



## **Welcome to the Apex Nail & Beauty Academy Program HANDBOOK**

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## Program Mission Statement

Our mission is to deliver consistently high-quality training to all our students, ensuring they receive optimal learning experiences across a variety of settings. This comprehensive approach is designed to equip students with the necessary skills and knowledge to successfully obtain their professional license and thrive in entry-level positions within the workforce.

### GENERAL OBJECTIVES

As a successful Nail/ Esthetic & Natural Hair Care student you will:

Acquire the ideals, attitudes, and personality traits which are desirable for working with the public, employer and co-workers.

Learn the scientific facts and artistic principles relative to the technical skills employed in the professional practice of Nail/ Esthetic & Natural Hair Care Industry..

Become proficient, through practice, in the manipulative skills employed in the practice of Nail/ Esthetic & Natural Hair Care to the degree of speed and accuracy necessary to pass the North Carolina State Board of Cosmetic Art.

Develop habits of professional work ethics combined with the safe and organized performance of work.

Learn the fundamentals involved in Salon Management and the appropriate selection, care, and use of equipment and supplies.

Cultivate enthusiasm toward the art and science of Nail/ Esthetic & Natural Hair Care and develop personal growth and desire to keep abreast with the new and unique advances within the Cosmetic Arts industry.

Practice safety and sanitation methods at all times.

Students are required to arrive at school dressed in their uniform and equipped with their books and materials, prepared for the day's activities.

Instructors reserve the right to dismiss any student who behaves disruptively or shows disrespect.

The school maintains the authority to withdraw any student who fails to comply with school policies. **Please note, there will be NO REFUND and NO EXCEPTION under these circumstances.**

## GENERAL INFORMATION

### 1. 1. SMOKING:

Apex Nail & Beauty Academy is a non-smoking school.

This applies to all clinics, classrooms, restrooms, reception areas, and hallways.

If you wish to smoke, you must do so outside of the school during your break or lunchtime.

### 2. DRUG FREE

Apex Nail & Beauty Academy is committed to fostering a drug-free environment for its students and employees. Except for drugs prescribed by a physician, no student may use, possess, sell, or distribute alcohol or other types of “illegal” or controlled substances, or use or possess drug paraphernalia on the School premises. Additionally, the illegal use of prescribed drugs and the inappropriate use of over-the-counter drugs are also prohibited

### 3. LOCKERS:

Students will be provided with a locker at the beginning of their first term. This will be your locker for the entire program. It is your responsibility to provide a lock. Your locker must be kept locked at all times. Lockers can be bought on Amazon or any security stores.

### 4. EQUIPMENT/SUPPLIES:

- It is your responsibility to be prepared for class, this includes books, kits, manikins, and all supplies you may need for class.
- If you need to return to your car or locker after class begins you will be considered tardy and that will be a loss of at least 30 minutes.
- Equipment and supplies must be cleansed and disinfected after every use. Do not lend your belongings to others.
- No outside products, personal items, food/drink should be in the students kit.
- Any dirty supplies/implements found will be tossed.
- All products must be clearly labeled.

### 5. CLINIC/CLASSROOM:

No one will be allowed to enter a classroom that they are not assigned to without permission from their instructor and the instructor in the other classroom. If you are in class you must remain until your break or class is dismissed. If you are missing from the classroom, you will be counted absent at the time the instructor realizes you are gone. Please notify your instructor, if you need to step outside during class time. **At no time is there to be any food or beverage in the classrooms or clinics.** Water is allowed if it is in a spill proof container. There are

designated areas at the school for eating. The Student Center is located in the back of the building. Check with your instructor for other areas

- No food & drink are allowed in the theory/practical area.
- Breakroom needs to be cleaned after use.

## **6. ATTENDANCE:**

To succeed at Apex Nail & Beauty Academy, consistent and timely attendance is crucial. Our Nail/ Esthetic & Natural Hair Care programs are clock-hour based, requiring 300 and 600 hours respectively to meet the NC State Board of Cosmetic Arts requirements for eligibility to take the State exam. Regular class attendance is essential. Apex policy allows one additional absence beyond the weekly class sessions before deeming a student's absences as excessive. For instance, a student in a class that meets five days a week is allowed up to six absences per term. Exceeding this limit may lead to withdrawal from the program. Excused absences include jury duty, documented illness, recognized religious holidays, academy activities, and immediate family member death. For more details on excused absences, please consult the school catalog.

At Apex Academy, we understand that life's commitments and unexpected events can sometimes lead to missed classes. To accommodate these situations, we are pleased to offer makeup dates on two Saturdays each month. These designated Saturdays are specifically set aside to help students catch up on missed material due to excused absences, ensuring that everyone has the opportunity to complete their coursework and stay on track with their education.

## **7. TARDY:**

Students will scan their fingerprints to clock in and out the system. You must arrive early in order to scan in and get to your class on time. Students not in their class at its beginning time will be counted as tardy.

- The school will open at 9:00 am until 6:00 pm from Monday through Friday. Students may begin clocking at 8:45 a.m. Monday through Friday,
- Time clocks will be turned off at 9:15 am. Students arriving after 9:15 am may not clock in until morning break period is over. Students may not remain in the class department unless clocked in. Students arriving after break is over and misses the clock in time, students may not clock in until 1:00 p.m. This does not apply to the afternoon session (cannot clock in at 2:00).
- Students scheduled for the clinic lab must be clocked in by 9:00 a.m., due to the assigning of client services. If late, the student may not clock in until 1:00 p.m. Remember breaks are assigned by the Instructor. No breaks will be given on assigned clinic lab days.

- If leaving the department for any reason, the student must clock out except when an instructional area in school is located outside the approved facility that has been approved by an Instructor.
- **The door will lock at 9:15 am.** Students coming after 9:15 am will be tardy and need to go to the office to sign in the Late paper in order to get in the classroom.
- Students must personally clock in / out for himself / herself. If a student fails to clock in or out time will not be corrected and this will apply towards the attendance policy.
- Students are responsible for their attendance.
- Student clocking another student in or out will be in violation and will be subject to disciplinary action.
- Students will clock in or out at the assigned area assigned by the Instructor.
- Students will not clock for breaks, therefore breaks must be taken in their designated labs.
- Morning or afternoon breaks are subject to change according to class / lab schedule changes.
- Students may not clock out to smoke.
- Students returning from lunch must return to class / lab by 1:00 p.m., otherwise students are late, and will not be permitted to clock in as classes or labs have begun.
- Students are dismissed at 6:00 p.m. and all time clocks are turned off at 6:05 p.m. unless arrangements have been made with the Instructor.

## 8. LEAVE OF ABSENCE POLICY

**Apex Nail & Beauty Academy** recognizes that over the course of enrollment it may be necessary to take a Leave of Absence from training for a variety of reasons. Reasons for which a Leave of Absence may be granted are:

- The birth or adoption of a child or placement of a foster child.
- The care of a sick spouse, child, or parent.
- The student has serious health conditions.
- Death of an immediate family member.
- Documented military duty.
- Documented jury duty.
- A vacation trip in which students must leave town.
- Financial hardship.

Students should confer with the administrator to determine if they are eligible for a Leave of Absent and what the impact will be on their program. Students who take a Leave of Absence may have to return to the same stage they were in when they left. The administrator will assist the student in requesting a Leave of Absence and determining if supporting documentation is required.

Students enrolled in the Instructor Program are eligible for one Leave of Absence.

Students enrolled in the Nail/ Esthetic & Natural Hair Program are eligible after completion of 150 actual hours for Nail & Natural Hair program and 400 hours for Esthetic unless it's for medical reasons.

A student who is granted a Leave of Absence by the administrator is not considered to have withdrawn from the school. A Leave of Absence will not affect the student's maximum time frame for completion; however, it will affect their scheduled graduation date.

Students must follow the institution's policy in requesting a Leave of Absence.

To be placed on personal Leave of Absent the student must:

1. Complete the school's Leave of Absence request form Be approved by the school's administrator.
2. Be a minimum of three 2 weeks school.
3. Students who take a Leave of Absence may have to return to the same stage they were in when they left.

To be placed on medical Leave of Absent the student must:

1. Complete the school's Leave of Absence request form
2. Attach all medical documents.
3. Be approved by the school's administrator.
4. Students who take a Leave of Absence may have to return to the same stage they were in when they left.

\*\*\*\*Students may not arbitrarily decide to "TAKE" a Leave of Absence. Students must speak to the school ADMINISTRATOR for Leave of Absence. Any student who does not speak to the school ADMINISTRATOR directly will not be granted a Leave of Absence.

Students will not be granted a Leave of Absence, together with any additional Leave of Absent previously granted, exceeding a total of 180 days in any 12-month period.

#### Notification

The student must request the Leave of Absence in advance unless unforeseen circumstances prevent the student from doing so and that.

1. The request must be written.
2. The request must include the student's reason for the Leave of Absence; and
3. The request must include the student's signature.

The institution may grant a Leave of Absent to a student who did not provide the request prior to the Leave of Absent due to unforeseen circumstances if:

1. The institution documents the reason for its decision.
2. The institution collects the request form the student later; and
3. The institution establishes the start date of the approved Leave of Absence as the first date the student was unable to attend.

Request must be made by submitting a signed Leave of Absence Request form to the administrator. Leaves are not approved until the student and administrator signs both the Leave of Absence Request form and an addendum to the Enrollment Agreement.

There must be a reasonable expectation that the student will return from the Leave of Absence.

## Outcome

- Schedule hours will not be accumulated.
- The leave will not affect the student's Satisfactory Academic Progress.
- The student's maximum time frame for course completion and Enrollment Agreement end date will be extended by the number of calendar days of leave.
- The student will be informed when he or she is scheduled to resume training.
- The student will return to school with the same academic and attendance held prior to the Leave of Absence.
- **The student will not assess any additional charges because of a requested Leave of Absence. However, after a 3 month period then students will have to pay to be back to school.**
- A student granted a Leave of Absent in accordance with the institution's policy is not considered to have withdrawn and no refund calculation is required at that time.
- A student's contract period will be extended by the same number of calendar days taken in the Leave of Absent and such changes to the contract period must be either;
  - A. Changes to the Enrollment Agreement will be initial by both parties; or
  - B. An addendum to the Enrollment Agreement must be signed by all parties.
- For federal aid recipients, the student's payment period is suspended during the Leave of Absent and no federal financial aid will be disbursed to students while on Leave of Absence.
- Upon return the student will resume the same payment period and course work and not be eligible for additional Title IV aid until the payment period has been completed.
- The student's grace period for the Title IV program loans could be reduced by the entire time of the Leave of Absent up to and including the exhaustion of the student's grace period.
- The student on Leave of Absence should continue to make payments on his or her account as scheduled.

## Failure to Return

Failure to return from the Leave of Absent on the scheduled date will result in immediate termination from school unless the student speaks with the administrator to extend the Leave of Absent before the scheduled return date. All institutional refund and Return to Title IV calculations will then go into effect based on the student's last date of attendance.

Students will be withdrawn if the student takes an unapproved Leave of Absence or does not return by the expiration of an approved Leave of Absence

- There is no refund for withdrawn

## Responsibility Upon Return

The student will return to school from leave of absence on the return date specified on the Leave of Absence Request form and Enrollment Agreement Addendum. A student who wishes to extend the scheduled leave of absence must contact and speak to the school administrator directly prior to the original schedule return date. Additional medical certification will be required

to extend medical leave. Students will be responsible for all missed tests. Students will need to consult with their instructor to schedule tests.

## **9. DRESS CODE**

The dress code applies to all classes, including Theory and Clinic sessions, and is a critical part of maintaining a professional appearance at all times. Adherence to this dress code is mandatory and will be strictly enforced. Students who fail to arrive in proper attire may be dismissed from class or asked to return home and change into appropriate clothing.

1. All students must wear Black Scrubs. This includes top and bottom! **NO** sport-type pants, **NO** shorts, and **NO jeans. NO EXCEPTIONS.** Tops must have a full sleeve. No sleeveless tops.
2. Scrub pants must be no higher than 3 inches from the floor. No saggy pants. Pants must be belted or tied at the natural waistline. Visible shirts, if worn under scrubs, must be black or white. Students may wear green stylist aprons over Black Scrubs.
3. For safety purposes, shoes must cover the top of the foot as well as the back of the heel. Shoes must be rubber soled and enclosed and should be non-porous upper (leather or vinyl). No slip-on or slide-on shoes will be allowed.
4. School ID Badge must be worn at all times. The student's name must be visible on the name tag.
5. Hair, make-up, and jewelry must be clean, neat, and professional. No dangling bracelets or necklaces.
6. No hats or other head coverings are to be worn in Theory Classes or on the Clinic Floor.

## **10. ONLINE CLASS**

We're excited to offer flexible online hours for our programs, however, it is very limited theory hours. Also ensuring that your education continues seamlessly, come rain or shine, or in the unexpected event of a teacher's absence. These online sessions are specifically designed for the theoretical aspects of your course and will be conducted via Zoom. This approach allows us to maintain the continuity of your learning experience, providing you with the convenience and safety of accessing your classes from anywhere, without missing a beat in your education journey.

## **11. SANITATION DUTIE**

At Apex Nail & Beauty Academy, we are committed to maintaining a pristine and welcoming environment for all students and staff. To achieve this, we incorporate a rotational sanitation duty into our program. Each week, students will be randomly assigned specific cleaning

responsibilities. These tasks are essential to ensuring our academy is prepared and inviting for the next day. Responsibilities may include laundering towels, disposing of trash, replenishing supplies, and other similar duties. Each student is expected to fulfill their assigned task before departing for the day, contributing to the collective effort to uphold our standards of cleanliness and order.

## **12. TEST & PERFORMANCES**

To graduate from Apex Nail & Beauty Academy,

- Students must achieve a minimum of 75% on all tests and successfully complete all required performance evaluations.

- **These evaluations cover essential skills for Nail Course such as**

- ★ Handwashing & Impleamt Disinfection
- ★ Beginning and End of Day Sanitation & Infection Control
- ★ Blood Exposure ( Student & Client scenarios)
- ★ Manicure
- ★ Pedicure
- ★ Nail Tip Application/Refill/Removal
- ★ Sculpture Nail Application/ Refill/ Removal
- ★ Gel Application / Refill / Removal
- ★ Electronic Filing

- **These evaluations cover essential skills for Esthetic Course such as**

- ★ Handwashing & Impleamt Disinfection
- ★ Beginning and End of Day Sanitation & Infection Control
- ★ Blood Exposure ( Student & Client scenarios)
- ★ Basic Facial
- ★ Waxing
- ★ Lash Lift & Brow Lamination
- ★ Artificial Lashes
- ★ Lash & Brow Tint

- **These evaluation cover essential skills for Natural Hair Course such as**

- ★ Handwashing & Impleamt Disinfection
- ★ Beginning and End of Day Sanitation & Infection Control
- ★ Blood Exposure ( Student & Client scenarios)
- ★ Twists;
- ★ Knots;
- ★ Locs;

- ★ 2 strand overlap;
- ★ 3 strand overbraid;
- ★ 3 strand underbraid;
- ★ On the scalp 3 strand braid;
- ★ Track and sew weft; and
- ★ Adding hair extensions.

Mastery of each chapter test is also a prerequisite for graduation, ensuring students are well-prepared and qualified in their field.

### **13. ELECTRONIC DEVICES & BELONGINGS**

- Cell phones must be set to silent mode at all times during class to ensure a focused and undisturbed learning environment.
- Texting or using your phone for any purpose while the instructor is giving a theory or demonstration is strictly prohibited.
- Additionally, students are responsible for the security of their personal belongings. Please note, the school will NOT assume responsibility for any items that are lost or stolen.
- **ELECTRONIC DEVICES** Cell phones or other personal communication devices such as I-Pads, computers, etc. should be in a silent mode and put away during lecture and clinical hours. They may be used only during designated breaks and lunch. If you are expecting a very important telephone call, or requiring to make a call, you must notify the instructor prior to class regarding the nature of the situation. Keep the phone on vibrate and if you receive a call, leave the room quietly. Cell phones must be out of sight during the test and must be turned off or silent. If disruptions from devices become a distraction the instructor is authorized to require the student to remove the device from class or lab and a deduction of points on the Performance Standards grade may occur. Students may not charge cell phones during class time. Break time is acceptable. Students using a cell phone other than break time or without permission will have points removed from the Performance Standard grade. This will occur each time a student is using a cell phone unauthorized.

### **14. Admission Policy**

Apex Nail & Beauty Academy is committed to ensuring an inclusive and equitable environment for all. We adhere to a strict non-discrimination policy in all aspects of our admissions, instruction, and graduation processes. This policy guarantees that there will be no discrimination based on sex, race, color, age, creed, religion, ethnic origin, sexual orientation, financial status, country of origin, or residence. Our goal is to provide equal opportunities for learning and success to every applicant and student.

## **15. Client Services Policy**

As part of their educational experience, students are expected to perform services on clients. It is important to note that refusal to provide a designated service will result in a one-day suspension. This policy is in place to ensure students gain the necessary hands-on experience and develop the professional skills required for their future careers.

Students must receive permission from their instructor for personal services and the use of personal products.

Clients visiting our academy for **Nail/ Esthetic & Natural Hair Care** services benefit from reduced prices, and it is imperative that they are always treated with the highest level of courtesy. If any issues arise during a service, students must immediately seek assistance from an instructor.

Students are required to maintain a professional appearance and demeanor at all times. Engaging in gossip or non-professional behavior, especially while attending to a client, is considered unprofessional and is strictly prohibited.

All services provided by students must be assigned, and upon completion, they need to be checked and approved by an instructor for the student to receive credit. It's important to note that students are not authorized to instruct other students. Only products that have been approved are allowed for use on the clinic floor and during practical laboratory classes.

Lack of participation in class or laboratory assignments will necessitate a meeting with an instructor and may result in a deduction of points from the student's Performance Standard grade.

## **16. Workplace Sanitation Policy**

Maintaining a clean and sanitized workspace and laboratory area is paramount in our academy. It is required that all workspaces and laboratory areas be thoroughly sanitized both before starting and after completing any client service. This practice ensures a safe and hygienic environment for both our students and clients.

Additionally, all products and supplies used during services must be properly returned to the dispensary after use. At the end of each class, specific sanitation procedures will be assigned by the instructor to ensure that our facilities remain in optimal condition. Adherence to these sanitation protocols is essential for maintaining the highest standards of cleanliness and safety in our academy.

## **17. Harassment Policy**

The department strictly prohibits any form of harassment. We are committed to maintaining a respectful and safe environment for everyone. Should any incidents of harassment occur, they will be addressed with serious consequences in alignment with the school's established policies on harassment. Our priority is to ensure a supportive and inclusive atmosphere for all members of our community.

## **18. STUDENT EVALUATION**

Calculation of grade for Full Time Nail/ Esthetic & Natural Hair Care I

- Theory 45%
- Skills 40%
- Professionalism 15% (Performance Standards Form)

Calculation of grade for Nail/ Esthetic & Natural Hair Care II

- Theory 20%
- Skills 20%
- Mock Licensure Test 50% (25% Written Exam, 25% Practical Exam)
- Professionalism 10%

### **Grade Reporting**

The following percentage system for letter grade assignment will be utilized for reporting grades.

<b>GRADE</b>	<b>GPA</b>	<b>GPA</b>
<b>A = Excellent</b>	<b>4 (90-100)</b>	<b>I= Incomplete 0.0</b>
<b>B = Good</b>	<b>3 (80-89)</b>	<b>W= Withdrew 0.0</b>
<b>C = Average</b>	<b>2 (70-79)</b>	
<b>D = Failed</b>	<b>0 (69 or below TDLR)</b>	

### **Qualifying for the State License Exam**

To take the State License Exam, students need to score at least 75 out of 100 in both the written test and the hands-on practice test. Students must stick to the school's rules for grading to get credit for their courses. If a student gets a score of 69 or lower, they won't get credit for that course. To get credit, the student has to retake the course when it's offered again, as long as there's room and the student is doing well in school otherwise. Failing any course in **Nail/ Esthetic & Natural Hair Care** might mean a student could also fail the State License Exam.

## **19. Withdrawal (W)**

This grade is given for an instructor or a student initiated course withdrawal through the 60 percent point in the course. After the 60 percent point, an Instructor may authorize a course withdrawal and assign either a W if passing work was being accomplished or a F if a student was failing work. In extenuating circumstances, the Instructor may assign a W to a student who is not passing through the last regular class day of a course or term.

**No credit will be earned if the student withdraws for any reason.**

## **20. RE-ENTERING STUDENT**

Acceptance into the Nail/ Esthetic & Natural Hair Care programs is contingent on course offering, space availability, and the scheduling of an appointment with the Program Director for advising, possible theory remediation and any diagnostic or skills testing as required. Students will be notified in writing if reinstated in the Program. Students will be required to purchase any textbooks, supplemental material, tool kit, or mannequins required. Discipline issues will require the student to wait one full course before reinstatement will be granted. Possible counseling may be required based on individual circumstances.

## **21. TRANSFER STUDENT POLICY**

We welcome transfer students into our Nail/ Esthetic & Natural Hair Care program after a thorough evaluation process. All prospective transfer students must first schedule a meeting with the Program Director. Before being accepted into the program, it's mandatory for transfer students to undergo both written and practical skills tests.

Additionally, students are required to submit an official transcript showing their hours from the previous school, a valid student permit number, and documentation of both practical skills and theoretical knowledge acquired at their former institution.

## **22. Professional Policy**

Apex Nail/ Esthetic & Natural Hair Care Program is dedicated to fostering a positive, enjoyable, and professional environment for students, clients, and visitors alike. It is imperative that students uphold a high standard of behavior within the department and during school-related functions. This includes refraining from making negative comments about the program, habitual complaining about school policies, showing disrespect towards educators or staff members, or causing disruptions in class. Such actions will lead to a deduction in points from the Performance Standards grade and may also result in a referral to a conduct advisor for further

evaluation and guidance. Our goal is to maintain a respectful and conducive atmosphere for learning and growth.

### **23. REFUND OR WITHDRAWAL / DROP POLICY**

Students withdrawing from Apex Beauty Academy or dropping hours enrollment will receive a refund of tuition and mandatory fees in accordance with the refund schedule and other provisions shown below. Class day refers to the number of classes in a regular course.

1. Prior to the first academic class day 100 %
2. During the first week class days 70 %
3. After the first week class day **NONE**

### **24. DISABILITY POLICY**

The school does not discriminate in its admissions practices or other policies against disabled persons. While there are specific physical requirements for those wishing to become a Nail/ Esthetic & Natural Hair Care technicians (minor lifting, standing for long periods, hand and finger dexterity, client communication), Apex Nail & Beauty Academy of NC Cosmetic Art will make reasonable accommodations for students with disabilities on a case-by-case basis. Apex Academy requires current documentation from a licensed physician or other 9 professionals in the field related to applicant's disability if testing accommodations are requested. Apex Beauty Academy requires applicants to request specific accommodations, in writing, at least 30 days before planned class starts. If the request is reasonable and required documentation is provided, the school will provide requested accommodations. Our building requires no stairs to access the entire student area. Bathrooms and classrooms are handicap accessible.

**Thank you for choosing Apex Nail & Beauty Academy for your beauty career ! Your success is our success. #empower your career.**

Student \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_