



# Student Catalog

Nova Academy of Cosmetology

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Rochester & Mankato Campus | Volume 63 | Published Nov 30, 2023

## ABOUT

This student catalog is a comprehensive document that provides information about the institution, its programs, courses, and policies. It includes details about academic programs, course descriptions, academic policies, registration, tuition and fees, student services, faculty, campus resources, and more. The catalog serves as a reference guide for students to understand the college's offerings and regulations.



Rochester Campus | 507.280.6910 | 5979 Bandel Rd NW, Rochester, MN 55901

Mankato Campus | 507.345.4033 | 500 Raintree Road, Suite 10, Mankato MN 56001

Woodbury Campus | 651.333.1410 | 1750 Weir Dr, Woodbury, MN 55125

Novaacademy.edu | info@novaacademy.edu

## **ABOUT NOVA ACADEMY OF COSMETOLOGY – ROCHESTER & MANKATO**

**MISSION STATEMENT:** At Nova Academy, our mission is to nurture and develop the best technical and professional skills within our future cosmetology professionals, empowering them to excel in their chosen career paths. Through our comprehensive training programs and dedicated instructors, we are committed to providing an enriching learning experience that prepares our students to thrive in the dynamic and competitive beauty industry. Our focus on excellence ensures that each graduate leaves our academy not only prepared for employment, but confidence, knowledge, and passion to succeed in their exciting journey ahead.

**EDUCATIONAL OBJECTIVE:** To educate and train students in the field of cosmetology, esthology, advanced practice esthetics, and nail technology, along with all related business skills; to be proficient in all phases, obtain licensure, and be qualified to work nationwide. We will accomplish this objective with an experienced and progressive staff of licensed instructors and educational tools.

### **CAMPUS & CONTACT INFORMATION:**

#### **Nova Academy of Cosmetology - Mankato**

500 Raintree Rd, Mankato, MN 56001

507.345.4033

[info@novaacademy.edu](mailto:info@novaacademy.edu)

#### **Nova Academy of Cosmetology – Rochester**

5979 Bandel Rd NW, Rochester, MN 55901

507.280.6910

[info@novaacademy.edu](mailto:info@novaacademy.edu)

All of Nova Academy of Cosmetology's campuses are owned by the CEO and CFO as listed under Faculty and Staff.

**FACILITIES & EQUIPMENT:** 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 11,000 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. 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.

**ACCREDITING & LICENSING:** Nova Academy of Cosmetology is accredited in accordance with NACCAS: NACCAS 3015 Colvin Street Alexandria, VA 22314 [www.naccas.org](http://www.naccas.org)  
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. MN Office of Higher Education 1450 Energy Park Drive, Suite 350 St. Paul, MN 55108-5227 651-259-3975 or 1-800-657-3866  
Nova Academy of Cosmetology is licensed in accordance with Minnesota laws of: MN Board of Cosmetology 1000 University Ave W. #100 St. Paul, MN 55104 1-651-201-2742  
[www.bceboard.state.mn.us](http://www.bceboard.state.mn.us)

**ADMISSIONS AND REGISTRATION:** Nova Academy of Cosmetology admits only those students who meet one of the following criteria:

- Have a high school diploma, or its equivalent (a GED; or a certificate demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma; or an academic transcript of a student who has successfully completed at least a two-year program);
- Have evidence of completion of homeschooling that state law treats as a home or private school.
- Foreign High School Diplomas are required to be verified by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

**HOW TO APPLY:** Request an enrollment application by going to our website: [www.novaacademy.edu](http://www.novaacademy.edu) or by contacting the campus of interest. Please see Campuses and Contact Information for further guidance on how to contact us.

**ADMISSIONS REQUIREMENTS:** Please submit a completed enrollment application along with a copy of a high school diploma or GED, state-issued driver's license or ID, social security card, immunization records, and an official transcript from any previously attended colleges or post-secondary institutions. Foreign High School Diplomas are required to be verified by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. The applicant should also submit a Letter of Intent used to describe the future career they see themselves in as a professional. There is a \$50.00 application fee that will be paid upon registration.

Please note: Applicants to the 38-hour instructor training course must also hold a current license for Cosmetology, Esthiology, Advanced Practice Esthetics, or Nail Technology. \*All courses are taught in English.

**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.

**RE-ENTRY POLICY:** In the event the student discontinues the course and chooses to re-apply to complete their 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 fifty dollars (\$50), 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.

If you were enrolled and terminated for exceeding the Maximum Time Frame, you will be a cash pay and ineligible for financial aid.

**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.

**NONDISCRIMINATION POLICY:** Nova Academy of Cosmetology aligns itself with the MN Human Rights Act in its admissions, instruction, and graduation policies, and 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 can accommodate students with certain disabilities, and our facilities can accommodate certain conditions.

- Nova Academy Does Not admit Ability –to- Benefit Students.

#### **CLASS START DATES:**

**Cosmetology, Esthiology, Advanced Practice Esthetics-Combined, APE (500hr)**

January 8, 2024

March 4, 2024

April 29, 2024  
July 8, 2024  
September 3, 2024  
October 28, 2024

### **Nail & Lash Technology**

January 29, 2024  
March 25, 2024  
May 20, 2024  
July 29, 2024  
September 23, 2024  
November 18, 2024

**Instructor Training:** By Appointment – Class start may depend upon having a minimum class size enrolled.

### **PROGRAM SCHEDULES:**

**Mankato & Rochester Locations** (First & third Saturday of the month is subject to change) (All schedules are subject to change)

*A full-time schedule is 35 hours per week*

#### **COSMETOLOGY**

- Weeks 1-21: Monday-Friday 8:30 a.m.-4:30 p.m.
- Weeks 25-51: Monday, Tuesday, Thursday, Friday 8:30 a.m.-4:30 p.m., Wednesday 11:30 p.m.-7:30 p.m. (First & third Saturday of every month 8:30 a.m.-4:30 p.m.)

#### **ESTHIOLOGY**

- Weeks 1-8: Monday-Friday 8:30 a.m.-4:30 p.m.
- Weeks 9-20: Monday, Tuesday, Thursday, Friday 8:30 a.m.-4:30 p.m., Wednesday 11:30 p.m.-7:30 p.m. (First & third Saturday of every month 8:30 a.m.-4:30 p.m.)

#### **NAIL TECHNOLOGY (Is not Federal Title IV Funds Eligible at this time)**

- Weeks 1-11: Monday-Friday 8:30 a.m.-4:30 p.m.

#### **ADVANCED PRACTICE ESTHETICS (Is not Federal Title IV Funds Eligible at this time)**

- Weeks 1-6: Monday-Friday 8:30 a.m.-4:30 p.m.
- Weeks 7-17: Monday, Tuesday, Thursday, Friday 8:30 a.m.-4:30 p.m., Wednesday 11:30 p.m.-7:30 p.m. (First Saturday and Third of every month 8:30 a.m.-4:30 p.m.\*)

**ADVANCED PRACTICE ESTHETICS-COMBINED (Is not Federal Title IV Funds Eligible at this time)**

- Weeks 1-22: Monday-Friday 8:30 a.m.-4:30 p.m.
- Weeks 23-35: Monday, Tuesday, Thursday, Friday 8:30 a.m.-4:30 p.m., Wednesday 11:30 p.m.-7:30 p.m. (First Saturday and Third of every month 8:30 a.m.-4:30 p.m.\*)

**SCHEDULED TIME OFF AND HOLIDAYS:** Nova Academy of Cosmetology operates Monday through Saturday, except for the following holidays: New Year’s Day, Memorial Day, Fourth of July week, Labor Day, Thanksgiving Day, and Christmas week. Additionally, there may be additional days of closure due to weather emergencies or staff trainings. Students will be notified if such closures occur.

**TUITION & FEES:** (Prices valid through December 31, 2023)

PROGRAM	APPLICATION FEE	KIT FEE	TUITION COST	TOTAL
COSMETOLOGY - 1550 Hours	\$50.00	\$3700.00	\$21,700.00	\$25,450.00
ESTHIOLOGY - 600 Hours	\$50.00	\$3350.00	\$10,780.00	\$14,180.00
NAIL TECHNOLOGY - 350 Hours	\$50.00	\$1650.00	\$4,600.00	\$6,300.00
INSTRUCTOR TRAINING - 38 Hours	\$50.00	\$250.00	\$660.00	\$960.00
ADVANCED PRACTICE ESTHETICS - 500 Hours	\$50.00	\$2350.00	\$10,450.00	\$12,850.00
ADVANCED PRACTICE ESTHETICS - COMBINED - 1100 Hours	\$50.00	\$5700.00	\$21,175.00	\$26,925.00
EYELASH TECHNICIAN PROGRAM - 14 hours	\$50	\$400	\$1,595	\$2,045.00

Students will be asked to have a technology device to learn on such as a Chromebook or iPad. Alternatively, they can purchase a device separately as part of their student kit. Classroom technologies used include CIMA with Milady Textbook and other online lessons.

**PROGRAM & COURSE OUTLINES**

**COSMETOLOGY:**

**PROGRAM & COURSE CURRICULUM** The first 240 hours of the cosmetology course consist of preclinical instruction in the theory of sciences of anatomy, dermatology, trichology, manicuring, and chemistry as related to cosmetology; electricity and light; infection control; safety procedures related to the practice of cosmetology; and Minnesota Statutes and rules which pertain to the regulation of the practice of cosmetology; student orientation; and elementary service skills. The cosmetology course content is 420 hours of instruction in applied sciences and skills in hair sculpture, design, color and permanent waves, manicures, facials, makeup, eyelash extensions, manicures, pedicures, and nail enhancements. A total of 1130 hours of planned clinical instruction in applied sciences and experience in hair sculpture, design, color, permanent waves, manicures, facials, makeup, and nail enhancements 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, making you eligible to take the Minnesota State Licensing Exam to become a Cosmetologist. \*The student will only work with clients after completing 120 preclinical hours.

**EDUCATIONAL GOALS & OBJECTIVES** Nova Academy of Cosmetology strives to develop the best technical and professional skills in future cosmetology professionals, necessary for excelling in their chosen career paths.

**PROGRAM & COURSE PERIOD** A full-time cosmetology student is required to complete this course in 51 weeks. The course comprises 1550 hours of instruction. Students are taught instructional techniques and methods through Milady textbooks, hands-on demonstrations, and guidance from experienced and licensed instructors. Students' performance is evaluated through written theory exams, assignments, and practical exams, conducted either on an assigned mannequin or a live model.

**COSMETOLOGY COURSE - 1550 HOURS**

	<b>THEORY</b>	<b>SERVICE EXERCISES</b>	<b>CLINICAL HOURS</b>
Orientation	7	-	
History and Career Opportunities	3.5	-	
Infection control: Practices & Principles	13.5	-	
Anatomy and Physiology	9.5	-	
Basics of Chemistry	3	-	
Skin Care product chemistry	3.5	-	
Skin Disorders and Diseases (Dermatology)	3.5	-	
Properties of the hair and scalp (Trichology)	3	-	
Scalp care shampooing & conditioning	3.5		300/150
Hair cutting	77		75
Hair styling	20.5		300
Braiding and Extensions	3.5		-

	<b>THEORY</b>	<b>SERVICE EXERCISES</b>	<b>CLINICAL HOURS</b>
Wigs	3.5	-	
Chemical Texture Services	21	61	
Hair coloring	28	50	
Hair Removal	23	40-	
- 20 facial			
- 20 body			
- ½ must be hard wax			
- ½ must be soft wax			
Facials and facial massage	16.5	60	
The world of makeup	16.5	40	
Stimulants	6.5	-	
Back skin facials (Treatments)	6.5	-	
Electricity and Light	6.5	-	
Skin Analysis	6.5	-	
Eye lash extensions	24	3 full sets	
- 2 fills			
- 1 patch test			
- 1 removal			
Nail disorders and diseases (Dermatology)	3.5	-	
Nail Structure and growth	3	-	
Manicuring and pedicuring	22.5	40	
Artificial nails	13	10	
Beauty Business	23.5	-	
Resume Building	7	-	
State board preparation/MN Laws & Statutes	37.5	-	

**Totals: 420 | 1130 |**

**Introduction-9 Weeks:**

- Personal Development
- Ecology
- Anatomy
- Chemistry
- Skin Physiology
- Client Care
- Facials
- Beginning Laws and Rules
- Hair Removal
- Makeup



- Hairstyling
- Chemical Texturizing (permanent waving and relaxers)
- Nail Care
- Hair Coloring
- Hair Cutting

**Phase:**

- Advanced Cutting
- Braiding
- Braid Extensions
- Wigs and Hair Enhancements
- Formal Styling
- Dimensional Color Techniques
- Foiling Placement
- Color Techniques
- Corrective Color
- Razor Cutting
- Resume Writing
- Preparing for Employment
- Specialty Perm Wraps, and Smoothing treatments
- Round Brushing and specialty styling techniques

**GRADING SYSTEM** Upon completion of the 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 students. Transcripts are kept on file and are issued upon request. Nova Academy complies with the MN State Approving Board of Cosmetology minimum standards.

**GRADE PERCENTAGE**

A	100-95%
B	94.9-90%
C	89.9-80%
D	79.9-75%
F	<74.9%

**COSMETOLOGIST CAREER OPPORTUNITIES** 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
- Sales Representative
- Salon Manager
- Salon Sales Consultant
- Cosmetology School Instructor
- Esthetician
- Image Consultant
- Cosmetology School Owner
- Cosmetology Magazine Editor
- Cosmetology Product Distributor
- Platform Artist/Makeup Artist
- Photo & Movie Stylist

### **INSTITUTIONAL INFORMATION & STATISTICS**

- OPE ID: 02238100
- CIP Code: 12.0401
- SOC Code: 39-5012.00

### **NACCAS ANNUAL REPORT INFORMATION (2020)**

- Completion Rate: 48%
- Licensure Rate: 95%
- Placement Rate: 65%

### **NCES STATISTICS (2020)**

[https://nces.ed.gov/search/?](https://nces.ed.gov/search/?q=minnesota+school+of+cosmetology#gsc.tab=0&gsc.q=minnesota%20school%20of%20cosmetology&gsc.page=1)

[q=minnesota+school+of+cosmetology#gsc.tab=0&gsc.q=minnesota%20school%20of%20cosmetology&gsc.page=1](https://nces.ed.gov/search/?q=minnesota+school+of+cosmetology#gsc.tab=0&gsc.q=minnesota%20school%20of%20cosmetology&gsc.page=1) OCCUPATIONAL INFORMATION

<https://www.onetonline.org/link/summary/39-5012.00>

### **ESTHIOLOGY:**

**PROGRAM & COURSE CURRICULUM** The Esthiology course content consists of 120 hours of preclinical instruction in the theory of sciences of anatomy, dermatology, and chemistry as related to skin care. It covers infection control, safety procedures related to skin care, and Minnesota statutes and rules pertaining to the practice of skin care. The curriculum also includes student orientation and elementary service skills. Additionally, there are 37 hours of instruction in applied science and skills in procedures like cosmetic care of the skin, client consultation and skin analysis, applications of facials and makeup, and waxing. A total of 443 hours of planned clinical instruction in these applied sciences and skills are required. Upon completion of training, you will have fulfilled the 600 hours required by the state of Minnesota for theory and practical experience in Esthiology. This

makes you eligible to take the Minnesota State Licensing Exam to become an Esthetician. *Students will only work with clients after completing 120 preclinical hours.*

**EDUCATIONAL GOALS & OBJECTIVES** Nova Academy of Cosmetology aims to nurture the best technical and professional skills in future Esthiology professionals, enabling them to excel in their chosen career path.

**PROGRAM & COURSE PERIOD** A full-time Esthiology student must complete this course in 20 weeks, and the course consists of 600 hours of instruction. Students are taught instructional techniques and methods through Milady textbooks, hands-on demonstrations, and guest speakers. Experienced and licensed instructors conduct all classes. Students are evaluated through written theory exams, assignments, and practical exams, which are conducted either on an assigned mannequin or a live model.

**GRADING SYSTEM** Upon completion of the 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 maintained for grades, progress, and attendance.

Examinations are given on all subjects, and grades are given to students. Transcripts are stored and issued upon request. Nova Academy complies with the MN State Approving Board of Cosmetology's minimum standards.

**ESTHIOLOGY CAREER OPPORTUNITIES** By choosing Esthiology as your career, you can be assured of an exciting and rewarding future. The potential career opportunities for Esthiology graduates are diverse and plentiful:

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

#### **INSTITUTIONAL INFORMATION & STATISTICS**

- OPE ID: 02238100
- CIP Code: 12.0409
- SOC Code: 39-5094.00

#### **NACCAS ANNUAL REPORT INFORMATION (2020)**

- Completion Rate: 86%
- Licensure Rate: 100%
- Placement Rate: NA%

**NCES STATISTICS (2020)** [Link to NCES Statistics](<https://nces.ed.gov/search/?q=minnesota+school+of+cosmetology#gsc.tab=0&gsc.q=minnesota%20school%20of%20cosmetology&gsc.page=1>)

**TUITION & FEES**

CLASS	Esthiology 600 hrs
Application Fee	\$50.00
Kit Fee	\$3,350.00
Tuition	\$10,780.00
Total	\$14,180.00

**NAIL TECHNOLOGY:**

**PROGRAM & COURSE CURRICULUM** The Nail Technology course content consists of 50 hours of instruction in applied sciences and skills related to manicuring, pedicuring, and artificial nail applications. The first 50 hours involve preclinical instruction in the theory of sciences of anatomy, dermatology, and chemistry as related to manicuring. It also covers topics like electricity and lights, infection control, safety procedures related to manicuring, and Minnesota statutes and rules applicable to the practice of manicuring. This segment also includes elementary service skills. Additionally, there are a total of 300 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 fulfilled the 350 hours required by the State of Minnesota for coordinated theory and practical experience in nail technology. This makes you eligible to take the Minnesota State Licensing Exam to become a Nail Technician.

**EDUCATIONAL GOALS & OBJECTIVES** Nova Academy of Cosmetology strives to bring out the best technical and professional skills in future nail technology professionals, empowering them to excel in their chosen career path.

**PROGRAM & COURSE PERIOD** A full-time Nail Technology student must complete this course in 11 weeks, comprising 350 hours of instruction. Students are taught instructional techniques and methods through Milady textbooks, hands-on demonstrations, and guest speakers. All classes are taught by experienced and licensed instructors. Students' performance is evaluated through written theory exams, assignments, and practical exams, conducted either on an assigned mannequin or a live model.

**GRADING SYSTEM** Upon completion of the 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 maintained for grades, progress, and attendance. Examinations are given on all subjects, and grades are given to students. Transcripts are stored and issued upon request. Nova Academy complies with the MN State Approving Board of Cosmetology's minimum standards.

**NAIL TECHNOLOGY CAREER OPPORTUNITIES** By choosing Nail Technology as your career, you can be assured of an exciting and rewarding future. The potential career opportunities for Nail Technology graduates are diverse and abundant:

- Salon or Day Spa Owner
- School Instructor
- Salon Manager
- Nail Technician
- Image Consultant
- Photo & Movie Nail Artist
- School Owner
- Platform Artist
- Magazine Writer/Editor
- Director of Education
- Product Distributor
- Salon/Spa Sales Consultant

#### **INSTITUTIONAL INFORMATION & STATISTICS**

- OPE ID: 02238100
- CIP Code: 12.0410
- SOC Code: 39-5092.00

#### **NACCAS ANNUAL REPORT INFORMATION (2020)**

- Completion Rate: NA%
- Licensure Rate: NA%
- Placement Rate: NA%

#### **NCES STATISTICS (2020)** [Link to NCES

Statistics](<https://nces.ed.gov/search/?q=minnesota+school+of+cosmetology#gsc.tab=0&gsc.q=minnesota%20school%20of%20cosmetology&gsc.page=1>)

**INSTRUCTOR TRAINING COURSE:** (*Applicants to the Instructor Training Course must also hold a current license for Cosmetology, Esthiology, Advanced Practice Esthetics, or Nail Technology.*)

**PROGRAM & COURSE CURRICULUM** The primary purpose of the Instructor Training course is to provide instruction on becoming a licensed Cosmetology/Esthiology/Nail Technology Instructor. This course covers technical and written skills required to obtain licensure, enabling competence to work in Minnesota or nationwide. The Instructor Training course content involves 38 hours of instruction, covering the history of teaching, educator relationships, development of a dynamic program of study, use of educational aids, teaching and learning methods, achieving learner results, professional performance evaluations, preparation for licensure and Minnesota state laws and rules, skills and presentation techniques, classroom management, industry needs, teaching a dynamic

clinic, teaching diverse learning types, and powerful teaching and learning methods. Upon completion, candidates will be eligible for the Minnesota State Licensing Exam to become a Licensed Instructor, subject to meeting all Minnesota state laws and regulations set by the Board of Cosmetology Examiners. Licensed candidates are evaluated through a presentation of a lesson plan and presentation of a subject chosen from the Minnesota Board of Cosmetologist's domain.

**EDUCATIONAL GOALS & OBJECTIVES** Upon completion of the course requirements, determined Licensees will be capable of performing basic technical skills in the following areas:

1. Using educational aids
2. Teaching and learning methods
3. Achieving learner results
4. Professional performance evaluations
5. Teaching diverse learning types and powerful teaching and learning methods
6. Preparing and executing lesson plans and teaching a dynamic clinic
7. Preparing licensees for MN State licensing exams (both written and practical)

To ensure continued professional success, students will continue learning new and current information related to skills, trends, and methods for professional development in cosmetology and related fields.

**GRADING SYSTEM** Upon completion of the 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 maintained for grades, progress, and attendance.

Examinations are given on all subjects, and grades are given to students. Transcripts are stored and issued upon request. Nova Academy complies with the MN State Approving Board of Cosmetology's minimum standards.

**INSTRUCTOR CAREER OPPORTUNITIES** By becoming an instructor, you can be assured of an exciting and rewarding future. The potential career opportunities for Instructor Training graduates are diverse and expansive:

- School Instructor/Manager
- Director of Education
- School Owner
- Accreditation Analyst
- Textbook Author
- School Administrator
- Salon or Day Spa Owner
- Product Distributor
- Manufacturer's Sales Representative

## **INSTITUTIONAL INFORMATION & STATISTICS**

- OPE ID: 02238100

- CIP Code: (Varies based on specific field)
- SOC Code: (Varies based on specific field)

## **ADVANCED PRACTICE ESTHETICS:**

**PROGRAM & COURSE CURRICULUM** The Advanced Practice Esthetics course consists of 210 hours of instruction in applied sciences and skills. It covers advanced cell histology of the skin, the lymphatic system, wound healing, skin classification systems, dermatological disorders and terminology, advanced practice skin care treatments, chemistry and biochemistry of product ingredients and modalities, electrical and light energy, client consultation with skin classifications and medical history, infection control, and health and safety. There are an additional 290 hours of planned clinical instruction in the applied sciences and experience, covering areas such as skin analysis, client consultation, infection control and safety procedures, electrical energy facial treatments, light energy or therapy, lymphatic drainage, advanced extractions, skin needling, dermaplaning, and advanced peels. Upon completion of training, you will have fulfilled the 500 hours required by the state of Minnesota in coordinated theory and practical experience in Advanced Practice Esthetics, making you eligible to take the Minnesota State Licensing Exam to become an Advanced Practice Esthetician.

**EDUCATIONAL GOALS & OBJECTIVES** Nova Academy of Cosmetology's aim is to bring out the best technical and professional skills in future Advanced Practice Esthetician professionals, empowering them to excel in their chosen career path.

Upon completion of the course requirements, the determined graduate will be able to:

1. Perform advanced treatments in areas like acne treatment with extractions and advanced peels with light energy or therapy.
2. Work with Electrical energy treatments such as Hydrafacial, Microdermabrasion, and Ultrasonic and incorporate them into services.
3. Utilize Lymphatic Drainage and perform basic analytical skills to determine proper treatment, product selection, service, and recommended regimens for clients.
4. Apply techniques like skin needling, Micro-current, Galvanic, and Radio Frequency while determining when to select and combine them for optimal client service.
5. Apply learned theory, technical information, and related matter to ensure sound judgments, decisions, and procedures.
6. Respect the need to deliver a valuable service for the compensation received in an employer-employee relationship.
7. Demonstrate effective communication skills, visual poise, and proper grooming.
8. Project a positive attitude, personal integrity, and self-confidence.

To ensure continued professional success, the graduate will continue learning new and current information related to skills, trends, and methods for professional development in Advanced Esthetics and related fields.

**PROGRAM & COURSE PERIOD** A full-time Advanced Practice Esthetics student must complete this course in 17 weeks, comprising 500 hours of instruction. Students are taught instructional techniques and methods through Milady textbooks, hands-on demonstrations, and guest speakers. Experienced and licensed instructors conduct all classes. Students are evaluated through written theory exams, assignments, and practical exams conducted on either assigned mannequins or live models.

**GRADING SYSTEM** Upon completion of the 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 maintained for grades, progress, and attendance. Examinations are given on all subjects, and grades are given to students. Transcripts are stored and issued upon request. Nova Academy complies with the MN State Approving Board of Cosmetology's minimum standards.

**ADVANCED PRACTICE ESTHETICIAN CAREER OPPORTUNITIES** Choosing advanced practice esthetics as your career guarantees an exciting and rewarding future. The potential career opportunities for advanced practice esthetic graduates are numerous:

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

#### **INSTITUTIONAL INFORMATION & STATISTICS**

- OPE ID: 02238100
- CIP Code: 12.0412
- SOC Code: 39-5094.00

#### **TUITION & FEES**



<b>CLASS</b>	<b>Advanced Practice Esthetics</b>	<b>Advanced Practice Esthetics-Combined Course</b>
Application Fee	\$50.00	\$50.00
Kit Fee	\$2,350.00	\$5,700.00
Tuition	\$10,450.00	\$21,175.00
Total	\$12,850.00	\$26,925.00

**GRADUATION & LICENSURE 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, Nail Technology, Esthiology, Advanced Practice Esthetics, Advanced Practice Esthetics-Combined, and Instructor Training.
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 an appropriate school employee.
6. Fulfill tuition and fee obligations. Payment arrangements may be made prior to graduation or the exit interview, but are not guaranteed.

To receive a license in the state of Minnesota in Cosmetology, Esthiology, Nail Technology, Advanced Practice Esthetics, or Instructor Training, the student is required to complete all graduation requirements and successfully complete a license application and pay the license fee to the MN Board of Cosmetologist.

## **NOVA ACADEMY OF COSMETOLOGY POLICIES**

### **ATTENDANCE POLICY**

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 an unplanned absence, the student must call in to the front desk to report their absence for the day.

### **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.

A Nova Academy student cannot be absent more than 24 hours of the allotted introductory period for their enrolled program. If a student is absent more than 24 hours within the introductory time frame of their program, the student will be charged a prorated amount of tuition to be added to the total bill to be paid to Nova Academy of Cosmetology. The financial aid adviser and school director will determine this prorated amount of tuition during a counseling session with the student, which will be based on time missed and hours needed to be repeated.

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.

Advanced Practice Esthetic Students may be absent a total of 25 hours, only 15 of which may be missed on Saturdays. After 25 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 25. 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 25 hours missed may result in being billed for all hours missed after the 25 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 15 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 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 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.

Instructor Training Students may be absent a total of 2 hours. After 2 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 2. 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 2 hours missed may result in being billed for all hours missed after the 2 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.

#### **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 the 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.

#### **LEAVE OF ABSENCE POLICY**

A leave of absence (LOA) request must be submitted in advance, in writing, including the reason for the student's request, and a signature from the student. Documentation may be requested. A LOA must be a minimum of 10 days, and multiple LOAs are allowed, not to exceed 180 days in any 12-month period. The reasons for which a leave of absence may be approved include personal and/or family medical issues, death in the family, vacation, or other mitigating circumstances.

If there is an unforeseen circumstance, a student may still be granted a LOA with the approval of Nova Academy of Cosmetology. Nova Academy of Cosmetology may grant a LOA to a student who did not request one prior to the LOA due to unforeseen circumstances. The start date of the LOA being the first date the student was unable to attend, 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. The

student's contract period and maximum timeframe will be extended by the same number of calendar days taken in the LOA. When the student returns from LOA, 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 LOA. A student granted a LOA 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 LOA 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 should take their kit with them when they start their LOA.

## **STATE TIME SHEETS**

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

15 minutes = .25, 30 minutes = .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. Each student must be given a morning and afternoon break and at least one-half hour lunch, or one hour for lunch and no breaks.

\*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 provides 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 computer-based clock-in system 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 a 15 min break morning and afternoon and at least one-half hour for lunch or a one-hour for lunch with no breaks.

### **EXTRA INSTRUCTIONAL CHARGES**

Nova Academy of Cosmetology may charge a student for extra instruction needed to complete their 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 \$14.00 per hour, Esthiology \$17.96 per hour, Nail Technology \$15.00 per hour, Instructor Training \$15.78.

### **ACADEMIC STANDARDS POLICY**

The School Certification Examination for Cosmetology, Nail Technology, Esthiology, and Advanced Practice Esthetics prepares the student for the State Board Examination, which the student must pass 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 the 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 the student. Transcripts are kept on file and are issued upon request. Nova Academy complies with the MN State Approving Board of Cosmetology minimum standards.

A... 100-95% B... 94.9-90% C... 89.9-80% D... 79.9-75% F... 74.9%

### **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.

### **PRIORITY OF STUDENT ACADEMICS**

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.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

Section 484 of the Higher Education Act, as amended, requests that a student maintains satisfactory progress to receive financial aid from State and Federal Financial aid programs. The Satisfactory Academic Progress Policy (SAP) is consistently applied to all students enrolled in Cosmetology, Esthetics, Advanced Practice Esthetics, Advanced Practice Esthetics-Combined, Nail Technology, Eyelash Extension Technician, and Instructor Training, whether participating in Title IV programs or not. It is printed in the catalog to ensure that all students receive a copy before 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. Summer terms, changes in major, and pursuit of the second degree are not applicable for this institution.

### **SAP EVALUATION PERIODS**

Nova Academy of Cosmetology defines its academic aid year as 900 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: 450 hours and 13 weeks, 900 hours and 26 weeks, 1225 clocked hours and 35 weeks
- Esthetics: 300 clocked hours and 9 weeks
- Advanced Practice Esthetics: 250 clocked hours and 7 weeks
- Advanced Practice Esthetics-Combined: 450 hours and 13 weeks, 900 hours and 26 weeks
- Nail Technology: 175 clocked hours and 5 weeks
- Instructor Training: 19 hours and 0.54 weeks

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.

### **SAP ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule 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:

- Cosmetology - 1550 Hours: 77 Weeks, 2325 Scheduled Hours
- Esthetics – 600 Hours: 30 Weeks, 900 Scheduled Hours
- Advanced Practice Esthetics – 500 Hours: 17 Weeks, 750 Scheduled Hours
- Advanced Practice Esthetics-Combined – 1100 Hours: 47 Weeks, 1650 Scheduled Hours
- Nail Technology – 350 Hours: 16.5 Weeks, 525 Scheduled Hours
- Instructor Training – 38 Hours: 5 Weeks, 57 Scheduled Hours

Students who exceed the maximum time frame shall be terminated from the program. The student then may be permitted to re-enroll in the program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the institution's admissions policy.

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. In the instance where transfer hours have been accepted, the SAP evaluation periods are based on actual contracted hours at the institution.

**SAP 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 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. Incompletes will have a score of 0 until attempted, at which time they will be scored. Numerical grades are considered according to the following scale:

- A.....100-95%
- B.....94.9-90%
- C.....89.9-80%
- D.....79.9-75%
- F.....74.9%

**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 to be 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 their 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, they 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 to be 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 their 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. The student's contract period and maximum time frame will be extended by the same number of calendar days taken in the LOA. 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.

#### **INCOMPLETES, NONCREDIT, AND REMEDIAL COURSES**

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

#### **STUDENT FINANCIAL OBLIGATION POLICY**

The student agrees to pay tuition in full by the first day of 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. The student's obligation to pay tuition and other costs is without regard to the student's qualifications for financial assistance, which Nova Academy of Cosmetology receives from their benefit at any time. Nova Academy of Cosmetology may, at its option and without notice, prevent the student from attending class until any applicable unpaid balance or payments are satisfied. The student authorizes Nova Academy to apply any financial aid against their tuition and any other charges.

#### **CREDIT BALANCES**

Unless a student or parent (in the case of a Parent Plus Loan) authorizes a school to hold a credit balance, the credit balance must be paid to the student or parent as soon as possible but no later than 14 calendar days after the balance is created (or 14 calendar days after the first day of class if the credit balance was created before the first day of class). Nova will pay credit balances by check to the student or parent (in the case of a Parent PLUS Loan credit balance).

#### **FINANCIAL AID AVAILABLE**

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

**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 FAFSA 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.

**FEDERAL 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.

**FEDERAL DIRECT UNSUBSIDIZED LOAN** is a low-interest loan with a fixed interest rate in which the student 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.

**FEDERAL 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.

**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** 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.

#### **FEDERAL FINANCIAL AID DISBURSEMENT**

As a clock hour school, Federal Financial Aid is disbursed according to a 900 hour academic year as follows: start/30 days, 450 hours, 900 hours, and 1225 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 175 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://studentaid.gov/app/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 651-333-1410 and ask to speak with a Financial Aid Representative.

#### **TITLE 38 UNITED STATES VA CODE**

The Veterans Benefits and Transition Act of 2018 amended 38 USC §3679(e) to protect students in the case that their VA Education benefits are delayed through no fault of their own. Nova Academy forgives the assessment of fines and program withdrawals when a VA beneficiary can demonstrate that they are entitled to payment. Nova Academy permits any "covered individual" (i.e. a person using Chapter 31 or Chapter 33

benefits) to attend a course of education if they present the school a copy of their Certificate of Eligibility, Statement of Benefits, or VA form 28-1901, and ending on the earlier of the following dates: 1. The date on which payment from VA is made to the institution. 2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility. Nova Academy will not impose any penalty whatsoever on the VA beneficiary student or require that such a student borrow additional funds because of their inability to meet financial obligations to the institution due to the delayed disbursement of funding from VA under Chapter 31 or 33. Nova Academy requires the covered individual to take the following additional actions: 1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education unless other payment arrangements are made. 2. Submit a written request to use such entitlement. 3. Provide additional information necessary to the proper certification of enrollment by the educational institution. 4. Nova Academy requires additional payment for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

#### **REFUND AND RETURN POLICY**

##### **NOTICE OF CANCELLATION AND RIGHT TO REFUND**

The refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Enrollment can be terminated by written notice of cancellation from Nova Academy of Cosmetology to the student or by written or verbal notice, phone or email from the student to Nova Academy of Cosmetology. 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 Woodbury-1750 Weir Drive, Woodbury, MN 55125 Attn: Director of Admissions.

Notice of a change of address shall be given in writing, by telephone, or by email.

Notices may also be delivered to the party in person (in the case of Nova Academy of Cosmetology, the individual must be the Director of Education, Business Manager, or Admissions Representative). The postmark on written notification determines formal cancellation date or the date said information is delivered to the 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, the date said written or verbal notice is delivered to the school director in person, the date the email notice is sent, or the date the notice is phoned in. All miscellaneous costs that have not yet become due will be void. In the 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.

#### **REFUND POLICY FOR PROGRAMS 40 HOURS OR LESS**

If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. If your program is 40 hours or less and you withdrew from your program, your refund will be pro-rated by the number of hours attended and the length of the program. To receive a full refund of tuition, fees, and other charges, you must withdraw from your program before the scheduled start day of the program. You will receive written notice acknowledging your withdrawal request within 10 business days after the receipt of the notice, and you will receive a refund of any tuition, fees, and other charges within 30 business days of the receipt of your withdrawal. Any mailed notice is effective as of the date of the postmark if sent by mail or the day it has been hand-delivered to the school. Notice to withdraw may also be given by email, verbally to the Business Office, or with a voicemail to the Business Office.

#### **REFUND POLICY FOR PROGRAMS GREATER THAN 40 HOURS WITH A WRITTEN CONTRACT OR ENROLLMENT AGREEMENT**

If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuition, fees, and other charges if you give notice that you are canceling your contract within five business days after the contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed to be effective on the date that the institution notifies you that you have been accepted into the institution and you have signed the contract or enrollment agreement. If the notification of acceptance into the institution is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter.

This five-day refund policy applies regardless of when the program starts. If you give notice more than five days after you signed the contract, but before the start of the program (or first lesson for an online distance education program), you will receive a refund of all tuition, fees, and other charges minus 15%, up to \$50, of the total cost of the program. If you withdraw after the start of your program and it has been more than 5 days after you signed the contract, you will receive a pro-rated refund of the entire cost of your program based on your last day of attendance. You will be provided a prorated tuition, fees, and other charges refund minus your initial application fees, up to \$50, and minus the lesser of 25% of the total tuition or \$100. Proration is based on clock hours and how much of the program you have completed. The completion rate is the number of clock hours you actually attended divided by the number of clock hours in the program. The completion rate is calculated to the second decimal point (.XX).

You will receive written notice acknowledging your withdrawal request within 10 business days after receipt of the notice, and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal. Any

mailed notice is effective as of the date of the postmark if sent by mail or the day it has been hand-delivered to the school. Notice to withdraw may also be given by email or verbally, including a voicemail, to the School Manager.

If you do not withdraw in writing or contact the school about your absence and you have not attended your program or contacted the school about your absence for 14 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance. Students who have contacted the school regarding an absence may have the option of taking a Leave of Absence (see Leave of Absence Policy), using their contracted missed hours, or withdrawing. Nova Academy of Cosmetology is responsible for sending you a written notice of cancellation if you are withdrawn for failing to attend your last known address. The confirmation from the school must state that the school has withdrawn your enrollment, and if this action was not the student's intent, the student must contact the school.

**INSTITUTIONAL RETURN POLICY** A refund is due if a student has completed less than 75% of their program and is determined as follows:

Divide the number of clock hours that a student actually attended by the number of clock hours of the program. The completion rate must be calculated to the second decimal point (.xx).

When a student has completed 75% of their program, the institution is able to keep the tuition, fees, and charges equal to:

- The total tuition, fees, and charges multiplied by the completion rate plus the initial application fee plus the lesser of 25% of the total tuition or \$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 or establish an ACH payment plan within thirty (30) days or face collections.

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

- Federal Direct Unsubsidized Student Loans
- Federal Direct Subsidized Student Loans
- Federal Parent Plus Student Loans
- Federal Pell Grant Program
- Federal SEOG (if applicable)
- 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 day the student withdrew (the last day attended as documented in the student database) 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. Multiply institutional charges for the period by the Percentage of unearned Title IV aid compare the amount of Title IV aid to be returned to the Amount of unearned charges. The lesser amount of the two is the school's responsibility to return. From the total amount of Title IV aid that must be returned, subtract the amount to be returned by the school. If the total is greater than zero, the student is responsible for returning that remaining balance. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

If the R2T4 results in a credit balance, it must be disbursed as soon as possible but no later than 14 days after the calculation of R2T4.

The Institution must offer any post-withdrawal disbursement of loan funds within 30 days of the date the school determined the student withdrew. It is the student's option to accept or decline some or all of the funds.

It is the student's obligation to repay any loan funds that they accept. It is the student's responsibility to respond to the school with their decision within 14 days of the notice. If they do not respond to the notice within 14 days, the loan will not be disbursed. Nova Academy of Cosmetology must always return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew. Nova Academy of Cosmetology must disburse any Title IV grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew and disburse any loan funds a student accepts within 180 days of the date the Institution determined the student withdrew.

**POST-WITHDRAWAL DISBURSEMENT OF TITLE IV GRANT FUNDS** Nova Academy of Cosmetology is permitted to credit a student's account with the post-withdrawal disbursement of Title IV grant funds without the student's permission for current charges for tuition, fees up to the amount of outstanding charges. Nova Academy must obtain a student's authorization to credit a student's account with Title IV grant funds for charges other than current charges.

**MINNESOTA STATE RETURN POLICY** To determine the proportional share of Non-Title IV Financial Aid package for a refund, take the amount of funds (financial aid, cash) applied to the original institutional charges to the student to date during the student's 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 the amount of original institutional charges the school can retain per its institutional or state-mandated refund policy. If the gross refund is not greater than zero, then no refund is due to the state financial aid programs. Subtract the amount of the institutional share of any required refund for Title IV financial aid programs. Net Refund of Institutional Charges: If the net refund is not greater than zero, then no refund is due to state financial aid programs.

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

**STUDENT 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.

**CONDUCT POLICY SEXUAL HARASSMENT & SEX DISCRIMINATION POLICY**

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 antithetical 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 apply 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@novaacademy.com](mailto:mdelisle@novaacademy.com)

#### **INTOXICANTS AND CONTROLLED SUBSTANCES 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 Students 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, at its discretion, to require a student or employee to submit to drug or alcohol tests and to search vehicles, workstations, furniture, clothing, purses, briefcases, luggage, toolboxes, personal items, mail, computers, voicemail, and email 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](http://www.copyright.gov) (2012-2013 Federal Student Aid Handbook, Volume 2, Chapter 6, Page 2-105).

### **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. Nova Academy of Cosmetology will not support obscenity, negative comments, personal attacks, cyberbullying, 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.

### **STUDENT BEHAVIOR POLICY**

Students attending Nova Academy of Cosmetology are expected to conduct themselves in a manner that reflects positively on themselves, the School, and the Cosmetology, Esthology, 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

### **STUDENT EXPECTATIONS POLICY**

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 students 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 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.

## **DRESSCODE POLICY**

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

1. Dress code is all black, only accessories can be in a different color.
2. For Cosmetology and Esthiology 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.
3. Advanced Practice Esthetic Students must be in black scrubs, under clothing can be colored and must wear professional shoes. No crocs or croc-like shoes allowed.
4. As required by State Law, identification badges are to be worn as issued during all clocked hours to identify student and staff to guests.
5. Footwear must be professional. Athletic shoes not acceptable (exception is Advanced Practice Esthetics).
6. 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.

7. 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 the student lounge area.
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## **POLICY VIOLATIONS**

### **MINOR POLICY 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 affect your attendance standard. If a student on suspension fails to return to the School at the predetermined time, the student may be terminated.

### **MAJOR POLICY 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**

Reasons for termination are the major standard violations including 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. 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 the contract graduation date will not be extended. If a terminated student fails to respond within five school days, the student's termination will be final.

## **STUDENT SERVICES**

### **ACADEMIC & 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 that are in need of academic advising are encouraged to go to the student services office. The student service leader will give them any support they can and/or partner them with an instructor. 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. If a student needs personal advising or assistance, the student service leader will help to the best of their ability but may refer them to other local resources. Students that are in need of professional assistance are directed to see the student service representative who will then refer them to resources for their county. They will pull up helpful websites and print any information that could be helpful for the student to find the help they need.

### **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.

### **EMPLOYMENT ASSISTANCE**

Nova Academy of Cosmetology is dedicated to your success as a professional Cosmetologist, Esthetician, Advanced Practice Esthetician, Nail Technician, Eyelash Extension Technician, or Instructor. We do not guarantee job placement; however, we will assist you in finding a job after graduation through career fairs, salon tours, and referring you to job placement professionals. All placement information will be updated regularly. Our students have become:

- Stylists
- Makeup Artists

- Estheticians
- Nail Technicians
- Med-Spa Owners
- Salon Owners
- Educators

## **GRIEVANCE & COMPLAINT 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 the final resolution of all challenges will be retained in school files 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 the 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. If your complaint is still not resolved, you can file a complaint with the Office of Higher Education. 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108. Phone: 651-259-3975 or 1-800-657-3866.

## **STUDENT RECORDS 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 of

dependent minors 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 of dependent minors by appointment under the 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.

### **NOTICE OF RIGHT TO ACCESS**

Students may request access to their files at any time. Access to these records is available to the student or parents/guardians of dependent minors by appointment under the supervision of the school. The school will respond to this request within 10 days. To request a transcript fill out the form on our website under student, consumer information select official & unofficial transcript request and pay a fee.

### **NOTICE OF RIGHT TO RELEASE OF INFORMATION**

Each student may give access to their records in writing. Nova Academy of Cosmetology will accommodate within 10 days of the request from the 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 form when they interview at salons and the salons contact the school about the student.

### **CATALOG 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.

### **FACULTY & STAFF: BOARD MEMBERS/INSTITUTIONAL OFFICERS**

- Michelle Forstner—CEO/Owner
- Apollo LLC —CFO/Owner



## **ADMINISTRATIVE STAFF**

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

- Michelle Forstner: Owner/Instructor
  - 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
  - Licensed in Advanced Practice Esthetics
- Michele Delisle: General Manager/Financial Aid/Instructor
  - 15+ years experience in the field of Cosmetology including Salon Management (NOVA Academy Graduate)
  - 17+ 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
  - Licensed in Advanced Practice Esthetics
- Holly Weberg: Financial Aid Director
  - 10+ years experience in financial aid at Institutions of Higher Education
- Sarah Fieseler: Academic Leader-Esthetics/Instructor
  - 20+ years experience in the Salon Industry (NOVA Academy Graduate)
  - 13+ years licensed instructor at Nova Academy of Cosmetology: Lead Advanced Practice Esthetics Instructor
  - Certified in Hydrafacial, Eminence Organics, IMAGE Skincare, Complexion Companion, Face Reality Acne Certified
  - Nominated for the N.F.Cimaglia Educator of the Year in 2020
- Sandi Fahrni: Systems Administrator/Instructor (All Locations)
  - 20+ years experience in the field of Hair Cutting, Coloring, Styling
  - 1 year experience in the field of Cosmetology (NOVA Academy Graduate)
- Angie Banovets: Admissions Leader
- Brenda Janowski-Rhines: Financial Aid Advisor
  - 30+ years experience in financial aid at Institutions of Higher Education
- Ann O'meara: Front of House Leader
- Randi Patterson: Front of House Representative/Inventory Leader
- Kelly Endres: Front of House Representative

## **INSTRUCTIONAL STAFF**

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. All Instructors may at times be a substitute for another location.

- Tina Mruz: School Director/Instructor
- Irene Grossklause: Student Service Leader/Instructor
- Donna Dungy: Instructor
- Paige Walsh: Instructor
- Lois Watters: Instructor
- Tara Kealy-Nelson: Instructor
- Jenny Vance: Instructor
- Molly Bouhard: Instructor
- Mitchell Bauer: Instructor