



13004 South Western Avenue Blue Island, IL 60406

Student Handbook & Course Catalog printed June, 2010 volume 2

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~ handbook & catalog ~

Chicago Nail School & Advanced Training Center
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13004 South Western Avenue, Blue Island Illinois, Tel: 708.597.9999

• www.nailschoolchicago.com

WELCOME TO CNS

With the rising day spa popularity, there is an ever-increasing demand for qualified, well-trained professional nail technicians. Recognizing these needs, The Chicago Nail School & Advanced Training Center (CNS), welcomes you to a place where you can receive an education that is both challenging and rewarding in the field of nail technology.

In the interest of providing our students with a well-rounded education in all aspects of nail technology, we include classes in business, ethics and massage techniques for hands and feet along with nail artistry. This gives our students a competitive edge when they enter the marketplace.

Here you can undertake a challenge to achieve your full potential in becoming a qualified, licensed nail technician. We, the faculty and staff at CNS will work hard to insure your successful completion of the programs that will prepare you for your new profession.

To this end, we demand dedication, discipline and determination from every student. This insures the community that Chicago Nail School certifies only the most vigorously trained and qualified graduates entering this field.

OUR FACILITY

The CNS school facility is located in Blue Island, Illinois and its classrooms and administrative office occupies approximately 3800 square feet of prime office space. It is easily accessed from all major highways, across from a major hospital, restaurants and fast-food establishments. The school offers classrooms, and a break area. To insure quality education, the maximum size per class has been established to be no more than 15 students. A bulletin board displaying job opportunities is found in the school's locker room area to serve CNS alumni and other nail practitioners in the Chicago land and surrounding area. The school's administrative office is also located in the school facility, easily accessible for student concerns.

ADMISSIONS REQUIREMENTS & PROCEDURES

General Admittance

In order to be considered for admission, those interested in the program must complete the Application for Admittance Form (found in the back of this handbook) and submit it along with the non-refundable registration fee. Upon receipt of the application and registration fee, the student will be contacted to let them know we have received their application. The registration fee is non-refundable after 5 working days from receipt

CNS Nail Technology Certification Program

NAIL TECHNOLOGY COURSE OF STUDY (Total Hours of Training = 350 Hours)

The nail technology course is designed to give students an in-depth educational exposure in the field of manicuring. Once the student has completed the course, he or she will be prepared to take the state licensing exam and then go on to obtain employment in areas such as Manicuring (Nail Technician).

- 1) **General theory & practical application - 85 hours of classroom instruction in general theory and practical application (that is, practicing nail technology on the public) and technical application (e.g., practicing the technical application on a mannequin finger or on the finger of another student) shall be provided in the following subject areas:**
 - A. History of nail care;
 - B. Personal hygiene and public health;
 - C. Professional ethics;
 - D. Sterilization and disinfection;
 - E. Bacteriology;
 - F. Disorders of the nail;
 - G. OSHA standards relating to material safety data sheets (MSDs) on chemicals;
 - H. Chemicals and their use: and
 - I. Technical applications of chemicals.

- 2) **Related concepts - 15 hours of classroom instruction shall be provided in the following subject areas:**
 - A. Cells, metabolism, and body systems;
 - B. Theory of massage; and
 - C. People skills.

- 3) **Practices and Procedures - 220 hours of instruction, which shall be a combination of classroom instruction and clinical practical application, shall be provided in the following subject areas:**
 - A. Fabric procedures
 - B. Sculpting procedures;
 - C. Light cured gels;
 - D. Machines or apparatus used in nail technology;
 - E. Manicures;
 - F. Pedicures;
 - G. Hand, arm and Foot massage;
 - H. Other procedures as they relate to nail technology; and
 - I. Product knowledge as it relates to nail technology.

- 4) **Business Practices - 30 hours of classroom instruction shall be provided in the following subject areas:**
 - A. Illinois Barber, Cosmetology, Esthetics, and Nail Technology Act and Rules;
 - B. Management;
 - C. OSHA standards relating to chemical use; and
 - D. Workers' Compensation Act.

Admissions Requirement & Procedures

All applicants must also meet the following basic requirements:

1. Student must be at least 16 years of age upon enrollment in the Nail Certification Course. Student must show completion of the 8th Grade or High School or GED or its equivalent.
2. Be able to meet financial agreements

Non-Discrimination Policy

CNS is a school which admits students of any race, color, gender, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. CNS does not discriminate on the basis of race, color, gender, national or ethnic origin in administration of its educational policies, scholarships or loan programs, or other school administered programs.

Transferring from Other Schools

CNS does not recruit students already attending or admitted to another school offering a similar program of study. Transfer students who have already withdrawn from their prior school may be required to complete a practical and written evaluation prior to enrollment to assess skills and to determine appropriate course level. The tuition for transfer students will be assessed at the hourly tuition rate for the course in which the student is enrolling. CNS will not accept transfer students without first receiving an official transcript from the previous school.

In order to be considered a graduate of CNS, transfer students must meet all regular graduation requirements and all written and practical evaluations. CNS will validate only the hours of instruction earned by students at this institution. CNS gives full credit for hours previously earned as reported on the student's official transcript. Prior education and training is evaluated by the school, appropriate credit granted and the course shortened proportionately.

CNS will provide all former students and graduates copies of their records, including records of hours earned, official transcripts and certificates of completion upon satisfaction of any outstanding debt owed to the school. Any additional transcript will be issued at a cost of \$25.00 per copy.

TUITION & OTHER STUDENT CHARGES

A one-time registration fee of \$100.00 must be included with the application for admittance to CNS and is included in the cost of tuition. This fee is non-refundable after 5 working days from receipt and is due prior to the first day of class. All program tuition must be paid in full in order to receive a certificate of completion for the course and permission to take the Illinois State Licensing Examination.

If a student does not graduate by the specified graduation date (given to student at time of registration), the student will be charged \$7.00 per hour until he or she completes all the requirements for graduation. Exceptions may be granted if a student can provide a signed document from a medical doctor, or a court document explaining the time missed.

If the student cannot qualify for outside financing, options are available at the school.

Students may pay tuition in full or schedule a payment plan with our finance department, with the first payment due on the first day of class and all remaining payments are due on the Tuesday of each week until the balance is paid in full. If the Tuesday is a Holiday, payment must be received on the last school day prior to the holiday or the day after the holiday. A late fee of \$20.00 will be assessed if payment is not received as per contract agreement. Failure to keep current with payments may result in the student being removed from the program. If payment arrangements have not been made with the Finance Department within 30 days prior to graduation, tuition balance will be sent to a collection agency or legal action will be sought. Student will not receive their Certificate or Transcript unless all monies owed the school is paid in full.

ALL PROGRAM TUITION must be paid in full in order to receive a Certificate of Completion for the course and permission to take the Illinois Licensing Examination.

Financial Assistance

If a student chooses to use the school financing program a package will be given to the student about the finance company. The finance company (**TCF Credit Corporation**) located in San Ramon California, will once the finance papers are filled out and forwarded to the company process the paper work and a coupon book mailed to the student. Payment terms will be monthly with an annual interest rate of 10% until the balance is paid in full. Student will be given one year from the registration date to pay off the financed amount. All students using the financing method of payment must pay the registration fee and cost of books and supplies, and the difference will be financed. A monthly statement will be sent from the finance company to the school showing the status of each student pay to date and account balance. If a student payment is not up to date the school will inform the student and student must take time off from school until all payments are current. (_____)

Students who are reinstating their programs or wish to transfer must write a letter to request re-admission to the Admission staff. The "reinstatement/transfer request" must be completed and submitted to the Administrator. *In order to

reinstate/transfer the student must pay any previous balance and a **\$100.00 fee**). If the school can accommodate the request (per the Administrator) the "reinstatement/transfer request" should be completed. The student then agrees to the terms of the request and the contract needs to be completed and updated with the new start and completion date.

The contract will included the hours needed to complete with the remaining hours left in the original contract, any tuition difference between the old tuition and the current tuition and all of the remaining fees. Also, if the student was dropped due to attendance, that student faces the possibility of probation

Chicago Nail School & Advanced Training Center

Programs & Policies

REFUND POLICY

Discontinued Programs

1. If the school continues to operate under its license, but discontinues instruction on any program after training of students has begun, the students enrolled in the discontinued program are entitled to a pro rata refund of all tuition monies paid unless comparable training is arranged by the school to be provided at another public or private vocational school and such arrangements are agreed to in writing by the student.
2. Notice in advance of the discontinuance must be provided to the agency and to the students in writing.
3. The term "discontinued" generally applies to the elimination by the school of a particular course offering prior to its completion. However; the term includes circumstances where program(s) commenced at a specific location under terms of an enrollment agreement are relocated to a substituted physical site.
4. A student affected by relocation may voluntarily accept transportation and other arrangements offered by the school in order to continue his/ her training or may file a refund claim.
5. Requests for refunds pursuant to this provision must be made in writing by the enrolled student within 30 calendar days following discontinuation of the program. Money due the applicant/student shall be refunded within 30 calendar days after receipt of the request.

Cancellation of Classes

CNS reserves the right to cancel a class before it starts for any reason it deems necessary. In which case, the enrolled student is entitled to a full refund of tuition monies within 30 calendar days. CNS also reserves the right to suspend, cancel or postpone a class or classes after training has begun for any reason, including but not limited to, such events as fire, flood, storm, war or civil disorder. In such events, a pro-rata refund will be made on tuition monies prepaid by the student within 30 calendar days of the official termination date unless the student elects to continue the training in a later class.

Refund Before Entering Classes

1. A full refund of all tuition money will be paid if the school does not accept the applicant.
2. A refund of tuition cost, or one hundred twenty-five dollars, whichever is less, will be paid if the applicant withdraws no later than midnight on the fifth business day (excluding Sundays and holidays) after signing the contract or making an initial payment, provided that the applicant has not commenced training.
3. After five business days (excluding Sundays and holidays), the school may retain an established registration fee equal to 10% of the total tuition cost, or one hundred dollars, whichever is less. "Registration fee" refers to any fee, however named, covering those expenses incurred by an institution in processing student applications and establishing a student records system.
4. The school reserves the right to cancel a class start date due to insufficient enrollment. If this occurs, the student may request a full refund of all monies paid or apply all monies paid to the next scheduled class start date

Refund After Entering Classes

If training is terminated after entering classes, the student is financially obligated to the school according to the following formulas or maximum charges:

1. If the student terminates during the first week or 5%-9.9% of contracted instructional time, whichever is less, the school may retain 10% of tuition cost or \$300.00 whichever is less plus application fee, registration fee, and cost of books, supplies, and any material (kit)
2. If the student terminates after the first week or 5%-9.9% of contracted instructional time, whichever is less, the school may retain 30% of the tuition plus registration fee, application fee, and cost of books, supplies, and any material (kit)
3. If the student terminates after completion of 10% -14.9% of contracted instructional time, whichever is less and up to and including 50% of contracted instructional time, the school may retain 50% of tuition cost plus registration fee.
4. If the student terminates after completion of more than 50% of contracted instructional time, the school may retain the full tuition cost plus registration fee.

GRADING SYSTEMS

CNS uses a decimal grading system in its courses. All final passing grades are expressed within a range of numbers between 4.0, the highest, and 2.9, the lowest. A grade under 2.9 is recorded on the transcript exactly as awarded, but is listed as "No Credit." A grade under 0.7 will be recorded on the transcript as 0.0. No credit is earned for courses failing to meet the minimum grade requirements and such courses must be repeated. The alphabetic and numerical notations accompanying the list of decimal grades are without official standing and are offered solely as an interpretive guide (See chart below). CNS's grading system also officially includes certain alphabetical notations.

Decimal Grade	4.0 – 3.4	3.3 - 2.5	2.4 - 1.5	1.4 – 0.7	0.6 – 0.0
Scale Grade	100 – 93.00	92.99 – 86.00	85.99 – 79.00	78.99 – 75.00	74.99 – 0.00
Alpha Grade	A	B+ – B-	C+ – C-	D+ – D-	F

* Grade Point Average

The cumulative grade point average (GPA) is computed at the end of the program, or upon withdrawal from the school, and is based solely on the sum of the numerically graded courses taken at CNS. The GPA is determined by dividing the sum of the quality points earned by the total number of points attempted.

*Grade of Incomplete

At their option, instructors can assign a grade of “Incomplete” (I) to students who have been performing the required course work at passing level, but who, because of extenuating circumstances, have been unable to complete the course within the term. The student has 30 days from the last day of class to remove the grade of “I” by completing the required work, as stipulated by the instructor in writing.

*Extension of Incomplete

At the discretion of the Director of CNS, an extension of the “Incomplete” grade may be granted, whereby the student is granted a second 30-day period in which to complete the course work. Thereafter, no further extensions are granted without the approval of the Director of CNS.

Graduation and State Board Exams

Graduation ceremonies from programs leading to licensing are once a year, usually in the winter. Graduates will be notified of the date and time of their graduation ceremony via U.S. mail. For this reason, it is important that all graduates keep the school notified of any address changes.

Students are not allowed to wear jeans, sleeveless tops or dresses, crop tops, open toe shoes or back less clothing on graduation day. Please dress appropriately.

Graduation Requirements: (All Day and Evening courses)

To receive your diploma from Chicago Nail School, you must complete the following:

1. Complete all of the clock hours legally required by the State of Illinois in your course.
2. Complete all exams, written and practical with the minimum score of 75%. Complete all exams, written and practical with the minimum score of 85%.
3. Complete all unit and course work exams.
4. Complete all mock state board exams with a minimum grade of 85%.
Pay tuition and other costs in full as stipulated in the contract.
5. Turn in your high school diploma or equivalent, your social security card, state ID or drivers license and your birth certificate for duplication purposes.
6. If a student take their final written Test that Chicago Nail School administer and fail three times, the student will be allowed to retake the exam again after he or she have signup for the school 60 hour of refreshers course at a cost of \$7.00 an hour. This fee must be paid in advance before the student can start the 60 hours of Refreshers training.

Requirements for Filing for the State Board Exam

1. Make sure all course clock hours have been completed.
2. Make sure all documentation has been submitted (birth certificate, high school diploma, social security card etc.)
3. Make sure all tests have been satisfactorily completed.
4. Obtain a cashier’s check or money order for the appropriate filing fee made out to “Continental Testing”(if applicable).
5. Schedule an appointment with the school’s Administrator.
6. Arrive to your appointment on time.
7. You must file no later than 30 days after the completion or your clock hours, or you will have to retake the mock state board exams before filing.

Failure of the State Board Examination: Students who fail the state board exam on their first or second attempt may return to Chicago Nail School at no charge to retake your mock state board examination. If a third attempt is necessary and the student fail on their third attempt a 60 hours refreshers course must be completed before they can return to retake the exam again. Any supplies needed must be supplied by the student and there will be a cost for the refreshers course.

Requirements for Filing for the State Board Exam

Students failing the State Board Exam 3 times, ***must return for an additional 60 clock hours of training at the rate agreed upon by the student and admission office.*** Arrangements must be make with the Educational Director to take these additional clock hours.

Hours

The school's policy prohibits altering the number of actual clock hours required by state licensing laws or the number of clock hours identified in the school's contract in the event the school requires more hours that the state.

Information Records

Chicago Nail School provides adequate safeguards of all records requested by governmental agencies and:

1. Requires written legally authorized requests from all sources desiring information.
2. Protects and insures the privacy rights of students and staff members.
3. Provides and maintains sufficient duplicating equipment for all duplicate records of any information sent out of the school.
4. Provides access to cumulative records to students and their parents or guardians (if the student is a minor) proper supervision is maintained when student records are reviewed.
 - Staff records are maintained by the Personnel Department. Staff and student records are not kept in the same file.

Inspections

Chicago Nail School reserves the right to conduct inspections in lockers or student kits in the school's discretion. If necessary, local authorities will be contacted regarding stolen property and they will conduct the searches and inspections of bags and personal property as they deem necessary.

Internship Program

Students may intern for 10% of their time while in school. The students must have a GPA of 85% and an attendance rate of 90%, to be considered eligible for the internship program. The students should have completed Stages 1 –12, in order to participate in the internship program. Please see the school's Administrator for what is needed for the Nail Internship Program. Students must turn in the necessary paperwork on a weekly basis to receive their hours for interning. If the student gets placed on probation for any reason, the student will not be allowed to intern any longer.

Laws

Illinois Law

Students are taught Illinois State Law as it relates to the professions and any local laws or ordinances that apply. Students are also fully informed of licensing requirements and made aware of the school's compliance and objective.

Copies of pertinent local, state and federal regulations and laws are provided for staff and students. Students receive a printed copy of Illinois State Law Statutes as well as participate in classes that present all laws and regulations relating to the Nail Technology professions.

Make-Up Work and Grade Requirements

Tests

It is the student's responsibility to make up any exams that were missed due to absence. All make up test, with the exception of mock state boards, will be given a maximum score of 75%. All make up mock state board exams will carry a maximum of 85%.

Students must have a passing grade of 75% on all final test, and they must obtain a grade of 85% on all mock state board exams. Teacher Training students must have a passing grade of 85% on all final tests. Any student who has missed any exams, must make them up within the following cycle. Any student found to be cheating on any exam will be suspended

and may be terminated from school. All testing and grade requirements must be completed by the time a student completes 90% of their course or the student's hours may be interrupted until the student has caught up on all tests.

Testing

The student evaluation system includes written, oral and practical testing appropriate to the curriculum. Quizzes and/or reviews are also conducted periodically. All courses have both on going and final written and practical testing with pre-established standards. Feedback from the testing results provides useful information for needed adjustments.

1. If a student is absent on the day of testing, he/she will only receive a 75% on a make-up test.
2. If a student is present, takes his/her final test but fails, the student may re-take the test the next school day in class at a time designated by his/her instructor and receive the full score for the test.

Test and quizzes are not the same. If you miss a quiz for any reason, you may not make it up. If you know you are going to be absent on a day a quiz will be given, you may not take it early or later. It must be given on the day it is to be given only.

Grade Requirements

Students receive numeric grades in both their theory and practical work. Although all work is evaluated on a regular basis, a student's academic progress will be evaluated at each segment. In order to achieve satisfactory progress, the student must achieve 75% or better on his/her attendance and grade average. Teacher Training students must obtain 85% or above average for each segment.

Over-Exit Charges

Students who do not complete their training prior to the end of their contract date will be charged additional monies, called over-exit charges. Over-exit charges are calculated at the rate of **\$7.00 per hour** as specified in your enrollment contract for every hour in excess of your personal time and/or contracted exit date. Over-exit fees must be paid in full before a student is allowed to continue his/her studies and all monies owed the school must be paid in full before a student can graduate from Chicago Nail School. If a student have completed their **350 hours** of Nail Technology Training or **500/650/1000** of Teaching Training, and did not take their final school exam at the end of the contract date, there will be a fee of **\$2.00 per month charge** for every calendar month that the student wait to take their final exam with the school. These charges must be paid before the student can take his/hers final exam.

Overtime/Make-Up Hours

Periodically, the opportunity for additional "make-up" hours will be make available to students. These "make-up" hours opportunities are a privilege and will be provided at the school's discretion. If you are working beyond your regular schedule, you must be on the clinic floor, at your station, prepared to take any client assigned to you by the floor instructor. If you leave your assigned area without notification and permission, you will not be considered for future overtime hours.

CNS Attendance Policy & Policy Relating To Make-Up Work

All students must attend 100% of scheduled class and clinic hours in order to meet graduation requirements for each program at CNS. Absences must be made up hour for hour in the class, Student/Public Clinic and/or extra make-up assignments will be given. Missed academic work and examinations must be made up as determined by the instructor, and/or before graduation day. Any student who arrives 30 minutes late will receive a tardy. **Three tardiness** will equal one absence. Also, if a student arrives 1 hour late or leaves before the instructor dismisses the class, an **absence** will be counted. Once qualified to participate, students are required to participate in the Student/Public Clinic. Hours worked in the Student/Public Clinic are counted toward completion of the course. A student may also be placed on probation for repeatedly being tardy for class sessions and/or the Student/Public Clinic.

Excused absences are allowed for illness and other documented emergencies, but should these exceed two weeks in duration, the student may

Absenteeism

350 Clock Hours – Nail Technology Course.

Each Nail Technology student is allotted on his/her contract, the use of 10 personal days. Any Nail Technology student who has missed clock hours in the 350 clock hour Nail Technology course, over the allotted 10 personal days, is required to make up this time. All Nail Technology students must graduate with 350 clock hours in order to meet the Illinois State Board requirements. Make-up time can be scheduled on Saturday (if applicable). A fee of 7.00 per hour for any additional hours needed to complete his or hers 350 hours requirement for graduation will be charged to each student wishing to do make up time. This fee must be paid in full before a student can schedule any make up time. Signing up for these hours will be

handled by the admission office. Saturday make-up time will consist of clinic work only and can only be done when the regular contract expires and all fees are paid including any extended contract fees.

Note: Chicago Nail School sends out notices of absenteeism to the student on the 5th consecutive day of absence, on the 10th consecutive day of absence and a notice of termination from the school on the 15th consecutive day of absence. It is the student's responsibility to make up any examinations, written or practical, that are missed due to the absenteeism.

Change of Schedule

Student wishing to change their attendance schedule should notify the School's Administrator. There will be a \$50.00 Change of Schedule fee that must be paid by the student before the School's Administrator will approve the schedule change (**no exception**).

Clocking Hours

All day students in courses of 25 clock hours per week, or more must clock 4 times per day. Always clock-in for the day and out for lunch, in after lunch and out at the end of day. Failure to clock in or out will result in you losing one hour from your daily total hours or might cost you a full day of absence.

All evening students or day students in programs less than 20 clock hours per week, must clock **2 times per day**. Always clock in for the day and out at the end of day.

Note: All students are required to follow these rules, or face not receiving credit hours for the day. In addition, the following rules apply to all Chicago Nail School students:

1. Anyone who forgets to clock his/her time card will not receive credit for that day (No exception) or will automatically lose one hour.
2. In the case of anyone caught punching for someone else, both parties will be suspended/terminated from school.(3days minimum suspension).
3. If a student work during lunch or after regular class end on a walk-in customer the instructor only can sign the timecard to allow the student to receive credit hours for the period they work.
4. Students who do not clock in properly/clock out properly, will not receive those hours that are not documented.
5. Students misuse or abuse of the clocks, clock cards or any other computer equipment, will result in a suspension and possible termination for school.(3days minimum suspension) and must pay for any damages to school equipment.
6. The latest a student may clock in and receive hours on days is 30 minutes past the needed daytime clock-in time. The latest a student may clock in and receive hours on nights is 6:30 p.m. After 6:30 p.m. no credit hours will be allowed but the student will be allowed to stay in class if he/she chooses. (unless special arrangement is made with the school director).
7. Students must be in full uniform or proper attire as required by the school when clocking in for the day and clocking out for the day.(see dress code memo). When you are here during clock-in hours, you must be wearing your uniform or proper attire along with your lab coat and name pin or the uniform code agreed upon by the school.

Clock-In Procedure

Sign-In Policy

Students are given a 30 minute grace period after the official start time of class, to accommodate instances where students arrive late to class due to circumstances beyond their control. However, it is important to note that this grace period is not to be abused. Students are allowed up to 6 uses of this grace period for the 350 hours Nail Technology Program, unless otherwise approved by the school Administrator.

Any additional use of this grace period will result in the student being sent home and not receiving hours for the day and the days that follow the "6 grace rule" where the student arrive to class past the official class start time. In extreme circumstances and emergencies, instructors may approve students to enter class during the 30 minute grace period.

It is up to the Instructor to enforce this policy and communicate with the students as to whether or not they are approved to stay in class after the use of their 6 grace periods has expired.

Each student must punch in and out on the time clock to receive hours for the day. If a student doesn't do so, he/she will not receive clock hours for the day. The time clock will take precedence over the roster, (if one is provided) when signing in for the day. Just because you are signed in on the roster, doesn't mean that you are receiving clock hours for the day. Each day of attendance, the student must sign the attendance roster upon arrival, (if one is provided) when leaving for and returning from lunch break and when exiting at the end of the school day, (if a roster is provided).

The School's Administrator will give appropriate credit for clocked hours attended. These totals are entered in the computer as they appear on their time cards. A student who feels there is a discrepancy in his/her clock hours should make an

appointment with the School's administrator to review those clock hours not later than 30 days after the clock hours are posted and the student receive a copy of his/hers hours for the month.

If a student forgets to punch their time card, the teacher cannot sign the card. The teacher is not responsible for hours. If the student forgets to punch his/her card, he/she will not receive hours for the day.(No exception) or will loose at least one hour.

Roster do not count for hours – students must use the time clock. Students may not punch for each other. If they do, both parties can be suspended or terminated form the school.

If a student loses his/her time card or I.D. card, he/she must purchase a new one from the School Administrator at the cost of \$10.00. The latest a student can punch in is 30 minutes past the scheduled start time.

Students must be in full uniform or proper attire and lab coat when clocking in and out for the day. All students teacher must wear white lab coats (Dr. style lab coat which must be purchased from the school). (no exceptions)

Tardy and Early Dismissal

These procedures are to let students be aware that they are to be at school and ready to start class at the designated times (10:00am, 6:00pm etc.) Early dismissals should be handled with the student who has an approved reason (i.e. emergency) to leave, this way the students know they are not to abuse this privilege. Students are allowed up to 6 tardiness. When the student is on his/her 7th tardy, the student will receive 1 day of suspension. Students are allowed up to 6 early dismissals. When the student is on his/her 7th early dismissal, the student will receive 1 day of suspension and will have this noted on his/her record.

Complaints

Complains should be in the form of a letter stating your complains or grievances. This letter once addressed by the party or parties involved or by the school director will be placed in your permanent file, and can be refer back to at a later date.

Conduct and Appearance

Administrative Business

Students who wish to set up appointments with the Administrative staff, must report to their classroom first and inform the educator of their intentions. Students must obtain an ok from their instructor before leaving their classroom to attend any appointments.

Dress Code

Student uniforms have been selected by Chicago Nail School and must be worn at the school. Students are not allowed to wear hats, caps, bandanas, head wraps, or head coverings of any type other than for religious reason, All students must be in uniform or proper attire. Your lab coat and name pin must be worn at all times. Students must wear **all Black or White nurses style outfits** (no other color is allowed). **Male students are allowed to wear black pants and white shirts or all black or white (black or white jeans for male students are ok)** Closed toe shoes and socks or nylons must be worn at all times, no sneakers or flip flops allowed.

Gym shoes are allowed but must be clean at all times and must have a professional appearance and fully laced and properly tied (**white only**). Male students are allowed to wear regular black shoes. No jogging suits, shorts, capri pants, roll up jeans, mini skirts, see through garments, hooded tops, jeans, and absolutely no lettering, names, or logo on clothing unless Chicago Nail School logo. No low riders with exposed belly If it is cold outside, the students must have on a **solid black sweater shirt or sweaters, (no hood). NO open chest shirts, blouse, skirts or tops. Blouse or dress with straps are not allowed. Skirts must be at least 2 inches below the knees.** When the student is on the Clinic floor, he/she must have on proper uniform attire with name pin attached. Alterations of any kind of the Chicago Nail School uniform or dress code are not allowed. Instructors must do a uniform inspection at the start of class and send those who do not comply home. If a student is sent home he/she will not receive any hours for that day.

Clinic Uniforms

Black professional pants and shirts may be worn by (male students). Socks must be worn at all times when in school. Socks must be solid black or solid white. Black or white shoes must be worn at all times. No open toe shoes or sandals allowed.

Attitude

Students should maintain professional and desirable work habits and attitudes. If students cannot maintain a professional attitude with their fellow students, teachers and administrative staff, disciplinary action may be taken.

First Offense – Written up

Second Offense – Written up and sent home

Third Offense – Written up, sent home and next day suspension.

Breaks and Lunches

Breaks are to be taken in the student lunchrooms. Students are not to spend breaks and lunches loitering in the hallways, parking lots, on the clinic floor, reception area or in front of the building.

Lunch break will always be the same time each day at 1:00 pm for fulltime students and return by 1:30 pm.

If a student punch out after 1:00pm they must still return by 1:30 pm from lunch unless at the time the student punch out the instructor sign their time card allowing the student lunch time to start at a later time. If the time card is punched after 1:30 pm with out an instructor signature then the student hours will be reduced by the time the punch back in. Again lunch is 30 minutes from 1:00 pm to 1:30 pm each day. No exception.

If a student works during lunch they will get full credit and no lunch break.

If they choose to take lunch, they must punch out and have their time card signed by an instructor at the time they punch out and in. The lunch time will still be 30 minutes from the time they punch out.

Children/Guest at School

In order to maintain proper decorum on the clinic floor, the following standards will be observed:

- Students must sign in on the work report sheet provided by the instructor to receive credit for service provided for that day.
- Students must show respect to all clients.
- **Students may not refuse to do any services. If refusal is made, it will result in the student being signed out for the day, followed by a one day suspension starting the following day.**
- Students must follow the teacher's instructions.
- All sales are services must be paid for in advanced. No student is allowed to perform a service without a paid sales slip, unless it's approved. This slip is to be posted on the student's workstation.
- Students must sign for and be responsible for any products or material that is taken from the supply room or from the dispensary. If the items are not returned the same day, the proper amount will be charged to the student's account .
- Students signing out equipment for an extended period of time must return them on the date specified. If the items are not returned, the items will be charged to the student's account.
- Students are not excused from attending scheduled classes to work on other students.
- **Absolutely no children will be allowed in the work area or clinic floor.**
- **The work area/clinic floor can only be occupied by patron or patrons being serviced.**

Note: Failure to comply with these standards will result in disciplinary actions being taken.

Related Topics

Tardiness - See "Attendance Policy & Makeup Work" **Makeup** - See "Attendance Policy & Makeup Work" **Probation** - See "Policy Relating to Conduct, Probation & Termination"

I — Incomplete: A temporary grade assigned at the discretion of the instructor to a student who is doing passing work and has been in regular attendance, but who has not completed course requirements by the end of the term.

W — Withdrawal

UW — Unofficial Withdrawal

Z — Course interrupted by military service assignment

You will be required to utilize the tutorial system in order to continue. Students may also be placed on probation should absences exceed 5% of course time, or have a negative impact on academic performance.

All courses, including the Student Clinic may administer and require the passing of regular quizzes, examinations and practical demonstrations.

POLICY RELATING TO CONDUCT, PROBATION & SUSPENSION/ TERMINATION

A student enrolling in CNS assumes the responsibility for reasonable standards of behavior while on school property or while participating in program activities. Although CNS is dedicated to an open, free society, some actions are inappropriate in an institution of higher education. Inappropriate and/or illegal student conducts that are grounds for student probation, suspension and termination include, but are not limited to the following:

1. Class attendance under the influence of alcohol or drugs
2. Disruption of class or classes

3. Violations of school regulations or policies
4. Interference with another student and/or instructor
5. Showing lack of respect for another student and/or instructor
6. Stealing or destruction of property
7. Failure to pay tuition due in a timely manner
8. Misrepresentation of self
9. Determination as mentally incompetent by valid authorities
10. Unprofessional or unethical conduct
11. Excessive absence or tardiness
12. Negligence or incompetence in the practice of your chosen study
13. Failure to maintain academic progress
14. Any other conduct which the school, teachers or other students deem to be harmful to the school's reputation, the academic process or inappropriate for this profession
15. No cell phones or pagers allowed in the classrooms

STUDENT CODE OF CONDUCT

The disciplinary powers of CNS will not be used to duplicate the function of civil authorities. However, if a student's actions are judged to be detrimental to the health, welfare, or general well-being of the school, of the community, or of any individual therein, CNS may exercise its disciplinary authority.

The CNS Director reserves the right to assign additional Student/Public Clinic time and/or educational assignments in lieu of probation and/or termination from the school, for those conducts deemed detrimental to the atmosphere and function of the classroom and/or the Student/Public Clinic.

Due to the distraction of Cell Phones and Pagers, CNS requires students to leave their cell phones/pagers at home or in their automobile. The school's telephone can be used & phone number given out for **emergency's** only.

Probation

Students enrolled at CNS must maintain a 85% cumulative GPA throughout their enrollment at CNS. A student will be placed on academic probation when their cumulative GPA falls below 85%. Once placed on academic probation, a student must raise the cumulative GPA to 85% within 30 days time, and maintain perfect attendance, barring excused absences for emergency or unforeseen situations.

Probation Policy

A student may also be placed on probation for any of the following reasons:

1. Academics: * Missed examinations
* Cumulative grade average below 85% or 2.9
2. Attendance: * Excessive absences over 5% of coursework
* Any no-shows in the Student/Public Clinic
* Consistent tardiness
3. Tuition: * failure to keep payments current
4. Conduct: * a student violates any of the conducts as written in the CNS handbook relating to conduct and termination

A student may be placed on probation for a period not to exceed 30 days. The student will then have 10 working days to file a request for review of the probation and show cause why the probation should not stand and be made a part of the student's file.

If within the probation period the student fails to correct the circumstances of the probation, the student will be terminated from the school.

Termination

A student, who receives notice of termination and seeks re-admission to the school, must submit, via U.S. mail, a written petition to the Director of CNS. The petition must include a review of the reasons for the termination, and must contain an explanation of what has changed such that the student should warrant re-entry. Normally, a terminated student will not be re-admitted until a year has elapsed following the date of termination. A petition for re-admission may be filed earlier however, in the expectation that the Director of CNS will establish and communicate the conditions, if any, under which the student may resume studies. The decision of the Director of CNS shall be final.

Official Termination Date

The official date of termination of a student shall be the last date of recorded attendance when withdrawal occurs in any of the following manners:

1. When the school receives notice from the student of the student's intention to discontinue the training.
2. When the student is terminated for a violation of a published school policy, which provides for termination.
3. When a student, without notice to the institution, fails to attend classes or Student/Public Clinic, for 14 calendar days.

Re-entering the School

Those students who have been dismissed, terminated, or have withdrawn from any of the programs at CNS, may submit a request, in writing, via U.S. mail, to re-enter the school. The request must contain an explanation of what has changed such that the student should warrant re-entry.

The student must then proceed with the full process of admission, including payment of the registration fee.

Final judgment of re-entry is at the sole discretion of the CNS Director.

The above applies for continuing education courses, as well, if the student was asked to leave due to behavioral problems. In such cases, if the student is accepted to attend classes again, the full tuition for each course must be paid, regardless of how much of the class was finished before the student was expelled.

If a continuing education student leaves voluntarily and wishes to return, he/she need not request re-entry. The student should only re-enroll and pay the appropriate tuition.

CNS GRIEVANCE POLICY AND PROCEDURE

The Student, Staff, and Faculty Grievance Policy and Procedure is designed to provide an effective/acceptable means for persons to bring equal opportunity/non-discrimination, disciplinary or any conduct-related problems and complaints to CNS's attention. This enables students, staff, and faculty to file a grievance without fear of retribution or prejudice, and to help identify and eliminate legitimate causes for dissatisfaction. This procedure is separate from and applies to all issues other than grades.

a) Complaint should first be brought to the instructor or supervisor;

b) If the instructor or supervisor is unable to satisfy the complaint, it should be brought to the CNS Director of Education;

c) If the Director of Education is unable to satisfy complaint, it should be brought *in writing*, to the CNS **Grievance Committee;

d) The Grievance Committee will meet with the person filing the grievance and a determination will be made, in writing, either during the meeting or within 48 hours;

** The CNS Grievance Committee is composed of five people consisting of the following:

One CNS Instructor not associated with the complaint

Three students in the Certification Program and not associated with the complaint.

One general CNS employee not associated with the complaint.

The committee members will be determined by lot at the time the complaint is brought forth and has gone through the complaint process to "d" above. Those persons drawn by lot may refuse participation. Persons drawn by lot may not be accepted to serve if they have an involvement in the complaint or play a part of the situation being brought forth for consideration.

SCHOOL CALENDAR

CNS courses and programs are offered periodically throughout the year, and are dependent upon student enrollment and instructor and classroom availability. Call the CNS office for current listings.

A number of legal and religious holidays are observed by CNS with no classes held on the following days: Labor Day Weekend, Thanksgiving: Thursday–Saturday, Christmas: Dec. 24–Jan. 2, Memorial Day weekend, and Independence Day and the day after (July 4 & 5). Classes that fall on these days will be rescheduled so that the students will meet the required number of hours for completion of their program. Chicago Nail School closes once a year for vacation at a time to be announced

GENERAL INFORMATION

STUDENT RECORDS

A student's files may be reviewed and appended by the directors, instructors, staff, personal financial grantors and agents of the State Board as well as other legal entities, as the school deems appropriate.

A student has the right of access solely to his/her own personal file and only during school office hours. All files are confidential and will be released only upon proper written request by the student or an appropriate legal body. Files are kept at the school office for six years.

Emergencies

In the case of a school emergency (i.e. tornado, fire, bomb treat, etc.) follow the instructions of the closest school staff member in charge of the situation. Fire drills will be held periodically by the school. In the event of a fire please go to the nearest exit, quickly and quietly and exit the building.

In the event no student or one only student report for class, school will be automatically cancelled for the period and the student will be sent home and a notation will be attached to the said student time card and that student will be allowed a makeup day at no extra cost.

Any accidents occurring in the building should be reported to the school's Administrator immediately.

Field Trips

Instructors must have field trips approved by the Administrator, prior to the date of the event. During these events, students must wear the appropriate attire (no jeans, crop tops, shorts etc.) and must behave in a professional manner. Students will receive hours for attending these events with their instructors. If students do not behave as expected, they will face suspension and the hours they should have received for the field trip will not be credited to them

Files

Separate files are provided to maintain the cumulative educational and financial records for each student for a minimum of five years after graduation or termination.

EMPLOYMENT PLACEMENT

Once students have committed to a career in nail technology and have successfully completed the CNS courses, it is our policy to make every effort to assist our graduates in finding employment. We receive many requests for nail technicians and keep our graduates informed as to employment opportunities. Although CNS provides placement assistance, the school cannot guarantee employment.

Many of our graduates prefer self-employment and we believe that by equipping our students with quality education in business, ethics and marketing skills they should be able to successfully develop their own private practice.

STUDENT SERVICES

The school does not provide housing, transportation or child-care, however special attention is given to those students who need additional academic assistance. Tutoring is available to students who need further assistance and practical application. Advising on where to obtain further assistance in areas of human resources from local agencies is available in the CNS office

GENERAL RULES FOR WORK AREA AND CLASSROOMS ~Quick Reference~

All students will be asked to abide by the "School Product Rule", that is, all students must only use the products recommended by Chicago Nail School while in school and on Chicago Nail School premises.

Chicago Nail School recommend the use of these products because they have been demonstrated daily making it much easier for our instructors to recognize and correct mistakes during student practice/demonstration

All students are required to use "the acrylic system the school chooses to use." for acrylic applications.

For nail tips, resin overlay, fiberglass or silk application Nailbenders Salon Systems products must be used. For pedicures applications "Gena Pedicure Products" must be used.

For nail art, brushes and supplies recommendation or suggestion will be made or a handout will be given to each student. A good quality nipper and cuticle pusher is always recommended

(Tweezerman or Mehaz brands) is preferred (see instructor for sample of nipper or cuticle pusher).

For gel system (see instructor).

For electric file (see instructor).

For airbrushing equipment (see instructor).

If for any reason there is a product change this will be done in a timely manner.

NO STUDENTS WILL BE ALLOWED TO WORK IN A SALON WHILE IN SCHOOL, THIS IS A VIOLATION PURSUIT TO THE DEPARTMENT OF PROFESSIONAL REGULATION. A STUDENT CAN ONLY WORK IN A SALON OR DO NAILS AWAY FROM SCHOOL AFTER THEY HAVE COMPLETED 350 HOURS OF NAIL TECHNOLOGY TRAINING, HAVE RECEIVE THEIR TRANSCRIPT AND CERTIFICATE FROM THE SCHOOL OF STUDY AND HAVE APPLIED FOR AND RECEIVE A TEST DATE FROM CONTINENTAL TESTING SERVICE TO TAKE THE STATE BOARD EXAMINATION. _____(initial)

LEAVE OF ABSENCE

LEAVE OF ABSENCE WILL BE GRANTED TO ANY STUDENT WISHING TO TAKE TIME OFF DUE TO PERSONAL, ILLNESS, OR EMERGENCIES.

THE MAXIMUM TIME ALLOWED FOR A STUDENT WISHING TO TAKE TIME OFF WITHOUT PENALTY IS 60 DAYS. IF A STUDENT IS ABSENT FOR MORE THAN 60 DAYS A NEW CONTRACT MUST BE RENEGOCIATED BEFORE HE/SHE CAN RE-ENTER THE PROGRAM.

Student must be current with their tuition either before the leave is approved or before they can return to class at the end of the 60 day period.

In addition to the above rules and regulations, Chicago Nail School reserves the right to cancel school for the day if only one student show up for class. If for any reason school is cancelled there will be a makeup day at no extra charge to the student.

The Chicago Nail School Handbook covers most of the basic Rules, Regulations and Guidelines set forth by the Department Of Professional Regulation. If for any reason we might omit something by error or misinterpret any part of the guideline, the original book will be available for any student to review at your request.

Feel free to get the book from the teacher workstation or the registration office upon request.

HOW TO CLEAN WORKSTATION

1. Use 100% acetone to wipe tabletop, drawers, base, and cabinet.
2. Use an approved disinfecting solution or a bleach base solution to spray and wipe workstation as in step one.
3. Turn off table lamp and wipe to remove excess dust.
4. Dust of chairs and be sure to reorganize furniture in the proper place before signing out.
5. Sweep or vacuum floor.
6. Clean all mirrors in lunch room and work areas (lunch room, pedicure room, advanced work area etc.)
7. Whirlpool pedicure chair must be clean and disinfected as per state regulations. Be sure to record each pedicure cleaning procedure.
8. Keep lunch room clean: Microwave Oven, Tables, Refrigerator, Floor, etc.

NO STUDENT WILL BE ALLOWED TO SIGN OUT UNLESS ALL THE ABOVE SANITATION PROCEDURE IS COMPLETED.

1. At all times a manicure size towel must be folded and place on work station before setting up. (no exception) followed by either a disposable table towel or regular paper towel.
2. Each student is required to have their own Disinfecting Jar or Tray along with the proper solution for disinfecting.
3. Each student must have the following items for their work area: Paper Towel, Zip Lock Bags or Sandwich Bags, 100% Acetone.
4. No student will be allowed in the classroom unprepared, uniform or lab coat and name pin must be worn at all times. Students must have a very clean and professional appearance at all times.
5. Students must have a very clean and organized carry case at all times.
6. No Student will be allowed to go in and out the classroom, while class is in session, unless there is an emergency. (Lunchtime, Break time)
7. All students must exit the building once they have signed out.

8. Arrangement for pickup must be made in advanced, and a mutual point must be arranged other than school premises.
9. No student must write on the time cards, any error or correction must be made by the instructor or the school director.
10. No student will be allowed to enter the supply store unsupervised, this will be a violation of school policy.
11. Anyone caught in rooms that are not common areas will be suspended or expelled from the school.
12. Each student must punch their own time card.
13. No one will be allowed to use the rear entrance unless there is an emergency.
14. No parking is allowed in the rear parking lot of the building (no exception).
15. All students must follow school rules while at work area or risk suspension.
16. Students paying tuition late must inform the school Director immediately and sign a late payment "statement form" acknowledging the \$20.00 late payment fee.
17. All over exit or extended contract fees must be paid before a student can continue their course of study.
18. Student choosing to make payment by check can only do so after the first \$600.00 is paid to the school or proof of these payments are cleared by the bank.
19. Return check charge will be \$35.00 or any charges accessed by the bank beyond \$35.00.

Parking

The schools parking is located at the north side of York street. For additional, information about parking, please contact the school admission office.

Change of Schedule

Student wishing to change their attendance schedule should notify the school's administrator. There will be a \$50.00 charge of schedule fee that must be paid by the student before the school's administrator will approve the schedule change (no exception)

CHICAGO NAIL SCHOOL & ADVANCED TRAINING CENTER

Name: _____ Date _____ :
Last Name, First Name, Middle Initial

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail: _____

Age: _____ Birthdate: ____/____/____ Social Security #: ____ - ____ - ____ Marital Status: _____

Name of Course _____ Course date: _____ Time: __A.M. __P.M.

How did you hear of this course? _____

Contact in Emergency (Name): _____

Home Phone: _____ Work Phone: _____

Are you employed?: Yes No If yes, where?: _____

Employer's Address: _____

Contact name: _____ Phone: _____

Educational Background:

High School: __ Graduate __ GED __ Non-Graduate If Non-Graduate, state last grade completed _____

College: __ Degree(s) Held: _____

__ Non-Graduate Number of Years Attended: _____

Please Include With Application:

- **MUST BE 16 years of age.**
- Must have completed 10th grade and accepted into the 11th grade (please provide this information on High School letterhead with High School Official's signature).
- A copy of High School Diploma, GED (a cutting score no less than 45 and no catalog below 40) or Equivalency test approved by the Department of Education to establish equivalency.
- Proof of age: a copy of Birth Certificate, Driver's License, Passport or Military ID.
- A Copy of marriage license if current I.D. and Diploma, GED or Equivalency have different names.
- A **\$125.00 fee** is required to process your application. Please return a check (not cash) with the above information to avoid any delays. This fee is on-refundable after 5 working days from receipt. **Send to:**

CHICAGO NAIL SCHOOL & ADVANCED TRAINING CENTER

13004 s. Western Avenue, Blue Island Il 60406
Nail School: 708.597.9999 or 708.597.1888
Fax: 708.597.1766
email: nailschool1@netzero.com • website: www.nailschoolchicago.com

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