



**ANLI ACADEMY™**

## **STUDENT CATALOG**

**42 HEMINGWAY DR**

**RIVERSIDE, RI. 02915**

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**Approved by the:  
Office of the Postsecondary Commissioner  
560 Jefferson Boulevard  
Warwick, RI. 02886  
(401) 736-1100**

**\*THIS IS TO CERTIFY THAT THIS STUDENT CATALOG AS BEING TRUE AND CORRECT IN CONTENT AND POLICY. CATALOG AND ALL ACADEMY POLICIES ARE PUBLISHED IN ENGLISH. INSTRUCTION FOR ALL COURSES IS IN ENGLISH ONLY.**

**DIRECTOR: *Cherie Chaves***

**DATE OF PUBLICATION: 3/01/23**

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## **MISSION STATEMENT**

ANLI ACADEMY's primary mission is to train our graduates so they may work competently and confidently in their chosen profession. ANLI ACADEMY prepares our students for state licensure and sets the foundation for students to be successful in the beauty industry.

## **PHYSICAL FACILITIES**

ANLI ACADEMY is located at 42 Hemingway Drive, Riverside, RI 02915. This facility is a 9,000 square foot, single story, handicap accessible building. This facility is modern, fully updated, renovated, and code compliant. Included in the layout are two theory classrooms and five large rooms for clinic studies such as facials, waxing, manicures, pedicures, and all types of nail enhancements. The facility is updated with the most state-of-the-art equipment. There are several administrative offices, six bathrooms, and two kitchens accessible to administrators, faculty, and students.

## **HOUSING**

ANLI ACADEMY maintains NO housing for students. However, ANLI ACADEMY will assist students in locating appropriate housing while the student is attending ANLI ACADEMY.

## **ENROLLMENT PROCEDURE**

A prospective student should contact the Admission's Office to plan a visit and tour ANLI ACADEMY. At the time of your visit, you will tour our facility and observe classes in session. You may experience during this time a theory class of instruction or practical applications from our current student body. Our Admission's Coordinator will be glad to answer any questions you may have and will then walk you through the requirements to apply successfully.

## **NONDISCRIMINATION POLICY**

ANLI ACADEMY, in its admissions and graduation policies, practices no discrimination based on race, color, age, gender, perceived gender, gender identity, religion, sexual orientation, creed, financial status, disability, or country/area of origin or residence. Applicants will not be denied admission based on any of the foregoing factors, but applicants must meet all requirements specified for admission.

**\*Our Admission's Coordinator will meet with special needs applicants to discuss their potential for deriving full benefit from the program(s) of study.**

You may request academic accommodation. Please contact ANLI ACADEMY's Director, Cherie Chaves. The Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. ANLI ACADEMY will work with the applicant or student to determine whether reasonable accommodations can be effective and/or is available.

**Any qualified individual requesting an accommodation should follow this procedure:**

Notify ANLI ACADEMY's Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation. The request should be made at least four weeks in advance of the date needed and can be emailed to [director.cherie@anliacademy.com](mailto:director.cherie@anliacademy.com). ANLI ACADEMY's Director will respond within two weeks of receiving the request.

**If an appeal is necessary regarding special requests, the appeal must be submitted within one week of the date of ANLI ACADEMY's Director's response.**

## **BULLYING, HARASSMENT AND HAZING POLICY**

\*The Academy does not condone any kind of bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed, in any way, they are required to report the matter to the Academy's Director, Cherie Chaves, in person or by calling 401-431-2654, or by email at [director.cherie@anliacademy.com](mailto:director.cherie@anliacademy.com) immediately so appropriate action can be taken.

## **ADMISSION REQUIREMENTS**

ANLI ACADEMY admits individuals who are at least 17 years of age (\*Students under the age of 18, must have a parent signature.), a high school graduate or who have earned a GED, and a United States Citizen or Permanent Resident. Examples of approved identification are a valid, current driver's license, this cannot be expired, a state issued id and or a passport. A \$100.00 non-refundable registration fee will also be charged. (In order to be licensed in the state of Rhode Island, one must have a high school diploma or GED certificate and be 18 years of age).

**\*Foreign Diplomas or Transcripts:** The Academy will accept a foreign diploma or transcript; however, the diploma or transcript must be equivalent to a U.S. high school diploma and must be translated into English by a certified translator and evaluated by a credentialed evaluation service. It is the student's responsibility to have the foreign diploma or transcript translated and evaluated as part of the admission process.

## **HOME SCHOOL POLICY**

Home-schooled students are not considered to have a high school diploma or equivalent. However, they are eligible for admission into ANLI ACADEMY, if their secondary school education was in a home school that state law treats as a home or private school.

Some states issue a secondary school completion credential to home schoolers; if this is the case in the state where the student was home-schooled; they must obtain this credential to be eligible for enrollment; otherwise, the school will verify that the prospective student was home schooled in a state that the law treats the home school as a home or private school.

## **CREDIT FOR PRIOR TRAINING**

Students requesting credit from previous training must submit proof of said training in the form of an official transcript. After evaluation, the Director will notify the applicant as to how many hours may be awarded to the student. Tuition will be based on the total hours of instruction required to complete the program of study and will be prorated accordingly. Credit hours must be determined before contracting. A transfer student must meet the same graduation requirements. The adjusted amount of tuition for a transfer student is \$12.50 an hour for the Nail Program and \$19.17 an hour for the Esthetics Program.

## **PROGRAMS OF STUDY AND SCHEDULES**

**NAIL TECHNOLOGY/MANICURING:** 300 Hours      **MAXIMUM CLASS SIZE:** 25 Students

**Accelerated Program:** 9am–4:30pm Monday-Thursday and Friday 9am-1pm for 11.72 weeks, 80% attendance

**Full Time Program:** 9am–2pm Monday-Thursday and Friday 9am-1pm for 15.63 weeks, 80% attendance

**Part Time Program:** Monday-Thursday 5pm-8pm, 31.25 weeks, 80% attendance

**ESTHETICS:** 600 Hours      **MAXIMUM CLASS SIZE:** 25 Students

**Full Time Program:** 9am-4:30pm Monday-Thursday and Friday 9am-1pm for 23.44 weeks, 80% attendance

**Part Time Program:** Monday-Thursday 5pm-9pm for 46.88 weeks, 80% attendance

**ESTHETICS/NAIL COMBO:** 900 Hours      **MAXIMUM CLASS SIZE:** 25 Students

**Full Time Program:** 9am-4:30pm Monday-Thursday and Friday 9am-1pm for 35.16 weeks, 80% attendance

**MASTER EDUCATOR PROGRAM:** 300 Hours

**Full Time Program:** Monday-Thursday 9am-4:30pm and Friday 9am-1pm for 11.72 weeks, 80% attendance

**Part Time Program:** Monday-Thursday 5pm-8pm, 31.25 weeks, 80% attendance

**EYELASH EXTENSION CERTIFICATION:** 50 Hours      **MAXIMUM CLASS SIZE:** 25 Students

**Full Time Program:** Monday-Tuesday 9am-6pm and Wednesday 9am-5:30pm for 2.5 weeks, 80% attendance

**\*PROGRAM OBJECTIVES:** Instruction is designed to prepare a student for entry-level employment upon successfully passing the written and practical Rhode Island State Board Examination.

## **CLOCKED HOUR**

A Clock Hour is defined as fifty (50) minutes of instruction per sixty-minute hour.

## **LIBRARY/RESOURCES**

Academic materials required for each course are covered during regular theory hours. We also maintain library resources to enhance your education. These resources consist primarily of teaching DVDs, trade magazines and specialty books. You may review the resources available at designated areas in the Academy upon request.



## **PROGRAM COSTS OF STUDY**

### **NAIL PROGRAM**

Registration Fee- \$100.00 (non-refundable)

Student Kit and Materials- \$940.00 (Includes textbook, apron, and student kit) (non-refundable)

Sales Tax on Student Kit and Materials- \$65.80

Tuition \$3,750

**Total Investment for Program of Study: \$4,855.80**

### **ESTHETICS PROGRAM**

Registration Fee- \$100.00 (non-refundable)

Student Kit and Materials- \$1540.64 (Includes textbook, makeup, skincare, and essentials) (non-refundable)

Sales Tax on Student Kit and Materials- \$107.84

Tuition- \$11,500.00

**Total Investment for Program of Study: \$13,248.48**

### **ESTHETICS/NAILS COMBO PROGRAM**

Registration Fee- \$100.00 (non-refundable)

Esthetic's Student Kit and Materials- \$1540.64 (Includes textbook, makeup, skincare, and essentials) (non-refundable)

Sales Tax on Esthetic's Student Kit and Materials- \$107.84

Nail Student Kit and Materials- \$940.00 (Includes textbook, apron, and essentials)

Sales Tax on Nail Student Kit and Materials- \$65.80

Tuition- \$14,750.00

**Total Investment for Program of Study: \$17,504.28**

### **MASTER EDUCATOR PROGRAM**

Registration Fee- \$100.00

Textbooks- \$250.00

Sales Tax on Textbooks- \$17.50

Tuition \$2,000.00

**Total Investment for Program of Study: \$2,367.50**

### **EYELASH EXTENSION CERTIFICATION**

Registration Fee- \$50.00 (non-refundable)

Student Kit and Materials- \$350.00 (non-refundable)

Sales Tax on Student Kit and Materials- \$65.80

Tuition \$2,750.00

**Total Investment for Program of Study: \$3,174.50**

**\*\* All tuition costs are subject to change**

### STUDENT KIT POLICY

**Note:** Once purchased and distributed (on the first day of school), the student kit is non-refundable. Students are responsible for the safekeeping of their personal items including the kit. The Academy is not responsible for lost or stolen items. Therefore, students are not permitted to leave their kit of equipment at the Academy while not in attendance.

**\*The kit items may be changed at the discretion of the institution.**

### 2023/2024 CLASS START DATES

<b>NAIL TECHNOLOGY PROGRAM</b>	
<b>ACCELERATED:</b> <b>FULL TIME:</b> <b>PART TIME:</b>	<b>2023- OCTOBER 10, NOVEMBER 27</b> <b>2024- JANUARY 22, MARCH 4, APRIL 15, JUNE 3,</b> <b>JULY 22, SEPTEMBER 3, OCTOBER 15,</b> <b>DECEMBER 2</b>
<b>ESTHETICS PROGRAM</b>	
<b>FULL TIME:</b> <b>PART TIME:</b>	<b>2023- SEPTEMBER 25, DECEMBER 4</b> <b>2024- FEBRUARY 5, APRIL 8, JUNE 17, SEPTEMBER 9,</b> <b>NOVEMBER 18</b>
<b>ESTHETICS/NAIL COMBO PROGRAM</b>	
<b>FULL TIME:</b>	<b>2023- SEPTEMBER 25, DECEMBER 4</b> <b>2024- FEBRUARY 5, APRIL 8, JUNE 17, SEPTEMBER 9,</b> <b>NOVEMBER 18</b>
<b>MASTER EDUCATOR</b>	
<b>FULL TIME:</b>	<b>OPEN ENROLLMENT</b>
<b>EYELASH EXTENSION CERTIFICATION</b>	
<b>FULL TIME:</b>	<b>TO BE ANNOUNCED</b>

**\*ORIENTATION:** An orientation session is conducted on your first day of class. It is designed to assist the incoming student in making a comfortable transition into ANLI ACADEMY. ANLI ACADEMY's rules and policies are reviewed, and relevant questions are answered.

## **HOLIDAYS**

**ANLI ACADEMY is closed the following holidays:**

New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Black Friday, Christmas Day

**ANLI ACADEMY will be closed one day a month for a Professional Development Day.**

**ANLI ACADEMY will close for vacation from July 3, 2023 through July 7, 2023, and December 25, 2023 through January 1, 2024.** Closings due to weather or other unanticipated days will be adjusted accordingly. The celebration of all religious holidays is respected and permitted.

**NO SCHOOL** announcements necessitated by weather conditions or by extenuating circumstances can be viewed on the RI Broadcaster's website: [Closings - Rhode Island Broadcasters Association](#).

# NAIL TECHNOLOGY PROGRAM



## **NAIL TECHNOLOGY PROGRAM**

### **300 HOURS TOTAL**

**DESCRIPTION:** The primary purpose of the Nail Technician course is to train the student in the basic skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in job entry-level skills and obtain licensure and gainful employment in the field of nail technology/manicuring or related career avenue.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice effective communications skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform the basic technical skills in the areas of nail care, effective use of implements and equipment, proper application of nail structure & removal, nail art etc.
5. Perform the basic analytical skills to determine appropriate nail care and services to achieve the best look for each client.
6. Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current Information related to skills, trends, and methods for career development in the Nail Technology industry and related career positions.

**REFERENCES:** A comprehensive resource center of references, articles, texts, videos, and other online resources are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING METHODS:** The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Student treatment room equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstrations, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are incorporated throughout the course of study.

## **NAIL TECHNOLOGY PROGRAM CONTINUED...**

**GRADING PROCEDURES:** Students are assigned academic learning units and a minimum number of practical experiences required for course completion. Academic learning is evaluated after each unit of study. Practical skills learning is evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures. Full step-by-step procedures are provided to the student. Educators are provided with consolidated rubrics at the end of the practical chapters with evaluation criteria. Students must maintain a written grade average of 70 percent and pass a final written and practical exam.

### **HISTORY AND CAREER OPPORTUNITIES 6 HOURS**

While learning a new career, such as nail technology, you should always learn its history to understand how the profession started and how it evolved over the years. As your practice changes, it is always a good idea to revisit some of the older concepts to see what can be brought back or what can be altered to work for the modern practice.

- History and Career Opportunities
- Life Skills
- Your Professional Image
- Communicating for Success

### **GENERAL SCIENCES 89 HOURS**

When treating the hands, arms, feet, and calves, nail technicians will encounter skin disorders and diseases. For your safety and the safety of your clients, it is important to be able to recognize unhealthy conditions of the skin.

As a nail technician, you could be the one person who could help clients realize they need medical attention. Even though people in the beauty industry should not diagnose diseases and disorders, we should recognize issues that could lead to bigger problems for clients. You may not be able to diagnose, but you can strongly suggest that they see a physician.

Your knowledge of the chemistry in the nail products you use will give you a great advantage. You will be able to troubleshoot and solve many common problems that can cause service breakdown and problem nails for your clients. Chemical knowledge is the key to becoming a great nail professional.

## **NAIL TECHNOLOGY PROGRAM CONTINUED...**

- Infection Control
- General Anatomy and Physiology
- Skin Structure, Growth, and Nutrition
- Nail Structure and Growth
- Nail Disorders and Diseases
- Basics of Chemistry
- Nail Product Chemistry Simplified
- Basics of Electricity

## **NAIL CARE 200 HOURS**

Welcome to Nail Care! Nail care is the foundation for all services you will perform in your nail technology career. The implements and tools you will use will be the same that you will use on almost every client. The skills you will learn in this chapter will be the basis for all you will be able to do in your career, so get ready!

Electric files are very safe when used by trained nail technicians and can provide many benefits, besides speeding up the time spent on a service. So, let us review what to look for when purchasing your electric file and bits, how to use the file, and safety tips!

Perfecting the art of applying nail tips and wraps will help with many of the nail services that will be performed in the salon. Nail tips can be offered as a temporary service or as the foundation for a more permanent service, such as acrylic or gel overlays. Wraps can provide a way of temporarily mending a broken nail or be applied over the tips for longer wear.

- Manicuring
- Pedicuring
- Electric Filing
- Nail Tips & Wraps
- Monomer Liquid and Polymer Powder Nail Enhancements
- UV and LED Gels
- The Creative Touch

## **NAIL TECHNOLOGY PROGRAM CONTINUED...**

### **BUSINESS SKILLS**

#### **5 HOURS**

Fundamentals of business management, opening a salon or spa, business plan, written agreements, licensing requirements and regulations, laws, business operations, policies, practices, compensation packages, telephone use, advertising, sales, public relations, insurance, career planning, and building your business.

\*The above hour requirements must be met by each student in each category for the earned hours to be accepted by the applicable regulatory agency for examination.



# ESTHETICS PROGRAM



Spa



Makeup



Facials

## **ESTHETICS PROGRAM**

### **600 HOURS TOTAL**

**DESCRIPTION:** The primary purpose of the Esthetician course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in job entry-level skills and obtain licensure and gainful employment in the field of esthetics or related career avenue.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice effective communication skills, visual poise, and proper grooming.
- Respect the need to deliver worthy service for value received in an employer-employee relationship.
- Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

\*To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in esthetics and related career positions.

**REFERENCES:** A comprehensive resource center of references, articles, texts, videos, and other online resources are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING METHODS:** The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Student treatment room equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstrations, and student participation. Audiovisual aids, guest speakers, projects, activities, and other related learning methods are incorporated throughout the course of study.

**GRADING PROCEDURES:** Students are assigned academic learning units and a minimum number of practical experiences required for course completion. Academic learning is evaluated after each unit of study. Practical skills learning is evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures. Full step-by-step procedures are provided to the student in their Workbook. Educators are provided with consolidated rubrics at the end of practical chapters to with evaluation criteria. Students must maintain a written grade average of 70 percent and pass a final written and practical exam.

## **ESTHETICS PROGRAM CONTINUED...**

### **CLASSROOM INSTRUCTION/THEORY**

#### **25 HOURS**

Limited to Orientation, Career Opportunities, the History of Esthetics, Life Skills Management, Communicating for Success, State Laws and Regulations, Professional Image, and Professional Ethics.

### **GENERAL SCIENCE**

#### **100 HOURS**

Infection control principles and practices; general salon safety; first aid; hazardous materials communications; local, state, and federal safety codes; bacterial growth and reproduction; immunity and body defenses; methods of infection control; physical and chemical agents; chemistry and matter as related to esthetics; the pH scale; electricity and its effects on the skin and esthetics equipment.

### **SKIN SCIENCES**

#### **125 HOURS**

Physiology and histology of the skin; structure and functions of the skin; hair structure and functions with appendages; skin disorders and diseases; skin analysis; skin care products and chemistry, ingredients, and selection

### **ESTHETICS**

#### **250 HOURS**

The treatment room; facial treatments; facial massage, facial equipment and technology, principles and techniques of skin chemical procedures, cosmetic application, artificial eyelashes, removal of unwanted hair, makeup color theory; facial machines; hair removal; advanced topics and techniques

### **SALON & SPA BUSINESS, RETAIL SALES**

#### **50 HOURS**

Fundamentals of business management, opening a salon or spa, business plan, written agreements, licensing requirements and regulations, laws, business operations, policies, practices, compensation packages, telephone use, advertising, sales, public relations, insurance, career planning, building your business

## **ESTHETICS PROGRAM CONTINUED...**

### **INSTRUCTOR DISCRETION**

#### **50 HOURS**

To be applied by the instructor to strengthen student performance, supervised field trips or other related training.

The above hour requirements must be met by each student in each category for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the student desires to specialize in a specific area.

**\* LASH CERTIFICATION PROGRAM AVAILABLE AT A DISCOUNTED RATE FOR ANLI ACADEMY ALUMNI. \***

## **ESTHETICS/NAIL COMBO PROGRAM**

**REFER TO PAGES 13 THROUGH 20 FOR PROGRAM DETAILS.**

# MASTER EDUCATOR PROGRAM



## **MASTER EDUCATOR PROGRAM**

### **300 HOURS TOTAL**

**DESCRIPTION:** The primary purpose of the Master Educator course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the applicable licensing examination and for competency in entry-level employment as an instructor or a related position.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming, effective communication skills, and visible poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching, including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audiovisual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
5. Apply the theory, technical information, and related matter to ensure sound judgments, decisions, and procedures.

\*To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communication skills, and teaching methodologies to improve teaching skills.

**INSTRUCTIONAL METHODS:** The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lectures, demonstration, and interactive student participation. Audiovisual aids, projects, activities, and other related learning methods are used for program delivery.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, and audio/videotapes is available to support the program of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

**UNITS OF INSTRUCTION AND HOURS:** The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of this Program Outline. Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, students learn career and employment information, including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

## **MASTER EDUCATOR PROGRAM CONTINUED...**

### **ORIENTATION**

#### **20 HOURS**

Academy Rules and Regulations; Qualities of the Professional Educator; Code of Ethics; Familiarization with the Academy's Facilities and Supplies; Licensing Requirements and Regulations, Laws; Fundamentals of Business Management; Professional Ethics; Business Plan; Written Agreements; Academy Operations, Policies, and Practices; Compensation Packages; Payroll Deductions; Telephone Use; Advertising; Sales; Communications; Public/Human Relations; Insurance; Salon Safety; Seeking Employment

### **METHODS OF TEACHING AND CLASSROOM MANAGEMENT**

#### **100 HOURS**

Principles of Teaching, Learning, and Lesson Plan Development: Outlines, Examples of Lesson Plans, Components of Effective Lesson Plans, Preparation, Teaching Methods; Presentation Techniques: Application, Testing, Lecture and Workbooks, Demonstrations, Return Demonstrations, Discussion, Question and Answer, Projects, Field Trips, Developing and Using Educational Aids, Films or Videos, Charts, Manikins, Reference Materials, Chalkboard, Overhead Projectors and Transparencies; Program Development and Review; Program Review

### **STUDENT SALON MANAGEMENT**

#### **80 HOURS**

Independent Clinic Supervision; Client Communications; Reception Desk; Inventory Control; Effective Dispensary Procedures; Supervision of Clinic Sanitation and Client Safety; Technical Skills Ability; Independent Classroom Instructing; Administrative Responsibilities; Records and Reports Management; Safety Measures, Classroom Conditions, and Maintenance; Class Supervision and Control; Classroom Problems and Solutions; Organizational and Regulatory Requirements

### **INSTRUCTION AND ACADEMIC ASSESSMENT**

#### **100 HOURS**

Planning; Analysis; Implementation; Benefits; Assessment or Measurement of Student Ability/Achievement/Learning; Diagnosis of Student Weaknesses and Overall Progress; Student Motivation for Study and Learning; Oral and Written Testing; Evaluation of Overall Progress; Development and Use of Testing/Measurement Instruments; Academic Advising

**EYELASH EXTENSION  
CERTIFICATION PROGRAM**





## **EYELASH CERTIFICATION PROGRAM**

### **50 HOURS TOTAL**

**DESCRIPTION:** The primary purpose of the Eyelash Certification Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in job entry-level skills and obtain gainful employment in the field of eyelashes or related career avenue.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice effective communication skills, visual poise, and proper grooming.
- Respect the need to deliver worthy service for value received in an employer-employee relationship.
- Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

\*To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in eyelashes and related career positions.

### **THEORY**

#### **15 HOURS**

History of Eyelashes, invention, and use of false eyelashes, demonstrate eyelashes, clusters, and single eyelashes. Review natural eyelash growth, introduce eyelash extension products, marketing a new business, inventory, budgeting, personal damage, liability, job placement and opportunities.

### **SANITATION**

#### **10 HOURS**

Overview of infectious diseases, common eye conditions and disorders of the eyes that may impact eyelash application. Overview of eyelash anatomy and physiology. Maintaining proper work environment, disinfection of tools, Barbicide Certification, and cross contamination prevention

### **CLASSIC EYELASH APPLICATION and MAPPING**

#### **13 HOURS**

Demonstrates taping, pad placement, eyelash isolation, pick-up, and placement of false eyelash extensions, drying and removal of eyelash extensions. Includes classic eyelash practical and written exam.

## **EYELASH CERTIFICATION PROGRAM CONTINUED...**

### **VOLUME EYELASH APPLICATION/MAPPING**

**12 HOURS**

Introduction to Volume Eyelash Extensions, demonstrate the concept of volume fan making, placement of volume eyelash extensions and application. Includes volume eyelash practical and written exam.

**BREAKS, LUNCHEAS AND DINNERS:**

STUDENT SCHEDULE	BREAKS	LUNCH AND DINNER
10+ Hour Day	15 min. morning & 15 min. afternoon	½- hour lunch & ½- hour dinner
7-10 Hour Day	15 min. morning & 15 min. afternoon	½- hour lunch
5- 6 ½- Hour Day	20 min. break	N/A
4- Hour Day	15 min. break	N/A
3- Hour Day	15 min. break	N/A
		<b>*MUST CLOCK OUT</b>

**SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the Academy. Students must meet formal standards that measure their SAP towards graduation. A satisfactory academic policy is provided to all students prior to enrollment. This policy is consistently applied to all applicable students. Evaluations are based on the program of study and are maintained in the student's file. The Academy will develop an academic and/or attendance plan to address the specific needs of those students who did not maintain the academic and/or attendance requirements at the specific evaluation periods. All students must maintain a minimum of 70% or higher academic level and accumulative attendance of 80% of their scheduled hours. Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. All courses are based on 900 clock hours, 30-week academic year.

**EVALUATION PERIODS**

Evaluations will determine if the student has met the minimum requirements for a satisfactory academic process. Evaluation periods are based on 100% attendance.

Students are evaluated for Satisfactory Academic Progress at the completion of the following evaluations periods:

**Nail Technology**

150 actual hours: Accelerated (and 4.5 weeks) Full-time (and 6 weeks) Part-time (and 12.5 weeks)

300 actual hours: {provided in exit interview} Accelerated (and 9 weeks) Full-time (and 12.5 weeks) Part-time (and 25 weeks)

**Esthetics**

300 actual hours: Full-time (10 weeks) Part-time (19 weeks)

600 actual hours: {provided in exit interview} Full-time (20 weeks) Part-time (38 weeks)

**Esthetics/Nail Combo**

Follows Nail Technology and Esthetic's evaluation periods.

(Students will receive their evaluations within 3 days of these scheduled clock hours)

\*Transfer Students - Evaluation periods will be based on actual contracted hours at this institution.

### **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period. The attendance percentage is calculated by dividing the total number of hours accrued by the total number of hours scheduled. At each evaluation the Academy will determine if the student has maintained at least 80% attendance since the beginning of the course, which indicates that the student will graduate within the maximum time frame allotted.

### **ACADEMIC PROGRESS EVALUATIONS**

Students are required to maintain an academic grade average of at least 70%. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion, if the performance does not meet satisfactory or better it will not be counted, and the performance must be repeated. At least two practical skills evaluations will be completed during the course of study. Students must pass midterm(s), final written exam, and practical exam prior to graduation. Students must make up missed or failed tests and incomplete assignments to graduate.

### **GRADING AND EVALUATIONS**

ANLI ACADEMY recognizes the importance of periodic evaluation of student performance, both as a means of measuring student progress toward educational goals and as a method of determining ANLI ACADEMY's success in providing the training and preparation needed for a career in the beauty business.

Students will receive evaluations in the areas of theory, practical application, and attendance.

Attendance records are maintained on all students to meet the Academy's requirements. A student must be in attendance a minimum of 80% of their scheduled time during their enrollment. During any probationary period, a student is expected to meet this requirement.

The following factors will be measured to determine satisfactory academic progress in Theory (test grades, homework, etc.) and Practical work:

**90%-100%=Excellent**

**80%-89%=Good**

**70%-79%=Satisfactory**

**Below 70%=Unsatisfactory**

### **DETERMINATION OF PROGRESS STATUS**

Students that are meeting minimum requirements for academic and attendance at the evaluation point will be making satisfactory academic and attendance progress until the next scheduled evaluation. Students will receive a copy of their Satisfactory Academic Progress determination at the end of each evaluation. Students not meeting satisfactory academic, or attendance progress will be given a warning.

### **WARNING OF SATISFACTORY ACADEMIC PROGRESS**

Students who fail to meet minimum requirements during the time of evaluation period will be placed on warning and be considered to make satisfactory academic progress during warning period. If at the end of the warning period, the student still has not met the required minimum satisfactory academic progress, the student may be placed on probation.

### **PROBATION OF SATISFACTORY ACADEMIC PROGRESS**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

### **APPEAL PROCEDURE**

Students who wish to appeal their satisfactory and or termination must request, in writing, a meeting with the Academy's Director, Cherie Chaves. You can request a meeting by emailing her at [director.cherie@anliacademy.com](mailto:director.cherie@anliacademy.com). The Director will meet with the student within 10 business days to review the resolution.

### **MAKE UP HOURS**

Students can make up hours during course times the student is not normally scheduled for attendance. Make-up time will only be allowed for students until a cumulative attendance percentage of 100% is achieved. When signing up to make up hours, you are responsible to complete the entire number of hours outlined in the makeup hour schedule. To be approved for your make-up time, you must do a minimum of two hours. Email Student Services a week prior to scheduling your make up hour time for the following week. All make-up hours must be approved by the Student Service Coordinator and should be emailed no later than Friday morning. Overall attendance should not exceed 100%. We are not allowed to "bank" hours. Email: [attendance@anliacademy.com](mailto:attendance@anliacademy.com)

### **MAKE UP WORK**

All assignments missed by a student must be made up. It is the responsibility of the student to work with their instructor to complete any missed assignments. This work can also be done during make-up hour times.

Make-up hours for the Nail Technology Program are Wednesday and Thursday.

Make-up hours for the Esthetics Program are Monday and Tuesday.

If a student is late to school, they may NOT stay to make up hours on that day.

### **MAXIMUM TIME FRAME**

Students must complete the educational program within the maximum time frame, which is based on attending at least 80% of the scheduled hours.

The **maximum time frame** allowed for transfer students who need less than full course requirements or part-time students will be determined based on 80% of the scheduled contracted hours. If any student enrolled fails to complete the program within the maximum time frame, they will be terminated from the program. Students who exceed the maximum time frame will be permitted to re-enroll in the program on a cash-pay basis. Payment for the remaining hours to complete will be due the first day. For students with a disability that appeal, the student's disability will be considered as a factor towards maintaining Satisfactory Academic Progress.

### **WEEKS TO COMPLETION**

<b>COURSE/ WEEKLY HOURS</b>	<b>LENGTH</b>	<b>MAXIMUM TIME FRAME</b>
Nail Technology (32 hours a week)	9.38 weeks	11.72 weeks
Nail Technology (24 hours a week)	12.5 weeks	15.63 weeks
Nail Technology (12 hours a week)	25 weeks	31.25 weeks
Esthetics (32 hours a week)	18.75 weeks	23.44 weeks
Esthetics (16 hours a week)	37.5 weeks	46.88 weeks
Esthetics/Nail Combo (32 hours a week)	28.13 weeks	35.16 weeks
Master Educator (32 hours a week)	9.38 weeks	11.72 weeks
Master Educator (12 hours a week)	25 weeks	31.25 weeks
Eyelash Extension Certification (25 hours a week)	2 weeks	2.5 weeks

\*The state of Rhode Island requires **300** clock hours for the Nail Technology Program and **600** hours for the Esthetics Program. Students are expected to complete the course in no more than **125%** of the program length. If a student is never absent, they should complete the course within the number of weeks listed above.

## **GRADUATION REQUIREMENTS**

Students must meet the following requirements to be eligible for graduation in their course of study:

- Receive the required number of clock hours of training for your program.
- Complete the required theory hours for your program.
- Pass state written and practical exams with a minimum of 70%.
- Tuition must be paid in full.
- Complete required paperwork to exit and attend exit interview.

### **\*MUST BE 18 YEARS OF AGE TO BE LICENSED IN THE STATE OF RHODE ISLAND**

\*A **\$25.00** check or money order will be due during the exit process for your Rhode Island State Board application, made payable to the **Rhode Island General Treasurer** (this fee is not included in tuition).

\*A **\$75.00** credit card or debit card will be needed to schedule your written exam on **psixams.com** (this fee is not included in tuition).

**\*Once the student has met all these requirements, they will receive a CERTIFICATE of COMPLETION. The Academy will not release an official transcript until all graduation requirements are met.**

\*A student who withdraws will receive a certified transcript, which will include the number of hours for which the Academy has been compensated. For the purposes of transfer or graduation, hours will not be released by ANLI ACADEMY until all monies owed to the Academy have been paid and all academic requirements pertaining to those hours have been completed.

**\*A fee of \$25.00 will be charged for requests for transcripts.**

## **STATE LICENSING DISCLAIMER**

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the Board of Hairdressing and Barbering to deny licensure. The Board of Hairdressing and Barbering denies licensure because the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. Citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. ANLI ACADEMY is not responsible for students denied licensure.

## **SALON SERVICES**

Students will be working on clients when they have completed 50 hours (Nails) and 200 hours (Esthetics). Students will be guided with individual attention and group learning. This is when students begin experiencing their clinic classroom education on paying clients in the clinic floor classroom area.

## **EMPLOYMENT ASSISTANCE**

ANLI ACADEMY does not guarantee employment upon successful completion of your course of study. However, we are prepared to offer all possible assistance in the placement process. In addition, any available positions will be posted on our job board. We will identify all Nail and Esthetician spas in operation within our state and assist in resume completion, interviewing skills, and any relevant techniques to acquiring employment. Resumes are completed during Chapter F8, Career Planning. Students work with Student Services to start finding job placement at approximately 250 hours for Nail Technology and 550 hours for Esthetics.

**\*STUDENTS AND GRADUATES MAY NOT WORK IN A SALON UNTIL THEY ARE OFFICIALLY LICENSED IN THE STATE OF RHODE ISLAND.**

## **INTERRUPTIONS, COURSE INCOMPLETES, COURSE WITHDRAWALS**

If the student needs to take off more time than allotted in the contract or more than 14 consecutive calendar days, they must drop or take a leave of absence and re-enroll when ready to return. Students who withdraw prior to completing the course of study and who wish to re-enroll will re-enroll at the same progress status as applicable at the time of withdrawal.

**\*A student may not miss more than 14 consecutive calendar days in their program of study. If this occurs, and a Leave of absence has not been requested, the student will be dropped from the program.**

## **LEAVE OF ABSENCE POLICY**

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time during an ongoing program when a student is not in academic attendance. A leave of absence is counted by calendar days. Leave of absence can be granted in cases of medical emergency, which cause attendance to be impossible or impractical. If a student is called into active duty for the military, the Academy will grant a leave of absence. These are the only times a leave of absence is granted.

**To be placed on Leave of Absence, the student must:**

1. Complete and sign the Academy's leave of absence request form in advance unless unforeseen circumstances prevent the student from doing so.
2. Must state the reason for the leave of absence request.
3. Be approved by the Student Service Coordinator and Director
4. Leave of absences must be a minimum of 10 days and must not exceed a total of 180 days in a 12-month period.

**Note:** A student requiring more than the 90 days allowed will need to withdraw from their program and re-enroll at a later time. (Please refer to the **Re-Enrollment Procedure**)

A student on a leave of absence, date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or, the date the student notifies the Academy that the student will not be returning. A leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence.



### **LEAVE OF ABSENCE POLICY CONTINUED....**

\*Students may not arbitrarily decide to “take” a leave of absence.

There will be no additional charges for a LOA. If the student fails to return or fails to contact the Academy Student Service Coordinator on the documented return date, the student will be considered to have withdrawn from the Academy as of that date the student began the LOA. The withdrawal date for the purpose of calculating a refund is always the date the student notified us to take a leave of absence.

In special circumstances, the Academy may grant a leave of absence to a student in the case of an emergency, such as a car accident or other medical issue that would prevent the student from requesting the leave of absence prior to the incident occurring. In these cases, the Academy will document the reason for the granting of the leave after the incident has occurred. The beginning date of the leave of absence will be based on the first date it has been determined that the student cannot come to class due to an accident or medical situation.

- To grant a leave of absence there must be the expectation that the student will be returning to the Academy.
- A student who is granted a LOA that meets the criteria, is not considered to have withdrawn and no refund calculation is required at that time.
- Students returning to the Academy from a leave of absence will re-enter in the same status that was achieved prior to the period of leave.
- Changes to the contract period on the enrollment agreement must be accompanied by an addendum and must be signed and dated by all parties to reflect the new contract’s end date.

**DROP OR WITHDRAWAL REFUND POLICY** When a student withdraws from their program, a drop form will be executed. The date of determination is based on the date they requested their drop. If we need to make an involuntary withdrawal, it will be based on the last day of attendance. Refunds are based on the scheduled hours on the drop/withdrawal date.

\*Any refunds due to a student will be credited within 45 days from the effective date of termination or cancellation.

### **BUYERS RIGHT TO CANCEL**

The applicant or legal guardian has the right to cancel the enrollment contract and demands their money back in writing, within three (3) business days of signing the enrollment agreement regardless of whether the student has started training. All monies collected by the Academy are refunded except the non-refundable registration fee of \$100.00 and kit fee (if the kit was purchased and delivered to the applicant). An applicant that cancels the contract after three (3) business days of signing, but prior to entering classes, is entitled to a refund of all monies paid to the Academy less the registration fee and kit fee if applicable.

**CANCELLATION AND REFUND POLICY**

<b>Percent of scheduled time enrolled.</b>	<b>Amount of tuition ANLI ACADEMY retains.</b>
<b>Percentage Length of Scheduled Hours to Complete the Total Length of Program</b>	<b>Amount of Total Tuition Owed to the Academy</b>
<b>.01%- 4.9%</b>	<b>20%</b>
<b>5%- 9.9%</b>	<b>30%</b>
<b>10%- 14.9%</b>	<b>40%</b>
<b>15%- 24.9%</b>	<b>45%</b>
<b>25%- 49.9%</b>	<b>70%</b>
<b>50% AND OVER</b>	<b>100%</b>

**NOTE:** Any student terminated, or who requests withdrawal from their program of study, for any just reason, will be subject to the above Cancellation and Refund Policy

- If the course is canceled after a student’s enrollment, and before instruction in the course/program has begun, the Academy will either provide:
  - A full refund of all monies OR
  - Completion of the course/program
- If the Academy cancels a course/program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide:
  - A pro rata refund for all the students transferring to another school based on the hours accepted by the receiving school OR
  - Provide completion of the course OR
  - Participate in a Teach-Out agreement OR
  - Provide a full refund of all monies paid.
- If permanently closed and ceases to offer instruction after a student has enrolled and instructions has begun, the school will provide:
  - A pro rata refund of tuition to the student OR
  - Participate in a Teach Out Agreement

**\*THE ANLI ACADEMY CANCELLATION POLICY AND REFUND POLICY COMPLY WITH THE REQUIREMENTS OF THE RHODE ISLAND OFFICE OF THE POSTSECONDARY COMMISSIONER.**

**RE-ENROLLMENT PROCEDURE**

**A student who has withdrawn from their program of study for any reason may reapply for readmission.**

If the student returns **within 180 days** of the last date of attendance to ANLI ACADEMY, the student must complete a new application with an essay providing the reason for the prior poor attendance and what has changed to eliminate are occurrence of the problem.

In addition to the application, a \$150.00, nonrefundable, re-enrollment fee will be collected. An Enrollment Contract Addendum will be signed with a new graduation date and shall be subject to a personal interview with the Academy’s Administration and may be placed under individualized conditions. Readmission is not guaranteed and shall be granted at the sole discretion of the Academy’s Administration. If readmitted, the terms of this Enrollment Contract shall again become effective, subject to current tuition costs and additional fees, which may be required.

### **RE-ENROLLMENT PROCEDURE CONTINUED...**

A student who returns after **180 days** of the last date of attendance at ANLI ACADEMY must complete a new application. In addition to a new application, a \$150.00, non-refundable, re-enrollment fee will be collected. A new Enrollment Contract will be signed, and a new graduation date will be calculated, and shall be subject to a personal interview with the Academy's Administration and may be placed under individualized conditions. Readmission is not guaranteed and shall be granted at the sole discretion of the Academy's Administration. If readmitted, the terms of this Enrollment Contract shall again become effective, subject to current tuition costs and additional fees, which may be required.

### **STUDENT COMPLAINT/GRIEVANCE POLICY AND PROCEDURE**

ANLI ACADEMY affirms the right of students to obtain quality academic and training services and to be free from discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or veteran status. The purpose of this policy and procedure is to provide a timely and equitable means of resolving problems that arise from alleged violations of the Academy's policy and state regulations.

#### **NOTE: Grievances can involve either academic or non-academic issues.**

Resolution of challenges should be sought as soon after the incident as possible. In general, students should try to resolve problems informally, first by discussing the problem with the individual. If that fails, discussion with the Academy's Director may be sought. A formal grievance should be filed only when all reasonable informal means of resolving differences have been exhausted. The steps in the formal grievance procedure are as follows:

\*The grievance will be officially filed in written form and will be acknowledged within five business days.

The Director will investigate the complaint, and appropriate action will be taken within 30 days of filing.

- The Academy will issue a Resolution Report responding to the complaint within five days of the completion of the investigation.
- If the matter is resolved to the students' satisfaction, the issue will be considered closed (except for any follow-up activities that are part of the evaluation report).
- If the matter is not resolved to the students' satisfaction, an appeal may be made to the Director. The Director will acknowledge receipt of the student's desire to continue the complaint within five days of the resolution.
- The Director will meet with the student within 10 days, or as soon as can be reasonably arranged, to review the resolution.
- The Director will make a ruling on the resolution within 10 days of meeting with the student. The Director's ruling is final.
- If the matter is not resolved to the student's satisfaction, an appeal may be made to the Rhode Island Office of the Postsecondary Commissioner or the Rhode Island Department of Health.

## **STUDENT GUIDELINES**

**Dress Code:** Student dress must be neat, clean, and professional, your appearance is a direct reflection on your professionalism.

- Students must be in all black.
- Clothing should be professional and clean.
- Shoes should be professional, practical, and comfortable.
- Hair should be styled prior to arriving at the Academy.
- Any cosmetics should be applied prior to arriving at the Academy.

### **The following is a list of acceptable dress:**

- Black pants, shorts and/or skirts should be free of any rips or tears and no more than 2" above the knee.
- All shirts must cover shoulders, underarms, cleavage, midriff, and lower back.
- Tights or leggings should be worn with skirts or dresses that fall above the knees for all students.
- Slits and/or breaks in a dress or skirt must be no more than 2" above the knee.

**\*Nametag** — must be worn while in attendance. The first name tag will be provided by the Academy. If a nametag is lost and needs to be replaced, it will be the student's responsibility to pay for it. The cost of the nametag will be \$9.00.

### **The following is a list of unacceptable dress for all students in attendance:**

- Foot thongs, slippers, Crocs (or similar to), UGGs (or similar to), or beach sandals.
  - Tank tops (without accompanied by a sweater).
  - Belly shirts.
  - Sweatpants.
  - Hooded sweatshirts, jackets, and printed T-shirts.
  - Shorts and/or skirts higher than 2" above the knee.
  - Spandex or biking shorts.
  - Hats or bandannas.
  - Sunglasses.
  - Headphones, headgear, and/or earphones are not permitted in the classroom or the clinic classroom.
- **Students who fail to comply with the dress code will be coached with an advisory and possibly sent home for the day.**

## **STUDENT GUIDELINES CONTINUED...**

**CELL PHONE USAGE:** Students are **not** permitted to have cell phones out in the classrooms, and they must be set to vibrate only. Cell phones are **not** allowed in the theory, practical lab or when working with the public, as this is not proper business etiquette. This includes texting. Students are only permitted to take emergency calls (babysitter, child's school, etc.) and should excuse themselves from the classroom briefly to take the call. It is preferred that a system be arranged so that emergency calls come in via the main number. The Administrative Assistant taking the calls at the front desk can get the call/message to you. Cell phones may be used on breaks only.

**LATE ARRIVALS/ABSENCES:** Students are expected to be in class on time. Students may enter the building five minutes before the scheduled start of class. Any late arrivals more than ten minutes past the scheduled start time must be called into administration and the student may not enter the classroom until after the first break of the day. After a maximum of three late arrivals in one month the student may not enter the building for that day. Late arrival hours may not be made up, after the third offense for that month, and may make the student go past their contract date. Any hours clocked after contract date will be charged to the student accordingly. Late arrivals and leaving early will cause time to be missed out of your clocked hour schedule. This will also result in your attendance percentage dropping. Please keep in mind that to graduate on time, and not be dropped from the program, you must maintain at minimum an 80% attendance. Your contracted amount of time you are allowed to miss is for any sick time, vacation time, bereavement time, jury duty etc. If a student misses three consecutive days a doctor's note or documentation will be needed to return to class. If you need more time off than allowed without being dropped, you may need to request a leave of absence.

\*If you are going to be late or absent any day, you are required to let us know. Please use one of the following communications: Email- [attendance@anliacademy.com](mailto:attendance@anliacademy.com), Text- 401-484-1785, Phone- 401-431- 2654

\*Day students are required to let us know by 8:15am, Night students are required to let us know by 4:15pm.

**CHEWING GUM:** Gum chewing is not allowed on the Academy's premises.

**FOOD AND DRINK:** Drinks are allowed in all classrooms and break areas. (Drinks must be in a container that has a tightly closed lid and is spillproof) Food consumption is only allowed in the classroom during scheduled breaks and lunches. Food and drink are not allowed in the practical lab. Students are responsible for disposing of any related trash in proper waste receptacles.

**SMOKING AND VAPING:** Smoking and vaping are permitted outdoors only in the assigned designated area, 25 feet from the building. All smoking materials are to be extinguished in a neat and safe manner. After smoking or vaping, you are required to wash your hands thoroughly and rinse your mouth with mouthwash followed by a mint for any residual odor. It is unprofessional to other students and clients to have to smell smoke on a technician.

## **STUDENT GUIDELINES CONTINUED...**

**STUDENT PARKING:** The designated parking area for students is located in the front, side and back of the Academy located at 42 Hemingway Dr, Riverside, RI 02915. Only students with a handicapped placard can park in a handicapped parking space. Students may request to park in a handicapped space temporarily if they have a temporary medical condition. (Ex. broken leg) Please refer all requests to the Director.

## **COACHING AND ADVISORY**

Part of the student's learning experience includes coaching and advising. The Academy's Administration will coach all students to correct non-compliant or inappropriate behavior. A student that receives consecutive coaching sessions will have their attendance permanently terminated. ANLI ACADEMY reserves the right to terminate a student from their program without prior coaching sessions for improper and/or immoral conduct. Refer to the Academy's Student Advisory Form.

**\*\*When monitoring students for unofficial withdrawals, the Academy is required to count any days that a student was out as a part of the **14 consecutive days** of non-attendance used to determine whether the student will be returning to the Academy.**

### **Students may receive coaching sessions for the following items:**

- 1) Lack of the correct uniform and/or dress code, which includes a missing name tag.
- 2) Malicious gossip.
- 3) Neglecting to call in when late or absent.
- 4) Excessive tardiness to theory and/or practical class.
- 5) Failure to complete practical and academic assignments.
- 6) Being behind in theory attendance and/or theory exams.
- 7) Parking in an undesignated area.
- 8) Use of cell phones in a non-permitted manner.
- 9) Smoking on the Academy campus. The Academy is a smoke-free campus.
- 10) Violation of the Academy's Internet and Social Networking Policy.
- 11) Behind on tuition payments.
- 12) Falling below required percentage in monthly attendance.
- 13) Violation of the standards in the Student Guidelines.
- 14) Violation of the Confidentiality Policy.

## **COACHING AND ADVISORY CONTINUED...**

**Students may be terminated for the following and may be given no warnings or prior coaching sessions:**

- 1) Use of drugs and/or alcohol, which includes prescription marijuana, on campus.
- 2) Possession of drugs and/or alcohol, which includes prescription marijuana, on campus.
- 3) Clocking or signing in/out for another student.
- 4) Cheating or stealing (this includes time in attendance).
- 5) Insubordination.
- 6) Threatening statements made toward staff, service guests, or other students.  
\*No bullying, physical violence and/or altercations.
- 7) Violation of standards and/or Code of Conduct at an Academy's sponsored event, off campus event, and/or field trip.
- 8) Weapon(s) on the Academy's campus.

**WEAPONS:** The safety of our students, guests and team is extremely important. ANLI ACADEMY prohibits anyone from entering the building with any type of weapon, (i.e.: guns of any kind, brass or metal knuckles, knives or other items that impale, tasers or any weapon intended to propel objects). Students may not violate this policy while attending any ANLI ACADEMY off campus events.

\*If a student is terminated due to misconduct, which includes but is not limited to reporting to the Academy under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, threats, and/or bullying, such termination is final and may not be appealed.

### **POLICY ON THE DRUG-FREE SCHOOL ACT**

Pursuant to the Drug-Free School and Campus Act of 1989, it is the policy of ANLI ACADEMY to prohibit the unlawful manufacture, distribution, dispensation, possession, or use of drugs and alcohol by students on the Academy's premises or as part of any of its official activities.

A student who is convicted for possession and/or use of drugs will be suspended and may be reinstated only if they successfully complete drug abuse assistance or a rehabilitation program offered by a federal, state, or local health, law enforcement, or another appropriate agency.

\*If a student is convicted of selling drugs, they will be permanently terminated from the Academy.

### **SOCIAL NETWORK POLICY**

ANLI ACADEMY respects the rights of students to use social media during their personal time. Social media includes all forms of publicly accessible communications which include, but are not limited to, written and verbal communications (including podcast and video uploads) and all forms of electronic communication including discussion groups, forums, newsgroups, email distribution, blog postings, and or social networking sites, (such as Facebook, Instagram, Snap Chat, Twitter, YouTube, Tik Tok, etc.). Students are personally responsible for the content they publish on social networking sites. Students are expected to treat each other with fairness and respect, consistent with the ANLI ACADEMY's expectations.

ANLI ACADEMY does not permit ethnic slurs, personal insults, obscenity, intimidation, cyber bullying, harassment or engaging in conduct that would be unbecoming of an ANLI ACADEMY student and misrepresent the ANLI ACADEMY brand. ANLI ACADEMY reserves the right to request the removal of any posts at its discretion and take necessary disciplinary action as appropriate.

### **WIRELESS INTERNET USER AGREEMENT**

ANLI ACADEMY provides free wireless Internet in various locations across the Academy's campus. This service is intended to allow students limited access to the internet. As the configuration of each manufacturer's device is unique, please refer to your documentation for connection instructions. Staff cannot be responsible for assisting you in making changes to your devices.

### **SECURITY WARNING AND DISCLAIMER WARNING**

This free service is an open network provided for your convenience and its use is at your own risk. It is available to the public and is **NOT INHERENTLY SECURE**. The providers and ANLI ACADEMY cannot and do not guarantee the privacy of your data and communication while using this service. You are signing on at **YOUR OWN RISK**. This service is also provided "**AS AVAILABLE**".

### **CONFIDENTIALITY POLICY**

As the contract for every student is made solely between the student and ANLI ACADEMY, the information and details of the transaction are not to be shared with other parties. Additionally, all student advisement or conversations between the administration and a student are confidential and private. Students are not allowed to discuss their contract or interactions with other parties.



## **OSHA REQUIREMENTS**

In compliance with the United States Department of Labor Occupational Safety and Health Administration requirements, the Academy advises its students of the chemicals used in all programs. During the course work, the student learns about the importance of safety in the workplace and how to use and follow the Safety Data Sheets (SDS) for chemicals used in all programs and related training.

During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing Safety Data Sheets for the chemicals used is available in the administrative office. The Academy endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The Academy does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

### Student Access to Records

The school provides any students and parents or guardians of the pennant minors the opportunity to review the student's educational records or to seek correction of any inaccurate information contained within.

To review the file, the student should schedule an appointment by making request in writing, addressed to the administrative office, all where records are maintained.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of 18 or they attend a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school corrects records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) CONTINUED...**

- Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  1. School officials with legitimate educational interest.
  2. Other schools to which a student is transferring.
  3. Specified officials for audit or evaluation purposes.
  4. Appropriate parties in connection with financial aid to a student.
  5. Organizations conduct certain studies for or on behalf of the Academy.
  6. Accrediting organizations.
  7. To comply with a judicial order or lawfully issued subpoena.
  8. Appropriate officials in cases of health and safety emergencies.
  9. State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

**ANLI ACADEMY'S ADMINISTRATION:**

Hangcheng An - Owner/President  
Cherie Chaves - COO/Director of Education  
Kelsey Jennings- Financial & Student Services Coordinator  
Alexia Moronta- Admissions Coordinator  
Melissa Pinelli- Administrative Assistant  
Maria Bostic- Administrative Assistant

**NAIL TECHNOLOGY EDUCATORS:**

Dawn Albanese  
Georgina Balemian  
Nancy Manso

**ESTHETICS EDUCATORS:**

Tara Machado  
Victoria Polidoro  
Karen McCahey  
Stephanie McCafferty- Mentor

\*Please note that Mentors are non-instructional staff

**I HAVE READ AND UNDERSTAND THE TERMS OF THIS STUDENT CATALOG, AND I HAVE BEEN PROVIDED A COPY.**

**NOTE: THIS STUDENT CATALOG IS NOT BINDING UNTIL SIGNED BY THE STUDENT AND COUNTERSIGNED BY THE DIRECTOR OF THE ACADEMY.**

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If applicant is a minor)

Director: \_\_\_\_\_ Date: \_\_\_\_\_