

# **VENUS**

---

BEAUTY ACADEMY

**Date Of Publication**  
**February 22, 2024**

# ◆ TABLE OF CONTENTS ◆

<p><b>SCHOOL OVERVIEW</b> 1</p> <p><b>ADMINISTRATION</b> 2</p> <p><b>MISSION STATEMENT</b> 3</p> <p style="padding-left: 20px;">Brief History and Ownership 3</p> <p style="padding-left: 20px;">Student's Pledge for Success 3</p> <p style="padding-left: 40px;">School Facilities 3</p> <p style="padding-left: 40px;">Library Facility 3</p> <p><b>ADMISSION REQUIREMENTS</b> 4</p> <p style="padding-left: 20px;">Non-Discrimination Policy 4</p> <p style="padding-left: 40px;">Prior to Admission 4</p> <p style="padding-left: 20px;">Policy on the Handicapped 4</p> <p style="padding-left: 40px;">Transfer Policy 4</p> <p style="padding-left: 20px;">Leave of Absence Policy 4</p> <p style="padding-left: 40px;">Re-Entry Policy 4</p> <p style="padding-left: 20px;">Student Services 4</p> <p style="padding-left: 20px;">Drug and Alcohol Policy 4</p> <p><b>FINANCIAL AID POLICY</b> 5</p> <p style="padding-left: 20px;">Payment Policy 5</p> <p style="padding-left: 20px;">Withdrawal Procedure 5</p> <p style="padding-left: 20px;">TITLE IV Code of Conduct 5</p> <p style="padding-left: 20px;">Ban on Revenue Sharing Agreements 5</p> <p style="padding-left: 40px;">Ban on Gifts 5</p> <p style="padding-left: 20px;">Ban on Contracting Arrangements 5</p> <p style="padding-left: 20px;">Prohibition Against Steering Borrowers 5</p> <p style="padding-left: 20px;">Prohibition of Funds for Private Loans 5</p> <p style="padding-left: 40px;">Ban on Staffing Assistance 5</p> <p style="padding-left: 20px;">Ban on Advisory Board Compensation 5</p> <p style="padding-left: 40px;">FERPA Act 5</p> <p><b>REFUND POLICY</b> 6</p> <p style="padding-left: 20px;">Federal Student/Plus Loans and Grants 6</p> <p style="padding-left: 20px;">Course Cancellation Policy 6</p> <p style="padding-left: 40px;">School Closing Policy 6</p> <p style="padding-left: 20px;">Responsibility for Personal Property 6</p> <p style="padding-left: 20px;">Return of Title IV, HEA Funds/ Withdrawal Procedure 6A</p>	<p><b>COMPLAINT PROCEDURE</b> 7</p> <p style="padding-left: 20px;">Inclement Weather 7</p> <p style="padding-left: 20px;">Recruiting Policy 7</p> <p style="padding-left: 20px;">Grading System 7</p> <p style="padding-left: 20px;">Progress Reports 7</p> <p style="padding-left: 40px;">Scholarships 7</p> <p style="padding-left: 20px;">Graduation Requirements 7</p> <p><b>ATTENDANCE POLICY</b> 8</p> <p style="padding-left: 20px;">Student Conduct 8</p> <p style="padding-left: 20px;">Make-Up Policy 8</p> <p><b>SATISFACTORY ACADEMIC PROGRESS</b> 9</p> <p style="padding-left: 20px;">Academic Progress Evaluation 9</p> <p style="padding-left: 20px;">Attendance Progress Evaluation 9</p> <p style="padding-left: 40px;">Determination of Status 9</p> <p style="padding-left: 20px;">Financial Aid Warning and Probation 9</p> <p style="padding-left: 40px;">Absences 9</p> <p style="padding-left: 20px;">Courses Incompletes 9</p> <p style="padding-left: 40px;">Termination Policy 9</p> <p style="padding-left: 20px;">Appeal Procedures 9</p> <p style="padding-left: 20px;">Reinstatement of Financial Aid 9</p> <p style="padding-left: 40px;">Licensure Requirements 9</p> <p><b>COSMETOLOGY COURSE PA, DE</b> 10 &amp; 10A</p> <p style="padding-left: 20px;"><b>ESTHETICIAN COURSE</b> 11</p> <p><b>STUDENT TEACHER COURSE PA &amp; DE</b> 12</p> <p style="padding-left: 20px;"><b>NAIL TECHNICIAN COURSE</b> 13</p> <p><b>RULES AND REGULATIONS</b> 14</p> <p><b>CAMPUS SECURITY AWARENESS</b> 15</p> <p style="padding-left: 20px;"><b>CLASS START DATES</b> 16</p> <p style="padding-left: 20px;"><b>EDUCATIONAL COSTS</b> 17</p> <p style="padding-left: 20px;"><b>DRESS CODE POLICY</b> 18</p> <p><b>HOW OUR STUDENTS ARE DOING</b> 19</p> <p><b>ADDENDUM – CONSUMER INFORMATION</b> 20</p> <p><b>PENNSYLVANIA RECIPROCITY DISCLAIMER</b> 21</p> <p><b>DELAWARE RECIPROCITY DISCLAIMER</b> 22</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**VENUS BEAUTY ACADEMY IS APPROVED BY**

Commonwealth of Pennsylvania Office of Vocational Rehabilitation Services  
Certified by State Approving Agency for Veterans' Educational Benefits

**VENUS SCHOOLS, INC. OWNS AND OPERATES VENUS BEAUTY ACADEMY**

**VENUS BEAUTY ACADEMY IS A CORPORATION IN THE STATE OF PENNSYLVANIA.**

**VENUS BEAUTY ACADEMY IS APPROVED BY THE DELAWARE DEPARTMENT OF EDUCATION PRIVATE BUSINESS AND TRADE SCHOOLS.**

**ACCREDITED BY**

National Accrediting Commission of Career Arts & Sciences  
3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600  
[www.naccas.org](http://www.naccas.org)

**(MAINCAMPUS)**

600 Turner Industrial Way  
Aston, PA 19014

**LICENSED BY**

State Board of Cosmetology  
P.O. Box 2649  
Harrisburg, PA 17105  
(717) 783-7130  
[www.dos.pa.gov/cosmetology](http://www.dos.pa.gov/cosmetology)

**PRESIDENT, OWNER:** Janice E. Falcone

**DIRECTOR, VICE PRESIDENT:** Christopher Falcone

**ADMINISTRATIVE, FINANCIAL** Rhonda Craven  
**AID OFFICER (FAO):** Christopher Falcone

**OFFICE MANAGER:** Mary Grace Bush

**ADMISSIONS PERSONNEL:** Diane Reynolds

**SCHOOL SUPERVISOR:** Gloria Snyder

**TEACHER: TEACHERS:** Dianne Tsekuras

Denise Ohlerking

Michelle H. Turnbull

Diane Reynolds (Sub. Teacher)

Janice Falcone- (Sub. Teacher)

Marianne Fetrow (Off Campus Sub-Teacher)

Kate Falcone (Off Campus Sub-Teacher)

Rhonda Craven (Off Campus Sub-Teacher)

Vicki Miller (Off Campus Sub-Teacher)

# ◆ MISSION STATEMENT ◆

## ◆ STUDENT'S PLEDGE ◆

### ◆ BRIEF HISTORY OF SCHOOL ◆ FACILITIES ◆

3

#### MISSION STATEMENT

As a Private School, the mission of Venus Beauty Academy is to prepare and provide our students with an excellent education with experienced instruction. We provide our students with the technical and professional edge needed to succeed and become a skilled licensed professional.

#### BRIEF HISTORY AND OWNERSHIP

Venus Beauty Academy was founded in 1960 by renowned colorist and stylist Michael R. Falcone, his wife Josephine, and their son Richard. Not content with being a master in the beauty field, the Falcone family felt a need for instructional excellence in the industry and opened their first school in Collingdale, PA. The beauty school moved to a larger location in 1964 to Sharon Hill, PA, where the main campus is currently located. It is now owned and operated by Richard and Janice Falcone with the same commitment to excellence that Venus Beauty Academy was founded. In November of 2002, Richard and Janice Falcone opened the Aston campus of Venus Beauty Academy. This latest addition to Venus Beauty Academy is a state-of-the-art facility and is on a beautiful two acres. The Aston campus has the same dedication to excellence in training that Venus Beauty Academy was founded. The Sharon Hill location provides training for PA Cosmetologists, Student Teachers, and Nail Technicians. The Aston campus provides training for PA Cosmetologists, DE Cosmetologists, Estheticians, Student Teachers and Nail Technicians.

#### STUDENT'S PLEDGE FOR SUCCESS

##### PROFESSIONALISM

- To be successful, a positive, mature, and enthusiastic attitude is necessary. I will always be professional so that I will be sought out by employers. My professional attitude will be incorporated in these five areas:

##### ATTENDANCE

- As a student at Venus Beauty Academy, I must be in school on time and commit myself to attend school as required. Consistent attendance ensures that I am responsible and am receiving the training that I need to be successful.

##### ADMINISTRATION AND INSTRUCTORS

- I must treat the Administration, Teachers, and Student Teachers with the utmost respect and cooperation. I understand that these people are here to give me the best

education for my success. This behavior will prove that I am a professional who can work effectively with my future co-workers and employers.

##### STUDENTS

- As a professional, I will cooperate and get along with my fellow students. I will maintain a positive, helpful relationship with all students. My association with my fellow students are an indication to employers that I can be a team player.

##### SCHOOL

- As a student, I am expected to take a personal responsibility for the appearance and cleanliness of the school facilities, showing pride in my school. This will indicate that I will take care of my future employer's place of business.

##### CLIENTS

- I will work to my maximum ability and take advantage of all learning opportunities to ensure that my clients look and feel their best. I understand that employers look for the technical skills as well as people skills. These two points are what will make me a success in the beauty industry.

#### SCHOOL FACILITIES

The total area of **Venus Beauty Academy Aston Campus** is 10,000 square feet. The classroom areas are a total of 6,700 square feet. The remaining space is utilized for offices, library, lunchrooms, locker area, and rest rooms. The classrooms are fully equipped for cosmetology training, including visual aids, etc. The clinic area is a fully equipped facility where students may practice in a professional setting.

#### LIBRARY FACILITY

Venus Beauty Academy maintains libraries containing supplementary training and reference material; however, for a student to use these materials, they must check the material out and back in with their teacher. The current list of materials is posted on the library cabinets

**ADMISSION REQUIREMENTS**

**PRIOR TO ADMISSION**

Students must be a minimum of 16 years of age, have completed a 12<sup>th</sup> grade education or obtained a G.E.D. diploma to be eligible to attend Venus Beauty Academy. Venus Beauty Academy does not accept Ability to Benefit students.

All students who are accepted to begin classes at Venus Beauty Academy must return the following to the school prior to enrollment:

- State Issued ID, Birth Certificate or Passport
- A High School Diploma or its equivalent (GED). Venus must receive the original High School Diploma/GED Certificate for copying. If the school questions the validity of the High School Diploma, Venus will ask for an official transcript from the High School in question. Venus will also check the validity of the High School in question at [www.nacacnet.org](http://www.nacacnet.org). If the High School is now closed, Venus will contact the Department of Education for a transcript. If the school questions the validity of the GED, Venus will contact the Department of Education to verify that the GED is valid.

(The school must have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma).

- Financial Aid paperwork completed (if applicable).
- \$100.00 Application Fee. This fee is not included in the cost of tuition.

**POLICY ON THE HANDICAPPED**

Venus Beauty Academy complies with all provisions of Section 504 of the Rehabilitation Act of 1973 in that no qualified, handicapped person, because of the handicap or disability, will be excluded from enrolling in a course of instruction. However, any handicapped or disabled person seeking admission should be aware that the course requires a high level of dexterity and coordination.

**NON-DISCRIMINATION POLICY**

Venus Beauty Academy, in its admission, instruction, and graduation policies, practices no discrimination based on age, race, color, ethnic origin, religion, sex, financial status, area of origin or residence. However, we teach in English only – translators will not be supplied by the school.

**TRANSFER POLICY**

A student must first submit a transcript of hours from the previous institution. Venus Beauty Academy has the right to accept all, part, or none of the transfer hours accumulated at said institution.

**LEAVE OF ABSENCE POLICY**

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. Leave of absence refers to the specific time during an ongoing program when a student is not in academic attendance. It includes non-attendance for an institutionally scheduled break in a student's program. A leave of absence must meet certain conditions to be counted as a temporary interruption in a student's education instead

of being counted as a withdraw. If a leave of absence does not meet the conditions, the student is considered to have ceased attendance and to have withdrawn from the school, and the school is required to perform a return calculation (see Refund Policy). Conditions to qualify for the leave of absence are as follows:

- 1) All requests for leaves of absence will be submitted in advance in writing, include the reason for the student's request, and include the student's signature unless unforeseen circumstances prevent a student to apply in advance.
- 2) A leave of absence may be granted to a student who did not provide the request prior to the leave of absence due to unforeseen circumstances if the school documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved leave of absence would be determined by the school to be the first date the student was unable to attend the school due to the unforeseen circumstance.
- 3) If the student is a Title IV loan recipient, the school must explain to the student, prior to granting the leave of absence, the effects that the student's failure to return from a leave of absence may have on the student's loan repayment terms, including the expiration of the student's grace period.
- 4) The student must follow the school's policy in requesting the leave of absence.
- 5) There must be a reasonable expectation that the student will return from the leave of absence to continue his/her education.
- 6) The school must approve the student's request for a leave of absence in accordance with the school's policy.
- 7) The student will not be charged any additional fees, and they are not eligible for any additional federal student aid.
- 8) The leave of absence and any additional leaves may not exceed a total of 180 days in any 12-month period.
- 9) A student granted a leave of absence that meets the criteria in this section is not considered to have withdrawn, and no return calculation is required.
- 10) The school must extend the student's contract period by the same number of days taken in the leave of absence. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.
- 11) A student returning from a leave of absence must resume training at the same point in the academic program and in the payment period or period of enrollment that he/she would have been in if he/she had not been on leave.
- 12) The school has the right to approve or disapprove the student's leave of absence.

Upon the student's return from the leave, he/she continues to earn the Title IV aid previously awarded for the period. However, if a student does not return to the school by his/her expiration of the approved leave of absence, the student's withdraw date is the student's last day of attendance, and a withdraw calculation will be performed.

◆ **ADMISSION REQUIREMENTS** ◆ **POLICIES** ◆  
◆ **RE ENTRY POLICY** ◆ **STUDENT SERVICES** ◆  
◆ **DRUG & ALCOHOL POLICY** ◆ (Continued)

4

### RE-ENTRY POLICY

If for any reason a student must withdraw temporarily due to illness, pregnancy, personal reasons, etc., and they are a student in good standing (making satisfactory progress), the student may re-enter Venus Beauty Academy. If the student receives financial aid, payments will be postponed and will be resumed when the student returns to school. If the financial aid student is absent for an extended period of time, the loan will be cancelled, and the student may re-apply upon re-entry. Any Pell Grant monies will be sent back to the Department of Education. The remainder of Pell Grant monies will have to be re-ordered upon the students return and if eligible.

### STUDENT SERVICES

#### EMPLOYMENT ASSISTANCE

Venus Beauty Academy maintains a placement service to assist the graduate in obtaining employment. **Venus Beauty Academy does not guarantee placement in employment as an incentive to start school.** Venus Beauty Academy is not responsible for any failure to obtain a placement for the student or for any problem, which should arise upon placement in any employment. There is no charge for this service.

**It is understood, however, that the school cannot guarantee employment to any student or graduate.** We post job opportunities on the bulletin board and a file is kept in the main office. Upon successful completion of the Cosmetology, Esthetician, Student Teacher, or Nail Technician, the graduate receives a diploma, and an application is sent to the testing service so that the student can take their student boards for licensure. Most of our graduates enter employment as hairstylists or specialists in many phases of the beauty industry. Future earnings depend on the operators' ability, ambition, eligibility, attitude, and interest in pleasing the client. Venus Beauty Academy conducts periodic surveys of its graduates to obtain placement information and to be sure that graduates are properly trained for success.

### COUNSELING

The staff at Venus Beauty Academy is available during the working day for counseling purposes upon request regarding any problem which the student may encounter regarding practical work, theory, time schedules, payments, or in the general policies of the school, also, for student referrals pertaining to professional assistance. Counseling is available if any problem arises with fellow students or with teacher- student relationships.

### INSURANCE

All students are covered by student professional liability insurance while they are in school. The policy is provided by Venus Beauty Academy during the entire time the student is in training.

### HOUSING

Venus Beauty Academy does not maintain dormitory facilities.

### DRUG AND ALCOHOL POLICY

Venus Beauty Academy complies with federal, state, and local laws, including those that regulate the possession, use, and sale of alcoholic beverages and controlled substances. Venus Beauty Academy discourages the unlawful use of alcoholic

beverages and illegal drugs. The school also calls attention to the laws of the Commonwealth of Pennsylvania and although not an enforcement agent of the state, the school will not impede the legitimate efforts of the Commonwealth to enforce the Pennsylvania State Law.

Venus Beauty Academy has institutionally developed policies regarding the possession, use, or sales of alcoholic beverages or illegal drugs as follows:

1. The possession, use, or sale of illegal drugs, narcotics, and other controlled substances is a federal and state offense subject to mandatory heavy fines and imprisonment. Any student who has in his/her possession or uses narcotics or illegal drugs or drug-related paraphernalia (not specifically prescribed by a physician), and without the knowledge of the Administration, or brings such narcotics or illegal drugs or drug-related paraphernalia or causes them to be brought onto the school premises, will be dismissed.
2. Applicable federal law states that students convicted of various alcohol and illegal drug offenses will lose their student aid eligibility for specified periods of time depending upon whether the conviction was for use or sale, and how many times the student has been convicted.
3. Venus Beauty Academy has a zero-tolerance policy toward drug and alcohol use or abuse on the school premises. If a student is suspected to be "under the influence", the student will be sent home in an appropriate manner. The Academy has the right and is solely in discretion to discharge any student appearing to be under the influence or distributing an illegal substance and need not be supported by any proof. (Students taking prescription drugs or over-the-counter medications that could impair/affect functioning ability must inform the school's Administration Office).
4. Each student will receive an alcohol and drug abuse educational packet at the school orientation. This packet is also located in the main office and the student bulletin board. They are available upon request. This packet will also have a list of rehabilitation centers with programs related to drug and alcohol abuse education and prevention.

The drug and alcohol policies are distributed annually to students and employees, or upon request either written or verbal to any staff member.

# ◆ FINANCIAL AID POLICY ◆ PAYMENT POLICY ◆ ◆ WITHDRAWAL PROCEDURE ◆

5

## FINANCIAL AID POLICY

1. Venus Beauty Academy has the ability to design a program of financial aid to assist qualified students to meet the expenses of their education. Venus Beauty Academy has been approved by the U.S. Department of Education for the following programs:
  - Pell
  - SEOG (Supplemental Educational Opportunity Grant)
  - Direct Federal Loans
    1. Subsidized
    2. Unsubsidized
    3. PLUS
2. Financial Aid is broken down into two Academic School Years. The student will fill out a FAFSA Application (Free Application for Federal Student Aid) for the first Academic Year of 900 hours of training and again for the second academic year of training (350 hours for PA students or 600 hours for DE students.)
3. The Financial Aid Officer makes an evaluation of each student's needs and then designs a package of financial aid (where qualified) including, finding financial aid from one or more of the above programs, to help the student meet his/her total educational expenses.
4. The package of financial assistance and the amount thereof, is determined according to the guidelines set up by the U.S. Department of Education, and it is necessary for the student to provide the school with the information on the family income, family size, etc., and to fill out the appropriate applications honestly and accurately. All information given to Venus Beauty Academy by the applicant will be held in the strictest confidence and will only be used to obtain the greatest amount of financial aid available to meet individual needs.
5. During the admission process, the Financial Aid Officer will explain all programs offered.
6. Venus Beauty Academy is approved by the Bureau of Vocational Rehabilitation (BVR) and Veteran's Administration, through whom eligible students may receive funding.
7. Scholarships are offered to high schools and are given out at the discretion of the individual high school. Scholarships may be revoked at the Academy's discretion for the following: Excessive absence, poor academics, or inappropriate conduct.
8. Any student who has received financial aid whom withdraws from training, and a refund is due because of the refund policy shall have that applied directly to the financial aid programs. Identified refunds will automatically be returned to the various aid programs on a priority basis up to the amount of the award.
9. Venus Beauty Academy has established an appeal process for students who may feel that their student financial aid application was not given proper consideration. The appeals procedure is as follows:
  - The student submits an appeal to the Director.
  - The Director schedules a personal interview with the student.
  - The Director reviews the appeal, the results of the interview, and forwards a recommendation to the Financial Aid Officer for a final action.
  - The Director makes the final decision and notifies the student accordingly.
10. Transfer students must provide a Financial Aid Transcript for each previous institution that was attended.
11. All students are given a specific completion date on their enrollment contract. Students who do not complete their course by the contract graduation date will be charged, at the school's discretion, an hourly rate for the remaining hours of instruction. (See Educational Costs)

Venus Beauty Academy has the right to suspend any student who is late or has not made their monthly tuition payment on time. The suspension is not an excused absence. If the suspension(s) cause the student to go over contract and pass their graduation date, the student will be charged over contract fees and the student will not graduate until all outstanding debts are paid. No student shall be permitted to complete contracted hours, graduate, or receive a diploma until all debts are paid in full. The student acknowledges that he/she understands that reasonable attorney's fees and costs shall be awarded in any action taken on the signed contract or any part of it. If you attend irregularly, your course will cost you more and you could also be in danger of losing your financial aid and/or scholarship.
12. All tuition and fees are due and payable on the first day of class, however, payment plans and financial aid is available to those who qualify. For Financial Aid Recipients, understand that all monies received on their behalf from Student Loans, Pell Grant, etc., are applied to tuition costs first. Any remaining funds available will be paid to the student only when the costs of tuition, kit, books, supplies, overcharges, etc., have been paid in full, at the end of the academic period or upon graduation.

→ Continued



# ◆ FINANCIAL AID POLICY ◆ PAYMENT POLICY

## ◆ WITHDRAWAL PROCEDURE ◆ (Continued)

5

### **PAYMENT POLICY**

A student receiving financial aid with balances owed to the school and students that have no aid and have payment balances will follow the payment schedule on the student's contract. Payment plans are scheduled monthly. The first payment is to be paid on the first day of classes. The payments are based on the total amount owed, divided by the months needed to complete the course being attended. Payments are to be made promptly by the date stated on the contract.

### **VENUS BEAUTY ACADEMY WITHDRAW PROCEDURE**

Students wishing to officially withdraw from Venus Beauty Academy must provide the office with notification of their intent to withdraw. Initial notification can be made in person, writing, fax or telephone. This notification will be recorded in the student's folder and used for notification purposes for the federal government. Repayment of any federal funds will be based on the date of notification. The student will also be required to have an exit interview which will consist of loan repayment obligations, information on the average monthly repayments of loans, information on debt management strategies, information about the student's borrower and lender, obtaining the student's current address, expected employers name and address, and next of kin. The school will also verify the student's social security number and driver's license number.

A Student will be considered as withdrawn when one of the following occurs:

1. The Student officially notifies the Administration, of his/her intent to withdraw.
2. A Student will be automatically withdrawn if he/she is absent for 14 consecutive calendar days from the last day of physical attendance.
3. The School officially notifies the Student of dismissal from the program.

### **TITLE IV CODE OF CONDUCT IN (HEOA) HIGHER EDUCATION OPPORTUNITY ACT**

#### **BAN ON REVENUE SHARING AGREEMENTS**

Neither Venus Beauty Academy, nor any of its officers, employees or agents will enter into any revenue-sharing arrangements with any lender, which is defined by the Higher Education Opportunity Act of 2008, amending the High Education Act of 1965, Pub. L #110-315 (2008), (HEOA) as any arrangement between a college and a lender that results in the lender paying a fee or other benefits, including a share of its profits, to the college, or its officers, employees or agents, as a result of the college recommending the lender to its students or families of those students.

#### **BAN ON GIFTS**

Venus Beauty Academy Financial Aid Office employees (or employees who otherwise have responsibilities with respect to education loans or financial aid) will not accept gifts from any lender, guaranty agency or loan servicer. A "gift" is defined as any gratuity, favor, discount, entertainment, hospitality, loan, or other item having monetary value of more than a minimal amount. This prohibition is not limited just to those providers of Title IV loans but includes lenders of "private educational loans" as well. HEOA does provide for some exceptions related to specific types of activities or literature. This includes:

- Brochures or training material related to default aversion or financial literacy;

- Food, training or informational materials as part of training as long as that training contributes to the professional development of those individuals attending the training;
- Favorable terms and benefits to the student employed by the institution as long as those same terms are provided to all students at the institution;
- Entrance and exit counseling as long as the institution's staff are in control and they do not promote the services of a specific lender;
- Philanthropic contributions from a lender, guarantee agency or loan servicer unrelated to education loans;
- State education, grants, scholarships, or financial aid funds administered by or on behalf of the State.
- A gift to a family member of an officer or employee of the Institution, to a family member or an agent, or to any other Individual based on that individual's relationship with the Officer, employee, or agent, shall be considered a gift to The officer, employee or agent of the gift is given with know- ledge and acquiescence of the officer, employee, or agent: and the officer, employee, or agent has reason to believe the gift was given because of the official position of the officer, employee, or agent.

#### **BAN ON CONTRACTING ARRANGEMENTS**

Venus Beauty Academy Financial Aid Office employees (or employees who otherwise have responsibilities with respect to education loans) will not accept, from any lender or affiliate of any lender any fee, payment or financial benefit (including any opportunity to purchase stock) as compensation for any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans.

**EXCEPTIONS:** An officer, employee or agent who is not employed in the institutions financial aid office and who does not have responsibilities with respect to educational loans from performing paid or unpaid service to a board of directors of a lender, guarantor, or servicer of educational loans; or an officer, employee, or agent of the institution who is not employed in the financial aid office but who has responsibility with respect to education loans as a result of a position held at the institution from performing paid or unpaid service on a board of directors of a lender, guarantor, or servicer of educational loans, if the institution has a written conflict of interest policy that clearly sets forth that officers, employees, or agents must recuse themselves from participating in any decision of the board regarding educational loans at the institution or an officer, employee, or contractor of a lender, guarantor, or servicer of educational loans from serving on a board of directors, or serving as a trustee, of an institution, if the institution has a written conflict of interest policy that the board member or trustee must recuse themselves from any decision regarding education loans at the institution.

#### **INTERACTION WITH BORROWERS**

Venus Beauty Academy and its officers, employees or agents shall not for any first-time borrower, assign, through award packaging or other methods, the borrower's loan to a particular lender or refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.

#### **PROHIBITION AGAINST STEERING BORROWERS**

Venus Beauty Academy and its officers, employees or agents will not steer borrowers to particular lenders or delay loan

# ◆ FINANCIAL AID POLICY ◆ PAYMENT POLICY

## ◆ WITHDRAWAL PROCEDURE ◆ (Continued)

5

certifications. This prohibition includes assigning any first-time borrower's loan to a particular lender as part of the award packaging process or through other methods.

### PROHIBITION ON OFFERS OF FUNDS FOR PRIVATE LOANS

Venus Beauty Academy and its officers, employees or agents will not request or accept from any lender any offer of funds to be used for private education loans. This prohibition includes any offer of funds for loans to students (section 140 of Truth In Lending Act) including funds for an opportunity pool loan, to students in exchange for providing concessions or promises to the lender for a specific number of loans made, insured, or guaranteed under this title or specified loan volume of such loans, or a preferred lender arrangement for such loans.

### DEFINITION OF OPPORTUNITY POOL LOAN

Opportunity Pool Loan is a private educational loan made by a lender to a student attending the institution or the family member of the student that involves payment, directly or indirectly, by the institution of points, premiums, additional interest, or financial support to such lender for the purpose of such lender extending credit to the student or the family.

### BAN ON STAFFING ASSISTANCE

Venus Beauty Academy and its officers, employees or agents will not request or accept any assistance with call center staffing or financial aid office staffing. However, HEOA does not prohibit schools from requesting or accepting assistance from a lender related to:

- Professional development training for financial aid administrators.
- Providing educational counseling materials, financial literacy materials, or debt management materials to borrowers, provided that such materials disclose to borrowers the identification of any lender that assisted in preparing or providing such materials.
- Staffing services on a short-term, non-recurring basis to assist the school with financial aid-related functions during emergencies, including State declared or federally declared natural disasters, and other localized disasters and emergencies identified by the Secretary.

### BAN ON ADVISORY BOARD COMPENSATION

Employees of Venus Beauty Academy will not receive anything of value from a lender, guarantor, or group in exchange for serving on an advisory board. They may however, accept reimbursement for reasonable expenses incurred while serving in this capacity.

### ACCESS TO STUDENT FILES/FERPA ACT

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he/she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

- Parents or eligible students have the right to inspect and review the student's education records maintained by Venus Beauty Academy. Venus Beauty Academy is not required to provide copies of records unless for reasons such as a great travel distance or it is impossible for parents or eligible students to review the records. There may be a charge for copies.
- Parents or eligible students have the right to request that Venus Beauty Academy correct records which they believe to be inaccurate or misleading. If Venus Beauty Academy decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if Venus Beauty Academy still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.
- Generally, Venus Beauty Academy must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows Venus Beauty Academy to disclose those records, without consent, to the following parties or under the following conditions:

1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. NACCAS;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies; and
9. State and local authorities, within a juvenile justice system, pursuant to specific State Law.

Venus Beauty Academy may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, Venus Beauty Academy must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Venus Beauty Academy must notify parents and eligible students annually of their rights under FERPA. Notifications may include a special letter, school catalog, or newspaper article. More information about FERPA can be found on [www.ed.gov](http://www.ed.gov)

**REFUND POLICY**

Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdraw. Official cancellation or withdraw shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid with the exception of a non-refundable application fee of \$100.00.
2. A student (or in the case of under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within three (3) business days of signing the contract. In this case, all monies collected by the school shall be refunded with the exception of the non-refundable application fee. This policy applies regardless of whether or not the student has actually started training.
3. A student cancels his/her contract after three (3) business days after signing, but prior to entering classes. In this case, he/she shall be entitled to a refund of all monies paid to the school less the application fee \$100.00. This fee is applicable for all classes.
4. A student notifies the institution of his/her withdraw so the student may receive exit counseling pertaining to loan withdraw calculation procedure. The student is obligated to pay back loan amounts borrowed as a result of the withdraw calculation. The withdraw calculation is based on the student scheduled hours of attendance. If the students attendance falls under 60% according to the withdraw calculation, the student will be obligated to pay back on the loan amounts that were needed to pay for the time in attendance. If the calculation performed is 60% or higher, the student will be responsible for the entire loan borrowed.
5. A student on an approved Leave of Absence notifies the school that he/she will not be returning, the date of withdraw shall be the earlier of the date of expiration of the Leave of Absence or the date the student notifies the institution he/she will not be returning. Unofficial withdraws are determined by monitoring clock hours every thirty (30) days.
6. A student is expelled by the school.
7. In case of illness, disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school may consider a settlement, which is reasonable and fair to both parties.
7. In type 2, 3, 4 or 5, official cancellations or withdraws, the cancellation date will be determined by the postmark on written notification or the date said information is delivered to school administration in person. Any monies due to a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. Refunds are calculated based on the student's last day of attendance. Any cash paying student that withdraws after starting classes, the withdraw calculation will be based on the contract price for the course and shall include all fees, application fee, and the \$150.00 termination fee. Fees will be charged for the kit, items, and books received and are then property of the student. (All refunds are based on scheduled hours and monies paid to the institution). (See Withdraw Chart)

% Time of Total of Course	Total Tuition Owed to the School
0.01% - 4.9%	20% & \$150.00 Termination Fee
5% - 9.9%	30% & \$150.00 Termination Fee
10% - 14.9%	40% & \$150.00 Termination Fee
15% - 24.9%	45% & \$150.00 Termination Fee
25% - 49.9%	70% & \$150.00 Termination Fee
50% - 100%	100% of Total Tuition (No Termination Fee)

**FEDERAL STUDENT/PLUS LOANS AND GRANTS**

Those students receiving Title IV funding shall be entitled to a refund determined by the Department of Education refund calculation. This refund is calculated according to the Federal Return of Title IV Funds Calculation procedure. Students under 60% in attendance for the Financial Award Period will have a percentage of their loan and/or grant monies refunded to the Federal Agencies where they originated. The monies shall be refunded in the following order: Unsubsidized, Subsidized, Plus Loan, Pell Grant, and SEOG. Those students 60% or greater will have no money refunded to the Federal Agencies and are responsible for all the loans borrowed and will be responsible for repayment of the loans.

**COURSE/PROGRAM CANCELLATION POLICY**

If a course and/or program is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option:

- Provide a full refund of monies paid, or;
- Provide completion of the course and/or program

If the school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun; the school shall at its option;

- Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school, or;
- Provide completion of the course and/or program, or;
- Participate in a Teach-Out Agreement, or;
- Provide a full refund of all monies paid.

**SCHOOL CLOSING POLICY**

If the school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The school shall at its option:

- Provide a pro-rata refund, or;
- Participate in a Teach-Out Agreement

**COLLECTION POLICY**

Any collection procedures reflect good taste and, sound, ethical business practices. Any third parties involved in collection efforts are aware of the existence of Venus Beauty Academy's Refund Policy.

**RESPONSIBILITY FOR PERSONAL PROPERTY**

Venus Beauty Academy does not assume responsibility for loss or damage to personal property through fire, theft, or premises. The Academy will not retain articles left in school longer than (30) days after termination or graduation. The Academy will dispose of any such articles after a (30) day period.

# ◆ RETURN OF TITLE IV - HEA FUNDS ◆

## ◆ WITHDRAWAL PROCEDURE ◆

6 A

### **Return to Title IV, HEA Funds Policy (R2T4) Withdrawal Procedure – Official**

1. Should a student determine they need to withdraw from the program, they will schedule a time to meet with the Director of Financial Aid or School Official.
2. At this meeting the Director of Financial Aid/School Official reviews the Return to Title IV documents, the Refund Policy and the repayment to the school (Institutional Refund Calculation) if applicable. The Financial Aid Director reviews how monies returned to Title IV have a direct impact on the monies the student may owe to the school. The Director of Financial Aid further reviews that while Title IV monies may have paid for institutional charges, and as a consequence of the student withdrawing, the return of those funds may cause the student to then be responsible for payments to the school, based on the school's refund policy, the results of the Institutional Refund Calculation. It is also explained to the student that even though they withdraw from school, the monies borrowed from Title IV, that are not refunded, is the student's responsibility to pay back, to the federal government, the portion used for the institutional charges. Unpaid balances to the federal government by the student could affect the student's credit rating and can also result in a default status preventing the student from utilizing Title IV funds at another educational facility, tax refunds can/will be attached, wages can/will be attached and an adverse credit rating. This same information is also explained when the student completes exit counseling.
3. During this meeting the exit documents are also reviewed showing the student the Pell and Direct Loan amounts they received. Also, it is explained that the Title IV funds the student received, even though they withdrew, they are responsible to pay back.
4. The Financial Aid Director/School Official then withdraws the student in the active student database to update her/his status as withdrawn.
5. The Financial Aid Director updates NSLDS in accordance with current regulation.
6. Refunds are then made to Title IV or the student if applicable and to follow up on any monies owed by the student directly to the school.

### **Withdrawal Procedure - Unofficial**

1. Once the school has determined that a student is not returning, or a student has called to say they are withdrawing but they will not come in to meet with the Director of Financial Aid, the procedure closely follows an official withdrawal.
2. The Director of Financial Aid prepares the Return to Title IV documents, the Refund Policy documents and the repayment to the school document if applicable. A letter is prepared explaining these documents as outlined in the Official Withdrawal Policy (2). The unfavorable effects of non-repayment of Title IV are also explained when the student completes exit counseling.
3. Exit documents are also prepared and sent to the student showing the Direct Loan(s) and Pell Grant amounts they received.
4. All of the documents are then mailed to the most recent address on file for the student.
5. A copy of the documents are given to the President or Director so refunds can be made to Title IV or the student, if applicable, and is followed up on any monies owed by the student directly to the school.
6. The Financial Aid Director/School Official then withdraws the student from the active student database and updates her/his status as withdrawn.

7. The Financial Aid Director updates this information in the NSLDS in accordance with current regulation.

### **Return of Federal Financial Aid**

A student who receives Title IV Federal Financial Aid and withdraws from Venus Beauty Academy on or before the 60% point in the term is entitled to keep the portion of Title IV Federal Financial Aid that she/he earned up to the point of withdrawal. Federal Regulations mandate that a student must earn his or her federal student aid or the funds must be returned to the Federal Financial Aid programs. If a student receiving Federal Financial Aid withdraws more than the 60% point of the academic term, she/he is considered to have earned all of her/his Title IV Aid for that term. Programs are measured in clock hours therefore the percentage of the payment period or period of enrollment completed is determined by dividing the total number of clock hours in the payment period or period of enrollment into the number of clock hours scheduled to be completed as of the student's withdrawal date. The scheduled clock hours are established by the institution prior to the student's beginning class date for the payment period or period of enrollment. The Financial Aid Office will calculate the amount of aid the student has earned using the prescribed Federal Return of Title IV Funds Procedure and returns of Title IV funds will be made within 45 days of the date the school determines the student has withdrawn. Once the earned amount of a student's financial aid has been applied to her/his institutional charges, the student is responsible for any remaining balance due to the school. Any additional information on the refund and repayment policies may be obtained by contacting the school.

### **Return of Title IV Funds**

The Return of Title IV funds determines the amount of the Title IV aid a student has earned at the time a student withdraws. The amount of the Title IV aid a student has not earned is then returned to the Title IV programs in accordance to the calculation based on the date of withdrawal through sixty percent (60%) of the payment period.

### **Payment Periods:**

#### PA Cosmetology Program

- Payment Period 1: 1-450 scheduled hours
- Payment Period 2: 451-900 scheduled hours
- Payment Period 3: 901-1250 scheduled hours

#### DE Cosmetology Program

- Payment Period 1: 1-450 scheduled hours
- Payment Period 2: 451-900 scheduled hours
- Payment Period 3: 901-1500 scheduled hours.

#### Teacher Training Program payment periods:

- Payment Period 1: 1-300 scheduled hours
- Payment Period 2: 301 – 600 scheduled hours.

#### Nail Technology Program – (Not Title IV Funded- Institutional Refund Calculation)

#### Esthetics Program- (Not Title IV Funded- Institutional Refund Calculation)

- The institution will determine the date of withdrawal and then determine the percentage of the payment period scheduled for the student. The institution will then determine the amount of

# ◆ RETURN OF TITLE IV - HEA FUNDS ◆

## ◆ WITHDRAWAL PROCEDURE ◆

6 A

Title IV aid for which the student was eligible by the percentage of the time scheduled if applicable.

- The institution will compare the amount earned to the amount disbursed. If the amount of aid disbursed exceeds the amount earned, this amount of Title IV aid must be returned by the institution.

- The institution distributes the responsibility for returned unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.

*For example*, 450 hours in the payment period:

- The student was scheduled to complete 225 hours as of the student's last date of attendance

- Percentage of Aid earned equals 50%. This is calculated by dividing the scheduled hours as of the last date of attendance divided by total hours in the payment period. (225/450)

- Amount Title IV Financial Aid Earned equals \$1250. This is calculated by multiplying the total aid disbursed or could be disbursed by the percentage of aid earned \$1250 (2500 x 50%) Any refund due will be refunded on the student's behalf directly to the applicable federal student aid program, in the following order:

- Federal Direct Loan Unsubsidized
- Federal Direct Loan Subsidized
- Federal Direct PLUS (Parent)
- Federal Pell Grant

The student is required to return any Title IV overpayment in the same order that is required for the schools:

- Federal Direct Loan Unsubsidized
- Federal Direct Loan Subsidized
- Federal Direct PLUS (Parent)
- Federal Pell Grant

NOTE: When a student withdraws, the institution must return the lesser of the total amount of unearned Title IV, HEA funds as calculated or an amount equal to the total institutional charges incurred by the student for a payment period or period of enrollment multiplied by the amount of Title IV, HEA funds that have not been earned by the student. Institutional charges are outlined on the first page of the student enrollment agreement.

### **Determining the last date of attendance**

As all programs are clock hour attendance is tracked on a daily basis. Each course has specific clock hours that are required for each program in order for the student to obtain licensure, The last date of attendance (LDA) is determined by the last date of physical attendance logged in the student database.

### **Date of Determination is defined as:**

- 1) The day that the student notifies the school that she/he will not be returning or
- 2) In the case of an unofficial withdrawal from the program the school will determine the withdrawal date within 14 calendar days after the student's last date of attendance.

### **Post Withdrawal Disbursement**

When the total amount of the Title IV assistance earned as of the withdrawal date is more than the amount that was disbursed to the student, the difference between the two amounts will be treated as a post withdrawal disbursement. The Financial Aid Director is responsible for this. See below for specifics for Pell and Loan Funds.

### **Post-Withdrawal Disbursement of Federal Grant Funds**

The school will automatically credit the student's account with a late disbursement of Pell Grant and for current institutional charges (tuition, fees, room and board). Excess funds will be refunded to the student. The post-withdrawal disbursement will be made within 45 days of the date the institution determined the student withdrew.

### **Post-Withdrawal Disbursement of Federal Loan Funds**

If a post-withdrawal disbursement includes federal loan funds, the school must obtain the students, or parent if a PLUS loan, permission before it can be disbursed. The borrower will be notified within 30 days of the date of determination of withdrawal of the opportunity to accept all or a part of the post-withdrawal disbursement. The student or parent has 14 days from the date of notification to respond. The school will disburse the loan funds within 180 days of the date of determination of the student's withdrawal date. Loan funds will be applied towards the outstanding charges on the student's account and may pay up to the amount of the allowable charges. Any remainder of funds or credit balance will be paid directly to the student or parent within 14 days.

This information is also provided to WISS. WISS is the company hired by the school to assist the students in working with the direct loan servicer.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

**COMPLAINT PROCEDURE**

1. Student complaints will be resolved in a timely manner if the student will discuss the complaint honestly and openly with the instructor. This is the first step in the complaint procedure.
2. If the student is not satisfied with the discussion, then the student should request to speak to the office personnel.
3. If the student is still not satisfied with the discussion with the office personnel, the Director will have the student submit a written complaint.
4. Should the student still remain dissatisfied, he/she may contact either Naccas or the State Board of Cosmetology.

Websites and phone numbers for Naccas or the State Board of Cosmetology can be found in the School's Catalog- Section 1- School Overview.  
 You can file a complaint with the State Board of Pa, online, by downloading a complaint form or call their Hotline ay (1-800-822-2113)  
 A Complaint form for Naccas is on their website listed under Forms & Standards.

**INCLEMENT WEATHER**

In the case of inclement weather, Venus Beauty Academy may close for the day if weather conditions are not favorable. Students should watch the designated station (**Fox 29**) posted by the school for closings and late openings. **The school closings can be downloaded to your cellular phone by going to [www.myfoxphilly.com](http://www.myfoxphilly.com)**

**RECRUITING POLICY**

Venus Beauty Academy does not recruit students from other beauty schools.

**GRADING SYSTEM**

Every student's progress is reviewed consistently by each instructor and examinations are given periodically. Grades and ratings are provided as a continuous record of each student's progress according to the following scale:

A	93-100	Excellent
B	85-92	Very Good
C	75-84	Passing
D	70-74	Poor
F	0-69	Failure

**PROGRESS REPORTS**

Cosmetology: three (3) report cards  
 Esthetician two (2) report cards  
 Student Teacher: two (2) report cards  
 Nail Technician: two (2) report cards

With each progress report, awards are given according to grades and attendance. In addition, technical excellence awards are given at the instructor's discretion.

**SCHOLARSHIPS**

Scholarships are made available to high school seniors and other students who wish to pursue or continue a career in the cosmetology field. An individual must submit an application for a scholarship to his/her guidance counselor/vo-tech supervisor. If the individual does not receive a Scholarship through his/her school, eligibility for a Scholarship may be offered directly from Venus Beauty Academy or through ACE Grant. Contact the office for more information. A scholarship is not redeemable as cash and cannot be used to cover fees or down payments. A student must maintain satisfactory progress and satisfactory attendance, school rules and regulations, and complete course requirements to have their Scholarship honored.

**GRADUATION REQUIREMENTS**

In order to receive a diploma from Venus Beauty Academy, the student must complete the required steps:

1. The student must have satisfactory completion of the required subjects in the prescribed curriculum.
2. The student's grade point average must meet the minimum grade requirements of 75%.
3. The student must have fulfilled all financial obligations to the Academy.
4. The student must have completed the minimum attendance requirements of the Academy, State, and Federal Laws and Regulations.
5. Complete an exit interview with a school administrator.

**ATTENDANCE POLICY**

1. Regular class attendance is mandatory.
2. Attendance is taken twice daily. An exact record of attendance becomes part of the student's permanent record.
3. The student must call in no later than 10:00 a.m. to report their absence.
4. Students must be on premises ten (10) minutes prior to class in order to prepare and ensure a prompt start.
5. Any student arriving after the scheduled start time of their class without a valid excuse will be sent home. If the excuse is accepted, you will not clock in until 10:00 a.m. Any student that is continually late will be subject to suspension or expulsion.
6. No student may leave the school premises before scheduled end time unless prior arrangements have been made with the office.
7. Students are required to make up all assignments due to lateness or absence.
8. If a student must be absent from school for an extended period of time, he/she may be granted a Leave of Absence, without charge, providing a written request has been submitted in advance and approved by the office.
9. If a student finds it necessary to withdraw from the Academy, it is the student's responsibility to immediately notify the office in writing. There is a \$150.00 withdraw fee. (See Refund Policy Section 6).
10. If you have excessive absences, you will have to bring your account up-to-date by paying the hourly rate that was agreed to when your contract was signed. This policy will go into effect on your first day of attendance. The school has the right to suspend any student and the student will not be allowed to return to school until these fees are paid.
11. If a student's payments are behind and they are nearing completion of their course, they will not be permitted to finish their hours until payments have been made.

**STUDENT CONDUCT**

Conduct and moral character of our students is very important so that all students may train in an atmosphere that is pleasant. For this reason, each student is given a set of Rules and Regulations. Any breach of these Rules and Regulations may subject the student to disciplinary action up to and including suspension for a term determined by the Director, and subsequent probation. Further breaches while on probation or otherwise may subject the student to expulsion. Students that are under scholarship will lose their scholarship award if they breach these rules and regulations or do not maintain satisfactory progress. The Academy reserves the right to dismiss any student whose personal conduct is deemed unsatisfactory by the Director.

**MAKE UP POLICY / LEAVE OF ABSENCE**

Classes at Venus Beauty Academy are ongoing. Any student missing classes due to approved absences or an extended Leave of Absence are responsible for finding out what theory classes were missed during their absence. They may attend any theory class given on any day to make-up missed classes and are responsible to make up all testing. A student's practical classes will be resumed from the point at which their absence took place.

The school is not responsible for any lost or stolen items during an absence or a Leave of Absence or at any time. It is the students' sole responsibility for their belongings, i.e., kit, books, manikins, etc. All items must be taken home by the student at the start of the Leave of Absence or extended absence or the school will discard the items after 30 days.

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in a specific program and scheduled for a particular category of attendance (part time/full time). It is printed in the catalog and also discussed during the initial interview and orientation to ensure that all students are aware of this policy. 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.

### EVALUATION PERIODS

Satisfactory Academy Progress evaluation periods are based on actual contracted hours at Venus Beauty Academy. Students are evaluated for Satisfactory Academic Progress as follows:

- Cosmetology 450 / 900/ 1250 clocked (actual) hours
- Cosmetology DE 450 /900 /1500 clocked (actual) hours
- Esthetician 175/ 350 clocked (actual) hours
- Student Teacher 300 / 600 clocked (actual) hours
- Nail Technician 100 /200 (actual) hours

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

This policy sets forth minimum standards and should not be viewed in any other context. Venus Beauty Academy's goals and objectives strive for excellence, therefore, the orientation, the school, and its curriculum develops skills and habits substantially higher than the minimum standards. Venus Beauty Academy has established these grading procedures to help provide students with a consistent standard of training.

### ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. 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. These periods will be adjusted if the school is closed for inclement weather, any other unforeseen circumstances, or the student is granted a leave of absence.

### MAXIMUM TIME FRAME

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

### COURSE/COURSE MAXIMUM TIME ALLOWED/WEEKS/ SCHEDULED HOURS

The maximum time for students in a clock hour program is 150% of the time it would take the student to complete the scheduled hours in a clock hour school program. All hours of attendance are based on the scheduled clock hours of completion.

Example: The student whose program can be completed in 42 weeks without absences, the maximum time frame of 150% of 42 weeks would be 63 weeks. The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled hours. Students who do not complete within the Maximum of the required timeframe will be permitted to continue to graduation. However, any student not completing the course within their contracted time will be charged the hourly fee as stated on their enrollment agreement for each hour needed to complete the course.

Cosmetology -	\$15.00 per hour
Cosmetology Delaware -	\$14.00 per hour
Esthetician -	\$13.00 per hour
Student Teacher -	\$13.00 per hour
Nail Technician -	\$13.00 per hour

### ACADEMIC PROGRESS EVALUATIONS

The policy on Academic Progress is given to each student on the first day of class and discussed during orientation. The academic progress evaluation is scheduled at the mid-point of the program. If a student's academic progress is unsatisfactory and below the minimum requirement of 75%, the student may lose eligibility for financial aid from Title IV HEA programs. Students will academically be evaluated on testing, lab work, projects, etc. Student will be evaluated on their cumulative academic progress according to the progress report schedule for that course. Students must pass a Final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

A	93-100	Excellent
B	85-92	Very Good
C	75-84	Passing
D	70-74	Poor
F	0-69	Failure

### DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.



## WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

## PROBATION & APPEAL PROCEDURE

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

## RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

All students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

## INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

## NONCREDIT AND REMEDIAL COURSES

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

## TRANSFER HOURS

Transfer hours from another institution that are accepted toward 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. SAP evaluation periods are based on actual contracted hours at Venus Beauty Academy.

## PENNSYLVANIA LICENSURE REQUIREMENTS

### *Requirements for Cosmetology, Esthetician or Nail Technician*

- Be a minimum of 16 years of age
- Must have proof of high school graduation or GED completion to test. (Unless you are over 35 years of age however, this school requires a high school diploma or GED) If your high school diploma, transcripts or GED are not in English you must have them translated and evaluated prior to testing.
- Cosmetology - Complete 1250 hours of instruction in cosmetology, within a period of no less than 8 consecutive months as a daytime student or completed 1250 hours of instruction in cosmetology.
- Esthetician - Complete 300 hours of instruction in skin care in a licensed school of cosmetology
- Nail Technician – Complete 200 hours of instruction in nail technology in a licensed school of cosmetology
- Complete a criminal background check
- For all, pass your state licensure exam

### *Requirements for Student Teacher*

- Be a minimum of 18 years of age
- Completed 12th grade or the equivalent
- Hold a current cosmetology, esthetics, or nail technology license
- Must complete 500 hours of instruction in a teacher program at a licensed school of cosmetology.
- Complete a criminal background check
- Pass your state licensure exam

Note: Graduates must have completed all required hours, attended an exit interview, and completed all financial obligations to Venus Beauty Academy before paperwork will be completed for state licensure. For complete laws and regulations go to: [www.dos.state.pa.us](http://www.dos.state.pa.us)

# ◆ COSMETOLOGY COURSE (1250 HOURS) ◆

10

The Educational Objective of the Cosmetology Course is to provide a balanced program of instruction to those students interested in career preparation and personal development. The ever-changing demands of employers and the personal needs of the student body require Venus Beauty Academy to continue upgrading and adapting the programs of study. Successful completion of the 1250 hours Cosmetology Course will provide graduates with the basis for professional growth and employment in the many areas of the Cosmetology Field and a greater sense of community awareness and social responsibility.

CURRICULUM	SUBJECT HOURS	TOTAL HOURS
<b>Professional Practices</b>		<b>18</b>
Orientation	5	
Cosmetology: The History & Opportunities	3	
Life Skills	3	
Your Professional Image	3	
Communicating for Success	4	
<b>Sciences</b>		<b>107</b>
Infection Control: Principles & Practice	10	
Anatomy & Physiology	18	
Basics of Chemistry & Electricity	40	
Properties of the Hair & Scalp	39	
<b>Cosmetology Skills – Cognitive &amp; Manipulative</b>		<b>1125</b>
Principles of Hair Design	8	
Shampooing, Rinsing, & Conditioning	49	
Haircutting	129	
Hairstyling	225	
Braiding & Braid Extensions	53	
Wigs & Hair Enhancements	40	
Chemical Texture Services	205	
Hair coloring	159	
History of the Skin	10	
Hair Removal	9	
Facials	57	
Facial Makeup	14	
Nail Structure & Growth	10	
Manicuring & Pedicuring	40	
Advanced Nail Techniques	30	
The Salon Business	26	
Seeking Employment	8	
On The Job	8	
Pennsylvania State Laws	45	
<b>TOTAL HOURS</b>		<b>1250</b>

## Course Description

The Program is designed to provide a balance of instruction to the student interested in career preparation and development. Instruction in the skills required to render professional services and to pass the State Board Exam. The program will offer the student a thorough understanding of the scalp, hair, skin, and nail care as well as related services. It will provide students with practical performance, demonstrations, and practice in conjunction with the required text. To develop personality and practice human relations with clients and to practice self-control and build professional ethics and standards and to develop an awareness of ever-changing trends and advancing technology and the ability to adjust and grow

## Opportunities for Employment

Hairstylist, Colorist, Permanent Wave Specialist, Product Demonstrator, Platform Artist, Manufacturer Representative, Scalp and Hair Specialist, Esthetician, Hair Braider, Nail Technician, etc.

## Teaching Methods Include

Interactive Lecture, Demonstration followed by Student Practice or Application, Evaluation or Assessment, Group Discussion, Videos, Field Trips, Guest Speakers, Peer Coaching, Projects, Role-Playing, Games, Competitions, and Timed Drills.

Each student receives a set of books, Pennsylvania State Laws, and course handouts. Instructors record the grade the students earn in each exercise, lesson drill,

and subject exam. Students also take comprehensive exams at various intervals during their training. In addition to their workbook exercises, students are graded on other factors such as attendance, appearance, and attitude. Instructors periodically discuss the student's progress with them.

## **GRADING SYSTEM**

Every student's progress is reviewed consistently by each instructor and examinations are given periodically. Grades and ratings are provided as a continuous record of each student's progress according to the following scale:

A	93-100	Excellent
B	85-92	Very Good
C	75-84	Passing
D	70-74	Poor
F	0-69	Failure

## **PROGRESS REPORTS**

Cosmetology: three (3) report cards

With each progress report, awards are given according to grades and attendance. In addition, technical excellence awards are given at the instructor's discretion.

# ◆ COSMETOLOGY COURSE (1500 HOURS) ◆ DE

# 10 A

The Educational Objective of the Cosmetology Course is to provide a balanced program of instruction to those students interested in career preparation and personal development. The ever-changing demands of employers and the personal needs of the student body require Venus Beauty Academy to continue upgrading and adapting the programs of study. Successful completion of the 1500 hours Cosmetology Course will provide graduates with the basis for professional growth and employment in the many areas of the Cosmetology Field and a greater sense of community awareness and social responsibility.

CURRICULUM		TOTAL HOURS
<b>Professional Practices</b>		<b>125</b>
Orientation, Salon Business, Salon Management, Professional Practices		
Delaware State Laws		<b>20</b>
<b>Sciences</b>		<b>107</b>
Infection Control, Sanitation		
Electricity, Light Therapy, Chemistry		
Properties of Hair and Scalp, Anatomy		
<b>Skills- Cognitive &amp; Manipulative</b>		<b>1248</b>
Shampoo, Rinses, Conditioning, Hair & Scalp Treatments	49	
Principles of Hair Design	8	
Hair and Scalp Treatments	6	
Hair Shaping/Cutting	230	
Hairstyling , Wet and Thermal, Braiding	342	
Wig Care and Artificial Hair	40	
Chemical Texture Services	205	
Hair Coloring and Lightening	160	
Manicuring, Pedicuring, Artificial Nails	80	
Skin - Facials, Makeup, History of the Skin	81	
Hair Removal and Waxing	47	
<b>TOTAL HOURS</b>		<b>1500</b>

### Course Description

The Program is designed to provide a balance of instruction to the student interested in career preparation and development. Instruction in the skills required to render professional services and to pass the State Board Exam. The program will offer the student a thorough understanding of the scalp, hair, skin, and nail care as well as related services. It will provide students with practical performance, demonstrations, and practice in conjunction with the required text. To develop personality and practice human relations with clients and to practice self-control and build professional ethics and standards and to develop an awareness of ever-changing trends and advancing technology and the ability to adjust and grow

### Opportunities for Employment

Hairstylist, Colorist, Permanent Wave Specialist, Product Demonstrator, Platform Artist, Manufacturer Representative, Scalp and Hair Specialist, Esthetician, Hair Braider, Nail Technician, etc.

### Teaching Methods Include

Interactive Lecture, Demonstration followed by Student Practice or Application, Evaluation or Assessment, Group Discussion, Videos, Field Trips, Guest Speakers, Peer Coaching, Projects, Role-Playing, Games, Competitions, and Timed Drills.

Each student receives a set of books, Delaware State Laws, and course handouts. Instructors record the grade the students earn in each exercise, lesson drill, and subject exam. Students also take comprehensive exams at various intervals during their training. In addition to their workbook exercises, students are graded on other factors such as attendance, appearance, and attitude. Instructors periodically discuss the student's progress with them.

### Delaware Cosmetology Required Practical Activities (minimum)

Haircuts 60; Color 25; Styling 100, Chemical 40, Treatments 5, Skin 5, Artificial Nails 8, Manicures/Pedicures 15, Reception 2.

All students must complete a minimum of 350 hours of classroom instruction to become eligible to participate in the school's laboratory facility. All Practical/Laboratory work is performed on the Student Salon Floor is assigned by the instructor/teacher. All work is performed by students under the supervision of licensed instructors/teachers.

### **GRADING SYSTEM**

Every student's progress is reviewed consistently by each instructor and examinations are given periodically. Grades and ratings are provided as a continuous record of each student's progress according to the following scale:

A	93-100	Excellent
B	85-92	Very Good
C	75-84	Passing
D	70-74	Poor
F	0-69	Failure

### **PROGRESS REPORTS**

Cosmetology: three (3) report cards

With each progress report, awards are given according to grades and attendance. In addition, technical excellence awards are given at the instructor's discretion.

# ◆ ESTHETICIAN COURSE (350 HOURS) ◆

11

The Educational Objective of the Esthetician Program at the is designed to encompass and provide the instruction, training, and preparation necessary to pursue a rewarding and profitable career in professional skin care, cosmetics, superfluous hair removal, etc. The course content and format are flexible to instrument adaptation of material to meet individual aptitudes, goals, and levels of attainment. Although the State of Pennsylvania only requires 300 hours for this course, our working curriculum for this course has increased to **350 Hours** due to the Facial Treatments, Microdermabrasion, Make-up, Hair Removal, and Sciences contained in this course. Being a student at Venus Beauty Academy, I understand that I must attend the **350 Hour** course in order to take my State Board Exam. The students are offered study and clinical practice to develop the knowledge and skills required to become a competent and confident professional Esthetician.

## Course Description

The Program is designed to provide a balance of instruction to the student interested in career preparation and development. Instruction in the skills required to render professional services and to pass the State Board Exam. The program will offer the student a thorough understanding of the skin as well as related services. To develop the student's personality and practice human relations with clients and to practice self-control and build professional ethics and standards and to develop an awareness of ever changing trends and advancing technology and the ability to adjust and grow. It will provide students with practical performance, demonstrations, and practice in conjunction with the required text. It will also provide the student with the knowledge and skill to become competent and confident professional Esthetician

CURRICULUM	SUBJECT HOURS	TOTAL HOURS
<b>Professional Practices</b>		<b>40</b>
Professional Attitude	10	
Sanitation	14	
Business Practices	10	
PA Beauty Culture Law	6	
<b>Sciences</b>		<b>130</b>
Chemistry	45	
Histology of the Skin	25	
Disorders of the Skin	40	
Product Ingredients and Selection	20	
<b>Facial Treatments</b>		<b>140</b>
Facial Treatments & The Treatment Room	30	
Facial Massage	50	
Microdermabrasion	20	
Electrotherapy & Light Therapy	40	
<b>Temporary Hair Removal</b>		<b>10</b>
Waxing, Tweezing	10	
<b>Makeup</b>		<b>30</b>
Makeup	30	
<b>TOTAL HOURS</b>		<b>350</b>

## Opportunities for Employment

Facial Makeup Artist, Skin Care Specialist, Theatrical and Platform Artist, Product Demonstrator, Manufacturer's Representative, Spa Skin Care Provider, etc.

## Teaching Methods Include

Interactive Lecture, Demonstration followed by Student Practice or Application, Evaluation or Assessment, Group Discussion, Videos, Field Trips, Guest Speakers, Peer Coaching, Projects, Role-Playing, Games, Competitions, and Timed Drills.

Each student receives a set of books, Pennsylvania State Laws, and course handouts. Instructors record the grade the students earn in each exercise, lesson drill, and subject exam. Students also take comprehensive exams at various intervals during their training. In addition to their workbook exercises, students are graded on other factors such as attendance, appearance, and attitude. Instructors periodically discuss the student's progress with them.

## **GRADING SYSTEM**

Every student's progress is reviewed consistently by each instructor and examinations are given periodically. Grades and ratings are provided as a continuous record of each student's progress according to the following scale:

A	93-100	Excellent
B	85-92	Very Good
C	75-84	Passing
D	70-74	Poor
F	0-69	Failure

## **PROGRESS REPORTS:**

Esthetician: two (2) report cards

With each progress report, awards are given according to grades and attendance. In addition, technical excellence awards are given at the instructor's discretion.

# ◆ STUDENT TEACHER COURSE (600 HOURS) ◆

12

The Educational Objective of the Student Teacher Course at the is to provide the advanced instruction, training, and preparation needed to deal with the many aspects of teaching. The student will learn to utilize and incorporate the use of psychology and to communicate the transfer skills, knowledge, and ideas to his/her students in the classroom or carry it over into the salon. Although the State of Pennsylvania only requires 500 hours for this course, our working curriculum for the Student Teacher Course has increased to **600 Hours**, so that our future Teachers will have a greater understanding in creating curriculums, course outlines, student motivational skills, identifying different types of learners, and increased student interaction. (*Specialized License Required*).

CURRICULUM	SUBJECT HOURS	TOTAL HOURS
<b>Professional Practices</b>		<b>260</b>
Orientation	5	
Career Education Instructor	10	
The Teaching Plan & Learning Environment	10	
Basic Learning Styles & Principles	10	
Effective Classroom Management & Supervision	20	
Basic Methods of Teaching & Learning	20	
Program Review, Development & Lesson Planning	50	
Educational Aids & Technology in the Classroom	25	
Effective Presentations	30	
Assessing Progress & Advising Students	20	
Making the Student Salon an Adventure	20	
Career & Employment Preparation	40	
<b>Teaching Skills – Cognitive and Manipulative</b>		<b>340</b>
Cosmetology	82	
Manicuring (Advanced)	30	
Clinic Floor/Student Teaching	116	
Classroom/Student Teaching	50	
Managerial Skills	37	
Pennsylvania and Delaware State Laws	25	
<b>TOTAL HOURS</b>		<b>600</b>

### Course Description

The Program is designed to provide a balance of instruction to the student interested in career preparation and development. Instruction in the skills required to render professional services and to pass the State Board Exam. The program will offer the student a thorough understanding of the skin as well as related services. To develop the student's personality and practice human relations with clients and to practice self-control and build professional ethics and standards and to develop an awareness of ever changing trends and advancing technology and the ability to adjust and grow. It will provide students with practical performance, demonstrations, and practice in conjunction with the required text. It will also provide the

student with the knowledge and skill to become competent and confident professional Student Teacher.

### Opportunities for Employment

Teacher in all aspects of the Cosmetology Field, Salon Management, Curriculum Coordinator, School Supervisor, School Director, Substitute Teacher, Salon Trainer, Manufacturer's Representative, Platform Artist, etc.

### Teaching Methods Include

Interactive Lecture, Demonstration followed by Student Practice or Application, Evaluation or Assessment, Group Discussion, Videos, Field Trips, Guest Speakers, Peer Coaching, Projects, Role-Playing, Games, Competitions, and Timed Drills.

Each student receives a set of books, Pennsylvania State Laws, and course handouts. Instructors record the grade the students earn in each exercise, lesson drill, and subject exam. Students also take comprehensive exams at various intervals during their training. In addition to their workbook exercises, students are graded on other factors such as attendance, appearance, and attitude. Instructors periodically discuss the student's progress with them.

### **GRADING SYSTEM**

Every student's progress is reviewed consistently by each instructor and examinations are given periodically. Grades and ratings are provided as a continuous record of each student's progress according to the following scale:

A	93-100	Excellent
B	85-92	Very Good
C	75-84	Passing
D	70-74	Poor
F	0-69	Failure

### **PROGRESS REPORTS**

Student Teacher: two (2) report cards

With each progress report, awards are given according to grades and attendance. In addition, technical excellence awards are given at the instructor's discretion.

The Educational Objective of the Nail Technician Program at the is designed to encompass and provide the instruction, training, and preparation necessary to pursue a rewarding and profitable career in Nail Technology. The course content and format are flexible to instrument adaptation of material to meet individual aptitudes and levels of attainment. The students are offered study and clinical practice to develop the knowledge and skills required to become a competent and confident professional Nail Technician.

CURRICULUM	SUBJECT HOURS	TOTAL HOURS
<b>Professional Practices</b>		<b>25</b>
Orientation	3	
Your Professional Image	2	
Safety in the Salon	10	
Pennsylvania State Laws	10	
<b>Sciences</b>		<b>75</b>
Anatomy & Physiology	5	
Bacteriology	5	
Sanitation & Disinfection (Continual Practice)	20	
The Nail & Its Disorders	10	
The Skin & Its Disorders	10	
Basics of Electricity & Chemistry	15	
Nail Product Chemistry (Simplified)	10	
<b>Manicuring Skills – Cognitive and Manipulative</b>		<b>100</b>
Client Consultation	4	
Manicure	20	
Pedicure	20	
Nail Tips	10	
Nail Wraps	10	
Acrylic Nails	10	
Gels	10	
The Creative Touch	10	
Salon Business	3	
Salon Selling	3	
<b>TOTAL HOURS</b>		<b>200</b>

### Course Description

The Program is designed to provide a balance of instruction to the student interested in career preparation and development. Instruction in the skills required to render professional services and to pass the State Board Exam. The program will offer the student a thorough understanding of the skin as well as related services. To develop the student's personality and practice human relations with clients and to practice self-control and build professional ethics and standards and to develop an awareness of ever-changing trends and advancing technology and the ability to adjust and grow. It will provide students with practical performance, demonstrations, and practice in conjunction with the required text. It will also provide the student with the knowledge and skill to become competent and confident professional Esthetician.

### Opportunities for Employment

Manicurist, Natural Nail Specialist, Nail Extension Specialist, Platform Artist, Manufacturer's Representative, Product Demonstrator.

### Teaching Methods Include

Interactive Lecture, Demonstration followed by Student Practice or Application, Evaluation or Assessment, Group Discussion, Videos, Field Trips, Guest Speakers, Peer Coaching, Projects, Role-Playing, Games, Competitions, and Timed Drills.

Each student receives a set of books, Pennsylvania State Laws, and course handouts. Instructors record the grade the students earn in each exercise, lesson drill, and subject exam. Students also take comprehensive exams at various intervals during their training. In addition to their workbook exercises, students are graded on other factors such as attendance, appearance, and attitude. Instructors periodically discuss the student's progress with them.

### GRADING SYSTEM

Every student's progress is reviewed consistently by each instructor and examinations are given periodically. Grades and ratings are provided as a continuous record of each student's progress according to the following scale:

A	93-100	Excellent
B	85-92	Very Good
C	75-84	Passing
D	70-74	Poor
F	0-69	Failure

### PROGRESS REPORTS: Nail Technician: two (2) report cards.

With each progress report, awards are given according to grades and attendance. In addition, technical excellence awards are given at the instructor's discretion.

1. All students must always be in proper uniform, according to the school uniform code. Students not in proper uniform will not be permitted in class and/or will be sent home.
2. Students are to maintain a professional appearance. You must have hair and makeup complete or hair and beards well-groomed and maintained before arriving to school.
3. Students shall cooperate with the administration and teachers and must always be polite to both teachers and students.
4. No smoking or vaping is permitted in the building. You may smoke outside on the side or back of the building at breaks or lunchtime only. **The cigarette disposals must always be used.**
5. No alcoholic beverages or illegal drugs are permitted on school property.
6. Students are not permitted visits to the office during class hours unless approved by the staff.
7. Stealing will result in expulsion.
8. No abuse of school property is permitted.
9. No personal work is permitted the first two (2) weeks of training. A student must have permission from their teacher to give or receive personal services.
10. Students are expected to be in school ten minutes before the classes start to assure proper preparation and a prompt start. Students not in their class for final roll call will be marked absent for that session.
11. The school must be notified by 10:00 a.m. if you are going to be absent from school or will be late with an acceptable excuse.
12. Students are required to meet the standards and criteria established to determine their progress and competency in both academic study and practical training throughout the entire course. A minimum of 75% is required.
13. Excessive absences will not be tolerated and can result in dismissal.
14. Lateness will not be tolerated. You will be sent home and it can result in suspension or dismissal.
15. Students are not permitted to loiter or congregate in the restrooms, lobbies, hallways, stairwells, or building entrances.
16. Students must not leave the school premises during class hours without permission or notification to the teacher or school office (except breaks and lunchtime).
17. Students are not allowed in the teacher's room, conference room, or stock room unless supervised by a teacher or office staff.
18. Lewd, indecent, or obscene conduct and expression, including foul language, is not permitted and may be grounds for dismissal.
19. No food or open drink is permitted in the classroom or clinic area. Food may be eaten in the designated areas at break and lunchtime only. The individual using the area is responsible for its cleanliness.
20. No gum chewing in classroom or on the clinic floor.
21. The school cannot and will not be responsible for student articles either during the enrollment period or after the enrollment period.
22. If you are not prepared for class with the necessary equipment, complete assignments, and/or homework, you will be sent home for the day.
23. Before being admitted to any class, students must have a full set of equipment, textbooks, notebook, pencils, pens, permanent marker, and Lysol Disinfectant Wipes.
24. Students are provided with a locker for personal belongings; however, the student must provide their own lock for their assigned locker. A student's kit/equipment must be taken home daily and brought back daily. Students are not permitted to leave kit/equipment in any other location other than their assigned area.
25. Students are not permitted to put any pictures or personal articles on station mirrors or walls.
26. Students must control their tempers as not to involve themselves in arguments or fighting. Arguing or fighting in the school and/or the vicinity of the school's premises is not permitted and can result in dismissal.
27. Students displaying disrespect to the teachers, office staff, or fellow students in the form of arguing, indecent or rude comments, or any other offensive nature can result in loss of scholarship privileges, suspension, or dismissal.
28. Soliciting of any kind by the students is not permitted on the premises of the vicinity of the school.
29. Cell phones are to be turned off while in school.
30. Students are not permitted to bring radios, use ipods, iPhones, ear phones/buds or any other music/recording devices into the school. This can result in suspension or dismissal.
31. Routine housekeeping duties are assigned daily and weekly. You must complete your assignment before the end of the school day.
32. Any supplies, materials, or equipment brought in by a student must be approved by the teacher, and its use, under the direction, supervision, and with the permission of the teacher.
33. Student parking is in designated areas only. At the Sharon Hill Campus, parking is behind and beside the school. At the Aston Campus, on the sides and away from the building – not along the front of the school building.
34. Academic dishonesty (cheating) is not permitted and can result in dismissal.
35. Students are not permitted to clock-in or clock-out any student other than themselves. This can result in suspension or dismissal.
36. You are responsible for clocking-in and out and signing-in and out daily. You must inform the office of missed clock-ins and clock-outs. If you do not, you will be assumed absent and your hours will reflect this. If you have an appointment outside of school during school hours, you must inform the teacher/office, and you must clock-out when you leave and clock-in upon your return to school with a note.
37. All criteria required at admission must continue to be met throughout the entire enrollment. Students in violation of any of the school's policies or rules and regulations will not be permitted to attend class and may be suspended or dismissed.
38. The school reserves the right to suspend or dismiss any student at the school's discretion.

**Venus Beauty Academy Campus Security Information is found in the following locations:**

- The Consumer Information Folder located in the Main Office.
- Posted on the Bulletin Board in the clinic floor area.

Venus Beauty Academy has designated the school's Director and the school's Supervisor as the contact persons for any issues related to campus security.

1. Venus Beauty Academy requests that students and employees report any criminal activity on campus to the individuals designated at the Main Office. The designated individuals will assist the student/employee in reporting the incident to the local police.
2. Only authorized school personnel open and secure the school.
3. Venus Beauty Academy refers all campus law enforcement issues to local police in as much as the school does not hire campus-based security personnel. The school encourages prompt reporting of criminal activity as being in the best interest of all students and employees.
4. Although the school campus has adequate security lights, security cameras, students and employees leaving the school after dark are encouraged to go to their cars in groups of three or four and not leave the campus until all students and employees are inside their cars with their engines running. Students and employees are advised to look into their cars before entering to ensure that no unauthorized person is in the car.
5. Venus Beauty Academy has institutionally developed policies regarding the possession, use, or sale of alcoholic beverages and illegal drugs. Please see the institution's Drug and Alcohol Abuse Policy in (Section 4).
6. No illegal (or abused) drugs or alcoholic beverages are permitted in or around the school or its facilities. Any student suspected of "being under the influence" will be sent home in an appropriate manner. The Academy has the right and is solely in discretion to discharge any student, and need not be supported by actual proof of drug or alcohol abuse. (Students that are taking over the counter or prescribed medication which might impair/affect functioning should inform the School Administration.
7. During the most recent school year (January 1, 2021 to December 31, 2021), there were no murders, rapes, robberies, aggravated assaults, burglaries, liquor law violations, drug abuse or weapons possessions on campus.
8. Venus Beauty Academy will report any violations to the campus community.



# 2024/2025 ♦ CLASS START DATES ♦ SCHOOL CALENDAR

16

All courses are available in unless otherwise stated. (Day classes only.)

<b>COSMETOLOGY PROGRAM</b>					
Schedule	Days	Times	Instructional Credit	Beginning Date	Ending Date
Full Time Only	Monday-Thursday Friday	9:00 a.m. – 4:00 p.m. 9:00 a.m. – 1:00 p.m.	30 hours/week	*02-19-24 *05-20-24 *09-16-24 *01-13-25 *04-22-25	02-19-25 05-20-25 09-16-25 01-13-26 04-22-26
<b>COSMETOLOGY PROGRAM DELAWARE</b>					
Schedule	Days	Times	Instructional Credit	Beginning Date	Ending Date
Full Time Only	Monday-Thursday Friday	9:00 a.m. – 4:00 p.m. 9:00 a.m. – 1:00 p.m.	30 hours/week	*02-19-24 *05-20-24 *09-16-24 *01-13-25 *04-22-25	04-25-25 07-30-25 09-16-25 03-28-26 06-27-26
<b>ESTHETICIAN PROGRAM</b>					
**Schedule	Days	Times	Instructional Credit	Beginning Date	Ending Date
Full Time Only	Monday-Wednesday	8:30 a.m. – 5:00 p.m.	24 hours/week	*06-17-24 *10-21-24 *03-03-25 *07-14-25	10-16-24 02-26-25 06-25-25 11-05-25
<b>STUDENT TEACHER PROGRAM</b>					
Schedule	Days	Times	Instructional Credit	Beginning Date	Ending Date
Full Time Only	Monday-Wednesday	8:30 a.m. – 5:00 p.m.	24 hours/week	Pending	Pending
<b>NAIL TECHNICIAN PROGRAM</b>					
Schedule	Days	Times	Instructional Credit	Beginning Date	Ending Date
Full Time Only	Monday - Wednesday	8:30 a.m. - 5:00 p.m.	24 hours/week	Pending	Pending

**SCHOOL CLOSING**

Venus Beauty Academy operates on a continuous basis throughout the year.

**LEGAL HOLIDAYS**

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, (\*Any additional Holidays will be posted)

**OTHER SCHOOL CLOSINGS**

Easter Monday, July (1+ Week), Thanksgiving (3) Days.  
The school is closed between Christmas and New Year's Day.  
Teacher's In-Service Days will be posted

**SNOW CLOSING**

Students should watch **Fox 29** for school closing due to inclement weather. **It can also be downloaded to your cellular phone by going to [www.myfoxphilly.com](http://www.myfoxphilly.com).** Student will receive a text with any school closings.

\* (Dates subject to change or cancelled)

All courses are available in the unless otherwise stated.

Prices in Effect as of January 2024

<b>COSMETOLOGY PROGRAM (1,250 Hours @ \$15.00 per HOUR)</b>	
Tuition	18,750.00
Kit, Lab Fees	\$700.00
Tax	\$42.00
Books	\$300.00
Application Fee (non-refundable)	\$100.00
Uniform Fee 5 Tee Shirts)	\$90.00
<b>TOTAL</b>	<b>*\$19,982.00</b>

<b>COSMETOLOGY PROGRAM DELAWARE (1,500 Hours @ \$14.00 per HOUR)</b>	
Tuition	\$21,000.00
Kit, Lab Fees	\$700.00
Tax	\$42.00
Books	\$300.00
Application Fee (non-refundable)	\$100.00
Uniform Fee (5 Tee Shirts)	\$90.00
<b>TOTAL</b>	<b>*\$22,232.00</b>

<b>ESTHETICIAN PROGRAM (350 HOURS @ \$13.00 per HOUR)</b>	
Tuition	\$4,550.00
Kit, Lab Fees	\$900.00
Tax	\$54.00
Books	\$300.00
Application Fee (non-refundable)	\$100.00
Uniform Fee (2 Smocks) (3 Tee Shirts)	\$90.00
<b>TOTAL</b>	<b>*\$5,994.00</b>

<b>STUDENT TEACHER PROGRAM (600 HOURS @ \$13.00 per HOUR)</b>	
Tuition	\$7800.00
Kit, Lab Fees	\$265.00
Tax	\$ 15.90
Books	\$225.00
Application Fee (non-refundable)	\$100.00
Uniform Fee (2 Smocks) (3 Tee Shirts)	\$90.00
<b>TOTAL</b>	<b>*\$8,495.90</b>

<b>NAIL TECHNICIAN PROGRAM (200 HOURS @ \$13.00 per HOUR)</b>	
Tuition	\$2,600.00
Kit, Lab Fees	\$330.00
Tax	\$19.80
Books	\$210.00
Application Fee (non-refundable)	\$100.00
Uniform Fee (2 Smocks) (3 Tee Shirts)	\$90.00
<b>TOTAL</b>	<b>*\$3,349.80</b>

\*(Prices are subject to change)

A down payment is required for each course

**Methods of payment include financial assistance (if qualified), cash, check, credit card, via payment from an outside agency or scholarship (if applicable).**

**MANDATORY ATTIRE FOR VENUS BEAUTY ACADEMY**

**UNIFORMS MUST BE WORN AT ALLTIMES AND BE PRESENTABLE!**

It is imperative that all students are always in proper uniform. If the dress code is not adhered to, **you will be sent home** at the school's discretion. Students are responsible to replace uniforms at their own expense.

**Cosmetology and Nail Technician Uniform:** Venus Beauty Academy Tee Shirt, Solid Black pants, rubber soled shoe and Apron

**Esthetician and Student Teacher Uniform:** Venus Beauty Academy Tee Shirt, Solid Black pants, rubber soled shoe, and Smock/Lab Jacket

**APPROVED ATTIRE:**

- **LAB JACKET, SMOCK, OR APRON:** Must be worn at all times.
- **SHIRTS:** Venus Beauty Academy Tee Shirts Must be worn at all times.  
(Students may wear a crew neck shirt long or short sleeved, prior to receiving the Venus Beauty Academy Tees **ONLY**.)  
**No other shirts will be accepted unless designated or approved by the administration.**
- **PANTS:** Solid Black Only! Boot Cut or straight leg pants, black scrubs, black jeans, or black yoga pants.  
**No writing, no designs, No stripes, No low rise, and No dragging, torn, or holes in pants are accepted. NO CAPRIS!**
- **FOOTWEAR:** All shoes must be closed toe, closed heeled, and rubber soled due to safety reasons.  
**(No platforms, high-heeled shoes, No Crocs, or No UGG's)**  
**Examples: Sneaker, Professional shoe - Rubber soled & low heeled.** (Clarks, Boat shoe, etc).  
**Boot - must be Low-heeled and rubber soled.**
- **NO HEAD COVERINGS OF ANY KIND "UNLESS FOR DOCUMENTED RELIGIOUS PURPOSES":**  
No Hats, Scarves, Etc.  
\*Documentation must include a letter (Religious leader, parent, friend, or relative.)  
\*ACCEPTED ONLY: Hijab (Muslim) or Tichel (Jewish) is permitted as a hair covering. The head covering must be wrapped & secured/knotted in the back of head.  
  
\*NOT ACCEPTED: No Full Religious Garments (Muslim /Jewish, etc.) Students must take a Leave of Absence during times when full religious garments are required by their religion.
- **NO EXCESSIVE PIERCINGS ALLOWED:** Bull nose, lip and face piercings must be plugged, or any other piercings at school's discretion.
- **MEN:** Beards and hair (must be well groomed) before arriving to school. **No** hats or sunglasses.
- **WOMEN:** Hair (well groomed) and makeup complete (if worn) before arriving to school. **No** hats or sunglasses
- **WEATHER:** If you are cold, you may wear a solid black shirt under your Venus Beauty Academy tee shirt. (Example: Underarmour, Cuddl Duds, Turtleneck, Bodysuit, etc.)

**You can wear an open Black Sweater "OR" Black Open Sweatshirt  
"Venus Tee Shirt Must Show"**

**"NO" HOODS Can Be Worn Inside School Premises**

**As of July 1, 2019**

To make an informed decision in attending Venus Beauty Academy, these are the NACCAS Annual Report Outcomes:

- 80% of the students that attended Venus Beauty Academy during 2021 went on to graduate.
- 59% of our graduates are employed in the Cosmetology field.
- 90% of the graduates who took the State Board Examination administered by the State of Pennsylvania passed that examination and were licensed.

### **PHYSICAL DEMANDS**

Although the fields of cosmetology are not considered physically demanding, you will find that it does require a certain amount of physical endurance. Due to the nature of the fields of cosmetology - extended periods of standing, sitting, and bending at the waist will be required, which may possibly result in varicose veins. Lifting and periods of manual dexterity will be required in some cases.

### **SAFETY REQUIREMENTS**

There are risks in the cosmetology profession. They are as follows: Blood spillage with the danger of contracting AIDS, hepatitis etc. chemical inhalation (nail products, perm solution, hair color, etc.). Rubber, vinyl, or latex gloves should be worn to prevent possible allergies to chemicals.

---

Our 3-year cohort default rate in 2019 was 1.8%

## **Professional License Reciprocity Disclosure**

Venus Beauty Academy will provide programs of study that meets the minimum curriculum requirements as required by the State of Pennsylvania.

For states outside of Pennsylvania: the institution has not made a determination on whether the programs meet other states' educational/licensure requirements.

Information regarding other states requirements can be found at the following link:  
<https://www.beautyschoolsdirectory.com/faq/license-requirements>

Venus Beauty Academy does not provide training activities out-of-state. All programs offered at the institution lead to professional licensure in the State of Pennsylvania. All students, including those who live in bordering states, are notified prior to enrollment that the education received here at Venus Beauty Academy follows the Pennsylvania State Board of Cosmetology regulations which requires the minimum of 1250 hours for Cosmetology, 500 hours for Teacher, 300 hours for Esthetics, and 200 hours for Nail Technician.

The institution makes information available to students and applicants regarding the hour requirements in other states via the above weblink and recommend that all applicants and students familiarize themselves with the comparison of other states' regulations and hours required for licensure, if applicable.

Students are required to complete all practical and theory classes on campus.

Additionally, the Transfer Policy indicates that "Venus Beauty Academy" does not guarantee transferability of hours earned to any other institution." Per the transfer policy on our website and in our catalog, our curriculums have not been reviewed for compliance with other states' professional licensure requirements.

The institution utilizes Milady Standard Curriculum for our programs, which is a nationally standardized curriculum through National Interstate Counsel. (NIC)

## **Professional License Reciprocity Disclosure**

### **(Delaware Cosmetology 1500 Hour Course)**

Venus Beauty Academy will provide programs of study that meets the minimum curriculum requirements for Cosmetology as required by the State of Delaware.

For states outside of Delaware: the institution has not made a determination on whether the programs meet other states' educational/licensure requirements.

Information regarding other states requirements can be found at the following link:  
<https://www.beautyschoolsdirectory.com/faq/license-requirements>

Venus Beauty Academy does not provide training activities out-of-state. The Delaware Cosmetology Program leads to professional licensure for Cosmetology in the State of Delaware. All students, including those who live in bordering states, are notified prior to enrollment that the education received here at Venus Beauty Academy follows the Delaware State Board of Cosmetology regulations which requires the minimum of a 1500 hour Cosmetology Program.

The institution makes information available to students and applicants regarding the hour requirements in other states via the above weblink and recommend that all applicants and students familiarize themselves with the comparison of other states' regulations and hours required for licensure, if applicable.

Students are required to complete all practical and theory classes on campus.

Additionally, the Transfer Policy indicates that "Venus Beauty Academy" does not guarantee transferability of hours earned to any other institution." Per the transfer policy on our website and in our catalog, our curriculums have not been reviewed for compliance with other states' other than Delaware for professional licensure requirements, for that State in Cosmetology.

The institution utilizes Milady Standard Curriculum for our programs, which is a nationally standardized curriculum through National Interstate Counsel. (NIC)

## Cosmetology Kit List

- |                                         |                                                 |
|-----------------------------------------|-------------------------------------------------|
| 1 Extra Large Deluxe Tote               | 1 BaBylis Ceramic Blow Dryer                    |
| 2 Black Vinyl Shampoo Cape              | 1 BaBylis - ¾" Marcel Curling Iron              |
| 1 Hair Cutting Cape                     | 1 BaBylis Pro Mini Ceramic- ½" Flat Iron        |
| 1 Kiddie Cape                           | 1 1" - 450° Flat Iron                           |
| 4 Super Grip Jaw Clips                  | 1 Clipper & Trimmer Set                         |
| 12 Butterfly Clips                      | 1 Razor Kit w/Blades                            |
| 12 Duck Bill Clips                      | 1 Manikin Scissor                               |
| 2 Pin Curl Clips-80/Box                 | 1 Senior Scissor Set                            |
| 1 Spray Bottle                          | 2 Permanent Wave Rods – Long Blue - 1 doz. Ea.  |
| 1 Make up Mirror                        | 2 Permanent Wave Rods – Short Blue - 1 doz. ea. |
| 12 Styling Combs- Narrow Ruled          | 2 Permanent Wave Rods- Long Grey - 1 doz. ea.   |
| 12 Rattail Combs- Fine Tooth            | 2 Permanent Wave Rods- Short Grey - 1 doz. ea.  |
| 1 Dual Purpose Comb 7" Pik/Lift         | 2 Permanent Wave Rods- Long Pink - 1 doz. ea.   |
| 1 9 ½" Pin Tail Comb- Fine Tooth        | 2 Permanent Wave Rods- Short Pink - 1 doz. ea.  |
| 1 8 ½" Rat Tail Comb- Medium Tooth      | 2 Permanent Wave Rods- Long White - 1 doz. ea.  |
| 1 9 ½" Rat Tail Carbon Comb - Coarse    | 2 Permanent Wave Rods- Short White -1 doz.ea.   |
| 1 Shampoo Comb                          | 1 3" Tweezerman Slanted Tip Tweezer             |
| 1 3 ½" Boar Bristle Brush               | 1 Cosmetic Brush Set in Case                    |
| 1 Cushion Paddle Brush                  | 1 Make-Up Collection Set in Case                |
| 1 Denman Cushion Brush – 9 Row          | 2 Pro Black Nail File 240/320 Grit              |
| 2 Half-Round Neck Brush- 7 Row          | 1 Set Nail Polish                               |
| 1 2" Ceramic Thermal Brush              | 1 Manicure Bowl                                 |
| 1 4 Piece Thermal Brush Set             | 1 Satin Edge Toe Nail Clipper                   |
| 1 Applicator Brush- 2 ¼"                | 1 Manikin Stand                                 |
| 1 Slant Tip Color/Highlight Brush       | 5 Caucasian Manikins                            |
| 3 Medium Tint Brushes                   | 1 Ethnic Manikin                                |
| 3 Tint Bowls                            | 1 Milady Cosmetology Book Set                   |
| 1 Applicator Bottle                     |                                                 |
| 1 Applicator Bottle w/Angle Top         |                                                 |
| 1 Roller Rack Smooth Assorted – 12 Doz. |                                                 |
| 1 Roller Zip Bag 15.5" x 2.5"           |                                                 |

\*Kit Items are subject to change

## **Esthetician Student Kit List**

Binder and Copies	1
Make-Up Kit	1
Dermalogica Kit	1
Tweezers	1
Comedone Extractor	1

## **Student Teacher Kit List**

1	Binder and Sleeves
1	Kiddie Cape
1	Manikin
1	Manikin Stand
1	Box Narrow Ruled Styling Combs
1	Box Fine Tooth Rattail Combs
1	Dozen Butterfly Clips
4	Super Grip Jaw Clips
1	Milady Master Educator Book Set

\*Kit Items are subject to change



## Nail Technician Kit List

- |    |                                                                                           |   |                                                                                               |
|----|-------------------------------------------------------------------------------------------|---|-----------------------------------------------------------------------------------------------|
| 1  | NN Application & Technique Guide                                                          | 1 | American Nails Catalog                                                                        |
| 1  | NN Training Manual                                                                        | 1 | Glass File Nail                                                                               |
| 1  | Locking Handle Acrylic Nipper                                                             | 1 | Sterilizer Tray w / Draining Basket                                                           |
| 1  | Fabric Scissors                                                                           | 1 | Deep Manicure Bowl                                                                            |
| 1  | Trainer Hand                                                                              | 1 | Manicure Scrub Brush                                                                          |
| 1  | Dust Mask                                                                                 | 1 | Yellow Manicure Block                                                                         |
| 2  | Plastic Dappen Dish w/ Lid                                                                | 1 | Pink Pedicure Block                                                                           |
| 2  | Plastic Liquid Droppers                                                                   | 1 | Large 3-Way Buffer File                                                                       |
| 1  | Extra Strength Bullet Glue 2 gm.                                                          | 6 | Birchwood Sticks                                                                              |
| 1  | Extra Strength Primer Pen                                                                 | 1 | Red Pedicure File                                                                             |
| 2  | Sanitized Blocks                                                                          | 6 | Natural Nail Garnet Boards                                                                    |
| 1  | NN Master Collection Gel Brush- Flat Square                                               | 1 | Non-Acetone Polish                                                                            |
| 1  | NN Master Acrylic Sculpting Brush                                                         | 1 | Double Spring Cuticle Nipper                                                                  |
| 12 | NN Hygienic Cushioned Files                                                               | 1 | Combo Tool Cuticle Pusher                                                                     |
| 1  | NN Dual Shape Nail Form 500-ct Roll                                                       | 1 | Nail Clipper (Curved Edge)                                                                    |
| 1  | NN Professional Nail Tips 100-ct Pack                                                     | 1 | Thong Style Pedicure Slipper pr.                                                              |
| 1  | NN Sheer Strength™ Fabric 6-ft                                                            | 1 | X- Soft Toe Separators pr.                                                                    |
| 1  | NN Glass Seal™ .5 oz                                                                      | 1 | NN Super-Fast Top Coat .5 oz.                                                                 |
| 1  | NN Finishing Wipe 4 oz..                                                                  | 1 | Nouveau Sap Mini Tote                                                                         |
| 1  | NN Advanced Formula Resin 1 oz.                                                           | 1 | Nouveau Spa RELAX Sea Salt Soak 4 oz.                                                         |
| 1  | NN Super Fast Set Activator Spray 2 oz.                                                   | 1 | Nouveau Spa REMOVE Scrub Gel 4 oz.                                                            |
| 1  | NN One-Step UV Gel .5 oz. Crystal Clear                                                   | 1 | Nouveau Spa REFRESH Exfoliating Crème 4 oz.                                                   |
| 1  | NN Advanced Formula Retention Nail Liquid 4 oz.                                           | 1 | Nouveau Spa REJUVENATE Crème Masque 4 oz.                                                     |
| 1  | Rapid Cure Mach 1 LED Light                                                               | 1 | Nouveau Spa RENEW Massage Lotion 4 oz.                                                        |
| 3  | NN Advanced Formula Sculpting Powders .75 oz.<br>1 ea.: Clear, Pinker Pink & Winter White | 3 | Your Brand Lacquers ½ oz.- 1 each: 039 White Fever,<br>094 Fire Engine Red, 143 Sheer Blossom |
| 1  | UV Light                                                                                  | 3 | Twist Lock Pumps                                                                              |
| 1  | XTREME Nail Intense Bond Tacky Base Coat                                                  | 1 | 5 pc. Multi-Purpose Droppers                                                                  |
| 1  | XTREME Nail Intense Speed Quick Dry                                                       | 1 | Gauze Nail Wipes 100 ct.                                                                      |
| 1  | Young Nail Protein Bond                                                                   | 1 | Nouveau Nail Foil Remover Wraps 100 ct.                                                       |
| 2  | Glass Dappen Dish                                                                         | 1 | Milady Nail Technician Book Set                                                               |

\*Kit Items are subject to change

# **VENUS**

---

BEAUTY ACADEMY

**600 TURNER INDUSTRIAL WAY**  
(DUTTON'S MILL ROAD/ACROSS FROM ICEWORKS)  
**ASTON, PA 19014**  
**(610) 494-1000**

[www.venusbeautyacademy.com](http://www.venusbeautyacademy.com)