NC Nails Academy
4520 N. Tryon St. #38
Charlotte, NC 28213
980-585-2352
www.ncnailsesthetics.com

School Policy

Welcome to NC Nails Academy!

It is our goal to promote a safe, positive and cohesive learning environment to our students and instructors. To do so, we need your help by following our school policies. The policies are as follow:

1) Uniforms

You must wear your school uniforms to class in order to get clocked in for the day. Otherwise, you will be asked to go home and change.

- TOP: School T-shirt or Black scrubs shirt
- BOTTOM: Black scrubs pants ONLY
    - NO ripped pants, NO sweatpants, NO leggings, NO workout pants
- Shoes: Closed-Toe shoes (i.e. tennis shoes)
    - NO flip-flops, NO sandals/heels
- Name Tag
- NO hats, NO head wraps, NO bandanas

2) Supply Kit

- Must bring your own supplies to class everyday
- All supplies must be clean/disinfected and ready to be checked every morning
- Any dirty supplies/implements found will be tossed
- All products must be clearly labeled
- NO outside products, personal items, food/drinks should be in student kit

3) Personal Belongings

- Please put your phone on silent at all times during class
- No texting or playing with your phone while an instructor is giving theory/demo

- You are responsible for your personal belongings. The school will not be responsible for any lost or stolen items.

4) Food & Drinks

- NO Food and Drinks are allowed in the classroom/practical area
- Please clean up after yourself

5) Record Keeping

Students will be required to CLOCK In and CLOCK OUT on the computer along with signing the TIMESHEET every day.

- You must do so for yourself ONLY
- Remember to check your computer time to match it with your timesheet weekly to ensure you graduate in a timely manner

6) Attendance

You must attend classes regularly and on time according to your pre-determined program type

- **Full Time**: 32-36 Hours a week (Monday – Thursday 9-6pm)
  - Must Graduate in 8-9 Weeks.
  - If the student does not graduate by 9 weeks, he/she will be switched to Part Time and pay Part Time price
- **Part Time**: 22+ Hours a week (Monday – Thursday 9-3pm)
  - Must Graduate in 13-14 Weeks
  - If the student does not graduate by 14 weeks, he/she will be required to pay $10/hour for every hour under 300 hours
- No individual can stay enrolled for more than 6 months.
- If any emergency/family issues arise, please provide doctor/court note for any excused absences.

7) Tuition Payment Plan

- Payments will be due on the date of your class start date each month. Payments can be made in any of the accepted form of payments (Cash, Money Order, CashApp, Venmo, Zelle).
- Students will not be allowed to earn more hours if they do not make their monthly payments.
- All balance must be **PAID IN FULL** prior to graduation.

- If Enrolled **BEFORE** to 9/1/2021

FULL TIME - $2700	**PART TIME - $3000**
Initial Deposit: $1100	**Initial Deposit: $1100**
1st Monthly Payment: $800	1st Monthly Payment: $700
2nd Monthly Payment: $800	2nd Monthly Payment: $600
---	3rd Monthly Payment: $600

- If Enrolled **ON or AFTER** to 9/1/2021

FULL TIME - $3000	**PART TIME - $3300**
Initial Deposit: $1200	**Initial Deposit: $1200**
1st Monthly Payment: $900	1st Monthly Payment: $700
2nd Monthly Payment: $900	2nd Monthly Payment: $700
---	3rd Monthly Payment: $700

8) Online Class

Every student has the opportunity to attend class in a hybrid (In class & Online) format **temporary** during this pandemic. (Subject to change anytime)

- Week 1 – 2: All IN CLASS
- Week 3 – graduation: A/B Schedule
    - A – IN CLASS: Mon, Tue, Wed, ONLINE: Thu
    - B – IN CLASS: Mon, Tue, Thu, ONLINE: Wed

9) Tests & Performances

- Passing Grade for all tests and performances is **75%**
- Must Pass all required performance evaluation in order to graduate
    - Handwashing & Implements Disinfection
    - Prior to Each Day & End of Day Sanitation

- Blood Exposure (Student and Client scenarios)
- Manicure
- Pedicure
- Nail Tips Application/Refill/Removal
- Sculpture Nails Application/Refill/Removal
- Gel Application/Refill/Removal
- Electric Filing

- Must Pass all chapter tests in order to graduate

10) Sanitation Duties

As part of your enrollment at NC Nails Academy, each student will be assigned random sanitation tasks weekly to ensure school stays clean and prepped for the following day. Prior to leaving each day, the student must complete tasks such as washing towels, taking trash out, refill supplies etc.

11) General

- You must act professional and courteous at all times with everyone.
- You must come to school with uniform, books and materials ready for the day to start. Instructors will dismiss anyone who is disruptive and disrespectful.
- The school will have the right to withdraw any students who does not follow school policies. **NO REFUNDS. NO EXCEPTIONS**

Thank you for joining the NC Nails Academy Family!