticians will be named and described This unit will provide the student with knowing the meaning of "Skin Care" or Skin Care and its different employment alternatives, effective communication with co-workers, define professional ethics, accounting and management regulations , including deductions on employees' salaries for the mandatory payment of contributions as established by the government.
PH-SKB	PUBLIC SAFETY AND HEALTH (32 Hours / Services Required 5) Through the development of the unit, the definition of a salon of ones and SPA will be explained from a perspective of federal and state regulations as regulatory bodies of the profession with the purpose of ensuring the health of its employees and customers.
MP-SKB	MANICURE AND PEDICURE (32 Hours. Required Services 10) This unit will show the knowledge about the equipment, implements and supplies needed in nail care technology in the manicure and pedicure services of Spas. It will also allow to develop theoretical and practical skills in the knowledge applied to the art of the pedicure service, Attention to the elderly clients applying the required disinfection measures.
CE-SKB	CHEMISTRY AND ELECTRICITY (32 Hours. Required Services 5) At the end of the unit the student will learn: the concepts of chemistry and Definition and concept of current electricity, as well as the safety of electrical equipment. Apply chemistry concepts and safety aspects with chemicals. Summarize the neutralization and oxidoreduction reactions.
AE-SKB	ARTIFICIAL NAILS AND MOLDS (32 Hours. Services required 10) This unit will allow the student to develop the necessary knowledge to make the different types of artificial nail extensions and acrylic as well as the art of sculpture of the ones and how to proceed with the texture sconces and their removal among others.
GR-SKB	NAIL GEL, RESIN SYSTEM (32 Hours. Services required 10) This unit will allow the student to develop and acquire skills in the procedure, service, and maintenance of the different types of Gel nail. You will also learn about the variety of procedures in the removal of artificial nails. The technique of Shellac, Vinylux Apress Gel and others. The chemical composition of the gels, the difference between LED and UV lights, classify the types of gels and necessary inputs among other topics will be described.
PB-SKB	PROFESSION AND BUSINESS. (32 Hours. Required services N/A) The development of the nail technician will be explained as a different profession and the principles that favor personal and professional success from the perspective of image and ethics will be listed. It will be defined that it is ethics and image, and it will be taught how to create a curriculum vitae and the presentation in a job interview among other topics of interest to achieve the success of the profession. They will also learn basic and important management knowledge about: Accounting, business laws, and management regulations, including deductions on employee salaries for mandatory payment of contributions as established by the government.
AN- SKB	NAIL ART(32 Hours / Services required 10) The unit will show the impact that nail art has on the technology industry of its watch out.

GRADUATION REQUIREMENTS:

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.

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

DESCRIPTION OF THE DISTANCE LEARNING TECHNOLOGIES (HARDWARE AND SOFTWARE) THAT WILL BE REQUIRED TO SUCCESSFULLY COMPLETE THE PROGRAM:

The use of devices is required to receive distance education, they must have the technological capacity to download the ZOOM and CANVAS programs, which requires the use of a camera and microphone. All the iPhone compatible devices transfer the programs without any problem and the devices that have an Android OS should make sure that it is 6.1 and above so that they can be used to download the ZOOM and CANVAS programs. Students will receive technical assistance from administrative staff if necessary to download and learn to use the applications on their devices.

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 Materials (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

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) 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 considered. 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 retake failed exams to improve their grades (which requires the 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 hours, services, and grades are recorded and kept on file for students' review. If a student is not accepted or cancels 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 bachelor's degree, equivalent diploma \(GED\)](#) for more information see admission requirements on

Page# 5

PROGRAMS OF STUDY**FULL SPECIALIST 448 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 a Manicurist/Pedicurist. Upon successful completion of this program, the graduate will be able to register as a Full Specialist and engage in this profession. Includes the distance education component designed to provide students with theoretical knowledge (distance learning) and practical skills (face to face)

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 = 18 weeks = 4 months

Maximum time frame = 7 months 4 hours a day, 4 days a week = 28 weeks = 7 months

Maximum time to complete = 11 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 – 90 EACH UNIT OF STUDY HAS A DURATION OF 13 Hours of Distance Education and 19 Hours of Practical Classes laboratories.

ICS-FS	HYGIENE AND HEALTH (32 Hours. / Required Services 5) This unit will offer the student the opportunity to know the different types of bacteria, their growth and importance in sterilization as an alternative to avoid the spread of diseases. The topic and definition of AIDS or (HIV) will be widely discussed. The student will learn the true importance of having a clean beauty salon from the perspective of eliminating germs and other disease-causing agents, recognizing that a negligent act can result in serious injury or illness to your employees as well as customers. Basic concepts of chemistry and electricity and the knowledge of the chemistry of the products will be extensively analyzed.
AP -FS	SKIN , ANATOMY, and PHYSIOLOGY (32) This unit will allow the study of human body structure, its function, and composition, and the study of the cells that are the basis of all the living organisms in the body. Knowledge of the structure ,skin disorders and diseases , as well as analysis and contraindications will allow you to develop and effective care program.
SAP-SKB	SKIN ANALYSIS AND PRODUCTS (32 hours / services required 5) It will explain how to perform skin analysis to identify the types of skins and products. Healthy habits for your care will be described
TR-SKB	FACIALS TREATMENT AND MASSAGE (32 Hours / Services Required 10) This unit will allow the student to understand the importance of a correct preparation of the treatment room, as well as the professional appearance of the beautician, setting, furniture and equipment. They will understand what ergonomics is and how the treatment room should be prepared to offer services. It will explain how it should be properly cleaned and disinfected.
AT-FS	ADVANCED TREATMENTS (32 Hours / . Required Services 10) This Unit will allow the student to develop facial treatments with advanced techniques, as well as distinguish and apply the different products and equipment; Demonstration and analysis of the different advanced treatments such as: chemical peel, microdermabrasion and its effects, light therapy and its benefits, ultrasounds, microcurrents, lymphatic drainage and other clinical procedures.
MD-FS	MAKEUP DEPIILATION HAIR REMOVAL (32 Hours / Services Required 10) This unit will provide the student with theoretical and practical skills of makeup and hair removal learning to highlight the most attractive facial features and reduce the least interesting Likewise it will also allow you to learn the methods of removal of unwanted facial hair permanently or temporarily in the areas of the face or other unusual parts. General waxing procedures will be demonstrated.
BS-FS	BUSINESS SKILLS AND PROFESSION (32 Hours. Required Services N/A)The development of aesthetics as a different and specialized profession will be explained, the professional options available to licensed beauticians will be named and described This unit will provide the student with knowing the meaning of "Skin Care" or Skin Care and its different employment alternatives, effective communication with co-workers, define professional ethics, accounting and management regulations , including deductions on employees' salaries for the mandatory payment of contributions as established by the government.
PH-FS	PUBLIC SAFETY AND HEALTH (32 Hours / Services Required 5) Through the development of the unit, the definition of a salon of ones and SPA will be explained from a perspective of federal and state regulations as regulatory bodies of the profession with the purpose of ensuring the health of its employees and customers.
MP-FS	MANICURE AND PEDICURE (32 Hours. Required Services 10) This unit will show the knowledge about the equipment, implements and supplies needed in nail care technology in the manicure and pedicure services of Spas. It will also allow to develop theoretical and practical skills in the knowledge applied to the art of the pedicure service, Attention to the elderly clients applying the required disinfection measures.
CE-FS	CHEMISTRY AND ELECTRICITY (32 Hours. Required Services 5) At the end of the unit the student will learn: the concepts of chemistry and Definition and concept of current electricity, as well as the safety of electrical equipment. Apply chemistry concepts and safety aspects with chemicals. Summarize the neutralization and oxidoreduction reactions.
AE-FS	ARTIFICIAL NAILS AND MOLDS (32 Hours. Services required 10)) This unit will allow the student to develop the necessary knowledge to make the different types of artificial nail extensions and acrylic as well as the art of sculpture of the ones and how to proceed with the texture scones and their removal among others.
GR-FS	NAIL GEL, RESIN SYSTEM (32 Hours. Services required 10) This unit will allow the student to develop and acquire skills in the procedure, service, and maintenance of the different types of Gel nail. You will also learn about the variety of procedures in the removal of artificial nails. The technique of Shellac, Vinylux Apress Gel and others. The chemical composition of the gels, the difference between LED and UV lights, classify the types of gels and necessary inputs among other topics will be described.
PB-FS	PROFESSION AND BUSINESS. (32 Hours. Required services N/A) The development of the nail technician will be explained as a different profession and the principles that favor personal and professional success from the perspective of image and ethics will be listed. It will be defined that it is ethics and image, and it will be taught how to create a curriculum vitae and the presentation in a job interview among other topics of interest to achieve the success of the profession. They will also learn basic and important management knowledge about: Accounting, business laws, and management regulations, including deductions on employee salaries for mandatory payment of contributions as established by the government.
AN- SKB	NAIL ART(32 Hours / Services required 10) The unit will show the impact that nail art has on the technology industry of its watch out.

GRADUATION REQUIREMENTS:

Complete a total of 448 hours of training with a minimum average of 75% for satisfactory progress and pass all theory and practice exams required.

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

DESCRIPTION OF THE DISTANCE LEARNING TECHNOLOGIES (HARDWARE AND SOFTWARE) THAT WILL BE REQUIRED TO SUCCESSFULLY COMPLETE THE PROGRAM:

The use of devices is required to receive distance education, they must have the technological capacity to download the ZOOM and CANVAS programs, which requires the use of a camera and microphone. All the iPhone compatible devices transfer the programs without any problem and the devices that have an Android OS should make sure that it is 6.1 and above so that they can be used to download the ZOOM and CANVAS programs. Students will receive technical assistance from administrative staff if necessary to download and learn to use the applications on their devices.

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

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 considered. 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 retake failed exams to improve their grades (which requires the 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 hours, services, and grades are recorded and kept on file for students' review. If a student is not accepted or cancels 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 bachelor's degree, equivalent diploma \(GED\)](#) for more information see admission requirements on Page# 5

PROGRAMS OF STUDY SKIN CARE

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

OBJECTIVES:

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

PROGRAM DESCRIPTIONS:

This program is a comprehensive study through lectures 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 = ~~9~~ weeks = ~~2~~ months

Maximum time to complete: ~~3.5~~ months
4 hours a day, 4 days a week = ~~14~~ weeks = ~~3.5~~ months.

Maximum time to complete: ~~11~~ 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 - 40 EACH UNIT OF STUDY HAS A DURATION OF 13 Hours of Distance Education and 19 Hours of Practical Classes laboratories.

ICS-SK	HYGIENE AND HEALTH (32 Hours. / Required Services 5) This unit will offer the student the opportunity to know the different types of bacteria, their growth and importance in sterilization as an alternative to avoid the spread of diseases. The topic and definition of AIDS or (HIV) will be widely discussed. The student will learn the true importance of having a clean beauty salon from the perspective of eliminating germs and other disease-causing agents, recognizing that a negligent act can result in serious injury or illness to your employees as well as customers. Basic concepts of chemistry and electricity and the knowledge of the chemistry of the products will be extensively analyzed.
AP -SK	SKIN, ANATOMY, and PHYSIOLOGY (32 HOURS) This unit will allow the study of human body structure, its function, and composition, and the study of the cells that are the basis of all the living organisms in the body. Knowledge of the structure ,skin disorders and diseases , as well as analysis and contraindications will allow you to develop and effective care program.
SAP-SK	SKIN ANALYSIS AND PRODUCTS (32 hours / services required 5) It will explain how to perform skin analysis to identify the types of skins and products. Healthy habits for your care will be described
TR-SK	FACIALS TREATMENT AND MASSAGE (32 Hours / Services Required 10) This unit will allow the student to understand the importance of a correct preparation of the treatment room, as well as the professional appearance of the beautician, setting, furniture and equipment. They will understand what ergonomics is and how the treatment room should be prepared to offer services. It will explain how it should be properly cleaned and disinfected.
AT-SK	ADVANCED TREATMENTS (32 Hours /. Required Services 10) This Unit will allow the student to develop facial treatments with advanced techniques, as well as distinguish and apply the different products and equipment; Demonstration and analysis of the different advanced treatments such as: chemical peel, microdermabrasion and its effects, light therapy and its benefits, ultrasounds, microcurrents, lymphatic drainage and other clinical procedures.
MD-SK	MAKEUP AND HAIR REMOVAL (32 Hours / Services Required 10) This unit will provide the student with theoretical and practical skills of makeup and hair removal learning to highlight the most attractive facial features and reduce the least interesting Likewise it will also allow you to learn the methods of removal of unwanted facial hair permanently or temporarily in the areas of the face or other unusual parts. General waxing procedures will be demonstrated.
BS-SKC	BUSINESS SKILLS AND PROFESSION (32 Hours. Required Services N/A)The development of aesthetics as a different and specialized profession will be explained, the professional options available to licensed beauticians will be named and described This unit will provide the student with knowing the meaning of "Skin Care" or Skin Care and its different employment alternatives, effective communication with co-workers, define professional ethics, accounting and management regulations, including deductions on employees' salaries for the mandatory payment of contributions as established by the government

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GRADUATION REQUIREMENTS:

Complete the total of 224 hours of training with a minimum average of 75% for satisfactory progress and pass all theory and practice exams required.
Graduates of this Spanish-speaking program may encounter employment limitations due to the fact that most businesses require fluency in the English language.

DESCRIPTION OF THE DISTANCE LEARNING TECHNOLOGIES (HARDWARE AND SOFTWARE) THAT WILL BE REQUIRED TO SUCCESSFULLY COMPLETE THE PROGRAM:

The use of devices is required to receive distance education, they must have the technological capacity to download the ZOOM and CANVAS programs, which requires the use of a camera and microphone. All the iPhone compatible devices transfer the programs without any problem and the devices that have an Android OS should make sure that it is 6.1 and above so that they can be used to download the ZOOM and CANVAS programs. Students will receive technical assistance from administrative staff if necessary to download and learn to use the applications on their devices.

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 SKINCARE

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 considered. 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 retake failed exams to improve their grades (which requires the 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 hours, services, and grades are recorded and kept on file for students' review. If a student is not accepted or cancels 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 bachelor's degree, equivalent diploma \(GED\)](#) for more information see admission requirements on Page# 5

MANICURE PEDICURE AND NAILS EXTENSIONS

224 hours

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

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 engage in this profession.

PROGRAM DESCRIPTIONS:

Designed to provide students with the required theory and practical skills to register as a Manicure & Pedicure specialists 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 = 9 weeks = 2 months Maximum time to complete: 2.5 months

4 hours a day, 4 days a week = 14 weeks = 3.5 months

Maximum time to complete: 11 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-50 EACH UNIT OF STUDY HAS A DURATION OF 13 Hours of Distance Education and 19 Hours of Practical Classes laboratories.

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PH-MP	PUBLIC SAFETY AND HEALTH (32 Hours / Services Required 5) Through the development of the unit, the definition of a salon of ones and SPA will be explained from a perspective of federal and state regulations as regulatory bodies of the profession with the purpose of ensuring the health of its employees and customers.
MP-MP	MANICURE AND PEDICURE (32 Hours. Required Services 10) This unit will show the knowledge about the equipment, implements and supplies needed in nail care technology in the manicure and pedicure services of Spas. It will also allow to develop theoretical and practical skills in the knowledge applied to the art of the pedicure service, Attention to the elderly clients applying the required disinfection measures.
CE-MP	CHEMISTRY AND ELECTRICITY (32 Hours. Required Services 5) At the end of the unit the student will learn: the concepts of chemistry and Definition and concept of current electricity, as well as the safety of electrical equipment. Apply chemistry concepts and safety aspects with chemicals. Summarize the neutralization and oxidoreduction reactions.
AE-MP	ARTIFICIAL NAILS AND ENHANCEMENTS (32 Hours. Services required 10) This unit will allow the student to develop the necessary knowledge to make the different types of artificial nail extensions and acrylic as well as the art of sculpture of the ones and how to proceed with the texture sconces and their removal among others.
GR-MP	NAIL GEL, RESIN SYSTEM (32 Hours. Services required 10) This unit will allow the student to develop and acquire skills in the procedure, service, and maintenance of the different types of Gel nail. You will also learn about the variety of procedures in the removal of artificial nails. The technique of Shellac, Vinylux Apress Gel and others. The chemical composition of the gels, the difference between LED and UV lights, classify the types of gels and necessary inputs among other topics will be described.
PB-MP	PROFESSION AND BUSINESS. (32 Hours. Required services N/A) The development of the nail technician will be explained as a different profession and the principles that favor personal and professional success from the perspective of image and ethics will be listed. It will be defined that it is ethics and image, and it will be taught how to create a curriculum vitae and the presentation in a job interview among other topics of interest to achieve the success of the profession. They will also learn basic and important management knowledge about: Accounting, business laws, and management regulations, including deductions on employee salaries for mandatory payment of contributions as established by the government.
AN- SKB	NAIL ART(32 Hours / Services required 10) The unit will show the impact that nail art has on the technology industry of its watch out.

GRADUATION REQUIREMENTS:

Complete the total of 224 hours of training with a minimum average of 75% for satisfactory progress and pass all theory and practice exams required.
Graduates of this Spanish-speaking program may encounter employment limitations due to the fact that most businesses require fluency in the English language.

DESCRIPTION OF THE DISTANCE LEARNING TECHNOLOGIES (HARDWARE AND SOFTWARE) THAT WILL BE REQUIRED TO SUCCESSFULLY COMPLETE THE PROGRAM:

The use of devices is required to receive distance education, they must have the technological capacity to download the ZOOM and CANVAS programs, which requires the use of a camera and microphone. All the iPhone compatible devices transfer the programs without any problem and the devices that have an Android OS should make sure that it is 6.1 and above so that they can be used to download the ZOOM and CANVAS programs. Students will receive technical assistance from administrative staff if necessary to download and learn to use the applications on their devices.

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 considered. 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 retake failed exams to improve their grades (which requires the 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 hours, services, and grades are recorded and kept on file for students' review. If a student is not accepted or cancels 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 bachelor's degree, equivalent diploma \(GED\)](#) for more information see admission requirements on Page# 5

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. The payment plan requires a down payment in the amount of \$25.00 for an 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** for 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 a maximum of \$6,495 for the 2021-2022 award year. FAFSA applications for the 2023-2024 award year are accepted beginning January 1, 2023, through June 30, 2023.

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 relationships 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.

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 another 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.

The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. They should write to the Institution's official responsible for the record clearly identifying the part of the record they want to be 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.

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.

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

The right to file a complaint with the U.S. Department of Education concerning alleged failures by State institutions to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901 FERPA Website:

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

OTHER STUDENT SERVICES

Nouvelle Institute offers the following services to its students.

Previous orientation regarding Zoom and CANVAS platforms used by the Institution, before registering for classes by the staff at the Admission Office.

Orientation regarding financial aid programs.

Academic orientation by the Academic Director and/or the Institution orientation.

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

Student Certification _____ Diplomas

Credit Transcripts _____ Student Certificates

Academic Progress _____ Student's Withdrawal

Grades obtained.

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:

Pell Grants _____ S.E.O.G _____ 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 are 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 program and give them the application form.

EMPLOYMENT SERVICES

The main cause of employment services is to put in contact with 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 resumes, filling out job applications, 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 of supporting and academic advising the students when they need it. In case 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 /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 professionals 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

OTHER FACTS CONCERNING THE PROGRAM OF INSTRUCTION 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 for 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.

ADDITIONAL TRAINING

Nouvelle Institute establishes in each unit of the cosmetology program; 7 or 8 additional hours depending on the imparted content to delve deeper into the curricula and the description of the established topics, both theoretical and practical. At the end of each study program, the student will have received 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. The student will receive a written breakdown of the additional hours for each unit at the pre-enrollment orientation.

LICENSURE REQUIREMENTS FOR ALL ACADEMIC PROGRAMS:

Approve the final exam administered by the Office of Academic Affairs.

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

The applicant should be aware that all study programs have a distance learning component that represents 40% of the duration of the programs intended to fully cover the teaching of theory and that the remaining 60% of the programs is allocated in the time the program is taught. The student must attend the physical facilities to carry out all the practices that will evaluate and improve the skills required by the profession.

You should be aware that all transcripts or other official or unofficial documents listing academic achievement received will be identified as the distance learning component and that even if you receive your diploma for academic achievement through your education, it may not be accepted by reciprocity or eligible for license in other states. A signed and dated copy of the release must be in the student's file.

The applicant must know before registering that each one must have a device that guarantees receiving distance education which must meet the requirements to be able to download the Zoom program .

COST OF PROGRAMS

Programa Program	Horas Hours	Cuota de Registración Registration Fee	Estudio Tuition	Libros, Materiales, Uniformes y Diplomas Books, supply & Diplomas	Total
Cosmetología (<i>Cosmetology</i>)	1500 Horas	\$ 25.00	\$13,153.00	692.00	\$13,870.00
(Cuidados de la piel y Tratamientos corporales Skin Care & Body Treatment	1125 Horas	\$ 25.00	\$10,202.00	\$ 646.00	\$10,873.00
Especialista Completo (<i>Full Specialist</i>)	448/ Horas	\$ 25.00	\$7,121.00	\$ 494.00	\$ 7,640.00
Manicure, Pedicure & Nail Extension (<i>Manicura y Pedicura & extensiones de unas</i>)	224Horas	\$ 25.00	\$2,075.00	\$ 350.00	\$ 2,450.00
Skin Care (<i>Cuidados de la Piel</i>)	224 Horas	\$ 25.00	\$2,175.00	\$ 350.00	\$ 2,550.00

Additional non-refundable costs

The school provides ID cards a cost of \$3.00 once issued is non-refundable. Books, equipment or study materials and the Diploma constitute non-refundable costs as they are considered non-reusable

Extra Instruction Charges

Students have no additional fees when completing the academic program up to 150% of the duration of the program.

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
March 15, 2023