

**CHICAGO NAIL SCHOOL
(NAIL TECHNICIAN)**

Dear Prospective Student:

Thank you for your interest in Chicago Nail School.

If you want to embark upon a career as a Manicurist (Nail Technician), Chicago Nail School is the place for you.

For your information, we are enclosing a school brochure to assist you in obtaining a better understanding of what **Chicago Nail School** has to offer. This brochure should answer most of your questions. However, we invite you to stop in **Monday through Friday, between the hours of 10:00 am. and 6:00 p.m.** to view our school and have any additional questions addressed.

If you have any questions or are unable to visit, feel free to call the admissions office, at 708.597.9999. Fax - 708.597.1766

WWW.NAILSCHOOLCHICAGO.COM

Sincerely,

Royan Williams
Director

CHICAGO NAIL SCHOOL
13004 S. Western Avenue
Blue Island Il, 60406
708. 597.9999

NOTE FROM THE SCHOOL

Welcome to the exciting world of **Manicuring (Nail Technology)**. At **Chicago Nail School**, we understand the necessity of providing high quality training to our students. Our major goals are to provide quality training and education to our students and to meet and adhere to all rules and regulations of the Illinois Cosmetology Board, as set forth by the Department of Professional Regulation.

GENERAL INFORMATION

MISSION STATEMENT, GOALS, & OBJECTIVES: The function and mission of the school is to furnish the highest quality education to our students so they may be productive at an entry-level position when they become employed.

Our school is very active in providing job placement for our graduates.

Our goal is to have our students have faith in our ability to serve their educational needs well. When we satisfy those needs, our graduates become a great benefit to our industry and to the community as they merge into the workplace and take part in the economic and business aspect of this area. We are dedicated to providing the student with a solid, fundamental education. This can only be done through proper training of all students to successfully pass the state board licensure exam, install a sense of professionalism in each student, give up-to-date training techniques, and provide appropriate placement services which will help ensure our graduates are placed in their field of study.

The objective of **Chicago Nail School** educational programs is to teach students to a level to become licensed as well-qualified individuals by providing them with an essential background to advance and grow in their career goals.

We are committed to the equality of equal educational opportunity and do not discriminate against applicants, students, or our employees based on race, color, national origin, religion, sex, age or handicap.

We are open to all races and actively seek to promote racial integration by recruiting and employing students and workers of different races.

The purpose of this catalog is to give the necessary information to persons who are interested in showing what is required of them in preparing for a career in the field of cosmetology. We feel that the goals you seek can only be achieved if you have a clear understanding of the type of work, the potential job placement, and the requirements for training set by law, earning potentials, as well as entrance requirements for training and advancement.

The nail and spa industry is one of the fastest growing and most exciting parts of the cosmetology industry today. For those who work hard in it they will one day see a very successful payday. The nail industry is one profession where the nail technician is truly in charge of their own advancement. Once completed with the **Nail Technology Course**, you can use your skills as either a **Manicurist and/or Pedicurist** or, work in all aspects related to the care of the hands and feet including the application of extensions, nail sculpting, art and design, teaching or manufacturer's rep., etc.

ENROLLMENT: New classes begin the first Tuesday of each month. Enrollment is on a continuous basis, and first come first served.

Our intensive course of training can be completed within three months. You are then ready to use your skills and knowledge acquired in an exciting, challenging and interesting profession.

Chicago Nail School is located in historic, Blue Island, Illinois. Our mailing and school address is 13004 S. Western Avenue, Blue Island IL 60406. We are centrally located to both bus and train routes and ample parking is available at our school location and the surrounding area. The school maintains working stations for all students where they work on clients under the direct supervision of licensed instructors.

The school is equipped with several classrooms and clinic area using all the updated tools, equipment and supplies necessary to perform state of the art services for clients. Specialty equipment is available to provide additional training in the art of air brushing, electric files and spa services.

In addition to the standard textbook used in teaching manicure and nail technology, our curriculum is supplemented by other instructional materials such as videos, tapes, book and trade journals which describe the latest methods in the art and science of nail technology. All of our training equipment is modern and up to date.

Both our school and clinic is accessible to the physically handicapped.

SCHOOL HOLIDAYS: Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Halloween Day, Veterans Day, (Thanksgiving, Christmas, and New Years, are special holidays which might include extra days.

The school is closed for one week every year to be announced.

The school is closed on all the above mentioned holidays. It is also closed on Sunday of every week. If the school is closed unexpectedly due to emergency or inclement weather, all students will be notified by phone.

FINANCING: is available either through the school in the form of a Payment Plan with no interest.

Every student that meets the basic requirement for acceptance to the school will be eligible for our payment plan.

Chicago Nail School is licensed by the Illinois Department of Professional Regulation, 320 West Washington Street, Springfield, IL 62786.

We are committed to the equality of equal educational opportunity and do not discriminate against applicants, students, or our employees based on race, color, national origin, religion, sex, age or handicap.

We are open to all races and actively seek to promote racial integration by recruiting and employing students and workers of different races.

The school maintains a qualified staff of instructors who have salon experience, teacher training, and who are required to attend seminars and workshops to keep up with the latest methods and techniques in teaching the art of the industry. Our instructors are dedicated to bringing the best education to their students.

SCHOOL FACILITIES: The school is being improved and updated on an on-going basis to meet the criteria of a modern, up-to-date school with a spa like appearance.

ACADEMIC INFORMATION

SCHOOL CALENDAR

Chicago Nail School & Advanced Training Center starts new classes on the first Tuesday of each month. Enrollment is on a continuous basis and first come first served.

ADMISSION PROCEDURES

INQUIRIES:

All inquiries and applications for admission should be made to the:

**Admissions Office
Chicago Nail School
13004 S. Western Avenue, Blue Island IL, 60406
708.597.9999**

It is recommended that the applicant, or parent(s), or spouse visit the school. The applicant should call or write to the Admissions Office to schedule an appointment Tuesday through Saturday, from 10:00 a.m. to 4:00 p.m.

NOTICE OF ADMISSION AND CONFIRMATION:

Upon receipt of your application and registration fee, along with an interview with student, parent(s), guardian or spouse, the admissions office will confirm a space on the condition that all admission requirements have been met. Should the class become full prior to receiving your application, you will be notified by telephone, or certified letter, and placed on a waiting list for the next available class start date.

ADMISSION REQUIREMENTS

Chicago Nail School will only admit students beyond the age of compulsory school attendance in the State of Illinois that have a High School Diploma or GED certificate showing high school equivalency

1. The student must document this by a diploma or GED test scores.
2. Must be at least sixteen (16) years of age by the time the training is completed in order to qualify for examination for licensing by Illinois.
3. Must complete Application for Enrollment form and pay the \$100.00 non-refundable application fee.
4. Have a personal interview with a member of the staff.
5. Must be accepted for admission by the Admissions Committee of the school.
6. Must have made the required financial deposit on or before the first day of class.
7. A student beyond the age of compulsory education and lacks a High School Diploma or its equivalent can be admitted under the school's ABILITY TO BENEFIT POLICY.

Chicago Nail School admits students on the basis of an ABILITY TO BENEFIT POLICY, only if the student PASSES a nationally recognized aptitude test and is enrolled in a GED program.

SCHOOL HOURS: Full-time days are Tuesday through Saturday 10:00 a.m. to 3:30 p.m. Students are given 30 minutes for lunch at 1:00 p.m. and a five minute break at noon.

Part-time days are Tuesday through Saturday 10:00 a.m. to 1:00 p.m. with no lunch, but a five minute break at noon.

We also have a 1:00 p.m. to 4:00 p.m. Tuesday through Saturday.

Part-time evenings are Tuesday, Thursday and Friday 6:00 p.m. to 9:00 p.m. and Saturday 10a.m.to 1p.m.

(Flex Hours) Flexible hours are available for students with an unusual schedule, but, these flexible hours must be decided on before the signing of the official school contract.

Since this training program is based on the completion of 350 clock hours, only those hours of the student's actual class or clinic participation will be counted towards the completion of those 350 hours.

CURRICULUM: General Theory and Practical Application 85 hours, Related Concept 15 hours, Practice and Procedures 220 hours, Business Practices 30 hours.

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

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

- 1) **General theory & practical application - 85 hours** of classroom instruction in general theory and practical application (that is, practicing nail technology on the public) and technical application (e.g., practicing the technical application on a mannequin finger or on the finger of another student) shall be provided in the following subject areas:
 - A. History of nail care;
 - B. Personal hygiene and public health;
 - C. Professional ethics;
 - D. Sterilization and disinfection;
 - E. Bacteriology;
 - F. Disorders of the nail;
 - G. OSHA standards relating to material safety data sheets (MSDs) on chemicals;
 - H. Chemicals and their use: and
 - I. Technical applications of chemicals.
- 2) **Related concepts - 15 hours** of classroom instruction shall be provided in the following subject areas:

- A. Cells, metabolism, and body systems;
 - B. Theory of massage; and
 - C. People skills.
- 3) **Practices and Procedures - 220 hours** of instruction, which shall be a combination of classroom instruction and clinical practical application, shall be provided in the following subject areas:
- A. Fabric procedures
 - B. Sculpting procedures;
 - C. Light cured gels;
 - D. Machines or apparatus used in nail technology;
 - E. Manicures;
 - F. Pedicures;
 - G. Hand, arm and Foot massage;
 - H. Other procedures as they relate to nail technology; and
 - I. Product knowledge as it relates to nail technology.
- 4) **Business Practices - 30 hours** of classroom instruction shall be provided in the following subject areas:
- A. Illinois Barber, Cosmetology, Esthetics, and Nail Technology Act and Rules;
 - B. Management;
 - C. OSHA standards relating to chemical use; and
 - D. Workers' Compensation Act.

*** NOTE: A NAIL TECHNOLOGY STUDENT IS NOT PERMITTED TO PRACTICE ON THE PUBLIC UNTIL HE/SHE HAS SUCCESSFULLY COMPLETED THE 85 HOURS OF GENERAL THEORY AND PRACTICAL APPLICATION SPECIFIED IN SUBSECTION (1) ABOVE.

TUITION AND FEES: The tuition fee is \$1995.00. There is a registration fee of \$100.00 payable at the time of enrollment (**non-refundable**). The book and kit fee is \$400.00. Total cost of course is \$2495.00 which includes registration fee and supplies (kit 1). A down payment of \$400.00 is to be paid in full on or

before the first day of class. The down payment and registration fee will be deducted from the Total Tuition cost. The down payment and registration fee must be paid in cash only, if the student want to have their books and kit the first day of class and must be paid at least two weeks before the start of class.

The textbook and kit will be furnished to the student on the first day of class if the kit is paid for at least two week before the first day of class. The kit contains books, instruments, equipment and materials necessary for satisfactory completion of the course. Certain implements and materials may need to be replenished by the students during their training due to lost or broken materials. Students are expected to maintain their kit in order that they may practice their work assignments. Cushion board, files, etc., will need to be replaced when they become worn. Illinois law requires that emery boards used on a client must either be discarded or given to the client after each use. The cost of depleted supplies should not exceed \$100.00. This cost may be more or less, depending on how the individual student utilizes their products and materials.

Tuition charges can be paid in full upon enrollment and receive a 10% discount if at time of registration the total tuition cost is in effect. The 10% off only apply to the tuition portion of the total cost. A payment plan can be set up as follows: \$100.00 due at registration to reserve a space for the next class, and \$400.00 down payment deposit to order your text book and kit. These payments should be made at least two weeks before class begins. The balance can be made in weekly payments of \$75.00 or more or monthly payments of \$300.00 or more with the first payment due the first day of class. Monthly payments must be paid in advance, and registration fee must be in the form of cash only. There are other payments options available upon request. If the student choose weekly or monthly payment and the student complete their hours before the tuition is paid in full, the payment arrangement must continue as per contract agreement until the tuition and all fees are paid in full. No document will be issued if there is an outstanding balance owed the school.

LAB FEES: NONE

REFUND POLICY: For students who enroll and begin class, refund will be made as follows upon discontinuance of/or dismissal from the training program:

Percentage of elapse enrollment time of notice of cancellation compared to total time of course:	Percentage of tuition and other instructional charges which the school may retain:
_____	_____
Within 5 days after date of enrollment or if School cancels the course	0%
After 5 days but prior to completion of the first day	Application/registration fee (may not exceed 100.00) and cost of books and materials
After first day but prior to completion of 5% of course	Application/registration fee, 10% of tuition or \$300.00 whichever is less and cost of books and materials
5.0% - 9.9%	30% of tuition
10.05% -14.9%	40% of tuition
15.0% - 24.9%	45% of tuition
25.0% -49.9%	70% of tuition
50.0% and over	100% of tuition

Enrollment time is defined as the time elapse between the actual starting date of the student's last day of physical attendance in school. Any monies due the applicant or student shall be refunded within 30 days of formal cancellation by the student as defined above or formal termination by the school, which shall occur no more than 15 days from the last day of physical attendance, or in the case of a leave of absence, the documented date of return.

A student on an approved leave of absence notifying the school that he/she will not be returning, the date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that he/she will not be returning. Students who do not return from a leave of absence the last date of the leave is used as the termination date.

If the student takes a leave of absence while in attendance, there will be no money refund until it is determine by the school that the student will not be returning from the leave. In that case, the above stated refund policies will be applied to establish if there is a refund due the student. The refund will be calculated based on the number of actual hours the student had at the time the leave was begun. If there is a refund due the student, it will be made within 30 days of such determination.

It is the conclusion of the administrators of the school that there will be no mitigating circumstances that will preclude the payment of all monies due the school should termination or withdrawal of the student take place.

Should permanent closure of the school take place, the student will be refunded all monies collected for unearned tuition and fees based on a pro-rata refund of tuition.

If the student owes the school any monies for tuition and fees should termination or withdrawal take place, the school will bill the student for the monies and request payment. There will be no transcripts of grades, hours, or practical projects completed provided until the tuition and fees account has been satisfied. There will be no termination or withdrawal fees.

If the student (or in case of student under legal age his parent or guardian) cancels his/her enrollment and request his/her money back, in writing, within three (3) business days of the signing of an enrollment contract, regardless of whether or not the student begins classes, all monies collected by the school will be refunded. The cancellation date will be determined by the postmark on the written notification, or the date the information is delivered to the school office in person.

If a student cancels his/her enrollment after the three (3) business days after the signing but prior to entering classes, he/she will be entitled to a refund of all monies paid to the school, less the registration fee \$100.00.

Any application rejected by the school will be given a full refund of any monies collected, with the exception of the non-refundable \$100.00 registration fee.

If this course is cancelled prior to a student's attendance after signing the enrollment contract, the school will provide full refund of all monies paid by the student.

The kits, books, and uniform (if applicable) will not be considered when calculating a refund, if necessary.

UNIFORM AND MATERIALS: Students furnish their own uniforms. Female students wear all black or all white nurse type scrubs and clean white gym shoes. Male students wear all black or black pants and white shirt and black leather shoes. A student can also choose to dress with professional or businesslike attire, but must wear a white doctor style lab coat that is approved by the school. Also, students are to furnish their own loose-leaf type paper and notebooks, one small padlock with two keys for their locker, the school keeps one key (which will be returned to the student when they exit the school), and their name tag.

STANDARDS OF PROGRESS: The curriculum is divided up into stages for evaluation purposes. Students are to pass each exam with a grade of 75% or better during their training program. Weekly multiple choice tests are given. At the end of each stage both a written and practical exam is given to properly evaluate each student individually. When all the required hours, stages, projects, and exams are satisfied, a final in both the written and practical areas will be given to meet graduation requirements. If the student take their final written examination three times and fail then a 60 hour Refresher Course is required before the student can graduate. The cost of the Refreshers course is \$7.00 an hour for the 60 hour duration. This cost must be paid before the student can continue their studies.

The grading method for practical exams is as follows: as each aspect of the exam is conducted, there will be points deducted from a possible total of 100 in any area the instructor giving the exam feels the student is deficient. Passing grade: 75%

Grading System:

93 - 100=A
86 - 92 =B
79 - 85 =C
75 - 78 =D
74 or below =F

SCHOOL RULES AND REGULATIONS: In order for our school to operate effectively and ensure that all students receive maximum benefit from their training program, there are certain school policies which must be followed. These relate to absenteeism, tardiness, make-up work, conduct, reasons for possible termination, suspension, etc. A copy of these policies is given to each applicant on the day of orientation.

STUDENT FILES ACCESS: Students may inspect and review their education records upon request to the school Director either verbally while in school or in writing if no longer attending. If any student wishes education records forwarded elsewhere, that request must be made in writing.

DISCLOSURE OF EDUCATION RECORDS: Disclosure of information from a student's educational record will only be made with written consent of the student except to the student himself/herself (or parents, if dependent) while still in school for checking general educational progress and to school officials who have a legitimate interest in the records.

Unless otherwise specified by the student within a week of his/her attendance in class, we may disclose the following items designed as Directory Information without previous written consent: Student's name, address, phone number, date and place of birth, course of study, participation in officially-recognized activities, date of attendance, certificates and awards received, most recent previous school attended and photograph. All students have the opportunity to refuse all, or portions, of directory information.

STUDENT SUPPORT SERVICES: So that our students know that their interests are being constantly served, our school maintains a Student Support System that enhances the total educational progress.

A planned Orientation Program is held so that you become familiar with the course of instruction, the course goals, and the policies of the school, its staff, our satisfactory progress standard and all the student services.

At regular planned intervals, evaluations are made of the students' progress, both in class work and clinical work, up to that point. Both strengths and limitations are discussed at that time. Advisement sessions are well documented and records maintained.

GRADUATION REQUIREMENTS: In order to qualify for graduation, you must complete the minimum requirements listed under "Curriculum" and attend at least 350 hours, which takes between 14 weeks to 27 weeks, plus fulfill the practical project requirements set by the State of Illinois and Chicago Nail School. Each student must pass a final examination with a grade of at least 75% for the written final examination and 85% for the practical portion of the examination. Each student is allowed three chances to retake the examinations and after the third try, if the student must retake the examinations they do so at a cost of 7.00 per hour for a minimum of 60 hours (Refreshers Course). All tuition and fees must be paid in full. Upon graduation, a diploma and an official transcript is issued to each student.

STATE LICENSING: After all graduation requirements are met, the student with the help of the school must complete an Application for the State Board Licensing Exam, pay a fee to the State and pass a written multiple choice test with a score of 75% or better. The school will assist all students in the preparation for this exam in the completion of the application. Once the student pass the State exam, a license will be issued to the graduate to begin their career in manicuring and nail technology.

EMPLOYMENT ASSISTANCE POLICY: The school will assist all students in placement for employment at the time of graduation by supplying them with a list of known job opportunities available at that time. The school will also release names of recent graduates to employers who contact the school seeking employees, unless otherwise requested to not do so by a student. However, the school does not guarantee employment.