



NOVA
ACADEMY OF COSMETOLOGY



Rochester : (507) 280-6910
Mankato : (507) 345-4033



Info@nova-academy.com



Rochester : 5979 Bandel Road NW, Rochester, MN 55901
Mankato : 1701 Adams Street, Mankato, MN 56001

INNOVATIVE, HANDS ON TRAINING FOR THE
BEAUTY INDUSTRY



COURSE CATALOG

VOLUME 33. Published January 4, 2017

Rochester and Mankato Campus Editions



MISSION STATEMENT:

At Nova Academy of Cosmetology our team is our family. We strive to provide a positive consistent learning environment for all future professionals. We instill trust, integrity, and respect into every experience and prepare graduates for employment.

EDUCATIONAL OBJECTIVE:

To educate and train Students in the field of cosmetology, esthiology, nail technology, and all related business skills; to be proficient in all phases, obtain licensure and are qualified to work nationwide. We will accomplish this objective with an experienced and progressive staff of licensed instructors and educational tools.

LICENSING

Nova Academy of Cosmetology is licensed in accordance with Minnesota laws of:

MN Board of Cosmetologist Examiners:

1000 University Ave W. #100

St. Paul, MN 55104

1-651-201-2742

www.bceboard.state.mn.us

Nova Academy of Cosmetology is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Minnesota Office of Higher Education

1450 Energy Park Drive, Suite 350

St. Paul, MN 55108-5227

ACCREDITATION

Nova Academy of Cosmetology is accredited in accordance with NACCAS: (Mankato location pending)

NACCAS

3015 Colvin Street

Alexandria, VA 22314

www.naccas.org

CAMPUS:

Nova Academy of Cosmetology's main campus is located off Highway 52 just north of 55th Street. The main campus building is over 9,000 square feet with clinic areas and spacious classrooms. Public transportation is accessible.

Nova Academy of Cosmetology's second campus is located in Mankato Minnesota just west of the River Hills Mall. The building is over 7,000 square feet with clinic areas and spacious classrooms. Public transportation is easily accessible.

Nova Academy of Cosmetology has separate classrooms and a clinic floor with beginning and advanced sections, a dispensary, private offices for coaching, reception area and a student lounge

area complete with vending machines and kitchen conveniences.

Instructors and students have access to the latest audio visual equipment and a library containing DVD's, books, and a comprehensive collection of articles on basic and advanced hair coloring, hair designing, hair cutting, permanent waving, hair relaxing, hairpieces and wigs, make-up, fashions, facials, hair removal, current trend releases, and other cosmetology, esthetics, and nail related subjects.

ADMISSIONS AND REGISTRATION:

To enroll and graduate from a Cosmetology school in Minnesota, a Student must have a high school diploma or GED.

Nova Academy of Cosmetology, in its admissions, instruction and graduation policies practices no discrimination on the basis of race, color, age, sex, disability, marital status, sexual orientation, gender, ethnic origin, religion, country of origin, financial status or any other factor prohibited by law.

We have accommodated students with certain disabilities and our facilities can accommodate certain conditions. Please come see us if you are interested to see if it is a fit for you.

To register submit the following:

- Letter of intent describing your future career as a professional along with your enrollment application.
- High school diploma or GED, driver's license, social security card, and immunization record.
- Non-refundable \$100.00 application fee.

RE-ENTRY POLICY AND COSTS:

In the event the student discontinues the course and chooses to re-apply to complete his/her training, acceptance will be at the sole discretion of Nova Academy of Cosmetology. If such re-enrollment does occur, the student will receive full credit for previously made payments, less any refund, less interest charges earned if applicable, under the original Enrollment Agreement, as well as all hours earned, subject to applicable state and federal regulations. A re-entry fee of one hundred dollars (\$100), or 15% of the remaining cost of the course, whichever is less, will be charged to the Student at the time of such re-enrollment. In addition, a new Enrollment Agreement must be executed, which adjusts the course period completion date in accordance with the period of elapsed time since the Student previously attended the course. If the tuition for the course has increased, the student will pay such increase, pro-rated over the balance of the course. Regardless of students financial aid qualifications and status, there may not be living expense funding for re-entry students per the discretion of Nova Academy of Cosmetology.

TRANSFER STUDENT POLICY

Nova Academy of Cosmetology reserves the right to review incoming transfer hours and credits. The hours and credits will be accepted or declined based on Nova Academy of Cosmetology's curriculum requirements on an individual basis. Currently enrolled Nova Academy of Cosmetology students transferring hours and credits from one course to another will be accepted based on the courses requirements. Transfer students will be required to provide a transcript from the previous school to verify hours and take a practical test to determine how many practical hours may transfer. There is a possibility that no such transfer credit will be granted.

Contact us by mail at:

ROCHESTER

Nova Academy of Cosmetology
5979 Bandel Road NW
Rochester, MN 55901
Phone: 507- 280-6910
Email: info@nova-academy.com

MANKATO

Nova Academy of Cosmetology
1701 Adams Street
Mankato, MN 56001
Phone: 507- 345-4033
Email: admissions@nova-academy.com

**Please note that some items may differ from each campus such as hours .*

Request an enrollment application or go to our website at:

www.nova-academy.com and download the enrollment application file

COURSES OFFERED:

- Cosmetology
- Esthiology
- Nail Technology

TUITION:

CLASS	Cosmetology 1550 hrs	Esthiology 600 hrs	Nail Technology 350 hrs
Application Fee	\$100.00	\$100.00	\$100.00
Kit Fee	\$3,300.00	\$3,250.00	\$1,600.00
Tuition	\$15,500.00	\$8,150.00	\$3,300.00
Total	\$18,900.00	\$11,500.00	\$5,000.00

*** Prices valid through July 1st, 2017.**

COURSE SCHEDULES:

ROCHESTER

Cosmetology Course Schedule

Weeks 1-24

Monday-Friday 8:30 a.m.-4:30 p.m.

Weeks 25-51

Tuesday, Thursday, Friday, Saturday 8:30 a.m.-4:30 p.m.

Wednesday- 1:00 p.m.-9:00 p.m.

Esthiology Course Schedule:

Weeks 1-6

Monday-Friday- 8:30 a.m.-4:30p.m.

Weeks 7-20

Tuesday-Saturday 8:30 a.m. - 4:30 p.m.

Nail Technology Course Schedule

Weeks 1-11

Monday-Friday- 8:30 a.m.-4:30 p.m.

MANKATO

Cosmetology Course Schedule

Weeks 1-24

Monday-Friday 8:30a.m.-4:30 p.m.

Weeks 25-51

Monday-Friday 8:30 a.m.-4:30 p.m.

Esthiology Course Schedule:

Weeks 1-9

Monday-Friday- 8:30a.m.-4:30p.m.

Weeks 9-20

Monday-Friday 8:30 a.m.- 4:30 p.m.

Nail Technology Course Schedule

Weeks 1-11

Monday-Friday- 8:30a.m.-4:30 p.m.

-CLASS START DATES 2017 (Both Locations)

COSMETOLOGY, ESTHIOLOGY, and NAIL TECHNOLOGY:

**January 9 February 20 April 10 May 22 July 10 August 21 October 2
November 13**

– Class start may depend upon having a minimum class size enrolled.

COSMETOLOGY PROGRAM

THE COSMETOLOGY COURSE CURRICULUM

The cosmetology course content is 420 hours of instruction in applied sciences and skills in hair sculpture, design, color and permanent waves, manicures, facials, make-up, and pedicures. A total of 1130 hours of planned clinical instruction in the applied sciences and experience in hair sculpture, design, color, permanent waves, manicures, facials, make-up, and pedicures are required. Upon completion of training, you will have completed the number of hours required by the State of Minnesota in coordinated theory and practical experience in the applied sciences of cosmetology, to be eligible to take the Minnesota State Licensing Exam to become a Cosmetologist.

Educational Goals and Objectives for Cosmetologists:

Nova Academy of Cosmetology strives to draw out the future cosmetology professional's best technical and professional skills necessary to excel in their chosen career path.

Cosmetology Course (1550 Hours)	Theory Hours	Practical Hours
Cosmetology: The History and Opportunities	12	
Life Skills	4	
Your Professional Image	4	
Communicating For Success	4	
Infection Control: Principles and Practices	8	
Anatomy and Physiology	16	
Basics of Chemistry and Electricity	16.75	
Properties of the Hair and Scalp	5	
Principles of Hair Design	4	
Shampooing, Rinsing, and Conditioning	5.5	50
Haircutting	38.5	150
Hairstyling	32.5	200
Braiding and Braid Extensions	5	
Wigs and Hair Enhancements	4.5	
Chemical Texture Services	39	200
Haircoloring	36.75	100
Histology of the Skin	9.25	
Hair Removal	8	
Facials and Facial Makeup	26.25	200
Nail Structure and Growth	8.25	
Manicuring and Pedicuring	11.75	150
Advanced Nail Techniques	18.25	
The Salon Business	11	
Seeking Employment On the Job	20.25	
State Laws	28.5	
Statues 155A		
Chapters 2642 & 2644		
Final and State Board Readiness	29	
TOTAL	420	1130

Period of Cosmetology Course

A full-time cosmetology student must complete this course in 51 weeks, and the part-time student must complete the course in 85 weeks. The course is comprised of 1550 hours of instruction. Students are taught instruction techniques and methods through the Milady text books, hands on demonstration, and guest speakers. Experienced and licensed instructors teach all classes. Students are evaluated on subjects through written theory exams, assignments and practical exams completed either on an assigned mannequin or live model. Students will go through the following Phases:

Introduction- 6 Weeks:

- Personal Development
- Ecology

- Anatomy
- Chemistry
- Skin Physiology
- Client Care
- Facials
- Essential Oils
- Beginning Laws and Rules
- Hair Removal
- Chemical Peels
- Makeup
- Electricity and Equipment (facial machines)
- Reflexology
- Hairstyling
- Chemical Texturizing (permanent waving and relaxers)
- Nail Care
- Hair Coloring
- Hair Cutting

Phase 1-6 weeks:

- Advanced Cutting
- Braiding
- Braid Extensions
- Wigs and Hair Enhancements
- Formal Styling

Phase 2- 6 Weeks:

- Advanced Cutting
- Dimensional Color Techniques
- Foiling Placement
- Color Techniques

Phase 3- 6 Weeks:

- Advanced Cutting
- Corrective Color
- Razor Cutting

Phase 4- 6 Weeks:

- Advanced Cutting
- Salon Business
- Resume Writing
- Preparing for Employment
- Specialty Perm Wraps
- Round Brushing and Smoothing Techniques

Career Opportunities for Cosmetologists

By choosing cosmetology as your career, you can be assured of an exciting and rewarding future, the potential career opportunities for cosmetology graduates are endless.

- Salon or Day Spa Owner
- Hairstylist
- Nail Artist/Manicurist
- Hair Color/Perm Specialist
- Manufacturer's Sales Representative
- Director of Education
- Salon Sales Consultant
- Cosmetology School Instructor
- Esthetician
- Image Consultant
- Cosmetology School Owner
- Cosmetology Magazine Writer/Editor
- Cosmetology Product Distributor
- Salon Manager
- Make-Up Artist
- Photo & Movie Stylist
- Platform Artist

Gainful Employment Information

COSMETOLOGY

OPE ID.....04157600

CIP CODE.....12.0401

Soc Code.....39-5012.00

Mean Loan Amount:

<http://nces.ed.gov/collegenavigator/?q=nova+acade my+of+cosmetology&s>

=all&id=459426

Occupations

www.onetonline.org

On-Time Graduation Rate: 72%

Normal Completion With Licensure: 92%

Placement Rate: 78%

Figures sourced from NACCAS

CLASS	Cosmetology 1550 hrs
Application Fee	\$100.00
Kit Fee	\$3300.00
Tuition	\$15,500.00
Total	\$18,900.00

ESTHIOLOGY PROGRAM

THE ESTHIOLOGY COURSE CURRICULUM

The Esthiology course content is 243 hours of instruction in applied sciences and skills in facial treatments, make-up applications, and body waxing. A total of 357 hours of planned clinical instruction in the applied sciences and experience in facial treatments, make-up applications and body waxing are required. Upon completion of training, you will have completed the number of hours required by the state of Minnesota in coordinate theory and practical experience in the applied sciences of esthiology, to be eligible to take the Minnesota State Licensing Exam to become an Esthetician.

Educational Goals and Objectives for Esthiology:

Nova Academy of Cosmetology strives to draw out the future esthiology professional's best technical and professional skills necessary to excel in their chosen career path.

<u>Esthiology Course (600 Hours)</u>	<u>Theory Hours</u>	<u>Practical & Clinical Hours</u>
Skin Care History and Opportunities	8	
<i>Preclinical 8</i>		
Personal Development	4	
<i>Preclinical 8</i>		
Ecology	8	
<i>Preclinical 8</i>		
Anatomy and Physiology	16	
<i>Preclinical 16</i>		
Chemistry	8	
<i>Preclinical 8</i>		
Skin Physiology	8	
<i>Preclinical 8</i>		
Client Care and Skin Analysis	8	8
<i>Preclinical 8</i>		
Facials and Massage	16	23
<i>Preclinical 16</i>		
Hair Removal	9	17
<i>Preclinical 7</i>		
Chemical Peels	8	4
<i>Preclinical 7</i>		
Make-Up	9	17
<i>Preclinical 4</i>		
Professional Development	4	
Electricity and Equipment	12	8
<i>Preclinical 10</i>		
Back Skin Treatments	4	4
Esthi-Intro Evaluations	4	15
Esthi Intro Final Review	12	
<i>Preclinical 12</i>		
Reflexology	4	4
Body Treatments	4	4
Advanced Treatments	2	2
Advanced Esthetics Skin Typing and Age Analysis	2	2
Hypothesis Of Aging	4	4
Business Basics	12	
Esthetics Pharmacology	4	
Esthetics Facial Techniques and Devices	2	2
Esthetics Medical Terminology and Setting	4	
Esthetics Topical and Oral Acne Treatments	2	2
Hormonal Aging	4	4
Causes Of Pigmentation	2	
The Impact Of Cultural Stress On Skin and Health	2	4
Level II Chemical Peeling	2	2
State Board Testing and Evaluations	16	4
Prosper U Business Training	24	
State Statutes & Rules		
Chapters 2105 & 2110	15	
Clinical Hours		227
TOTAL	243	357

Statutes 155A

120 Hours are scheduled as Preclinical Instruction

All Preclinical Instruction shall be completed by the time the student has acquired 225 scheduled hours. The student will only work with clients after all preclinical hours are complete.

Period of Esthiology Course

A full-time esthiology student must complete this course in 20 weeks, and the part-time Student must complete the course in 30 weeks. The course is comprised of 600 hours of instruction. Students are taught instruction techniques and methods through the Milady text books, hands on demonstration, and guest speakers. Experienced and licensed instructors teach all classes. Students are evaluated on subjects through written theory exams, assignments and practical exams completed either on an assigned mannequin or live model.

Career Opportunities for Estheticians

By choosing esthetician as your career, you can be assured of an exciting and rewarding future, the potential career opportunities for esthiology graduates are endless.

- | | | |
|--|----------------------------|-----------------------|
| Salon or Day Spa Owner | School Instructor | Salon Manager |
| Esthetician/Skin Care Specialist | Make-Up Artist | Image Consultant |
| Photo & Movie Make Up/Skin Care Artist | School Owner | Platform Artist |
| Manufacturer's Sales Representative | Magazine Writer/Editor | Director of Education |
| Product Distributor | Salon/Spa Sales Consultant | |

Gainful Employment Information

ESTHIOLOGY

OPE ID.....04157600

CIP CODE.....12.0409

Soc Code.....39-5094.00

Occupations

Mean Loan Amount:

<http://nces.ed.gov/collegenavigator/?q=nova+academy+of+cosmetology&s=all&id=459426>

www.onetonline.org

On-Time Graduation Rate: 100%

Normal Completion With Licensure:95%

Placement Rate: 75%

Figures sourced from NACCAS

CLASS	Esthiology 600 hrs
Application Fee	\$100.00
Kit Fee	\$3,250.00
Tuition	\$8,150.00
Total	\$11, 500.00

NAIL TECHNOLOGY PROGRAM

THE NAIL TECHNOLOGY COURSE CURRICULUM

The Nail Technology course content is 150 hours of instruction in applied sciences and skills in manicuring, pedicuring, and artificial nail applications. A total of 200 hours of planned clinical instruction in the applied sciences and experience in manicuring, pedicuring, and artificial nail applications. Upon completion of training, you will have completed the number of hours required by the State of Minnesota in coordinated theory and practical experience in the applied sciences of nail technology, to be eligible to take the Minnesota State Licensing Exam to become a Nail Technician.

Educational Goals and Objectives for Nail Technology:

Nova Academy of Cosmetology strives to draw out the future nail technology professional's best technical and professional skills necessary to excel in their chosen career path.

Nail Technology 350 Hour Course Outline

<u>Nail Technology Course (350 hrs)</u>	<u>Theory Hours /Planned Clinical</u>		<u>Practical Hours</u>
Your Professional Image	5		
Sanitation	5		20
Safety			
Ecology			
Anatomy	4	14	
Skin			
Nails & Disorder			
Manicuring	22	23	60
Manicures			
Pedicures			
Massage			
Chemistry	2	3	
Artificial Nails	27	43	102
Acrylic Nails			
Gel and Wrap			
Nail Tips and Advanced Nail Techniques			
MN Laws & Rules	2		18
TOTAL HOURS	67	83	200
	150		

Period of Nail Technology Course

A full-time nail technology student must complete this course in 11 weeks, and the part-time student must complete the course in 19 weeks. The course is comprised of 350 hours of instruction. Students are taught instruction techniques and methods through the Milady text books, hands on demonstration, and guest speakers. Experienced and licensed instructors teach all classes.

Students are evaluated on subjects through written theory exams, assignments and practical exams completed either on an assigned mannequin or live model.

Career Opportunities for Nail Technicians

By choosing Nail Technicians as your career, you can be assured of an exciting and rewarding future, the potential career opportunities for Nail technology graduates are endless.

Salon or Day Spa Owner

School Instructor

Salon Manager

Nail Technician

Image Consultant

Photo & Movie Nail Artist

School Owner

Platform Artist

Manufacturer’s Sales Representative

Magazine Writer/Editor

Director of Education

Product Distributor

Salon/Spa Sales Consultant

Gainful Employment Information

NAIL TECHNOLOGY

OPE ID.....04157600

CIP CODE.....12.0410

Soc Code.....39-5092.00

Occupations

Mean Loan Amount:

<http://nces.ed.gov/collegenavigator/?q=nova+academy+of+cosmetology&s=all&id=459426>

www.onetonline.org

On-Time Graduation Rate: 100%

Normal Completion With Licensure: 67%

Placement Rate: 67%

Figures sourced from NACCAS

CLASS	Nail Technology 350 hrs
Application Fee	\$100.00
Kit Fee	\$1,600.00
Tuition	\$3,300.00
Total	\$5,000.00

NOVA ACADEMY POLICIES

SATISFACTORY ACADEMIC PROGRESS POLICY

Section 484 of the Higher Education Act, as amended, requests that a student maintain satisfactory progress in order to receive financial aid from State and Federal Financial aid programs.

The Satisfactory Academic Progress Policy (SAP) is consistently applied to all students enrolled Cosmetology, Esthetics, and Nail Technology programs whether participating in Title IV programs or not. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. To be making SAP, a student is expected to complete a program within a specified time frame and maintain a grade point average consistent with graduation requirements.

EVALUATION PERIODS

Nova Academy of Cosmetology defines its academic aid year as 910 hours and 26 weeks. This definition applies to all programs. The academic year is divided into two payment periods and the students are evaluated for Satisfactory Academic Progress once the student has attended the following clock hours:

Cosmetology: 455, 910, 1230 clocked hours

Esthetics: 300 clocked hours

Nail Technology: 175 clocked hours

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements. These evaluation periods ensure students have at least one evaluation by no later than midpoint of the academic year or the course/program whichever is sooner. Students are given Satisfactory Academic Progress evaluation results at the end of each period by a school administrator.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. Evaluations are based on the point when the student has attended the periods scheduled clock hours. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	SCHEDULED HOURS
Cosmetology (Full-time) -	1550 Hours 77 Weeks	2325
Esthetics (Full-time) -	600 Hours 30 Weeks	900
Nail Technology-	350 Hours 16.5 Weeks	525

Nova Academy of Cosmetology will suspend aid eligibility after any SAP review which shows that a student cannot possibly complete a program within 150% of the program length. The status of a student who exceeds maximum time frame is considered to be ineligible. The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 67% of the scheduled hours. Nova Academy of Cosmetology establishes that transfer hours from another institution that are accepted towards the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated and as they are completed and counted toward course completion. If the student doesn't receive a 75% or higher on an evaluation or academic test they are notified by Nova Academy of Cosmetology that their grade will impact their financial aid eligibility. They are given the opportunity to retake any evaluation or assignment that is below 75%. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

A.....	90-100%
B.....	80-89%
C.....	70-79%
D.....	60-69%
F.....	0-59%

DETERMINATION OF PROGRESS STATUS

Students will be evaluated at the end of each payment period. At each evaluation, a student making satisfactory academic progress must maintain the minimum qualitative requirement of having a cumulative satisfactory academic progress of 75% or higher for academics. A student considered to be making quantitative satisfactory academic progress must successfully attend a minimum of 67% of the hours possible based on the applicable attendance schedule. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements. A student who has met requirements is considered making satisfactory academic progress until the next evaluation. SAP evaluation periods are based on actual contracted hours at the institution.

Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation.

Warning Status: While on a warning status, Nova Academy of Cosmetology shall allow the student to retain his/her financial aid eligibility under a warning status for one evaluation period.

Reinstatement of students on Warning Status: If, at the end of the warning period, a student has met both the cumulative minimum qualitative (academics) SAP and the cumulative quantitative (attendance) completion percentage standards, then Nova Academy of Cosmetology shall end the student's warning status.

Financial Aid Suspension:

Following one warning period, if a student has not met SAP requirements, he or she must be

suspended from financial aid eligibility. This suspension will be effective immediately after the completion of the evaluation.

Probation

A probationary period is allowed for students not considered to be meeting SAP. A student must first meet the following outlined prior to being placed on a status of probation:

- a. The student was not determined to be making SAP during the warning or previous evaluation period; and
- b. The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
- c. The institution determines that SAP standards can be met by the end of the subsequent evaluation period; or
- d. The institution develops an academic plan for the student that if followed will ensure the student will be able to meet the SAP requirements by the maximum time frame established for that individual student.

If the student meets the above outlined criteria they may be placed on probation. A student that is placed on probation after successful appeal will be considered making SAP during the probationary period and will maintain their financial aid eligibility.

APPEAL PROCEDURE

As an appeal is a required element of the probation status, Nova Academy of Cosmetology will allow a student to appeal a SAP progress determination. Students may re-establish satisfactory academic progress and financial aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period. A student may appeal his/her suspension based on unusual or extenuating circumstances within five days of the suspension. Such circumstances include, but are not limited to, death of a relative, illness, hospitalization or injury of the student. The student must submit a written appeal to the school with supporting documentation regarding why they failed to make satisfactory academic progress, and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress in the future. All appeal documents will be reviewed and the student will be notified within 30 calendar days. The appeal and decision documents will be retained in the student file. If the appeal is granted, students will be placed on probation for one evaluation period. A student who does not meet a minimum standard is no longer eligible for Title IV program funds unless the student is on a warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as *at* the time of withdrawal.

NONCREDIT AND REMEDIAL COURSES

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

ATTENDANCE

Students are required to attend school regularly and promptly. In case of a planned absence the Student must turn in a future absence form to the front desk. In case of unplanned absence the student must call in to the front desk to report their absence for the day.

PRE-ARRANGED ABSENCES AND EARLY RELEASE

At least 24 hours prior to the expected absence, a student must:

1. Obtain from an Instructor and fill out a future absence form.
2. Report to an Instructor with completed future absence form.
3. The Instructor will contact you upon approval.
4. Early Releases **must be approved and signed by the Instructor and turned into the front desk.**

Nova Academy of Cosmetology in Rochester operates Monday through Saturday and Nova Academy of Cosmetology Mankato operates Monday through Friday except for the following: New Year's Day, Memorial Day, Fourth of July week, Labor Day, Thanksgiving Day, Christmas week. There may also be additional days of closure due to weather emergencies or staff trainings. Students will be notified if this shall occur.

ATTENDANCE STANDARDS

To help students prepare for the workplace, Nova Academy of Cosmetology operates like a professional salon environment. Late arrivals, absences, and other interruptions in training have a significant impact on achievement, just as they would impact an employee in a salon, day spa, or other professional environment. By law, Nova Academy of Cosmetology must keep track of your training hours for licensure. All students are expected to be in attendance as specified in the Enrollment Agreement. Our training is similar to actual employment, where any absences or late reporting interferes with daily work and reflects upon the employee's job record. Each field of study has a predetermined number of emergency hours that can be used as time missed.

-Cosmetology Students may be absent a total of 80 hours, only 24 of which may be missed on Saturdays. After 80 hours and 15 minutes of absences the students may be placed on a 30 day probation. If attendance requirements are not brought back into compliance within the probationary period the student may be billed immediately for all hours missed after the 80. The amount billed to the student will be an hourly rate appropriate for the program enrolled in which will be due by the end of the program. A student is allowed only one probationary period per enrollment contract. This period is 30 days. If the student goes on an approved Leave of Absence during this warning period, upon return the warning picks up where it left off. Attendance is taken into account for SAP. Any absences after the probationary period exceeding 80 hours missed may result in being billed for all hours missed after the 80 plus 5% of hours remaining. An addendum extending the enrollment agreement may be written per instance as outlined above and all charges are due by the end of the program. A fee of \$100 may be charged for each contract addendum. For every scheduled Saturday missed, tardy, or left early past the allowed 24 hours, there will be a charge of \$100.00 to the student's ledger each Saturday these instances occur. This balance of \$100.00 may be paid before the student returns to school and no addendum to the enrollment agreement will be written.

-Esthiology Students may be absent a total of 30 hours, only 16 of which may be missed on Saturdays. After 30 hours and 15 minutes of absences the students will be placed on a 30 day probation. If attendance requirements are not brought back into compliance within the probationary period the student may be billed immediately for all hours missed after the 30. The amount billed to the student will be an hourly rate appropriate for the program enrolled in which will be due by the end of the

program. A student is allowed only one probationary period per enrollment contract. This period is 30 days. If the student goes on an approved Leave of Absence during this warning period, upon return the warning picks up where it left off. Attendance is taken into account for SAP. Any absences after the probationary period exceeding 30 hours missed may result in being billed for all hours missed after the 30 plus 5% of hours remaining. An addendum extending the enrollment agreement may be written per instance as outlined above and all charges are due by the end of the program. A fee of \$100 may be charged for each contract addendum. For every scheduled Saturday missed, tardy, or left early past the allowed 16 hours, there will be a charge of \$100.00 to the student's ledger each Saturday these instances occur. This balance of \$100.00 may be paid before the student returns to school and no addendum to the enrollment agreement will be written.

-Nail Technology Students may be absent a total of 18 hours, only 8 of which can be missed on Saturdays. After 18 hours and 15 minutes of absences the students will be placed on 30 day probation. If attendance requirements are not brought back into compliance within the probationary period the student may be billed immediately for all hours missed after the 18. The amount billed to the student will be an hourly rate appropriate for the program enrolled in which will be due by the end of the program. A student is allowed only one probationary period per enrollment contract. . This period is 30 days. If the student goes on an approved Leave of Absence during this warning period, upon return the warning picks up where it left off. Attendance is taken into account for SAP. Any absences after the probationary period exceeding 18 hours missed may result in being billed for all hours missed after the 18 plus 5% of hours remaining. An addendum extending the enrollment agreement may be written per instance as outlined above and all charges are due by the end of the program. A fee of \$100 may be charged for each contract addendum. For every scheduled Saturday missed, tardy, or left early past the allowed 8 hours, there will be a charge of \$100.00 to the student's ledger each Saturday these instances occur. This balance of \$100.00 may be paid before the student returns to school and no addendum to the enrollment agreement will be written.

EXTRA INSTRUCTIONAL CHARGES

Nova Academy of Cosmetology may charge a student for extra instruction needed to complete his/her program if:

1. The absences allowed within the contract period have been exhausted; and
2. The amount charged per unit of instruction (clock hour) is clearly stated on the enrollment agreement and tuition and fees information is provided to students upon enrollment.

If Nova Academy of Cosmetology charges a fee prior to the completion date appearing on the enrollment agreement, Nova Academy of Cosmetology will secure documentation that the student acknowledges the charges to their account. All monies received for extra-instruction prior to the completion of the student contract are refunded if the student terminates or withdraws and tuitions and fees are paid. Fees are as follows: Cosmetology \$10.00 per hour, Esthiology \$13.58 per hour, Nail Technology \$9.43 per hour.

• ACADEMIC STANDARDS

The School Certification Examination for Cosmetology, Nail Technology, and Esthiology prepares the student for the State Board Examination, which the student must pass in order to be licensed, the School Certification Examination covers laws and practices, client safety, and sanitary procedures. The passing requirement for this examination is a minimum grade of 75%.

GRADING SYSTEM

Upon completion of curriculum, all students must have received a passing grade of a minimum of

75% in clinic, practical, and theory exams applicable to every chapter.

Records are kept on grades, progress and attendance. Examinations are given on all subjects and grades given to student. Report cards are kept on file and are issued upon request. Nova Academy complies with the MN State Approving Board of Cosmetology minimum standards.

A.....	90-100%
B.....	80-89%
C.....	70-79%
D.....	60-69%
F.....	0-59%

MAKE UP WORK

Students required to make up projects, quotas or tests must do so before the end of their phase. Failure to comply will result in receiving a "0" for that assignment.

GRADUATION AND LICENSING REQUIREMENTS

To graduate and receive a certificate from Nova Academy of Cosmetology, the following is required:

1. Complete documented legal hours in the specific areas of training required by the State of Minnesota for Cosmetology, 1550 hours; Nail Technology, 350 hours; and Esthiology, 600 hours.
2. Complete all school quotas and examinations, both written and practical, with a score of 75% or higher.
3. Complete all unit requirements, both written and practical with a score of 75% or higher
4. Pass the School Certification Exam with a score of 75% or higher and State Certification Exams.
5. Complete an exit interview with appropriate school employee.
6. Complete tuition and fee obligations.

To receive a license in the state of Minnesota, Cosmetology, Esthiology or Nail Technician Student is required to:

*complete all the graduation requirements and successfully complete a license application and pay the license fee to MN Board of Cosmetologist Examiners.

• STUDENT FINANCIAL OBLIGATIONS

Student agrees to pay tuition in full by the first day off class unless arrangements are made otherwise in writing with Nova Academy of Cosmetology. Methods of payment may include cash, check, money order, credit card, Federal Direct Loan, Federal Pell Grant, Minnesota State Grant, and Minnesota SELF Loan depending on the student's qualifications. Any payments made by credit card may be subject to a non-refundable three percent processing fee. Students are responsible for repaying applicable loans plus interest. Student's obligation to pay tuition and other costs is without regard to student's qualifications for financial assistance, which Nova Academy of Cosmetology receives from his or her benefit at any time. Nova Academy of Cosmetology may, at its option and without notice, prevent student from attending class until any applicable unpaid balance or payments are satisfied.

• FINANCIAL AID

Financial aid is available to those who qualify. Students may qualify for Federal loan and grant programs including Federal Direct Unsubsidized Stafford Loans, Federal Direct Subsidized Stafford Loans, Federal Pell Grant and other Title IV programs as well as Minnesota State Grant, Self Loan and other scholarship opportunities.

Federal Pell Grant: A Federal Pell Grant is for students with financial need and does not have to be repaid. All students are automatically considered for a Pell Grant when the FASFA is filed. The Pell grant is a federal financial aid program that provides support for low-income graduate students who are working toward a Bachelor's or first-professional degree.

Direct Subsidized Loan: A Direct Subsidized Loan is a low interest loan with a fixed interest rate in which the federal government pays the interest while the student is in school and during periods of authorized deferment.

Direct Unsubsidized Loan: A Direct Unsubsidized Loan is a low interest loan with a fixed interest rate in which the students is responsible for the interest and it accrues while in school, during the grace period and during periods of deferment and forbearance. It is not based on financial need.

Direct Parent Plus Loan: A Direct Parent Plus Loan is a Parent Loan for students. It enables parents with good credit histories to borrow money to pay for their child's expenses.

G.I. Bill®: Programs offered at Nova Academy are approved by the Minnesota State Approving Agency.

Minnesota State Grant: A Minnesota State Grant is for students with financial need and does not have to be repaid. Students must meet certain residency guidelines in order to qualify.

Minnesota SELF Loan: A Minnesota SELF Loan is a state loan but is considered a private loan. Nova Academy of Cosmetology does not have a preferred lender list. Direct Loans are what most of our students utilize because the terms and conditions of the Title IV, HEA program loans may be more favorable than the provisions of the private education loans.

To be considered for aid, students must complete a Nova Academy of Cosmetology Financial Aid Application and a Free Application for Federal Student Aid (FAFSA) for the appropriate financial aid year. The determined amount of financial aid will be based on financial qualifications.

As a clock hour school, Federal Financial Aid is disbursed according to a 910 hour academic year as follows: start/30 days, 455 hours, 910 hours, and 1230 hours for a Cosmetology student. Esthiology students' disbursements for Federal Financial Aid are start/30 days and 300 hours. Nail Technology students' disbursements for Federal Financial Aid are start/30 days and 150 hours. Students must be maintaining Satisfactory Academic Progress to receive Title IV funds. Satisfactory Academic Progress is monitored at or prior to crossing over into your next payment period.

Title IV loan borrowers must complete a Master Promissory Note and participate in Entrance Counseling prior to their first disbursement of Federal loans. Entrance Counseling discusses the Rights and Responsibilities a student borrower has. Please go to <https://studentloans.gov> for completion of these steps.

Title IV loan borrowers must also participate in Exit Counseling, which discusses your Rights and Responsibilities regarding your obligations towards repayment of your loans. It is strongly advised that borrowers create a budget.

More information and Entrance/Exit Loan Counseling can be found at <https://studentloans.gov/myDirectLoan/counselingInstructions.action>

If you previously received Federal loans, you may request In-School Deferment on your repayment of those loans while in attendance at our school. Please contact either the servicer of your previous loan or the Financial Aid office to obtain a form for the authorization of deferment.

Loans will be submitted to the National Student Loan Data System (NSLDS) and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system. For

Financial Aid assistance please call 507-280-6910 (Rochester) or 507-345-4033 (Mankato) and ask to speak with a Financial Aid Representative.

• CANCELLATION, WITHDRAWAL AND REFUND POLICY

Notice of Cancellation and Refund for Cosmetology, Esthiology, and Nail Technology

Enrollment can be terminated only by written notice of cancellation from one party to the other.

Enrollment is defined as the time elapsed between the actual starting date and the student's last day of scheduled attendance at Nova Academy of Cosmetology. All monies due the student shall be refunded within 30 days of formal cancellation or formal termination by Nova Academy of Cosmetology; which shall occur no more than 30 days from the last day of scheduled attendance or in case of leave of absences, the documented day of return. The postmark on written notification determines formal cancellation date or the date said information is delivered to a Nova Academy of Cosmetology representative in person as described below.

Notice: All notices shall be delivered or mailed with postage prepaid, registered or certified and return receipt requested to the other party as follows:

To the student - at the address set forth on page one of the Enrollment Agreement.
 To Nova Academy of Cosmetology-5979 Bandel Road NW, Rochester, MN 55901,
 To Nova Academy of Cosmetology Mankato-1701 Adams Street, Mankato, MN 56001
 Attn: Director of Admissions.

Notice of a change of address shall be given in writing. Notices may also be delivered to the party in person (in the case of Nova Academy of Cosmetology, individual must be the Director of Education, Business Manger, or Admissions Representative).

The postmark on written notification determines formal cancellation date or the date said information is delivered to Nova Academy of Cosmetology representative in person.

The school shall acknowledge in writing any valid notice of cancellation within 10 days after the receipt of such notice. Any money due to the applicant or student shall be refunded within 30 business days of the official withdrawal date or the date the school discovers that the student has unofficially withdrawn.

The official withdrawal date is determined by the postmark date on written notification, or the date said written notice is delivered to the school director in person. All miscellaneous costs that have not yet become due will be void. In case of a leave of absence, the school shall return any money due the applicant within 30 days of the last day of the student's leave of absence if the student fails to return.

The refund policy is as follows:

*If a student's application is rejected by the school or if he/she cancels enrollment within three business days of signing the enrollment contract, all money collected by the school will be refunded, whether or not the student has begun the course of instruction.

*If a student cancels his/her enrollment after three business days of signing the enrollment contract, but before the student begins course instruction, all money less than \$100 application fee deposit will be refunded.

*If the school cancels a course after a student's enrollment, the school will provide a full refund of all money paid.

*If, for any reason, the school is permanently closed and no longer offers instruction after a student has enrolled, the student is entitled to a pro rated refund of tuition even if the student's enrollment is beyond 60% of the program.

*If either party cancels the contract after the student begins class and after three business days of signing the enrollment contract, the school will keep the registration fee, the student kit fee and the applicable pro rated tuition amount.

INSTITUTIONAL RETURN POLICY

The pro rated calculation for first-time students whose date of withdrawal from the school is before the 60% point in the period of enrollment for which the student has been charged, is determined as follows:

*Determine the total number of clock hours in the enrollment period for which the student has been scheduled.

*Divide that number into the number of clock hours for the program to determine the student's percent towards completion of the program.

*Refer to the table below to determine the amount of tuition retained.

*Multiply that percentage by the student's contracted tuition charges.

*To this balance add kit, fees and other charges assessed to the student for the period. This may include a reasonable administrative fee not to exceed the lesser of 5% of the tuition, fees and other charges assessed to the student.

*Subtract any payments made and the result is the balance.

The pro rated refund calculation does not apply to a student whose date of withdrawal is after the 60% point in time in the period of enrollment for which the student will be charged 100% of all tuition and fees.

% Of Enrollment time to total time of course	Amount of Tuition to retained by the school
.1% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	60%
50% to 59.9%	70%
60% and over	100%

The student must note that financial aid that has been previously applied to their account may have to be returned which could result in a higher account balance. In the event the student has a balance on their account when they leave School, they will be expected to make payment in full within thirty (30) days or face collections.

Applicable returns by the school may be returned in the following order:

- unsubsidized Federal Stafford Student Loans
- subsidized Federal Stafford Student Loans
- Federal Pell Grant Program
- to those funds calculated based on the Minnesota Office of Higher Education Refund Policy and the Appendix 13 Refund Calculation Worksheet of the Minnesota State Grant Manual and/ or other federal, state, private or institutional student financial assistance programs and/or to the student

RETURN OF TITLE IV FUNDS

Per federal guideline standards, a student must “earn” federal financial aid awards directly in proportion to the number of hours of the program scheduled. In other words, a student earns financial assistance as they attend school. If a student completely withdraws from school, the school must calculate the portion of the total scheduled financial assistance earned.

Divide the clock hours scheduled to have been completed as of the withdrawal date in the period by the total clock hours in the period. If this percentage is greater than 60%, the student earned 100% of the Total Title IV aid disbursed and could have been disbursed for the period. If this percentage is less than or equal to 60%, multiply the percentage of Title IV aid earned by the Total Title IV aid disbursed and that could have been disbursed. If the Total Title IV aid disbursed for the period is greater than the Amount of Title IV aid earned, this amount of Title IV aid must be returned. If the Total Title IV aid disbursed for the period is less than the Amount of Title IV aid earned, this amount of Title IV aid would be a post-withdrawal disbursement. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

MINNESOTA STATE REFUND POLICY

To determine proportional share of Non-Title IV Financial Aid package for refund take the amount of funds (financial aid, cash) applied to the original institutional charges to the student to date during the students program and for the current aid year, including any post-withdrawal disbursements of Title IV financial aid applied to institutional charges.

If funds exceed the original institutional charges, enter the amount of original institutional charges. Subtract amount of original institutional charges the school can retain per its institutional or state-mandated refund policy. If gross refund is not greater than zero, then no refund is due to the state financial aid programs. Subtract amount of institutional share of any required refund for Title IV financial aid programs. Net Refund Of Institutional Charges If net refund is not greater than zero, then no refund is due to state financial aid programs.

To determine proportional share of Non-Title IV Financial Aid Package for refund, list all non-Title IV financial aid disbursed to the student to date during the students program and for the current aid year. Take amount the disbursed by State Financial Program times the percent of total amount of Non-Title IV Aid disbursed and this equals the percentage to be refunded back to the State Financial Aid Programs.

VETERAN'S REFUND POLICY

In the event that a veteran's beneficiary enrolls under the provisions of Title 38, US Code and/or Title 10, US Code and discontinues training before completion of the program, the school will retain ten dollars (\$10) as a bona fide registration cost. All other advance payment of tuition, fees and other charges will be refunded to the trainee on a pro rata basis computed to the date of discontinuance of training.

- **FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY**

Pursuant to the Family Educational Rights and Privacy Act of 1974 (“FERPA”), Nova Academy of Cosmetology has established a policy for the review, release and amendment of student records. As stipulated in the Privacy Act, Nova Academy of Cosmetology requires written authorization from the student, (or parents/ guardians if less than 18 years of age,) before we will release any information about the student to any agency or prospective employer. Student's records are protected under the Privacy Act and are treated with the utmost confidentiality by all personnel. Access to these records is available to the student or parents/ guardians if less than 18 years of age

by appointment under supervision of the school. Governing and accrediting agencies have the right to review records. FERPA provides that "directory information" as defined by the school may be made available to the public unless within 10 business days after enrolling in a program at Nova Academy of Cosmetology, a student delivers a written request to the Director of Education that the Directory Information on that student not be made public. Nova Academy of Cosmetology defines directory information as a student's name, address, telephone numbers, program attended and dates attended.

Student Access to Files Policy

Students may request access to their files at anytime. Access to these records is available to the student or parents/ guardians if less than 18 years of age by appointment under supervision of the school. The school will respond to this request within 10 days.

Student Release of Information Policy

Each student may give access to their records in writing. Nova Academy of Cosmetology will accommodate within 10 days of the request from date of submission. Students may obtain a release of information form from the Student Services office. Students may also designate persons to whom to release financial information on their Application for Financial Services. The student must sign giving the school permission. The school may only release the information designated on this form. It is highly recommended that students complete this from when they interview at salons and the salons contact the school about the student.

• POLICY AGAINST SEXUAL AND OTHER ILLEGAL HARASSMENT

Nova Academy of Cosmetology cooperates in full compliance with the Office for Civil Rights of the Department of Education which enforces Title IX of the Education Amendment of 1972, 20 U.S.C. 1681 et. Seq. ("Title IX"). Title IX prohibits discrimination on the basis of sex in education programs and activities, including sexual harassment of employees and students. Nova Academy of Cosmetology does not discriminate on the basis of sex in the education programs or activities it operates and extends to employment and admission.

Sexual harassment is anti-ethical to academic values and to a work environment free from the fact or appearance of coercion, and it is a violation of Nova Academy of Cosmetology's policy. Sexual harassment consists of requests for sexual favors, sexual advances made without consent, or other verbal or physical conduct of a sexual nature on or off campus, when:

(1) submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing; or (2) submission to or rejection of such conduct is used as the basis for employment decisions or for academic evaluation, grades, or advancement; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating or hostile academic or work environment. Sexual harassment may be found in a single episode, as well as in persistent behavior.

Incidents of sexual harassment must be reported, either verbally or in writing, to any manager, supervisor or the Title IX coordinator at Nova Academy of Cosmetology. Reported incidents will be immediately referred to the School Director or Title IX coordinator who will conduct an investigation and initiate prompt and appropriate action in an environment free of intimidation and retaliation.

No one reporting sexual harassment will be retaliated against. If you believe you are being retaliated against, contact the School Director immediately. This policy and procedure also applies to other types of illegal harassment based upon any harassment of a class protected under federal, state, or local law.

Questions regarding Title IX may be referred to the Title IX coordinator Michele Delisle (General Manager) at 5979 Bandel Road NW, Rochester, MN 55901 *Phone: 507-280-6910 *mdelisle@nova-academy.com

• **DRUG ABUSE PREVENTION/DRUG FREE WORKPLACE POLICY**

The Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act require that the school provide a drug free workplace and have a drug free awareness program and a drug and alcohol abuse prevention program for students and employees. Information on the school's drug free awareness program and drug and alcohol abuse prevention program may be obtained from the School Director.

The school prohibits the manufacture, unlawful possession, use, sale or distribution of illicit drugs and alcohol by students and employees on its property and at any school activity whether on campus or at an off-site location. A violation of these policies will result in appropriate disciplinary acts up to and including expulsion in the case of Student and separation from employment in the case of Employees. Violations of the law will also be referred to the appropriate law enforcement authority. Students or employees violating this drug policy may be referred to abuse help centers, counseling or treatment programs. Also as a part of this policy, Nova Academy of Cosmetology reserves the right to, at its discretion, to require a student or employee to submit to drug or alcohol tests, and to search vehicles, work stations, furniture, clothing, purses, briefcases, luggage, toolboxes, personal items, mail, computers, voicemail, and e-mail and all other items within the control of the student or employee at issue. Failure to cooperate with such testing or search may result in disciplinary action including expulsion or separation from employment.

All students and employees are charged with the responsibility to read and understand that (1) Nova Academy of Cosmetology by participating in Title IV Federal Funds Programs, must establish a Drug Free Workplace Policy, and its students and employees must acknowledge it and agree to abide by it; (2) any student or employee who is convicted of a criminal drug statute violation that occurred at the school, must notify the School Director no later than five days after such conviction.

• **COPYRIGHT INFRINGEMENT POLICY**

Unauthorized distribution of copyrighted material, including unauthorized peer to-peer file sharing, may subject the students to civil and criminal liabilities.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov (2012-2013 Federal Student Aid Handbook, Volume 2, Chapter 6, Page 2-105)

• **VACCINATION POLICY**

Nova's vaccine policy is aligned with the state of Minnesota's Post-Secondary Education requirements.

Immunization laws protect everyone, because high immunization levels prevent disease outbreaks. Minnesota has various laws requiring immunizations for children and adults enrolled in child care, school, and college settings. Legal exemptions are allowed - both for medical reasons and conscientiously held beliefs.

Minnesota Statutes, [Section 135A.14](#), requires all students enrolling in a post-secondary educational institution to show evidence of one dose of tetanus and diphtheria (Td) within 10 years of enrollment and one dose of measles, mumps, and rubella vaccine or properly documented exemption. The law applies to persons born in 1957 or later who are enrolled in more than one class. Students who graduated from a Minnesota high school in 1997 or later are also exempt. Please contact our admissions office for more information on vaccines.

• **CATALOG/ PROGRAM CHANGES POLICY**

Nova Academy of Cosmetology reserves the right to make changes to any provisions of this catalog, including the amount of tuition and fees, the content of programs and courses, policies and procedures, facilities, faculty and staff, calendar and other provisions deemed necessary. Nova Academy of Cosmetology also reserves the right to make changes in curriculum, equipment and instructional materials and to combine classes.

• **SOCIAL MEDIA POLICY**

Nova Academy of Cosmetology supports the use of social media as it can be beneficial to the success of a salon, spa, or independent contractor. Facebook, Twitter, MySpace, Yelp, YouTube, and shared personal audio/video files are a few examples of "Social Media." Nova Academy of Cosmetology encourages students to use the utmost professionalism and courtesy in these environments as some actions taken are not reversible and can have negative impacts on an individual for an extended period of time. Nova Academy of Cosmetology will not support obscenity, negative comments, personal attacks, cyber-bullying, harassment, or any conduct that is not in compliance with the school's standards of conduct.

Students may be held accountable for the content that they post on the internet and disciplinary action may be taken. Nova Academy of Cosmetology has the right to remove content on or within any of its social media outlets at its discretion and without notification.

• **GRIEVANCE/COMPLAINT PROCEDURE POLICY**

Students seeking to resolve a challenge should first contact their instructor, then consult the department team leader. Challenges not resolved at this level should be brought to the School Director.

The school will make every attempt to resolve any student challenge that is not frivolous or without merit. Evidence or final resolution of all challenges will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student must submit the challenge or complaint in writing on the challenge form provided by the school.
2. The challenge form will be given to a school manager.
3. The manager will review the forms as they are received and respond to the challenge within 10 business days. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the challenge.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the challenge.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding

the complaint. The hearing committee may consist of the management board.

The hearing will be informal with the student presenting his/her case followed by the school's response. The board will be allowed to ask questions of all involved parties. Within 14 days of the hearing, the board will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute.

STUDENT RULES AND REGULATIONS

To help you achieve excellence in your education, we have established guidelines to ensure fairness, understanding and positive work habits among our students. Because every student is a future employee, manager, or entrepreneur, you must meet these standards of professionalism, which will help you prepare for the demands of the future.

Dress Code

Maintaining a professional appearance is vital to success. A professional appearance at Nova Academy of Cosmetology includes:

1. For Cosmetology Students, a school apron or smock provided in the student kit. Smock or apron is to be worn during clinic floor hours. It should not be torn, stained, or altered.
2. As required by State Law, identification badges are to be worn as issued during all clocked hours to identify student and staff to guests.
3. Footwear must be professional closed-toed. Athletic shoes not acceptable.
4. Students must wear professional black skirts, or slacks, no denim allowed. Skirts may be no shorter than 3 inches above the knee. Shirts should be professional in appearance, black only. No hoods, halter-tops, tube tops, sleeveless, or bare midriff tops allowed. No hats. Undergarments are required and should not be visible at any time. We are professionals in the industry and must look professional. Students who, in the reasonable determination of Nova Academy of Cosmetology, are not dressed professionally will be dismissed to change. Learning Leader's discretion will prevail.
5. Students are prohibited from wearing or carrying beepers, cell phones, or other electronic devices. Cell phones may be used during breaks and lunch and only in student lounge area.

Priority of Student Activities

While students are in school collecting hours towards graduation, academic activities are the priority. Assignments given by Instructors, client services, practice services on mannequin or individual study are to be done at designated scheduled times. Students are expected to study for tests and exams outside of School.

General Student Behavior

Students attending Nova Academy of Cosmetology are expected to conduct themselves in a manner that reflects positively on themselves, the School, and the Cosmetology, Esthiology, and Nail Technology profession. The following activities will not be tolerated and will be subject to disciplinary action:

- 1 Cheating or allowing cheating
- 2 Use and/or possession of controlled substances
- 3 Theft
- 4 Disrespect toward a client
- 5 Insubordination toward any School Official
- 6 Sexual harassment
- 7 Destruction of property
- 8 Vulgar or profane language
- 9 Physical and/or verbal abuse of another Student or School Official

- 10 Carrying guns/firearms on School property
- 11 Possession of knives

Students Expectations

1. Enjoy beverages, food, candy, and gum in the student lounge area only.
2. To ensure that each Student receives consistent and comprehensive instruction in the classroom and clinical environments, students need to remain in assigned areas or receive Instructor permission to be in unassigned areas.
3. Cosmetology Students who are not working on guests are to remain standing at their stations working on quotas or other assigned projects. Sitting is unprofessional and is not allowed while on the clinic floor.
4. All services or work done by student must be assigned by, performed under the supervision of, and evaluated by an Instructor within the educational situation. **Students who refuse an assigned service will be dismissed for the remainder of the day.**
5. Report tardiness or absences before 8:30 a.m. (day program) or 5:00 p.m. (night program) by contacting the school at the campus the student attends and speaking with a School Employee. A student's admission into their scheduled class will be at the discretion of the instructor leading that class. The student would then get hourly credit for attendance after the completion of the next class break period.
6. As a professional in training, students are expected to have the proper equipment to facilitate their learning inside and outside of the classroom. Nova Academy of Cosmetology is not responsible for any lost or stolen equipment and it is the expectation and responsibility of the student to replace any broken or missing equipment within 72 hours or they may be dismissed until the equipment is replaced.

Sanitation

In accordance with state regulations, each Student is required to complete a minimum of ½ hour of sanitation practices each day. This may include, but not be limited to, sanitation of the student's station, facial rooms, wax rooms, and general sanitation of other parts of the School and/or equipment.

Minor Standard Violations

Minor violations include assigned area violations, property misuses, parking violations, guest service violations, unprofessional behavior, not performing assigned sanitation, and any disruptive behaviors determined by Instructors and Staff Members as interrupting or preventing the regular operation of the school or interrupting or preventing the education of other students. Any time during the student's program, the violation of a minor standard may result in suspension from the school. Students who are suspended have up to 30 days to provide the school documentation that the stipulations of the suspension have been met. Once Nova Academy of Cosmetology has agreed that the student is prepared to comply with the professional standards of the school, the student may return to school; however, a record of the suspension will be recorded in the student's permanent file. While a student is suspended, no clock hours may be earned and contract graduation dates will not be extended. The hours not earned will be considered an absence and will effect your attendance standard. If a student on suspension fails to return to School at the predetermined time the student may be terminated.

Major Standard Violations

Major standard violations include using controlled substances/alcohol, destroying property, stealing, falsifying documents, committing fraud, abusing and or causing physical harm to others, having in their possession a gun/ firearm on School property and violating local, state, and federal laws. Anytime during a student's program, the violation of a major standard will result in termination.

Termination

Students who are terminated have up to five school days to appeal their termination. Appeals must be in written form and address the issues that lead to the termination. The appeal should be addressed to the School Director. While a student is terminated, no clock hours may be earned and contract graduation date will not be extended. If a terminated student fails to respond in five school days, the student's termination will be final.

Leave of Absence Policy

A leave of absence request must be submitted in advance, in writing, including the reason for students request. Documentation may be requested. A leave of absence must be a minimum of 10 days and multiple leave of absences are allowed, not to exceed 180 days in any 12 month period. If there is an unforeseen circumstance a student may still be granted a leave of absence with the approval of Nova Academy of Cosmetology. Nova Academy of Cosmetology may grant a Leave of Absence to a student who did not request a one prior to the LOA due to unforeseen circumstances, and the institution will document the reason for its decision and collect all supporting documents along with the request from the student at a later date. Nova Academy of Cosmetology will extend the student's contract period by the same number of days taken in the leave of absence. When the student returns from leave of absence, Nova Academy of Cosmetology will meet with the student and both parties will sign the addendum to the contract with the new graduation date.

Nova Academy of Cosmetology reserves the right to reduce the number of days requested based on the standards set forth in the Family Medical Leave Act. Nova Academy of Cosmetology reserves the right to deny or approve each request in accordance with the policy. There must be a reasonable expectation that the student will return from the leave of absence. A student granted a leave of absence is not considered to have withdrawn and no refund calculation is required at that time. The institution may not assess the student any additional institutional charges as a result of the leave of absence.

If a student fails to return from a leave of absence on the agreed upon date, it is considered a withdrawal from the institution. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

Another possible consequence of not returning from an approved LOA is that the student's grace period for their loan might be exhausted. A student who has exhausted his/her grace period and is unable to begin repayment of a loan may apply for a deferment or forbearance of payment.

*Nova Academy is not responsible for lost or stolen personal items. Students must take their kit with them when they start their leave of absence.

*If you receive monthly living expense funds taking a leave of absence may delay your disbursement.

State Time Sheets

In keeping records of your time, use the method of recording fractions of 1 hour as follows :

15 minutes = .25, 30minutes = .50, 45 minutes = .75. Examples: Seven hours and 15 minutes would be recorded as 7.25; Seven hours and 30 minutes would be recorded as 7.50. Please record to the nearest fraction. If you are in attendance up to 4 hours, you are entitled to a 15-minute break. If you are in attendance over 6 hours and up to 10 hours, you must take one 15-minute break plus a 30-minute lunch break. Examples: If you are here for a full day from 8:30 a.m. to 4:30 p.m., you must take a 30 lunch break, one 15-minute break.

Important: The Student and Instructor must initial all changes. State Time Sheets are not permitted to leave the building, they will be considered void.

Time Clock Procedure

It is a State Board of Cosmetology requirement that the school provide an accurate system for recording all students' hours. Students are ultimately responsible for tracking hours on a daily basis. Nova Academy of Cosmetology will honor documented daily time earned up to 10 hours. All students will have access to a palm reader and will be responsible for clocking in at the beginning of the day and at the end of the day. All students are required to sign in and out for lunch. Clock hours

are rounded off to the nearest quarter hour at the regular beginning and end of the school day.

STUDENT SERVICES

Academic and Individual Counseling

Nova Academy of Cosmetology provides academic counseling to all Students. We will help with tutoring should you experience challenges in meeting the minimum performance standards and course requirements as set by Nova Academy of Cosmetology and the state of Minnesota.

Students seeking to resolve a challenge should first contact their instructor, then consult the department team leader. (Please see *Grievance Policy*).

Challenges not resolved at this level should be brought to the School Director. If still unsatisfied, the student may wish to contact the Minnesota Office of Higher Education, 1450 Energy Park Dr., Suite 350, St. Paul, MN 55108.

Job Placement

Nova Academy of Cosmetology is dedicated to your success as a professional Cosmetologist, Esthetician Professional, or Nail Technician. We do not guarantee job placement; however, we will assist you in finding a job after graduation through career fairs, salon tours and refer you to job placement professionals. All placement information will be updated regularly.

Our students have become:

- Stylists
- Make-up Artists
- Estheticians
- Nail Technicians
- Med-Spa Owners
- Salon Owners
- Educators

Student Activities

While at Nova Academy of Cosmetology, you will have the opportunity to participate in a variety of events and career related activities that are educational, inspirational, and progressive. This may include becoming a part of Nova's marketing portfolio.

Board Members (Institutional Officers) for Rochester and Mankato

Michelle Forstner—CEO/Owner

Apollo LLC —CFO/Owner

Ann Odell-CAO/Owner

Our faculty is a skilled team of experienced instructors with knowledge of contemporary and classic techniques. Our instructors have met program-licensing requirements (manager license and instructor license) and are well trained as many have been teaching in this field for over 10 years.

Michelle Forstner: Manager and Instructor (Rochester and Mankato)

- 25 years experience in the field of Cosmetology excelling in team leadership and business development
- Sassoon ABC Haircutting Certified
- Other experiences include: Product Sales Representative, Multi-level Salon Manager, Director of

Paul Mitchell Partner School

Ann Odell: Manager and Instructor (Rochester and Mankato)

- Sassoon ABC Haircutting Certified
- Certified Instructor for American Crew MensWork
- Learning Leader Advisor of a Paul Mitchell Partner School, Twin City campus
- 36 years experience specialized in haircutting and salon management

Sarah Fieseler: Curriculum Coordinator/Instructor (Rochester)

- 20 years experience in the field of Cosmetology and Salon Management
- 8 years experience as a licensed Esthetician (NOVA Academy Graduate)

Heather Holliday Kropp: Instructor (Rochester)

- 20 years of experience in the Cosmetology and Massage field (NOVA Academy Graduate)

Hannah Bell: Instructor & Student Service Manager (Rochester)

- 5 Years experience in the field of Cosmetology (NOVA Academy Graduate)
- 15 Years experience in customer service

Britni Strohschein: Instructor (Mankato and Rochester)

- 5 Years experience in the field of Cosmetology (NOVA Academy Graduate)

Angie Klause: School Manager/Instructor (Mankato)

- 20 years experience in Cosmetology

Erica Wolf: Instructor/Esthetics Specialist (Rochester)

20 Years experience in the field of Cosmetology

Carrie Wacholz: Instructor (Rochester)

- 10 years in the Cosmetology Industry
- Associates Degree from Minnesota State Mankato
- Certified Instructor for American Crew MensWork
- Salon Mentor JCPenneys

Kim Luiken: Instructor (Mankato)

Lindsey Franke: Instructor(Mankato)

Lori Daschner: Instructor(Mankato)

Our managers and support staff are specially trained and here to help student's from before they start and throughout their entire educational experience.

Michele Delisle: Business Manager and Instructor (Rochester and Mankato)

- 9 years experience in the field of Cosmetology including Salon Management (NOVA Academy Graduate)
- 10 years experience in the field of Esthiology
- Bachelor of Science Degree- Retail Merchandising and Management, Minor in Business; University of Wisconsin- Stout

- 25 years experience Retail Merchandising, Management and Business
- Certified Instructor for American Crew MensWork

Gabrielle Bruess: Financial Aid Advisor

- Graduate of Minnesota State University Mankato
- 15 years experience in the cosmetology school environment
- Special training in Marketing, Public Relations, and Admissions/Orientation Leadership

Kenzie Petersen: Admissions Leader

- 2 Years experience in the field of Cosmetology and Makeup (NOVA Graduate)

Sam Nixa: Systems Manager

- Bachelor of Science Degree-Math Education; Winona State University
- 19 years customer service experience
- 10 years office administration experience

Masie Callahan: Networking Specialist

- Associates Degree from Rochester Community and Technical College
- 6 years customer service experience in the beauty industry

Jen Heminover: Front of House Representative and Student Service Administrator**Ellie Amberger: Front of House Representative and Student Service Administrator**

- 5 Years experience in the field of Cosmetology (NOVA Academy Graduate)