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# ***SCHOOL CATALOG***

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## **Nuvani Institute**

### **Main Campus**

**2402 San Pedro  
San Antonio, Texas 78212  
(210) 731-8449**

### **Branch Campus**

**3030 East Main Street  
Suite D  
Uvalde, Texas 78801  
(830) 278-4103**

**2026**

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*The information in this catalog is true and correct to the best of my knowledge.*

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**ADMINISTRATOR**

# ***GENERAL INFORMATION***

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## **NUVANI INSTITUTE**

*The San Pedro and Uvalde Office hours are Tuesday through Saturday, 8:00 a.m. to 5:00 p.m. or by appointment. The telephone numbers are: San Antonio (210) 731-8449 and Uvalde (830) 278-4103*

*The provisions of this catalog were in full force and effect at the time it was published. However, Nuvani Institute reserves the right to make general revisions to programs of study, academic calendars, policies, tuition charges, and other changes as necessitated by State and Federal Regulating Agencies and/or good business practices. No charges will be modified for any student who is properly enrolled and who has executed an enrollment agreement. All institutional responsibilities covered by a signed enrollment agreement will be honored. Changes in any policy, charge, calendar, or course content may be modified by a supplement to this catalog.*

## **HISTORY**

*In March of 1987, S.W. School of Business & Technical Careers purchased the assets of Johnson's Beauty College which was located at 402 E. Travis, San Antonio, Texas. Johnson's, one of the states oldest beauty colleges, had been in continued operation in downtown San Antonio for well over 20 years.*

*The school was occupying a leased facility of approximately 7,000 square feet.*

*In January 1993, the school was relocated to a newer, more spacious facility just one-half block east of the original location.*

*In 2003, the Travis campus was relocated to the current location prompted by the need to provide parking for students, staff, and floor clients. Additionally, the new location was planned and developed to accommodate an increase in student population.*

*In December 2006, the school opened a branch facility at 122 W. North St., Uvalde, Texas.*

*In April 2007, the school opened a second branch facility at 1305 Commercial, San Antonio, Texas. This location is closed now.*

*In May 2010, S.W. School of Business & Technical Careers was purchased by EDCO SYSTEMS, L.P.*

*In June 2014 S.W. School of Business & Technical Careers changed its name to Nuvani Institute.*

## **MISSION AND OBJECTIVES**

*The mission of Nuvani Institute is to respond in a climate of intellectual freedom with quality training programs, and to the educational needs of our multicultural community. Nuvani Institute is committed to excellence in teaching and to flexibility in its programs and institutional approaches as it seeks to guide students toward achievement of their maximum potential. We*

*seek to enable each student to become a self-directed, life long learner capable of participating in and contributing to their community.*

## **APPROVALS**

*Nuvani Institute is approved by the following state approving entities:*

- 1. Texas Department of Licensing & Regulation.*
- 2. Accredited by the Commission of the Council on Occupational Education.*

## **FACILITIES**

*Nuvani Institute is located at 2402 San Pedro, San Antonio, Texas 78212. The school is in a freestanding, single story masonry building with handicapped/wheel chair access. It contains over 10,000 square feet of space, with classrooms, offices, and large client service/training area. The School uses approximately 7,800 square feet of floor space and is located on one of the city's main north-south thoroughfare.*

*The branch campus located at 122 W. North Street, Uvalde, Texas, 78801, contains approximately 5,000 square feet, with classroom, offices, and client area.*

*Each campus facility is well ventilated, air-conditioned and heated, well lighted, and tastefully decorated. Each facility is well maintained and a very cheerful atmosphere is apparent throughout each campus.*

## **STUDENT CONDUCT**

*All students must conduct themselves in a professional manner at all times. Crude language, boisterous playing of loud music and horseplay will not be tolerated. Students are not allowed to exercise public displays of affection on campus. Cheating on academic work, including examinations and tests, is not acceptable conduct and students caught cheating may be suspended. Students exhibiting unsatisfactory conduct will result in the student being placed on probation or terminated, at the discretion of the Director or Administrator. Students who are terminated for violation of school conduct policy may not be readmitted.*

## **DRUG AND ALCOHOL ABUSE POLICY**

*It is the policy of Nuvani Institute to maintain a drug free and alcohol free campus. Any student who uses, possesses, or sells drugs or alcohol on campus will be terminated immediately and referred to the local law enforcement agency for appropriate action. Students who appear to be under the influence of drugs or alcohol will be counseled, and if the conduct continues, will be terminated from their program.*

## **DRESS CODE**

*Students enrolled in health care and/or cosmetology career programs must wear prescribed uniforms during class and while serving their externship training. Other students shall wear clothing that would be appropriate for their selected professions. Short shorts, cut-offs, mini-skirts, and see-through clothing are not allowed. Students who arrive to class wearing clothing that is not acceptable will be sent home and marked tardy or absent for the amount of time missed. Male students are not allowed to wear muscle-type shirts or shirts that are left open and unbuttoned.*

*Uniforms are available at the student's expense. Students who violate the school dress code will be counseled and a copy of the counseling report will be placed in the student's file. Continued violation of the dress code will subject the student to probation or termination at the discretion of the Director or Administrator. Proper hygiene and cleanliness will be maintained at all times while attending classes or on campus.*

## **TERMINATION FROM PROGRAM BY SCHOOL**

*The school may and at the discretion of the Director or Administrator, terminate any student from a program of study for any of the following reasons:*

- 1. Failure to maintain satisfactory progress.*
- 2. Failure, after a warning, to observe the school's uniform or dress code policy.*
- 3. Continued violation, after warning, of the school's policy regarding conduct.*
- 4. Use, possession, or sale of drugs or controlled substances and/or alcohol on campus.*
- 5. Failure to pay all required fees, tuition, and book charges.*

## **LEAVE OF ABSENCE**

*A leave of absence will not exceed seventy five (75) calendar days in any twelve (12) month period and is granted only in emergency situations. All requests and approvals for leaves of absence requires students to provide a written, signed, and dated request, that includes the reason for the request, for a leave of absence prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence, if the institution documents its decision and collects the written request at a later date.*

*All requests and approvals for leaves of absence must be in written form, signed and dated by the student, approved by the Director or Administrator, and retained in the student's file.*

*A student who fails to return to school following an approved leave of absence will be terminated. Students who are terminated by the school may be re-admitted, at the discretion of the school Director or Administrator.*

## **STUDENT GRIEVANCES**

*A student who has a grievance concerning any of the school policies, grading, student conduct, dress code, or termination may file a written request for a review with the Director or Administrator of the school. A written reply will be made within ten (10) days of receipt by the Director or Administrator. If the matter cannot be resolved in this manner, the student may forward the grievance to the Texas Department of Licensing and Regulation, PO Box 12157, Austin, Texas 78711- or the Accrediting Commission of the Council on Occupational Education whose address is 7840 Roswell Road, Bldg.300, Suite 325, Atlanta, GA 30350 (770) 396-3898, or via the Council web site ([www.council.org](http://www.council.org)).*

## **EQUIPMENT**

*The campus of Nuvani Institute is well equipped for hands-on experience and instruction. The Cosmetology equipment utilized at the campus is of the latest design and well maintained. Shampoo, manicure, and styling stations are located in the campus.*

*The Commercial campus of Nuvani Institute is well equipped for hands-on experience and instruction. Computer equipment is utilized to train our students. The latest software is utilized to enable the student to be well prepared to enter the office/clerical environment.*

*Teaching aides, including overhead projectors, DVD's and TV monitors are available for use by the instructors. Each classroom is equipped with adequate electrical outlets, lighting, and chalkboards.*

## **AFFIRMATIVE ACTION POLICY**

*The school admits students from any ethnic background, sex, age, handicap, or religious persuasion. Prospective students shall not be denied admission on the basis of race, color, national origin, sex, handicap, age, or veteran status, except where age, sex, or handicap constitutes a bona fide occupational qualification necessary to proper and efficient administration.*

## **PRIVACY ACT**

*The Federal Privacy Act of 1974, as amended, requiring the notification of disclosures of social security numbers is mandatory pursuant to authority of the school. Social Security Numbers are used to verify student information regarding financial aid applications for federal educational assistance and collection of funds owed to the state and/or federal government. The school has the right to review the student's records and make corrections on the information contained in these records, and to limit disclosures of information. The school endeavors to comply with the Privacy Act, as amended, at all times.*

## **NOTIFICATION OF RIGHTS UNDER FERPA WITH RESPECT TO STUDENT RECORDS**

*The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. An “eligible student” under FERPA is a student who is 18 years of age or older or one who attends a postsecondary institution. These rights include:*

- 1. The right to inspect and review the student's education records within 45 days after the day Nuvani Institute receives a request for access. A student should obtain a Request to Inspect and Review Education Records form from the portal and submit to the Campus Director, a written request that identifies the record(s) the student wishes to inspect. The school official will arrange for access and notify the student of the time and place where the records may be inspected. Students are not entitled to inspect and review financial records of their parents. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.*
- 2. The right to request an amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write to the Campus Director, clearly identify the part of the record the student wants changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.*
- 3. The right to provide written consent before Nuvani Institute discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.*

*The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of directors; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Nuvani Institute who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of the education records, such as an attorney, auditor, collection agent, or a student volunteering to assist another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibilities for the institution. Parental access to a student's record will be allowed by Nuvani Institute without prior consent if: (a) the student has violated a law or the institution's rules or policies governing alcohol or substance abuse, if the student is under 21 years old; or (b) the information is needed to protect the health or safety of the student or other individuals in an emergency.*

4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by Nuvani Institute to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:*

*U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington, DC 20202-8520  
<https://studentprivacy.ed.gov/file-a-complaint>*

*FERPA permits the disclosure of education records, without consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose education records without obtaining prior written consent of the student in the following instances:*

- To other school officials, including teachers, within Nuvani Institute whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.*
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.*
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the institution's State-supported education programs. Disclosures under this provision may be made, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.*
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.*
- To organizations conducting studies for, or on behalf of, the school, to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.*
- To accrediting organizations to carry out their accrediting functions.*
- To comply with a judicial order or lawfully issued subpoena.*
- To appropriate officials in connection with a health or safety emergency.*
- In compliance with FERPA and the Buckley Amendment, Nuvani Institute gives notice that the following types of "directory information" may be released to the public and agencies without the written consent of the student: the student's name, address (es), telephone number(s), e-mail address, birthdate and place,*

*program undertaken, dates of attendance, honors and awards, photographs and credential awarded.*

*If a student does not want their directory information to be released to third parties without the student's consent, the student must present such a request in writing to the Campus Director within 45 days of the student's enrollment or by such later date as the institution may specify. Under no circumstance may the student use the right to opt out to prevent the institution from disclosing that student's name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.*

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.*
- To the public, the results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against them. To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of twenty-one.*

## **ACCREDITATION**

*Nuvani Institute is accredited by the Accrediting Commission of the Council on Occupational Education and is entitled to all the services, privileges, and professional recognition resulting therefrom.*

*The address and telephone number of the Accrediting Commission is 7840 Roswell Road, Bldg.300, Suite 325, Atlanta, GA 30350 (770) 396-3898, [www.council.org](http://www.council.org).*

## **CALENDAR**

### **OFFICIAL SCHOOL HOLIDAYS**

*New Year's Day – January 1st  
Good Friday  
Memorial Day – Last Monday in May  
Independence Day – July 4th  
Labor Day – First Monday in September  
Thanksgiving – Thursday and Friday  
Christmas Day – December 25th*

## **ENROLLMENT PERIODS**

*Generally, enrollment periods are on three weeks period, except when specifically designated by the Director of the School. Students may be scheduled to enter at other times to coincide with class availability.*

*Nuvani Institute is on a clock hour basis and therefore has a continuous term. Our school year is the same as the calendar year.*

## **CLASS SCHEDULES**

*Day classes; Cosmetology:*

*Full-time attendance is considered thirty (30) clock hours per week. Students will attend classes from Tuesday through Saturday. Students enrolled in a full-time program will be scheduled to attend classes from 8:00 to 3:00 one week and the following week the student will attend classes from 10:00 to 5:00. The student will alternate this schedule to meet the full-time attendance requirements. This schedule will allow the student to earn six clock hours per day and provides for a one-hour lunch.*

*Evening classes; Cosmetology:*

*Students attending the evening program will be in class Monday through Friday. Evening students may earn 20 clock hours per week and will be required to attend from 5:30 to 9:30.*

*“Individual class schedules for students that have been granted credit for previous education will be determined at the time the credit is granted and will be maintained in the individual veteran’s file. Certification of each individual’s training will be in accordance with the provisions of the Code of Federal Regulations 21.4270.”*

## **INTERNET ACCESS AND USAGE POLICY**

*The use of Nuvani Institute internet access equipment is intended for Nuvani Institute related business only. Internet communications, transactions, and discussions may be viewed by authorized personnel as determined by Nuvani Institute. Distribution of confidential information about staff members, customers, and Nuvani Institute is strictly prohibited.*

*Nuvani Institute reserves the right to audit information that is accessed through the Internet to ensure that non-business-related use of Nuvani Institute equipment does not impact business needs. Personal use of the Internet is limited and supervised.*

*Nuvani Institute does not allow chain letters, personal or group communications about causes or opinions, personal mass mailings, or the accessing of material deemed inappropriate or prohibited by local, state, or Federal law. Nuvani Institute prohibits the access or dissemination of sexually explicit graphics or otherwise offensive or discriminatory material via the Internet.*

## **CAMPUS SECURITY ACT**

*In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (the “Clery Act”), Nuvani Institute publishes an Annual*

*Security Report (“ASR”). The ASR contains information and crime statistics for the previous three calendar years regarding crimes that occurred on campus and on public property within or immediately adjacent and accessible to the campus. The report also contains information regarding campus security and personal safety topics such as crime prevention, fire safety, crime reporting policies, the Policy on Alcohol and Drugs, and other information related to safety and security. The ASR is available to students on Nuvani Institute’s website at <https://nuvani.edu>, accessed using the Campus Crime Report hyperlink.*

*Pursuant to Section 30.06, Penal Code (trespass by holder of license to carry a concealed handgun), a person licensed under Subchapter H, Chapter 411 Government Code (concealed handgun law), may not enter this property with a concealed handgun (Tex. Penal Code Ann. § 30.06©(3)).*

*Criminal Activity Report for 2018– No criminal activity reported.*

*Criminal Activity Report for 2019 – No criminal activity reported.*

*Criminal Activity Report for 2020 – No criminal activity reported.*

*Criminal Activity Report for 2021 – No criminal activity reported.*

*Criminal Activity Report for 2022 – No criminal activity reported.*

*Criminal Activity Report for 2023 – No criminal activity reported.*

## **CAMPUS SEX CRIMES PREVENTION ACT**

*The Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where to obtain law enforcement agency information provided by a state regarding registered sex offenders. Information may be requested from the Department of Public Safety about convicted sex crime offenders. The internet sources for public record information on sex offender registrations in Texas are <https://publicsite.dps.texas.gov/SexOffenderRegistry> or <https://www.dps.texas.gov/section/crime-records>.*

*The Campus Sex Crimes Prevention Act also requires that sex offenders who are required to register in the state to provide notice of each institution of higher education in the state at which the offender is employed, enrolled, or carries on a vocation. Nuvani Institute recognizes that it is the responsibility of local law enforcement officials to notify the community of potential public danger. Therefore, Nuvani Institute does not disseminate sex offender registry information to students. Nuvani Institute will work closely with local law enforcement officials to determine when and under what circumstances local law enforcement officials will notify the community about the presence of a registered sex offender.*

## **SEXUAL HARASSMENT**

*Nuvani Institute is committed to maintaining a learning environment that is free from inappropriate conduct based on sex. It is Nuvani Institute’s policy to provide an educational and working environment for its students and staff that is free from sexual harassment. Sexual harassment will not be tolerated, and individuals who engage in such conduct will be subject to disciplinary action. Any student who thinks that he or she has been subjected to sexual harassment misconduct by another student, member of the faculty or staff, or a campus visitor or contractor, is encouraged to immediately file a complaint through the Title IX process.*

*Sexual Harassment is conduct on the basis of sex that satisfies one or more of the following:*

- *Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectionably offensive that it effectively denies a person equal access to an Nuvani Institute education program or activity,*
- *An employee of the school conditioning the provision of an aid, benefit, or service of Nuvani Institute on an individual's participation in unwelcome sexual conduct, or*
- *Sexual assault (including fondling, incest, rape, or statutory rape), dating violence, domestic violence, or stalking as those terms are defined in the Violence Against Women Act (VAWA).*

## **TITLE IX REGULATIONS**

*If you are the victim of sexual harassment, you have the option to file a complaint with Nuvani Institute's Title IX Coordinator if the harassment involves a student or employee, visitor, or contractor of the school. A formal complaint is made by the written submission of complete documentation of an alleged sexual harassment incident(s) to the Title IX Coordinator.*

*Documentation must include:*

- *Date(s) and time(s) of the alleged incident(s)*
- *Location and names of individuals involved in the alleged incident(s)*
- *Specific details of what happened and resulting effects related to the incident(s)*
- *Names of any witnesses to alleged incident(s)*
- *Any action taken following the incident(s)*
- *A physical or digital signature of the Complainant. A Formal Complaint may not be filed anonymously. The grievance process requires that the Complainant's identity must be disclosed to the Respondent.*

### **Title IX Coordinator**

*The person with authority to oversee the grievance process and ensure that equitable, non-biased treatment of all parties. The Title IX Coordinator must not have a conflict of interest or bias toward either the Complainant or the Respondent.*

#### **Title IX Coordinator for Students, Employees, Visitors, and Contractors**

*Guides complaints of sexual harassment involving students*

*Jerry Leal*

*Director of Education*

*PO Box 1587*

*Manchaca, TX 78652*

*830-626-7007*

*Info@sws.edu*

*Students may also contact the U.S. Department of Education, office for Civil Rights to complain of a sex discrimination or sexual harassment including sexual violence; see: <https://www.hhs.gov/civil-rights/filing-a-complaint/complaint-process/index.html>*

## **Health & Safety Measures**

*The institution maintains a written plan (Health & Safety Plan) for assisting students in cases of sickness, accidents, and emergency health care. All students are encouraged to have provisions for hospitalization and liability insurance.*

### **First Aid**

*A basic first aid kit (band-aids and minor wound care materials) is available in the front office and other strategic points around campus.*

### **Accidents & Health/Safety Emergencies**

- 1. Accidents/Emergencies should be immediately reported to the campus director or designee.*
- 2. The campus director will assess the situation and determine the appropriate course of action.*
- 3. If warranted, the campus director should have someone call 911 for further assistance*
- 4. If the student is conscious and coherent and refuses treatment, the campus director will document this (have the student sign saying they refused treatment). The campus director will have someone contact an emergency contact of the student's choosing or we will access the student's file for an emergency contact.*
- 5. After the emergency is over, the campus director will be responsible for investigating the incident and completing an incident report.*
- 6. The investigation should include discussions with all involved parties to determine exactly what happened and if there are any changes needed at the institution.*
- 7. In the event that an accident or illness should happen while a student is on the externship or clinical portion of their program, the student and the site are responsible for reporting the incident to the appropriate school official. The student and site supervisor should complete an incident report. The appropriate school official will follow up with reporting to the Campus Director and assist with completing any investigation or insurance claims that may be required to be completed by the institution. The Campus Director will store all copies of incident reports, insurance claims and all pertinent information.*
- 8. If changes are recommended, the campus director will involve the President and CEO to develop and implement policy.*

## **PERSONAL PROPERTY**

*Nuvani Institute assumes no responsibility for loss or damage to personal property through fire, theft, or other causes.*

# ADMISSIONS

## PROCEDURES AND REQUIREMENTS

*A representative conducts an initial interview with the prospective student at the school. The representative will describe the school, define its objective, and ascertain what type of classes or programs the student is interested in. This is determined by asking the student questions about his/her background, career desires, and prior education or work history. The representative will go over the appropriate course outline with the student and answer any questions concerning the course the student has selected or about the school. The student is then invited to take a guided tour of the facility to inspect the classrooms and/or the equipment that will be utilized in the course the student is interested in. Any additional questions are answered at this time. The representative will explain the total cost of the program, including registration fees, tuition, and cost of books and supplies.*

*The school requires that each student enrolling must:*

- *Submit proof of age and be at least 17 years of age*
- *Sign an Enrollment Contract*
- *Submit Proof of at least one of the following:*
  - *High school diploma, transcripts, or equivalent from an acceptable accredited high school. Transcripts must show high school completion. Foreign High School Diplomas and Diplomas not in English must be translated and evaluated by a recognized agency for verification of validity. That outside agency must be qualified to translate the documentation to English and confirm its equivalent to a U.S. High School Diploma.*
  - *General Education Diploma (GED) or other Department of Education recognized high school diploma equivalent.*
  - *Completion of home schooling at the secondary level as defined by state law. Documentation must state learning outcomes and high school completion equivalency.*
  - *An academic transcript of a student who has successfully completed a bachelor's degree or at least a two-year program that is acceptable for full credit toward a bachelor's degree.*

*It is the policy of the school to only accept documentation that adequately demonstrates that a person attended and completed their education at a legitimate high school, earned a GED, or earned an approved home school certificate. High school diplomas or official transcripts that appear to be altered or created fraudulently will not be accepted. Whenever possible, the school will request that proof of high school completion is an original document, is a copy of an original document, and/or contains an official seal, appropriate signatures and correct spellings.*

*(Grandfathered Students): Students without a high school diploma or its recognized equivalent, who were enrolled in an eligible program at a Title IV institution prior to July 1, 2012, are eligible for Title IV aid under the previous ATB alternatives. (Consolidated Appropriations Act of 2012 amended section 484(d) of the Higher Education Act.) The school accepts these grandfathered students if the student can provide proof that an appropriate ATB process was followed; that the student withdrew after earning credits; and that the student received federal aid for those credits.*

*After satisfying the admissions requirements, students will complete all required paperwork, including an Enrollment Contract (to be signed by parent or guardian if the student is under the age of 18).*

*The student may, if he/she chooses, meet with the financial aid officer to determine eligibility for Federal Student Financial Assistance.*

*The representative then assists the student in completion of an application for admission, enrollment forms, and explains what documentation is required. When the student completes the forms and pays the registration fee, the student is then officially enrolled in a future class and is informed of the class start date.*

*The school retains the right to accept or reject an applicant based on the applicant's character references and/or scholastic performance.*

*The school does not prohibit attendance or impose penalties while waiting on VA Payments, per 38 U.S.C. § 3679(e)(1)A&B.*

## **CREDIT FOR PREVIOUS EDUCATION AND TRAINING**

*Students who desire credit for previous documented clock hours or training to be transferred from another institution, or within this organization may request this credit by notifying the admissions office or the director. Students with previous education or training may receive credit in the form of a tuition reduction by achieving a passing score on a pre-entrance exam. The student should request credit prior to signing the enrollment agreement.*

### **Transfer Credits into Nuvani Institute Programs**

*A prospective student requesting credit for previous training must do so prior to starting school and must provide an official transcript for review. Nuvani Institute may request the student also provide detailed course descriptions. Nuvani Institute will then evaluate the documentation and make a decision regarding the appropriateness of the request. If prior credit is accepted, Nuvani Institute will make the appropriate adjustments to the program length and charges, within the guidelines of state and federal law. Transfer courses must be relevant and comparable to Nuvani Institute offerings. Students generally may transfer all credit was issued by a Nuvani Institute affiliated school.*

### **Transfer of Credits from one Program to another Program**

*Students transferring from a Nuvani Institute program into a new program can receive credit for classes completed in the original program if the completed classes match those listed in the new program curriculum, and meet the minimum GPA requirement at the time of the signing of the new Enrollment Agreement.*

### **Transferability of Credits to another School**

*Nuvani Institute is an accredited institution that offers programs designed to provide the student with vocational career training and is not designed to prepare the student for transfer to other institutions. Acceptance of credits earned at Nuvani Institute is determined solely by the receiving institution. Students wishing to transfer credits should first consult with the Registrar at the receiving institution concerning acceptance. Accreditation alone does not guarantee credit transfer. Nuvani Institute cannot and does not guarantee credit transfer.*

### **Non-Discrimination**

*Nuvani Institute admits students without regard to race, gender, sexual orientation, gender identity and expression, religion, creed, color, national origin, ancestry, marital status,*

*age, disability, or any other factor prohibited by law. Nuvani Institute reserve the right to deny admission to any person for any nondiscriminatory reason. Applicants are notified promptly of their admission status.*

### ***Admissions Procedures***

*After satisfying the admissions requirements, students will complete necessary paperwork, including an Enrollment Agreement (to be signed by parent or guardian if the student is a minor), and make satisfactory financial arrangements.*

# ***FINANCIAL INFORMATION***

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## **FINANCIAL ASSISTANCE**

*A financial aid officer is available at the campus to assist the students in applying for financial assistance. Any questions regarding eligibility, status, loan payback information, or forms for applying are available at the campus financial aid office.*

## **CANCELLATION AND REFUND POLICY**

### **I. GENERAL**

*It is the policy of Nuvani Institute to make refunds to students on a fair and equitable basis consistent with the length of the program or course in which the student is enrolled and the clock hours the student has attended.*

## **CANCELLATION POLICY**

*A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement. If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, the institution refunds 100% of the tuition and fees collected.*

## **REFUND POLICY**

*When a student withdraws from school, two calculations will be performed. **The first of these is Return to Title IV.***

*Nuvani Institute participates in federal financial aid. For students who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation (R2T4) will be completed first and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to Nuvani Institute. If a balance is owed to Nuvani Institute, a student will have to make arrangements to pay it.*

*In compliance with Federal regulations, Nuvani Institute will determine how much Federal student financial assistance that the student has earned or not earned when a student who is a Title IV recipient withdraws from Nuvani Institute. The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government or the lending institution by Nuvani Institute and/or student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period. The Return of Title IV Funds calculation may result in the student owing a balance to the Federal Government and, in some cases, to Nuvani Institute. If the amount received from federal funds is more than the amount earned, then a return will be made within forty-five (45) days of the date of determination, which is the date Nuvani Institute has determined that the student has officially or unofficially withdrawn.*

*For the purpose of determining the amount to be returned, if any, the student shall be deemed to have withdrawn from the program when any of the following occurs:*

- (a) The student notifies Nuvani Institute of your withdrawal or the actual date of withdrawal;*
- (b) Nuvani Institute terminates the student's enrollment;*
- (c) The student fails to attend classes for 10 school days (excluding scheduled breaks and holidays);*
- (d) The student fails to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.*

*Provisions (a) and (b) are considered official withdrawals, provisions (c) and (d) are considered unofficial withdrawals.*

*Withdrawal Before 60%: Nuvani Institute must perform a R2T4 calculation to determine the amount of earned aid up through the 60% point in each payment period and use the Department of Education's prorated schedule to determine the amount of R2T4 funds the student has earned at the time of termination or withdrawal. After the 60% point in the payment period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.*

*Withdrawal After 60%: For a student who is terminated or withdraws after the 60% point-in-time, there are no unearned funds. However, Nuvani Institute will still calculate the Institutional Refund and RT24 for financial aid recipients.*

*To calculate the amount earned for a clock-hour program, Nuvani Institute will determine the percentage by dividing the clock hours scheduled to have been completed as of the last day of attendance in the payment period by the total clock hours in the period. If this percentage is greater than 60% the period will be considered 100% earned for that period. If a return results from the calculation, federal policy requires that these unearned funds be returned to the applicable Title IV financial aid fund source.*

*Funds are returned to the Title IV Programs in the following federally mandated order:*

- (1) Unsubsidized Federal Direct Loan;*
- (2) Subsidized Federal Direct Loan;*
- (3) Federal Direct PLUS loan;*
- (4) Federal Pell Grants;*
- (5) Federal Supplemental Education Opportunity Grant (SEOG);*
- (6) Other grants or loan assistance authorized by Title IV of the HEA, as amended.*

*If more Federal Title IV student financial assistance has been earned than has been received, the student may be eligible for a post- withdrawal disbursement. Nuvani Institute will notify the student within 30 days of the date of determination of any post-withdrawal disbursement loan funds for which the student may be eligible and what steps need to be taken for the Federal Title IV financial assistance funds to be received. The student or parent, in the case of Federal Direct PLUS Loans, needs to provide permission before any loan funds may be disbursed on the student's account or disbursed to the student or parent. However, Nuvani Institute may automatically use all or a portion of the post- withdrawal disbursement of grant funds for tuition and fees, and with the student's authorization, Nuvani Institute may automatically use the grant funds for other educationally related charges. Any balance of grant funds that may be available will be offered to the student. Nuvani Institute will make a post-withdrawal disbursement of any loan funds the student accepts within 180 days from the date Nuvani Institute determined the student withdrew.*

*If the R2T4 calculation results in a credit balance on the student's account, Credit Balance must be disbursed as soon as possible and no later than 14 days after the calculation of R2T4.*

*If the Federal Title IV student financial assistance funds need to be returned, the institution must return a portion of all the unearned funds equal to the lesser of the institutional charges multiplied by the percentage of unearned Federal Title IV student financial assistance funds; or the entire amount of unearned funds. If there are remaining unearned Federal Title IV financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned includes grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. Nuvani Institute will notify the student as to the amount owed and how and where it should be returned.*

## **SUMMARY**

*Federal Law specifies how the school must determine the amount of federal financial assistance that a student earns when the student withdraws. The law requires that when a student withdraws during a payment period, the amount of student financial aid program assistance that is earned will be determined by a specific formula. If a student received (or the school received on the student's behalf) less assistance than the amount that is earned, the student may be able to receive additional funds. If more assistance was received than was earned, the excess funds must be returned. This process must be completed within 45 days of the date of determination and returns will be made according to federal guidelines. The amount of assistance that is earned is determined on a pro rata basis. That is, if a student completes 30 percent of the payment period, the student earns 30 percent of the assistance originally scheduled to be received. Once a student completes more than 60 percent of the payment period, all of the assistance for the period is earned. Refunds are processed automatically, and students are not required to request a refund for the refund to be made.*

### **The second calculation that will be performed is the School's Institutional Refund.**

- 1) *Refund computations will be based on scheduled clock hours of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.*
- 2) *The effective date of determination will be the earliest of the following:*
  - a) *The last day of attendance if the student is terminated by the school;*
  - b) *The date of the receipt of written notice from the student; or*
  - c) *Ten (10) school days following the last date of attendance.*
- 3) *If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100.00 shall be retained by the school.*
- 4) *If the student who enters a program of not more than 12 months in length terminates or withdraws after the expiration of the 72 hour cancellation privilege, the school may retain \$100.00 of the tuition and fees and the minimum refund of the remaining tuition and fees will be:*
  - a) *During the first week or one-tenth of the course, whichever is less, ninety percent of the remaining tuition and fees;*
  - b) *After the first week or one-tenth of the course, whichever is less, but within the first three weeks of the course, eighty percent of the remaining tuition and fees;*
  - c) *After the first three weeks of the course, but within the first quarter of the course, seventy-five percent of the remaining tuition and fees;*

- d) *During the second quarter of the course, fifty percent of the remaining tuition and fees;*
  - e) *During the third and fourth quarter of the course, the student may be considered obligated for the full tuition and fees.*
- 5) *The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made.*
  - 6) *For programs more than 12 months in length, the refund shall be applied for each 12 month period paid, or part thereof, separately.*
  - 7) *A full refund of all tuition and fees is due and refundable in each of the following cases:*
    - a) *An enrollee is not accepted by the school;*
    - b) *If the program of instruction is discontinued by the school and this prevents the student from completing the program; or*
    - c) *If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.*
  - 8) ***Refund Policy for Students called to Active Military Service.***  
*A student of the school who withdraws from the school as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for the program in which the student is enrolled:*
    - (a) *If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;*
    - (b) *A grade of W (withdrawal) with the notation that the student was a military withdrawal for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript; and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty, without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or*
    - (c) *The assignment of an appropriate final grade or hours for the courses in the program, but only if the instructor or instructors of the program determine that the student has:*
      - (1) *satisfactorily completed at least 90 percent of the required coursework for the course; and*
      - (2) *demonstrated sufficient mastery of the course material to receive credit for completing the course.*

*The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination. Refunds are processed automatically and students are not required to request a refund in order for the refund to be made.*

- 9) *Refunds will be totally consummated within forty-five (45) days after the effective date of termination.*

*\* The school reserves the right to modify the course curriculum as part of its effort to improve the training offered to its' students.*

- \* *Rules and Regulations are subject to change, but will be in keeping with the Guidelines and Minimum Standards as prescribed by the Texas Department of Licensing and Regulation, Austin, Texas.*
- \* *Grounds for termination are: Unsatisfactory progress, excessive absenteeism, failure to comply with school rules written or verbal, and non-payment of tuition.*
- \* *This enrollment contract is binding when signed by a School Official.*

## **PRIORITY OF REFUNDS**

*Refunds are first applied to reduction of any FFELP loan that the student owes; then credited to the Federal Pell Account or Federal SEOG account for any grants awarded. Any remaining balance of the refund is paid directly to the student.*

### **Return to Title IV**

*Federal Law specifies how the school must determine the amount of federal financial assistance that a student earns when the student withdraws. The law requires that when a student withdraws during a payment period, the amount of student financial aid program assistance that is earned will be determined by a specific formula. If a student received (or the school received on the student's behalf) less assistance than the amount that is earned, the student may be able to receive additional funds. If more assistance was received than was earned, the excess funds must be returned. This process must be completed within 45 days of the date of determination and returns will be made according to federal guidelines. Refunds are processed automatically and students are not required to request a refund in order for the refund to be made.*

*"In all cases the institution's refund will meet or exceed that of the State Approving Agency."*

# ***STUDENT SERVICES***

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## **PLACEMENT ASSISTANCE**

*The school maintains placement assistance service to graduates. This service is available to all graduates. The school cannot “guarantee” that a graduate will receive a job in any particular career field since there are too many variables that determine whether a student is hired or not. The school may provide job leads, but it is up to the individual student to follow-up on these leads and present themselves for an interview. Guidance is provided in the area of job-hunting techniques, including building a successful resume and job application letter.*

## **LIBRARY/LEARNING RESOURCES**

*Internet sites, periodicals, newspapers, professional (or business) publications, state-specific laws or codes, magazines, publisher provided information (via CD, DVD, or website), instructor work experience, video, audio, or other visual files/documents to convey and aid in obtaining course objectives are available in the Resource Center. The school may provide a list of resources by program that includes web sites, online access to articles, links to books or journals, audio, and video links, etc. Students and instructors may utilize these resources for research, projects, reports, etc.*

## **TRANSCRIPTS**

*A complete set of student records is maintained in a permanent file at the campus for each student. Certified transcripts may be ordered from the registrar or business office at the school upon written application. Requests for additional copies will incur a charge of \$3.50. Transcripts will be mailed to the student or to another school.*

## **STUDENT COUNSELING**

*Students are encouraged to prepare for each class by studying the assigned material at home prior to the beginning of class. Students are also encouraged to ask questions of their instructor relating to their program or subject matter. The administrative staff of the school will counsel the student in such areas as financial assistance, placement, housing, transportation, and personal problems that have an effect on attendance or satisfactory progress. Counseling on continuing education and career enhancement is also available on an appointment basis. Instructors are available for additional academic assistance or remedial tutoring on an as required basis.*

# ***ACADEMIC INFORMATION***

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## **ATTENDANCE POLICY**

*It is the policy of Nuvani Institute to encourage 100% attendance of all classes in order for the student to benefit from the instructional material provided and to complete the required number of clock hours to complete the course in a timely manner.*

*The following policies have been developed for absences and leaves of absences:*

- 1. Each student must clock in/out daily to attend class. When a student is absent or tardy, the record is so noted and a list of the daily absent students is turned in to the attendance staff.*
- 2. Tardy is defined as missing any part of any class period.*
- 3. Cosmetology students may be terminated after 10 days consecutive absence. Students terminated under this provision may not re-enter before the start of the next grading period.*
- 4. Assignments, tests, and quizzes missed due to absences or tardiness must be made up, however, make-up work cannot be used to erase an absence or tardy entry on the student's record.*
- 5. A student who is terminated because of excessive absences may be permitted to re-enter school, at the discretion of the school Director or an Administrator.*

## **GRADING SYSTEM**

*Each student must maintain an academic average of 70% or better to qualify for graduation. With the approval of the school Director, a student may repeat a subject in order to improve his/her academic standing. Original tuition will cover the repeated subjects, not to exceed 50% of the class hours originally scheduled for the student's program. The following is the grading scale:*

<i>A</i>	<i>90% or above</i>
<i>B</i>	<i>80% to 89%</i>
<i>C</i>	<i>70% to 79%</i>
<i>F</i>	<i>Below 70%</i>

# STATEMENT OF SATISFACTORY PROGRESS

## Overview of Satisfactory Academic Progress

*Students must maintain satisfactory academic progress in order to remain in school and to continue to receive financial assistance. The "Satisfactory Academic Progress" Policy will be applied consistently regardless of the student's enrollment status or whether or not the student is receiving financial assistance. Academic Progress is defined as "The Student making Satisfactory Academic Progress toward the successful completion of their chosen academic program. Our Satisfactory Academic Progress Policy complies with the requirements of the State, our Accrediting Commission and Federal Guidelines.*

*A student must demonstrate Satisfactory Academic Progress by successfully completing courses attempted. Completing courses with 70 or better Cumulative Grade Point Average grades indicate academic progress. Completing courses with a Cumulative Grade Point Average grades less than 70 is determined as poor academic performance and may lead to warning, probation or loss of Title IV eligibility. It is important that students attend all classes and complete them successfully. **Students who fail to meet the minimum standards of one or more of the below criteria will be notified by the Director within seven (7) business days of determination.***

*The following criteria are used to determine whether or not a student is making Satisfactory Academic Progress. These standards monitor whether a student meets the minimum quantitative and qualitative components. A student must be able to:*

- Maintain a minimum cumulative grade point average grades (CGPA)*
- Achieve the minimum incremental completion rate (ICR) and*
- Complete the program within a maximum allowable time frame (MTF)*

***Failure to complete courses successfully for any reason will negatively affect Satisfactory Academic Progress. Failing courses could result in extending the length of educational program, the loss of financial aid and/or dismissal. Please schedule a meeting with the Director if you are having attendance concerns, feel you are failing a course or courses or falling behind. It is important to understand how these situations will impact SAP at your next evaluation points. In order for a student to graduate, the minimum requirements are a CGPA of 70 and completion of all required coursework without attempting more than 150% of the hours in the program.***

***While terms of Warning and Probation are used to describe the administrative action, the status applies to all students whether receiving financial aid or not.***

***Satisfactory progress will be assessed at the following points:***

- 1. At the end of the first payment period, students must attain a minimum CGPA of 70.0 and ICR of 67% of the scheduled clock hours. Anything below these milestones will result in Warning until the next payment period.*
- 2. At the end of the second payment period, students must attain a minimum CGPA of 70.0 and ICR of 67% of the scheduled clock hours. Anything below these milestones will result in Warning for the payment period unless the*

student was on Warning in his or her previous payment period. If the student was on Warning in the previous payment period, the student will be ineligible to receive Title IV funds. If the student appeals the decision and it is determined that the student will be able to make SAP by the end of the payment period, the student will be placed on Probation. The student will be eligible to receive Title IV funds during the payment period.

3. Compliance with SAP is reviewed each payment period for all Programs.
4. To be removed from Warning or Probation, a student must meet the Satisfactory Academic Progress requirements at the next payment period measuring point.

### **MILESTONES AND EVALUATION POINTS FOR SATISFACTORY ACADEMIC PROGRESS**

**Compliance with Standards of Academic Progress is reviewed every payment period for all programs.**

#### **CLOCK HOURS - COSMETOLOGY OPERATOR DAY DIPLOMA (1000 clock hours)**

<b>Evaluation Point</b>	<b>Milestones (CGPA and ICR)</b>	<b>Required Action</b>
<b>End of First Payment Period (450 Clock Hours in 15 weeks)</b>	70.0 and 67% of scheduled hours (Minimum 301.5 Clock Hours)	Academic/Financial Aid Warning
<b>End of Second Payment Period (900 Clock Hours in 30 weeks)</b>	70.0 and 67% of scheduled hours (Minimum 603 Clock Hours)	Academic/Financial Aid Warning (if 1st time) Academic/Financial Aid Ineligibility/Probation* (if 2nd time)
<b>At Any Time</b>	Anything in excess of 150% MTF	Financial Aid Ineligibility
<b>Maximum Time Frame: 1,500 Clock Hours and/or 50 Weeks</b>		

**Academic Year: 30 weeks**

#### **CLOCK HOURS - COSMETOLOGY OPERATOR NIGHT DIPLOMA PROGRAM (1000 clock hours)**

<b>Evaluation Point</b>	<b>Milestones (CGPA and ICR)</b>	<b>Required Action</b>
<b>End of First Payment Period (450 Clock Hours in 22.5 weeks)</b>	70.0 and 67% of scheduled hours (Minimum 301.5 Clock Hours)	Academic/Financial Aid Warning
<b>End of Second Payment Period (900 Clock Hours in 45 weeks)</b>	70.0 and 67% of scheduled hours (Minimum 603 Clock Hours)	Academic/Financial Aid Warning (if 1st time) Academic/Financial Aid Ineligibility/Probation* (if 2nd time)
<b>At Any Time</b>	Anything in excess of 150% MTF	Financial Aid Ineligibility

<b>Maximum Time Frame:</b> 1,500 Clock Hours and/or 75 Weeks		
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**Academic Year: 45 weeks**

**\*If appealed**

## **ACADEMIC PROBATION**

### **Qualitative Measurement**

*Students, who fail to maintain satisfactory progress or make a cumulative average grade below 70 for all subjects, will be placed on academic probation for the next grading period. The student must attain an average grade of 70 during the next grading period in order to be taken off academic probation. If the student is unable to attain a grade of 70 at the end of the course grading period, the student will be terminated from the program of study. The instructor and/or the director will counsel the student and the results of the counseling will be placed in the student's file.*

### **Quantitative Measurement**

*The pace a student must maintain while in school is a completion rate of 67% of courses passed to courses attempted. A student who fails to maintain the required completion rate will be placed on academic probation for the next grading period. If the student fails to bring the completion rate of courses passed above 67%, the student will be terminated for the program of study.*

### **Maximum Time Frame**

*The maximum time frame allowed for successful completion of a program shall not exceed 150% of the published length of the program. The requirements for the completion rate of 67% ensure that the students are progressing at a pace which will allow them to complete their program within the maximum allowable time. All students are evaluated at the end of completion of a course.*

### **Reinstatement of Satisfactory Academic Progress**

*Once the student has achieved a minimum Cumulative GPA of 70 and/or a class completion rate of 67%, the student will be removed from Academic Probation and will be reinstated to Satisfactory Academic Progress.*

### **Course Outcomes**

*Incompletes are not included in the Cumulative GPA calculation or completion rate/Pace calculation. Incomplete not completed within the next 3 weeks will automatically be changed to their course grade and included in both the GPA and completion rate/Pace calculations;*

*Withdrawal from a course will be recorded as course attempted and will be included in the calculation of GPA;*

*Repeated courses will be recorded as courses attempted each time the course is retaken in the completion rate/Pace calculation and the final course grade will be averaged into the overall GPA;*

*Transfer credit hours are included in the completion rate/Pace calculation as both attempted and completed, but will have no impact in the Cumulative GPA calculation.*

### **Appeal Process**

*Students who are terminated after failing to achieve minimum requirements may appeal this determination. The student must submit a written appeal to the School Director, along with any supporting documentation, reasons why decision to terminate should be reversed, and a request for a re-evaluation of progress.*

*The School Director, within (5) business days of termination, must receive this appeal. Should a student fail to appeal this decision, the decision to terminate will stand. An appeal hearing will take place within (5) days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if student is a minor), the student's instructor, and the school director.*

*A decision on the student's appeal will be made within (3) business days by the school director and will be communicated to the student in writing. This decision will be final.*

*Should a student prevail on his/her appeal and be determined as making satisfactory academic progress, the student will automatically re-enter in the course and financial aid funds will be reinstated to eligible students. The only mitigating circumstances that will be evaluated when a student appeals a probationary standing are qualitative and quantitative measurements. Should a student be readmitted on a probationary status, financial aid will not be reinstated until the student has reached satisfactory academic progress.*

### **PROGRESS REPORTS**

*Instructors are required to prepare a monthly progress report for each student. This report is made a part of the student's permanent file. Students and/or sponsors may request a copy of this report at any time.*

### **INCOMPLETE**

*A student that fails to complete all course work in any grading period is given an "I", for incomplete. Make-up work must be completed during the next grading period, or within 50% of the originally scheduled clock hours, whichever is sooner. When all of the course work is completed, a numeric grade will be substituted for the incomplete designation. Under Texas Education Code, Section 132.061(f) a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. A student who*

*has been withdrawn from school as an “incomplete” may reenroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition.*

## **REPETITION**

*A student who has not made satisfactory progress or who has failed to satisfactorily complete a course, may repeat this course if completed within the 50% rule. When a student repeats a course, the grade that is received on the repeat will be substituted for the original grade.*

## **ACADEMIC PROBATION**

*Students who fail to maintain satisfactory progress or make a grade below 70% on any subject will be placed on academic probation for the next grading period, which is 30 days. The student must attain an average grade of 70% during the next grading period in order to be taken off academic probation. If the student is unable to attain a grade of 70% at the end of the 30-day grading period, the student will be terminated from the program of study. The instructor and/or the Director will counsel the student and the results of the counseling will be placed in the student's file.*

## **REQUIREMENT FOR GRADUATION**

*Students must satisfactorily complete all required subjects for the program in which they are enrolled to be eligible for graduation. The student must have an academic average of at least 70%. Students who are assigned externship as part of their training must have a satisfactory evaluation from the supervisor of the extern site. Certificates are awarded no later than 30 days after all requirements have been met.*

## **CERTIFICATE UPON GRADUATION**

*It is the policy of Nuvani Institute that each student who satisfactorily completes the requirements for his/her course program and has paid all fees and charges will receive a certificate of completion from the school.*

# ***PROGRAM CURRICULA***

## **COSMETOLOGY OPERATOR**

### **PROGRAM OBJECTIVE**

*The objective of the Cosmetology Operator program is to provide the student with the necessary skills to perform all of the services normally associated with cosmetology, including hair styling, hair coloring, manicuring, facials, and shampooing in order to meet the requirements of the Texas Department of Licensing and Regulation and pass the examination, both written and practical, administered prior to issuing a license to perform cosmetology services.*

### **LIST OF COURSES**

CO101.	<i>Orientation and T.D.L.R. Rules and Regulations</i>	<i>25 clock hours</i>
CO102.	<i>Shampoo and Related Theory</i>	<i>25 clock hours</i>
CO103.	<i>Hair &amp; Scalp Treatment and Related Theory</i>	<i>50 clock hours</i>
CO104.	<i>Cold Waving and Related Theory</i>	<i>100 clock hours</i>
CO105.	<i>Chemical Hair Relaxing and Related Theory</i>	<i>50 clock hours</i>
CO106.	<i>Hair Coloring and Related Theory</i>	<i>125 clock hours</i>
CO107.	<i>Manicuring and Related Theory</i>	<i>100 clock hours</i>
CO108.	<i>Facials and Related Theory</i>	<i>50 clock hours</i>
CO109.	<i>Haircutting, Styling and Related Theory</i>	<i>375 clock hours</i>
CO110.	<i>Chemistry</i>	<i>50 clock hours</i>
CO111.	<i>Salon Management and Practices</i>	<i>50 clock hours</i>

**LENGTH OF PROGRAM** *1000 clock hours*

*Day program            34 weeks*

*Uniforms will be provided, at student's expense.  
State of Texas Student Cosmetology License Required.*

### **REQUIREMENTS FOR GRADUATION**

*The student must complete a total of 1000 clock hours, must be able to complete within 150% of the published length of the program, and have satisfactory progress in both academic, as well as, practical training. The student must maintain an average of at least 70% on both academic and clinical work.*

# ***SYNOPSIS OF COURSES***

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## *CO101. COSMETOLOGY ORIENTATION AND T.D.L.R. RULES AND REGULATIONS (25 clock hours)*

*Introduction to the art and science of cosmetology and the evolvement to today's state of the art knowledge and procedures along with Texas Department of Licensing and Regulation General Rules and Regulations.*

## *CO102. SHAMPOO AND RELATED THEORY (25 clock hours)*

*Presentations of shampoo techniques, salon procedures, scalp and neck physiology, the chemistry of shampoo and conditioners, sanitation and safety practices, and performance skills.*

## *CO103. HAIR AND SCALP TREATMENT AND RELATED THEORY (50 clock hours)*

*Identification of normal and abnormal hair and scalp conditions and techniques required for correction. Some of the more common hair and scalp disorders are covered.*

## *CO104. COLD WAVING AND RELATED THEORY (100 clock hours)*

*Scalp and hair analysis techniques are examined, as well as importance of testing curls to facilitate judging of process time. Presentation on chemical products used in waving, hair texture, density, and techniques for wrapping is given.*

## *CO105. CHEMICAL HAIR RELAXING AND RELATED THEORY (50 clock hours)*

*Basic steps involved in chemical hair relaxing and the difference between ammonium thioglycolate and sodium hydroxide relaxer, as well as the techniques employed in application and safety precautions to be observed.*

## *CO106. HAIR COLORING AND RELATED THEORY (125 clock hours)*

*The principles of chemical hair coloring, classification, and their activity on hair. The chemistry of colors, and the procedures to complete temporary coloring, semi-permanent coloring, bleaching, frosting, streaking, and correction work.*

## *CO107. MANICURING AND RELATED THEORY (100 clock hours)*

*The purpose of manicures, the understanding of bacteriology, sterilization, sanitation, immunity, and human disease carriers is covered. A presentation is given on anatomy of the hand and feet and the equipment, implements, cosmetics, supplies and materials used in giving manicures and pedicures. Proper techniques for accomplishing manicures are taught, including sculptured and artificial nail services, oil treatments, and recognition of nail disorders are taught.*

**CO108. FACIALS AND RELATED THEORY (50 clock hours)**

*The teaching of facial services, including skin preservation and corrective action, face and neck anatomy and physiology, face and neck massages, chemical and electronic treatments, and safety and sanitation is covered.*

**CO109. HAIRCUTTING, STYLING AND RELATED THEORY (375 clock hours)**

*Haircutting principles are demonstrated along with the techniques of sectioning, removing length or bulk with razor, scissors, clippers, and/or shears. The art of hair styling is taught, primarily by demonstrating hair parting, the removing of tangles, proper brushing, and settings. Proper curl placement, use of pin curls is demonstrated to achieve desired result. The technique of using various kinds of rollers is discussed, along with the reasons for backcombing and back brushing is illustrated. Extensive training on hair cutting, thinning, and shaping is given, using both scissors and razor techniques.*

**CO110. CHEMISTRY (50 clock hours)**

*The student will learn the chemical composition of elements, compounds and mixtures as well as the basic chemistry, types, and action of professional products.*

**CO111. SALON MANAGEMENT AND PRACTICES (50 clock hours)**

*Presentation on the fundamentals of business management, opening a salon, licensing requirements and regulations, laws, salon operations, policies, practices, advertising, sales, public/human relations, insurance, and salon safety.*