

**TAN & NAIL WORLD**  
**Salon and Learning Center, Inc.**

**Course Catalog**

**Vol. 2**  
**6/07 publication**

## SCHOOL POLICY REGARDING TARDINESS

Time lost due to tardiness will be deducted from the total hours the student has gained for the course. Time deductions will be calculated by the ¼ hour. Example: Class starts at 4:00. Student comes in at 4:10. The student will lose 15 min. Any portion of the ¼ hour will be rounded to the next ¼ hour. Excessive tardiness may result in suspension, written warning or termination.

## SCHOOL POLICY REGARDING LEAVING EARLY

Students must get permission prior to the start of class and submit a written slip to the instructor. Inform the receptionist that you are leaving. You will lose the time from the hours gained toward graduation.

## SCHOOL POLICY REGARDING ASSIGNMENTS

All assignments are due at the beginning of the class each day. Any assignment handed in after the start of class will be considered late and will receive ½ credit. Working on assignments in class is prohibited unless the instructor allows time. No assignment will be accepted after one week. In the case of an absence, the assignment will be due at the beginning of the class upon return. It is the student's responsibility to contact another student or the instructor and gain the assignment that was missed.

## SCHOOL POLICY REGARDING TESTS

Students, who are absent the day of a test or fail a test, have to make up the test the next class period. Arrangements must be made with the instructor to set up a time. Students are allowed to re-take one failed test throughout the course.

## SCHOOL POLICY REGARDING GRADE TRANSCRIPTS

No transcripts will be given to students who have an outstanding balance with the school. Students requesting copies of their transcripts will be charged \$20.00 and must call ahead and give the school at least 2 weeks to retrieve records and make copies.

## POLICY REGARDING PREVIOUS EDUCATION

Credit may be given for previous education. This will be assessed on an individual basis. Students must take an entrance exam to determine the level of comprehension where they left off. Students must also show proof of previous education hours.

## SCHOOL POLICY ON PHOTO/TESTIMONIAL RELEASE

TAN & NAIL WORLD Salon and Learning Center reserves all rights to use and reproduce any photos or testimonials for the purpose of marketing and promoting the school or business related consumer information.

## MOCK STATE BOARD EXAM AND FINAL

The Mock State Board Exam is the final exam for the course. The students must pass both sections of the exam in order to graduate the school. This will consist of a written exam and a practical exam. The students must pass with a score of 80% or better. Student will be allowed to re-take either portion of the exam for a fee of \$100.00 if they fail. If they fail to pass the re-take they can remain in school and learn the necessary material at a fee or can voluntarily drop the course. No certificate will be issued until the student passes. This certificate is required before you are allowed to take the State of Wisconsin Board of Cosmetology Nail Technician Exam.

## SCHOOL POLICY IN REGARDS TO REINSTATEMENT AFTER DISMISSAL OR WITHDRAWAL

A student may be reinstated after dismissal or withdrawal if the student submits his/her plea in writing to the director. It will be determined if the student is willing and capable of returning to the learning environment. The student will either be summoned for a meeting or contacted by mail as to the decision. This is the policy for voluntary withdrawal from the program as well.

## COURSE OBJECTIVES

1. To train students to be proficient in all existing medical aspects of nail technology.
2. To train students in the most current concepts and technology.
3. To train students with speed techniques for maximum income potential
4. To train students to the highest level of competency in technique, thereby increasing their self-confidence and instilling that confidence into the public that they serve.
5. To acquaint the student with good business practices and ethics.
6. To instill a desire for participating in continued education courses.
7. To inspire ethical and professional conduct in their everyday practice.
8. To inspire a sense of commitment, dedication, loyalty and concern for the public that they serve.
9. To expose students to all types of nail application.
10. To give students the knowledge to pass the state board exam.
11. To help students obtain gainful employment as a professional nail technician.
12. To ensure built in speed techniques while upholding the sanitation standard set by the State of Wisconsin.

**APPROVED** by the Department of Regulation and Licensing  
P.O. Box  
Madison, WI

**Owner/Instructor:** Susan M. Olson, Director

## SCHOOL CALENDAR

Classes will commence two times per year in Feb. and Sept unless otherwise specified. Students will be part-time status. Enrollment applications for a given session must be received 2 weeks prior to the start date of the session.

Beginning and ending dates for part time students are as follows (approx. 14 weeks):

| <i>Beginning Date</i> | <i>Ending Date</i> |
|-----------------------|--------------------|
| Jan 25 approx.        | June 8 approx      |
| Sept 15 approx.       | Dec. 24 approx.    |

Students may not take more than 20 weeks to complete the course. Any extra time needed over 300 hours will cost the student an extra fee. The students must remain in school until requirements have been met. The fee will be \$20.00 per hour needed. Students must attend 24 hours per week of instruction to complete the course hours. The State of Wisconsin requires 300 course hours to graduate.

## HOLIDAYS

This school will be closed on the following holidays: Memorial Day, July 4, Labor Day, Thanksgiving, Christmas Eve., Christmas Day, New Years Eve. and New Years Day. Vacation periods for instructors will be announced.

## SCHOOL POLICY REGULATIONS REGARDING ENROLLMENT

Entrance Requirements: An individual seeking admission into TAN & NAIL WORLD Salon and Learning Center must:

1. Be at least 18 years of age
2. Submit a copy of a high school diploma or GED certificate
3. Submit transcripts of high school or job attendance records
4. Submit a birth certificate
5. Pay \$100.00 registration fee

Students must submit these documents by the first day of class and if the student graduated in another country and the transcripts are in a foreign language they must be converted to English. If the prospective student is under the age of 18, he/she must make an appointment for a personal interview and be accompanied by a parent or guardian.

## A CAREER IN NAIL TECHNOLOGY

Nail technology today is a profession that has made its transition through the cosmetology industry and now stands on its own two feet. With the increasing need for professional appearances by working women, the public newspaper and television coverage, and the appeal that well groomed nails are a must, the services of well trained technicians is sought after more than ever before. The field of nail technology is being elevated to higher status than ever before and is a profession of the future. As a technician, you will not only perform a skilled service but a personal one as well. You will build the trust and respect of your clients. You will become a master at customer service and reap the many benefits that come along with working in the beauty industry and for the public.

### Is NAIL TECHNOLOGY the career for you?

If you can answer, "YES" to the following questions you may have just found the perfect career for you and SUCCESS will be yours!

1. Do you possess fine motor skills to do detailed work?
2. Do you enjoy meeting and talking with many different types of people?
3. Do you desire to have a skilled trade?
4. Are you a good listener?
5. Can you be empathetic to the needs and concerns of others?
6. Would you like to have a career with substantial earning potential?
7. Do you have loyalty?
8. Are you willing to learn new things?
9. Are you dependable?
10. Are you patient?

### WHAT MAKES OUR FACILITY DIFFERENT FROM THE OTHER SCHOOLS AND YOUR BEST CHOICE OF LEARNING?

Our Center offers small class of 4-6 students for individualized learning. We offer speed techniques developed and written by our director and found in no other learning curriculum. We offer you the opportunity to work in an existing salon environment, not a school that has a salon. You train side by side with experienced technicians. We offer a pay back tuition program to students hired after graduation.

### OUR PHILOSOPHY

Our philosophy at the TAN & NAIL WORLD Salon and Learning Center is to provide you with an unbiased and complete education in the field of nail technology. We will give our students every opportunity to learn all of the aspects of the nail industry and give them the latest developments and information as it relates to the theory, product technology and practical application.

It is our goal to graduate individuals who will go on to be respected professionals in the nail industry and always be open to new ideas, continue to develop their skills and share their knowledge of hygiene and sanitation procedures to their clients. We also promote the idea of working together as a group with others in this profession and to make a commitment to the public, that as a professional, they will insure quality work, effect clients in a positive way and make them feel better about themselves.

## SCHOOL PLACEMENT SERVICES

TAN & NAIL WORLD Salon and Learning Center offers a pay back tuition program to students who secure employment with them after graduation. There is a booklet and a bulletin board located in the school with job opportunities. Continued education is available to all graduates of the school.

## SCHOOL REFUND POLICY

Within three business days of signing the contract, if you decide to cancel your enrollment, you will receive a full refund of monies (minus the \$25.00 application fee) provided you provide written notice to TAN & NAIL WORLD Salon and Learning Center Offices, during regular business hours, 2320 E Moreland Blvd. Waukesha, WI 53186 within the allotted time frame. The cancellation date will be determined by the Postmark on the written correspondence or the date the administrator receives written notice by personal delivery.

After three business days from signing the contract but prior to the first day of school you will receive a full refund minus the application fee and the registration fee. Students must begin the program within one year of signing the contract. After one year they will pay another registration fee and sign a new contract. If the scheduled course is cancelled after you sign the enrollment agreement and prior to the actual start date, you will receive a full refund (minus the application fee) and offered enrollment in a future class. The refund on kits, books and supplies will be determined on the condition of the material. They must be returned within 15 days of enrollment termination in their original condition. Once the kits have been open they are non-refundable. The school will reserve the right to re-fund on these items as they see fit. A termination/withdrawal fee will be assessed to all terminated students for the purpose of performing exit-related paperwork. This fee is \$100.00.

## TAN & NAIL WORLD Salon and Learning Center Curriculum

### Nail Technician Course Syllabus

| <i>Subjects</i>   | <i>Theory hrs</i> | <i>Practical hrs</i> |
|---|-------------------|----------------------|
| 1. Introduction   |                   |                      |
| 2. Laws & Codes, bookkeeping, business, history, ethics<br>Safety, Sanitation, Sterilization, First Aid, Bacteriology | 36                | 0                    |
| 3. Nail and Skin Disorders  | 10                | 25                   |
| 4. Anatomy and Physiology   | 24                | 10                   |
| 5. Manicuring and Pedicuring  | 20                | 6                    |
| 6. Advertising  | 24                | 112                  |
| 7. Individual student needs and electives<br>speed techniques, acrylics, gels, fiberglass nail art                    | 12                | 0                    |
|   | 27                | 14                   |
| Total   | 151               | 169 = 320            |

### TAN & NAIL WORLD Salon and Learning Center, Inc. Fully Bonded and Licensed

TAN & NAIL WORLD Salon and Learning Center, Inc. is bonded for the protection of the students. This bond is required by Sec 440.62 (2), Wis. Stats. And RL 61.06 Wis. Admin. Code. The bond provides indemnification within the limits of the bond, to any student who suffers a loss or damage due to fraud or misrepresentation, state violations relating to licensing or operation, failure to perform contractual obligations.

To file a claim contact:  
West Bend Mutual Insurance  
1900 South I 8<sup>th</sup> Ave.  
West Bend, WI 53095

## SCHOOL RULES AND REGULATION STANDARD

Your objective as a student at TAN & NAIL WORLD Salon and Learning Center is to observe these standards so you can successfully complete each day of learning:

1. Mentally and physically participate in all class, lectures, demonstrations and clinical activities.
2. Participate in extra curricular activities, which may occur from time to time. Ex. Charity events.
3. Maintain a sober state of mind. TAN AND NAIL WORLD Salon and Learning Center does not support the use of controlled substances or intoxicants.
4. Food and beverages are not allowed outside of the break room.
5. You are not allowed to refuse an assigned service.
6. Client services will be assigned by the instructor or receptionists. All services must be checked by an instructor.
7. You are prohibited from littering or defacing the school.
8. You are prohibited from soliciting products, merchandise or service for personal gain on school property.
9. Students are prohibited from socializing with the staff after school hours unless there is a school function.
10. You are prohibited from forging staff signatures or initials or falsifying any school records such as quota sheets and progress reports.
11. You are prohibited from taking customers or any personal customer information out of the salon for any purpose.
12. Rules subject to change and will be posted for entire student body to observe.

## STUDENT REQUIREMENTS

1. Students must purchase school uniform:
  - a. Black dress shoes or sandals
  - b. Black dress slacks, dresses or skirt, (negotiable) no stitching or pockets on the outside
  - c. White lab coat
  - d. Students cannot wear jeans, sweatpants, sweatshirts, mid-riff tops, shorts, tube tops, halter tops, baseball caps, or skirts more than 4" above the knee
2. Notebook
3. Binder
4. Pens and pencils
5. Nametag
6. Neatness and cleanliness at all times
7. No cellular phones in school

## TUITION

A non-refundable application fee of \$25.00 must accompany an individual Enrollment Application. Tuition for the 300-hour course is \$2,250.00. One half of the tuition is due one week prior to classes starting. The other half can be paid in *two* installments. The exact dates will be determined at the time of the contract signing and school beginning. Special need arrangements will be considered, this can be set up at a private meeting. Any special needs after the start of school will be considered only if all tuition has been paid.

Tuition for special training and refresher courses for cosmetologists, nail technicians or students will be set by the director prior to the beginning of training and will be based on the needed and time requirements of the individual. All tuition money must be paid on time or the training will be interrupted until it is paid.

The cost of broken or damaged equipment resulting from student carelessness will be charged to the student at a cost of replacement value.

## TUITION AND FEES

|                                  |                  |
|----------------------------------|------------------|
| Application fee (non-refundable) | \$ 25.00         |
| Registration fee                 | \$ 100.00        |
| Tuition                          | \$1250.00        |
| Book, Kit, Materials, Equipment  | \$ 875.00        |
| <b>Total Cost</b>                | <b>\$2250.00</b> |

## POLICY REGARDING CLASS TIME

Class will be in session from 5:30 p.m. to 9:30 p.m. Tues., Wed., Thurs. at 8:00 a.m. to 4 p.m. and alternate Saturdays. Weekend classes are in session Fri. 10-6 p.m. Sat. 8-5 p.m. Sun. 9-4 p.m. Schedules are flexible and may change as needed. Extra hour may be available for practical once theory is complete.

## GRADING POLICY

Academic progress will be measured according to the following scale for practical and theory:

|            |                |           |           |
|------------|----------------|-----------|-----------|
| A = 93-100 | Excellent      | B = 85-92 | Very Good |
| C = 70-84  | Good           | D= 62-69  | Fair      |
| F = 0-62   | Unsatisfactory |           |           |

A student must maintain an AVERAGE of 70% in the theory section and 70% or better in the practical section of this course in order to pass and receive a diploma. Students will receive notification in writing with regards to a failing status. The student is expected to contact the instructor for a private meeting to help bring the student up to standard. The student will be expected to make an immediate effort to make a change to improve, and will be evaluated after a two week probationary period following the private meeting with the instructor.

## MID-TERM REPORT

Students will receive mid-term progress reports. This report will be in writing and be sent to the student's home. This report will give status for theory and practical classes.

## FINAL REPORT

Students will receive a final report at the end of the course. The report will include the grade received on the final exam, the individual grade on the chapter tests, evaluation grade on practical application, attendance, extra credit, attitude and homework.

## CONDUCT

Any conduct disruptive to the education process of the other students or the disruption of instruction by the teacher may result in suspension or expulsion of the course. A student may also be permanently dismissed from the school if he/she is disrespectful to the instructor or other students, is responsible for the destruction of property, uses drugs or alcohol, cheats, steals, fights or refuses to perform any class procedure.

A student may also be dismissed for the following reasons:

1. When it is apparent that the student is unable to grasp the skills and concepts associated with the practical application.
2. When the student fails to maintain an average of 60% in theory and a FAIR in practical application.
3. When a student fails to pay his/her tuition.
4. When a student does not comply with the rules and regulations set forth in this catalog.

## SCHOOL POLICY REGARDING LEAVES AND ABSENCES

The school will maintain daily attendance records. Personal illness, death in the family and court required appearances would be deemed as acceptable and reasonable absences, but the final decision will come from the Director. Excessive absenteeism may result in suspension, written warning or termination. Hours will need to be made up and may cost the students an additional fee. Cost will be determined by the Director and not to exceed \$20.00 per hour. The program allows some free hours for make up time. If a student requires a Leave of Absence, the student must submit in writing the reason for the Leave and the outcome will be decided upon the discretion of the Director.

No more than two health related absences would be allowed without a doctor's excuse. If the student misses 3 or more consecutive days classes, without any contact to the school as to the reason of the absence, the school will consider the student to have abandon his/her learning and will be automatically dropped from the course. All hours due to absenteeism must be made up before the student can graduate.