



Catalog Addendum
Advanced Classes
Advanced Nail Technology 100 hours
Eyelash Tech 50 hours
All State of Connecticut Approved for licensure 2020

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Table of Contents

Admissions requirements	p.3
Faculty	p.3
Course Outline- Advanced Nails Program Schedule, Tuition + Fees, Kit List	p.4-6
Course Outline- Eyelash Technology Program Schedule, Tuition + Fees, Kit list	p.7-9
Program Start Dates	p.10
Satisfactory Progress Policy	p.11
Transfer of Hours Policy	p.12
Graduation Requirements	p.12
Employment Assistance Policy	p.12
Policy Change	p.12
Cost over Contract	p.12

CATALOG ADDENDUM for ADVANCED NAIL TECHNOLOGY, EYELASH TECHNOLOGY PROGRAMS

Admission Requirements

Belle Academy of Cosmetology admits as regular students those that have met the following requirements for enrollment:

- **Complete an Applicant Profile form:** Complete and submit the application form to the school prior to registration. Forms may be obtained by requesting them from Belle Academy of Cosmetology.
- **Submit an Application Fee (\$175.00).** No action will be taken on admission until the fee is received. Fee must be submitted in the form of cash, check or money order, payable to Belle Academy of Cosmetology. The fee is not included in the cost of tuition and is non- refundable.
- **Personal Interview:** Applicant must complete a personal interview with the admissions team prior to registration.
- **Provide Verification Documentation:**
A Student enrolling in Advanced Nail Technology, Advanced Esthetics or Makeup Artistry programs only need only show proof of eighth grade (official secondary school transcript) and be at least 16 years of age (birth certificate) Copy of High school diploma, a GED certificate, an official transcript of secondary school completion, or a state certification of home-school completion, and drivers license or birth certificate are required if wishing to further your education in the Cosmetology/Barber program.

Belle Academy of Cosmetology Faculty

Department	Staff Member	Title
Administration:		
	Michael Cervellino	Owner/ School Director
	Carmine Cervellino	Director of Admissions
	Carolyn Mitchell	Director of Finances / Bookkeeper
Education:	Simone Renzuella	Director of Education /
	Kurt Johansen	Cosmetology Instructor
	Carolyn Mitchell	Esthetics Instructor
	Kurt Johansen	Esthetics Instructor
	Jessie Bates	Esthetics Instructor
	Kurt Johansen	Nail Technology Instructor
	Jessie Bates	Nail Technology Instructor
	Kurt Johansen	Makeup Artistry Eyelash Instructor
	Carolyn Mitchell	Makeup Artistry Eyelash Instructor
	Jessie Bates	Makeup Artistry Eyelash Instructor

Course: ADVANCED NAIL TECHNOLOGY

CURRICULUM- UNITS OF INSTRUCTION

1. The total curriculum shall not be less than 100 hours of instruction.
2. The first 50 hours must be devoted to instruction in the theoretical aspects of all content areas. Practical instruction can be included in this first 50 hours but supervised practice on a clinic floor cannot.
3. The remaining 50 hours are to be devoted to supervised practice integrated with ongoing theoretical and practical instruction.

MINIMUM REQUIRED HOURS OF INSTRUCTION

<u>Content Area</u>	<u>Hours</u>
• Anatomy and Physiology	5
• Diseases and Disorders of the Skin + Nails	5
• Cosmetic chemistry Ingredients and Product Knowledge	5
• Sterilization, Sanitation and Bacteriology	5
• Management, Laws, Communication and Ethics	5
• Massage	2
• Application of Manicure ,Pedicures and Sales Product Knowledge	5
• Electricity and Nail Technology Equipment	8
• Application of Artificial Nail Enhancements	10
• Clinical Practice, Record Keeping, and Treatment Procedures & Clinic Hours	50

Total 100 Hours

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted for graduation.

MINIMUM NUMBER OF STUDENT CLINIC SERVICES TO BE PERFORMED IN ORDER TO GRADUATE

SERVICE TYPE	REQUIRED
Manicure w/ massage	2
Pedicures w/ massage	2
Artificial Nail Enhancements	10
Paraffin Hand Treatment	1
Nail Art	2
MISCELLANEOUS	5

ADVANCED NAIL TECHNOLOGY - ACADEMIC PROGRAM

Week I: Orientation, History + Opportunities, Professional Image, Life Skill
Communication

Week II: Infection Control. Anatomy + Physiology

Week III: Skin structure, Nail Structure + Growth, Nail Diseases + Disorders

Week IV: Manicuring, Pedicuring, Basics of Electricity, Electric Filing, Mid Term Exam

Week V: Basics of Chemistry, Nail Product Chemistry, Tips-Wraps-No Lite Gel

Week VI: Acrylic Nail Enhancements, On the Job, Clinic

Week VII: UV Gels, Salon Business, Business Planning, Clinic

Week VIII: Seeking Employment, Resume + Portfolio Development Final Exams

PROGRAM SCHEDULE:

Currently only offering an evening program

ADVANCED NAILTECHNOLOGY - 100 Hours									
Program	Hrs	Weeks @ 100%		Mon	Tues	Wed	Thurs	Fri	Sat
Days**	12	8.3	Fall 2020			9:00am - 3:00pm	9:00am - 3:00pm		
Evenings	12	8.3			5:00pm - 9:00pm	5:00pm - 9:00pm	5:00pm - 9:00pm		

In 2012 day and weekend programs will be offered pending

TUITION AND FEES:

Program	Tuition	Application Fee	Kit/Books	Other	TOTAL COSTS
Nail Technology	\$ 2,974.00	\$ 175.00	\$ 650.00	\$ -	\$ 3,799.00

BELLE ACADEMY of COSMETOLOGY

ADVANCED NAIL TECHNOLOGY KIT LIST

OPI On-The-Go Kit (which includes):

<u>Sanitation + Safety :</u>	<u>Manicure + Pedicures:</u>
NAS 99	1 Pkg Nail Wipes
Hand Sanitizer	Exfoliating Treatment
Liquid hand Soap	Nail + Cuticle Oil
	Manicure bowl
<u>Nail tips + Adhesives:</u>	Nail manicure brush
Clarite' Curing Resin	Toe Separators
Bondex	Foot file
Bond-Aid	
Acrylic Liquid + powder	<u>Polishing:</u>
Glass Eyedripper	Polish Remover
Nail Tips	Asst'd OPI Nail lacquers
Thin Set	Start To Finish
Acrylic Brush	
Brush cleaner	
Dappens	
1 Pkg Table Towels	
	<u>Educational Material:</u>
	1 Nails Milady Soft Cover Textbook
<u>Files + Implements:</u>	
Cuticle stick	
Pusher Pulse	
Finger Nail Clipper	
Toe Nail Clipper	
Cuticle Nipper	
File / Buffer in one	
Brilliance Block	
	* Note: kit items are subject to change

STUDENT: _____

Date Kit Rec'd: _____ / _____ / _____

Instructor Initial: _____

Note: Application fee due at signing of contract agreement. Kit / book fees due prior to class start.

Course: Eyelash Technology

CURRICULUM- UNITS OF INSTRUCTION

1. The total curriculum shall not be less than 50 hours of instruction.
2. The first 25 hours must be devoted to instruction in the theoretical aspects of all content areas. Practical instruction can be included in this first 20 hours but supervised practice on a clinic floor cannot.
3. The remaining 25 hours are to be devoted to supervised practice integrated with ongoing theoretical and practical instruction.

MINIMUM REQUIRED HOURS OF INSTRUCTION

<u>Content Area</u>	<u>Hours</u>
• Anatomy and Physiology	2
• Diseases and Disorders of the Eye	2
• Cosmetic chemistry Ingredients and Product Knowledge	2
• Sterilization, Sanitation and Bacteriology	2
• Management, Laws, Communication and Ethics	2
• Color and Lash Theory	4
• Application of Eyelashes and Sales Product Knowledge	10
• Electricity and Eyelash tools and Equipment	1
• Lash Extension, Brow lifts, Volume, and Lash Tinting	12
• Clinical Practice, Record Keeping, and Treatment Procedures & Clinic Hours	14

Total 50 Hours

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted for graduation.

MINIMUM NUMBER OF STUDENT CLINIC SERVICES TO BE PERFORMED IN ORDER TO GRADUATE

SERVICE TYPE	REQUIRED
Day Lash Volume and Extensions	5
Evening Lash Extensions	5
Wedding Lash and Volume	5
Photography Lash Extension, office	2
MISCELLANEOUS	5

Eyelash Technology - ACADEMIC PROGRAM

Week I: Orientation, History + Opportunities, Professional Image, Life Skill, Eyelash Extensions guidelines face shapes

Week II: Tools and products, Facial preparation, Color Chromatics, Facial enhancements, Volume and lifts

Week III: Day + Evening Eyelash, Contouring techniques, Eyebrows shaping and color, Volume, color

Week IV: Eye makeup: shadow, liner, artificial lash (tabbing and strip) full sets upper and lower, individual

Week V: Lips: Correction, Color, application, Eyelash tips for women of all ages

Week VI: Eyelash Extensions for mature women, Review, Clinic, and Pre test Specialty Lashes: Wedding, Photo, Final Written Exam, Final Practical

PROGRAM SCHEDULE:

Eyelash Technology – 50 Hours									
Program	Hrs	Weeks @ 100%		Mon	Tues	Wed	Thurs	Fri	Sat
Evenings	12.5	4	N/A		5:00pm - 9:20pm	5:00pm - 9:20pm	5:00pm - 9:20pm		
Weekend									

TUITION AND FEES:

Program	Tuition	Application Fee	Kit/Books	Other	TOTAL COSTS
Eyelash Technology	\$ 2,495.00	\$ 175.00	\$ 499.00	\$ -	\$ 3,169.00

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Eyelash Technology KIT LIST

1	Level 1 Adhesive, Latex Free 5ml
1	Level 3 Adhesive 5ml
1	Volume Adhesive 5ml
1	Adhesive Gel remover 15ml
1	C2 Sealer 15ml
1	Gentle Foam Cleanser 50ml
1	Lash Toner 15ml
1	VIP .15 C Curl, Mixed Length, 9mm-14mm
1	VIP .12 C Curl, Mixed Length, 9mm-14mm
1	VIP .07 C Curl, Mixed Length, 9mm-14mm
1	VIP .07 D Curl, Mixed Length, 9mm-14mm
1	VIP .10 C Curl, Mixed Length, 6mm-11mm
1	Biogel Eye Pads 50 Pairs
1	Educational Support Material
1	Micro Applicator Brushes- 100/ bx
1	Disposable White Combs – 25 /bg
1	Lint Free Applicator- 50 / bg
1	Mascara Wand – 25 pk
1	Curved Tweezer
1	Fine Point Tweezer

1Uband
 1 Smart
 Rings
 O-Disks
 Clear
 caps
 Nano
 Mixer
 Mini
 fan

Student
 Signature: _____

Date Kit Rec'd: _____ / _____ / _____

Instructor
 Initial: _____

Note: kit items are subject to change

Note: Application fee due at signing of contract agreement. Kit / book fees due prior to class start.

PROGRAM START DATES: 2020

	Eyelash Technician			Advanced Nail Technology				
	Day	Eve		Day	Eve	Wkend		
January		Jan 2 nd 2021	50 hour program					
February								
March		March 3 th 2021	50 hour program		March 3 rd 2020			
April		April 28 2021	600 hour program					
May		May 2, 2021						
June		June 3 rd 2021						
July								
August								
September		Sept 1st 2020	50 hour Program		Sept 1 st 2020			
October		Oct 27 2020	50hour Program		Oct 27 2020			
November		Nov 3 2020						
December		Dec 1 2020						

Dates are subject to change.

Class starts dates are subject to change per enrollment.

Satisfactory Academic Progress Policy (SAP)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Belle Academy of Cosmetology. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Evaluation Periods:

Students are evaluated for Satisfactory Academic Progress as follows:

Advanced Nail Technology:	50 (scheduled) hours
Eyelash Technology	25(scheduled) hours

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

Attendance Progress Evaluations:

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress.

Maximum Time Frame::

The maximum time allowed for students, enrolled in the esthetics, nail technology or makeup artistry programs will be determined based on 75% of scheduled hours.

Academic Progress Evaluations:

Students must maintain a written grade average of 75% and pass a Final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Grading Scale

✓ Academics

4	= 100	= Excellent
3	= 94 – 99	= Very Good
2	= 84 - 93	= Good
1	= 75 – 83	= Satisfactory
0	= 74 and below	= Unsatisfactory / Failing

✓ Practical/ Lab

Pass (1 pt)	= 100	= Excellent / Salon Quality
Fail (0 pt)	= 74 and below	= Unsatisfactory/ Failing

Transfer hours

Transfer hours from another school will not be accepted for the Advanced Esthetics, Advanced Nail Technology or Makeup Artistry programs.

Graduation Requirements

A student is considered graduated when he/she has completed the required clock hours of instruction for their chosen field, with a cumulative overall grade point average of 75% or better and all financial arrangements are complete. Upon successful completion the student will be awarded a Diploma / Certificate of completion.

Employment Assistance Policy

While Belle Academy of Cosmetology **cannot guarantee employment** for its graduates, assistance in finding suitable employment is provided by posting job openings on the career opportunities bulletin board. Students also receive training in Resume development, Professionalism and Job interview skills. Belle Academy of Cosmetology maintains a relationship with professionals and potential employers of Belles graduates. Job referrals are made known to interested graduates as available.

Policy Changes

The school reserves the right to make changes to scheduling, course format, academic calendar, programs, and staff. Any changes made will not affect the integrity of programs. Students will be notified, if possible, of any changes prior to the changes being made.

Cost over Contract

If a student fails to complete the program in the time allowed as contracted, the hours made up after graduation date will be charged at the programs hourly rate: / **Advanced Nail Technology \$35.04 Eyelash Tech \$49.90**

The school reserves the right to close for Educator Training Seminars, legal holidays or any other circumstances beyond the school's control.