

# *Nuvo College Of Cosmetology*

## Student Catalog & Handbook

### MEMBERSHIPS

Michigan Cosmetology Schools Association

### INSTITUTION'S LICENSING/ACCREDITATION

Michigan State Board of Cosmetology  
Office of Commercial Services  
P.O. Box 30244  
Lansing, MI 48909  
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### **NACCAS**

3015 Colvin Street  
Alexandria, VA 223141  
(703) 600-7600

Effective: 06/22/2018

## WELCOME LETTER FROM THE DIRECTOR

Dear Prospective Students:

On behalf of all our students and staff, we are pleased to welcome you to Nuvo College of Cosmetology. We are thrilled that you have elected to join us in pursuit of your dreams in the beauty industry.

Nuvo College of Cosmetology provides a unique college forum, with a strong educational team and a professional salon style atmosphere. We provide the latest state of the art equipment with spacious classrooms and clinic. You will flourish under the direction and guidance of our skillful staff, while receiving individual attention and personalized instruction, as you gain confidence and expertise.

Our goal is to combine your unique talents and abilities with the skills and knowledge specific to a career in cosmetology. Through lectures, demonstrations and hands-on experience, you will learn the practical and technical skills you need to be successful.

If you feel you have an artistic flair and enjoy working with people, the field of cosmetology could be the right career path for you. We are confident your experience at Nuvo College of Cosmetology will be rewarding and provide a solid foundation for you to build your career.

Truly Yours,

*Rachelle Hufnagel*

Rachelle Hufnagel  
Owner / Financial Aid Director

## **Introduction**

This catalog is general information that will help you in your daily activities and responsibilities at Nuvo College of Cosmetology. Please read it carefully. Nuvo College of Cosmetology will be referred to as Nuvo College within this catalog. Whenever you have questions about school rules or policies please use this handbook as your first source of information. It is your responsibility as a student to become familiar with all our policies. Because we believe that you will approach this learning opportunity as a responsible adult, we encourage you to be flexible and open to possible changes to policies in this catalog. If any changes occur, you will be informed in writing and the change in the policy will be posted on the Student Bulletin Board.

## **Ownership & Licensure**

Rachelle Hufnagel, Leigh Ann Holdings INC is the owner and Director of Nuvo College of Cosmetology. The campus is located at 919 W. Norton Ave. in the city of Norton Shores. State regulation requires that Nuvo College of Cosmetology renew its license annually. The college's application for licensure was approved and issued by the Michigan State Board of Cosmetology.

## **History**

Nuvo College of Cosmetology was established by Marjorie Stewart on September 11, 2002 and was originally located on Grand Haven Road. Rachelle Hufnagel assumed ownership of Nuvo College January 1, 2010. Rachelle graduated from Ludington High School in 1986. Attended Aquinas College from 1986-1991 and graduated with a Bachelors of Arts and Michigan Certified Teaching Degree. She started at Nuvo College of Cosmetology in 2004 as the Financial Aid Director.

## **Staff Bios**

*Emily Buchholz*

College Coordinator / Instructor

Graduated from Mona Shores High School in 2002. Attended Nuvo College of Cosmetology for Cosmetology from 2003-2004. She worked at Supercuts on Harvey Street from 2004-2005, JW & Co. Hair Studio from 2005-2006, and Supercuts on Henry Street from 2006-2009. She worked part time at Supercuts while attending Nuvo College for her Instructor's License. She became a Licensed Instructor and started teaching at Nuvo College in November 2009.

*Heather Helms*

Instructor

Graduated from Orchard View High School in 2005. Attended Booker Institute from 2004-2005. Followed that by working at Hair Masters for four years and New Image for three years. Attended Nuvo College for her Instructors License in 2011 and started at Nuvo College immediately following graduation.

*Denise Suttorp*

Instructor / Title IX Coordinator – [dsuttorp@nuvocollege.com](mailto:dsuttorp@nuvocollege.com)

Graduated from East Kentwood High School in 1987. She attended Chic University and graduated from there in 1988 with her Cosmetology License. She has worked from 1989 to the present at salons such as Meijer Hair Salons, A Perfect Touch and Designer's Touch Hair Salon. She graduated from Nuvo College of Cosmetology with her Instructor's License in 2013 and joined our team in January of 2014.

### *Christina Brandenburg*

Instructor

Graduated from Fruitport High School in 1999. She attended Nuvo College of Cosmetology for both her Cosmetology License (2012) and Cosmetology Instructor's License (2014). She worked at Versatility Hair Salon and is now working at Trend Benders.

### *Ann Watkins*

CTE Instructor

Graduated from Hudsonville High School in 1993. She attended Chic University for her Cosmetology License (2001). After school, she started at Hair Masters from 2002-2011. While working at Hair Masters she attended Empire for her Instructor's License (2010). She worked for Booker Institute for a year and Tulip City Beauty College for 5 years. She has been managing an Ulta Beauty Salon for the past year and she joined the Nuvo Staff in October 2017.

## **Facility**

We are in a beautiful brick building near the intersection of Henry St. and Norton Ave., near Wal-Mart and Meijer. We are in the same building as Panopoulos Salon, across the street from Pints and Quarts and Jet's Pizza. Nuvo College is centrally located for the convenience of not only its students, but also for the salon patrons.

Nuvo College of Cosmetology houses three classrooms and a large clinic where clients receive a full menu of hair, skin, and nail care services. The clinic provides students with valuable practical experience. This "real life" hands on training is the best way for students to learn superior skills in providing customer service and in solving hair, skin and nail care problems.

Nuvo College has 60 styling stations in our clinic, 6 shampoo bowls; three large classrooms and two small esthetician classrooms with a total of 8700 sq. ft. in our building. Nuvo College also provides a student lounge and lockers for students.

## **Mission Statement**

At Nuvo College of Cosmetology our goal is to provide high quality education in the practical skills necessary for licensure and employment including business skills, customer service, retailing and communications in the field of cosmetology. We have created a unique college forum, and a professional salon style atmosphere. Our students learn by doing. Our environment promotes creativity, teamwork, personal and professional growth.

We strive to meet and provide our students with a strong background of information to prepare our graduates for State Board Licensing and careers in cosmetology arts and sciences.

We recognize that it is the success of our graduates that measures our own success and the success of the industry.

## **Educational Objective**

OUR OBJECTIVE IS THAT EVERY STUDENT BECOME LICENSED AND HAVE AN EQUAL OPPORTUNITY TO SEEK GAINFUL EMPLOYMENT IN THE FIELD OF COSMETOLOGY OR A RELATED FIELD.

Nuvo College of Cosmetology has specialized its curriculum to meet the needs of students who are job and career oriented. Students receive training and practical experience which qualifies them as outstanding candidates for many cosmetology related careers. Our courses are also directed toward helping students develop desirable work habits and attitudes with respect to health, sanitation and safety. In addition, advanced technical, business and people skills, encourage self-reliance and readiness to assist others in an ethical approach to this profession.

## **EDUCATIONAL PROGRAM & PRODUCT LINE**

### **Multi-Method Training System**

Students at Nuvo College of Cosmetology participate in a unique curriculum that combines educational materials from a variety of resources. Every student has the opportunity to integrate theory, practical and communication skills from the most famous and trusted names in our industry by using techniques and concepts from Milady's Standard 2012 Edition. Milady understands that change is good as well as constant in this industry.

### **Milady Standard**

Milady Standard presents their material in a clear, user friendly format that helps students learn the common links between the concepts and principles of Cosmetology, Nail Technology and Esthetics. This innovative instructional layout provides a visually exciting package, top names in the industry, student friendly text design, reliable and newly revised information.

### **Professional Product Lines**

Students gain experience by using a variety of professional brands and product lines at Nuvo College of Cosmetology. These include: Create, OPI, Matrix, OFRA and other professional/salon only products. Product lines may change.

## **GENERAL INFORMATION**

### **Instructor Qualifications**

Our instructors are licensed by the Michigan Board of Cosmetology. All instructional staff members meet all requirements of Michigan state law. To become a Cosmetology Instructor in Michigan, you must first be a licensed cosmetologist. The state of Michigan requires 500 hours of instructional training. Nuvo College requires 600 hours of instructional training. We feel that 500 hours is not adequate to prepare Instructors so additional hours and advanced technical training is required.

### **Non-Discrimination Policy**

Nuvo College of Cosmetology, its admission, instruction and graduation policies, do not discriminate on the basis of age, race, color, ethnic origin, creed, religion, sex, gender identity and expression, disability, veteran status or any other characteristic protected under Federal or State law.

### **Instructional Language**

Nuvo College of Cosmetology is an English-speaking facility. All instruction is in the English language. Nuvo College does not offer English-as-a-second language instruction.

### **Record Keeping**

Student hours are recorded daily via the computer. Minimum Practical Applications (MPAs) are recorded daily on goal sheets by the student and transferred to their Hour/MPAs sheet at the end of each day. The goal sheets are collected, graded by an instructor and the grade is entered into the computer. Roll call is taken daily in the morning or at the start of each class. Progress reports are administered once a month for the previous month. A designated instructor will review the progress report with the student.

## **ADMISSION & ENROLLMENT REQUIREMENTS**

Nuvo College applicants must visit and tour the college before enrolling. Applicants may visit Nuvo College anytime during our business hours. Class size is limited so perspective students should apply for admission as early as possible.

Applicants who cannot visit the campus may arrange an interview with an admissions representative at their high school by contacting the Nuvo College's admissions office.

The Cosmetology Instructor course is offered to students who have successfully completed a basic cosmetology course, have a valid and current cosmetologists' license with a minimum of one year of experience in a licensed facility

Applicants must provide a letter of recommendation stating they are of good moral character to be considered for admission, this letter is required by the State of MI and will be kept in the students file; a high school diploma, GED or sufficient document, and having proof she/he is at least 17 years of age or older. The applicant can be 16 to be admitted but must be 17 to graduate. We require parents of dependent students to co-sign enrollment documents.

## **Transfer Students**

Nuvo College of Cosmetology does not recruit students already attending or admitted to another college offering a similar program. Transfer students will be required to meet the published admissions requirements and should refer to the Michigan Cosmetology Laws for current registration procedures. All transfer students are required to take an entrance exam and there is a \$150.00 fee for the testing. Nuvo College of Cosmetology can accept transfer hours awarded to the student by the Michigan State Board of Cosmetology up to 1,000 hours. They must meet all transfer requirements. These hours must be submitted to the school prior to the student's start date. All transfer students must enter the class level assigned by the Director. Nuvo College reserves the right to modify the transfer policy in unusual circumstances. Transfer students will be required to purchase the necessary kit and/or book items to meet Nuvo College's kit and book bundle standards. **We do not accept transfer hours for 600 hour programs.**

If you are a Licensed Esthetician with proof of completion (i.e. state license) within the past three (3) years and you would like to take the Cosmetology Course, we will accept 100 transfer hours in accordance with the State of Michigan

Students from the Muskegon Area Career Tech Center will be required to meet the published admissions requirements and should refer to the Michigan Cosmetology Laws for current registration procedures. Any MACTC student who maintains continuous enrollment or plans on being back in attendance within 90 days of your scheduled MACTC program end date, any amount of hours will be accepted. Also, Nuvo College will waive the \$100.00 Registration Fee if the MACTC student rolls over within 30 days of the MACTC program end date. MACTC students will not be required to take a transfer test. Students will be required to purchase the necessary kit and/or book items to meet Nuvo College's kit and book bundle standards, if necessary.

Nuvo College of Cosmetology wants to ensure the success of every graduate. We believe this success results from knowledge of fundamental skills. Therefore, every transfer student must attend our college and abide by all policies and procedures established by Nuvo College. Students must complete all course work and meet published progress and graduation requirements to receive a diploma from Nuvo College of Cosmetology.

## **Re-Entry Requirements**

Former students of Nuvo College of Cosmetology who wish to re-enter must request approval from the school administration. The request will be reviewed, and a decision made within 30 days of the request. Students who re-enter within thirty (30) days of the original exit date will be charged the same tuition and fees as the original enrollment. All previous payments will be credited to the student less any refunds made as a result of the withdrawal. Students who wish to re-enter after the thirty (30) day grace period, will have to re-contract with Nuvo College of Cosmetology, which includes tuition at time of re-entry either in full contract or charges per hour to complete the course and remaining hours needed for graduation and the remaining previous balance.

Students must abide by all policies and procedures published in the most current Nuvo College catalog.

## **FINANCIAL INFORMATION**

Nuvo College of Cosmetology participates in the Title IV Federal Financial Aid Programs. To be eligible for Financial Aid, a student must be a citizen of the United States or a legal permanent resident or other eligible non-citizen, enrolled in an eligible program leading to a degree or certificate, not be in default on a federal student loan, or owe a refund of Federal Financial Aid. Other eligibility criterion which must also be met is outlined in Funding Your Education, a U.S. Department of Education Publication, available from your Financial Aid Director.

### **Veterans Benefits**

Nuvo College of Cosmetology participates in the Veteran's Administration programs. If you are interested in using your Veteran's benefits at Nuvo College of Cosmetology, contact the Financial Aid Director.

### **Tuition Payment**

Students must pay or make arrangements for Application and Registration Fees in the amount of \$200.00 to be paid the day of signing the enrollment agreement, prior to the date of enrollment. They also must make payment arrangements prior to enrollment with the Financial Aid office for any tuition costs or fees not paid.

## **STUDENT CLASSIFICATIONS**

Every student is classified based on progress through their program as follows:

### **Sapphire**

This is the most crucial aspect of your Cosmetology training. In this level, you will learn about infection control, Michigan State Board of Cosmetology Law, and all the practical skills you will need to assist with coloring, chemical texture services, manicuring and pedicuring. We require students to complete all assigned MPAs, have 350 hours, pass all tests and both a written and practical exam before moving on to the next level. Students will be issued a report card when all chapters and tests are complete for this level.

### **Ruby**

The Ruby level of training is vital to your education. You will be able to assist clients on the clinic floor and at the same time be honing your skills in artificial nails, corrective color, false lash application, wigs and braiding. You will also touch on the history of cosmetology, important life skills, communicating for success and your professional image. We require students to complete all assigned MPAs, have 700 hours, pass all tests and a written exam before moving on to the next level.

### **Emerald**

Students will begin to work more on their creative skills. You will develop and customize your skills to meet the needs of the clients. In the classroom you will be learning anatomy, properties of the hair and scalp, chemistry, electricity, nail and skin structure and growth and nail and skin diseases and disorders. A basic understanding is required so that you can recognize changes from the norm and determine the proper application of services and proper product selection. We require students to complete all assigned MPAs, have 1,050 hours, pass all tests and both a written and practical exam before moving on to the next level. Students will be issued a report card when all chapters and tests are complete for this level.

### **Diamond**

In this final level, you will begin to master your skills and prepare for employment. You will focus on seeking employment, the salon business as a whole, portfolio and resume preparation, desk training and advanced color and cutting skills. We require students to complete all assigned MPAs, have 1500 hours, pass all tests and exams before graduating.

# **CLASS CALENDAR & SCHOOL HOURS**

## **Class Calendar**

All classes generally start the 2<sup>nd</sup> Tuesday of every month. If the classes are not filled we may accept new students the first day of every week. Start dates for the Esthetician and Instructor classes will vary and are determined by public demand. Students may enroll in a full time or part time schedule. The college may close for the following holidays: Independence Day, Thanksgiving, Christmas, and New Year's Day. Any additional closings will be posted.

## **School Hours**

### **FULL TIME**

#### **35 hours / week**

Monday – Friday  
8:00 am – 3:30 pm

### **PART TIME**

#### **28 hours / week**

Tuesday, Wednesday, Thursday & Friday  
8:00 am – 3:30 pm

#### **21 hours / week**

Tuesday, Wednesday & Friday  
8:00 am – 3:30 pm

#### **Estheticians and Cosmetology Instructors may have flexible schedules.**

All other program schedules vary as to public demand. Please check with the Admissions Office for schedule options, if available.

## **Student Credit for Hours**

All students will be given appropriate credit for all clock hours that they are in attendance at school.

Nuvo College will deduct hours from any student if the student leaves their classroom or clinic floor so that the time cannot be accounted for.

Nuvo College will not assign additional hours to any student as a penalty for any reason. Additional hours will be assigned to students at the discretion of the Nuvo College's Director and in compliance with the State of Michigan Board of Cosmetology. These hours for classes scheduled with Nuvo College and for educational purpose only.

## **Special Classes / Community Participation**

From time to time we will schedule outside interest to lecture, demonstrate, and share their knowledge with us. You are required to attend. Failure to do so will constitute a written citation.

This college participates in community events, educational field trips, salon visits, advanced educational opportunities and other extra-curricular activities. Students who are in Satisfactory Academic standing in both attendance and academics are eligible to participate in representing Nuvo College at these events.



## STUDENT RIGHT TO KNOW

To help you make a good decision about whether or not to enroll in one of our programs, we would like you to know the latest statistics. According to the National Accrediting Commission of Career Arts & Science's (NACCAS) requirements our rates for 2016 Annual Report year were:

Graduation Rate:	72.73%
Licensure Rate:	95.00%
Placement Rate:	75.00%

Please note: These statistics are presented for the time period and cohort group specified in the federal regulations issued by the U.S. Department of Education.

### Graduation Rate

This is a percentage of first time, full and part time degree/certificate seeking students. The annual rate is based on a 12-month period that ended August 31 of the prior year. The Graduation Rate is defined by the Integrated Postsecondary Education Data Systems (IPEDS).

Graduation Rate: 85%

### 2016 Diversity Statistics for Pell Grant Recipients

Sex:	Count	Percentage
Female	39	97.50%
Male	1	2.50%
Total:	40	x

Race:	Count	Percentage
One or More	1	2.50%
Black	12	30.00%
Caucasian	22	55%
Hispanic	4	10.00%
Other	1	2.50%
Total:	40	x

### Job Demand in the Cosmetology Field

The following information was obtained from the Bureau of Labor Statistics [www.bls.gov](http://www.bls.gov)

Overall employment of barbers, hairdressers, cosmetologists, and shampooers is expected to grow 14 percent from 2010 to 2020, as fast as the average for all occupations. Growth rates will vary by specialty.

Employment of hairdressers, hairstylists, and cosmetologists is projected to grow 16 percent, about as fast as the average for all occupations. Demand for hair coloring, hair straightening, and other advanced hair treatments has increased in recent years, a trend that is expected to continue over the coming decade.

Overall job opportunities for barbers, hairdressers, and cosmetologists are expected to be good. A large number of job openings will stem from the need to replace workers who transfer to other occupations, retire, or leave the occupations for other reasons. However, workers should expect stiff competition for jobs and clients at higher paying salons, of which there are relatively few and for which applicants must compete with a large pool of experienced hairdressers and cosmetologists.

Barbers, hairdressers, and cosmetologists work mostly in a barbershop or salon, although some work in a spa, hotel, or resort. Some lease booth space in other people's salons. Some manage salons or open their own after several years of experience.

- 57% of salon employees work full time, 33% are part time (25-35 hours), and 10% are low time (less than 20 hours).
- The average salon income, including tips, is about \$30,000-\$50,000/year.

### **Physical Demands and Working Conditions**

Nuvo College of Cosmetology believes that students interested in pursuing a career as a Cosmetologist, Esthetician or Cosmetology Instructor should be aware of the requirements for success.

- Good manual dexterity with both hands and arms with a sense of form and artistry.
- The ability to stand or sit and walk for an extended period of time while working.
- Enjoy dealing with the public and be able to follow a client's direction.
- Work long hours while building a personal clientele in order to earn the desired income.
- Keep abreast of the latest fashions and beauty techniques.
- Make a strong commitment to educational process and complete training.
- Cosmetology Instructors also spend part of their day working at a desk or work station.

Barbers, hairdressers, and cosmetologists usually work in pleasant surroundings with good lighting. Physical stamina is important, because they are on their feet for most of their shift. Prolonged exposure to some chemicals may cause irritation, so they might wear protective clothing, such as disposable gloves or aprons.

### **Salon Safety**

Salon safety and client protection are emphasized in all of our courses. Students learn all the proper safety requirements including sanitation, handling salon chemicals and the use of protective clothing.

## **Course of Study - Cosmetology (1500 Hours)**

### Course Description

The Cosmetology course trains students in the theory and practical aspects of Cosmetology. The goal is to prepare students for immediate employment opportunities. Special emphasis is placed on enhancing technical skills with practical communication and people skills. The course is designed to help the students develop proper habits of sanitation, health and safety in the practice of cosmetology. A positive attitude and ethical business practices are also emphasized throughout the cosmetology course.

Course Teaching Methods include lecture, guest speakers, demos, worksheets, games.

Course Grading Methods include practical, theory, projects and tests.

### Course Goals

1. To give student and education in the theory and practical aspects of Cosmetology.
2. To prepare students to successfully complete and pass the State Board of Cosmetology licensing examination.
3. To prepare students to work in a professional (licensed) hairstyling salon as a licensed cosmetologist.
4. To prepare students to work in other cosmetology related occupations.
5. To provide students with resume development, interview preparation, professionalism, job search, communication and business skills that will complement their technical ability.

## COSMETOLOGY

COURSE CONTENT	Theory Hours	Practical Hours	Total Hours	Minimum Practical Applications
<b>Sanitation/Patron Protection</b> (Must be included in all services.) Laws & Rules, Personal Hygiene, Salon Management, Mechanical & Electrical Equipment Safety	90	40	130	585
<b>Facials</b> (Minimum of 5 services in each category) Skin Analysis Care Manipulation, Massage, Electricity Hair Removal Makeup & Eyebrow Arch	35	80	115	40
<b>Hairdressing</b> (Minimum of 20 services in each category) Arranging, Cutting, Dressing Curling, Pressing, Artificial Hair Finger Waving, Natural Hair Cultivation	125	400	525	300
<b>Scalp &amp; Hair Treatments</b>	10	15	25	30
<b>Hair Coloring</b> Temporary (Minimum of 8 services in each category) Temporary, Semipermanent, Bleaching & Dimensional Color & Color Mixing	40	170	210	80
<b>Chemical Hair Restructuring</b> (Minimum of 15 services in each category) Permanent Waving & Chemical Hair Restructuring	40	180	220	80
<b>Applied Chemistry/Occupational Safety &amp; Health Administration</b> as related to Skin, Hair, Scalp, Nails	20	10	30	5
<b>Applied Anatomy, Physiology, Histology</b> Of Human Head, Hands, Hair, Scalp, Nails	45	0	45	0
<b>Manicuring/Pedicuring</b>	15	55	70	35
<b>Artificial Nails</b>	5	15	20	5
<b>Unassigned Hours</b>	0	0	110	0
<b>TOTAL HOURS</b>	<b>425</b>	<b>965</b>	<b>1500</b>	<b>1160</b>

Contact our Admissions Office for full details about grants, loans, and payment plans.

## Course of Study - Instructor (600 Hours)

### Course Description

The purpose of the Instructor Course is to train students how to teach the theory and practice of cosmetology and to prepare them for employment. The course emphasizes the development of desirable work habits and attitudes and how to communicate them to cosmetology students. Student instructors are directed toward handling their students and clinic clients with the highest standards of personal and business ethics. The process of curriculum development is primarily one of improvement

and refinement. Taking that into consideration we decided that our students would be more prepared for the job market if we increased our Cosmetology Instructor program to 600 hours. Our schools extended program is designed to exceed entry level or basic skills. We have enhanced our curriculum and added salon readiness training.

Course Teaching Methods include lecture, guest speakers, demos, worksheets, games.

Course Grading Methods include practical, theory, projects and tests.

Course Goals

1. Students will learn to:
  - A. Teach the theory and practice of cosmetology.
  - B. Effectively use teaching aids in the classroom, including texts, workbooks, Audio-visual materials, etc.
  - C. Develop specific teaching techniques to be used in the cosmetology classroom.
2. Prepare student to pass the state board examination.
3. Help students develop the personal qualities necessary to be a successful teacher.
4. To provide students with resume development, interview preparation, professionalism, job search, communication and business skills that will complement their technical ability.

## Instructor

<b>COURSE CONTENT</b>	<b>Theory Hours</b>	<b>Practical Hours</b>	<b>Total Hours</b>	<b>Minimum Practical Applications</b>
<b>Orientation &amp; Review of Cosmetology Curriculum</b>	<b>25</b>	<b>50</b>	<b>75</b>	<b>20</b>
<b>Introduction to Teaching</b>	<b>30</b>	<b>0</b>	<b>30</b>	<b>0</b>
<b>Course Outlining &amp; Development</b> (Minimum of 5 in each category) Lesson Planning, Teaching Techniques, Teaching Aids, Developing, Administering & Grading Examinations & Career and Employment	<b>80</b>	<b>85</b>	<b>165</b>	<b>20</b>
<b>Laws &amp; Rules</b> Record Keeping School Administration	<b>15</b>	<b>10</b>	<b>25</b>	<b>70</b>
<b>Teaching</b> Assisting in Clinic & Theory Classroom	<b>0</b>	<b>75</b>	<b>175</b>	<b>15</b>
<b>Practice Teaching in the Clinic &amp; Theory Classroom</b>	<b>0</b>	<b>130</b>	<b>130</b>	<b>25</b>
<b>Total Hours Required</b>	<b>150</b>	<b>350</b>	<b>600</b>	<b>150</b>

Contact our Admissions Office for full details about grants, loans, and payment plans.

## **Course Study - Esthetician (600Hours)**

### Course Description

The purpose of the Esthetician Course is to train students in the theory and practical skills necessary to prepare them for immediate employment opportunities as a licensed esthetician. The course is designed to instill desirable work habits and a positive attitude toward the esthetics trade. Technical skills are complimented with training in practical communication and people skills. Emphasis is placed on ethical business practices throughout the Esthetics Course. The process of curriculum development is primarily one of improvement and refinement. Taking that into consideration we decided that our

students would be more prepared for the job market if we increased our Esthetician program to 600 hours. Our schools extended program is designed to exceed entry level or basic skills. We have enhanced our curriculum and added salon readiness training.

Course Teaching Methods include lecture, guest speakers, demos, worksheets, games.

Course Grading Methods include practical, theory, projects and tests.

Course Goals

1. Provide students with theory and practical instruction in all aspects of the esthetics trade.
2. Prepare students to successfully pass the State Board examination.
3. Prepare students to work in professional spa/salon as a licensed esthetician.
4. To provide students with resume development, interview preparation, professionalism, job search, communication and business skills that will complement their technical ability.

## Esthetician

COURSE CONTENT	Theory Hours	Practical Hours	Unassigned Hours	Total Hours	Minimum Practical Applications
<b>Sanitation/Patron Protection</b> (Must be included in all services.) & Rules, Personal Hygiene & Salon Management	25	25	0	50	90
<b>Mechanical/Electrical</b> Equipment Safety	25	25	0	50	15
<b>Anatomy &amp; Disorders</b>	40	0	0	40	0
<b>Artistic Principles/Makeup</b>	40	0	0	80	0
<b>Facial/Skin Care Techniques</b>	20	125	0	145	50
<b>Chemistry/Occupational Safety</b> Health Administration	15	0	0	15	0
<b>Temporary Hair Removal</b>	15	15	0	30	15
<b>Clinical Skin</b>	50	80	0	130	30
<b>Unassigned Hours</b>	0	0	60	60	0
<b>TOTAL HOURS</b>	<b>230</b>	<b>310</b>	<b>60</b>	<b>600</b>	<b>200</b>

Contact our Admissions Office for full details about grants, loans, and payment plans.

## Scheduled Time Off / Leave Of Absence (LOA)

**A leave of absence may be granted at the discretion of the Administration.**

Any student approved for a LOA will not have this interruption in training counted against them concerning compliance with Satisfactory Academic Progress. A leave of absence extends the student's contract period and maximum time frame by the same numbers of days taken in the leave of absence. A student who is granted a LOA is not considered withdrawn, and no refund calculation is required at that time. Nor will Nuvo College assess the student any additional instructional charges as a result of a LOA. Students may be granted a LOA for emergency and/or medical reasons in which a doctor's note is required. The minimum time frame for a LOA is 14 days and the maximum time frame for a LOA is 60 days total for Cosmetology students enrolled for the full 1500 hours. A student is only allowed one LOA in any 12-month period. If there are unforeseen circumstances, then the written request is required at a later date. Leave of absence for transfer students and all other programs is 4% of their entire enrollment period. A LOA must be requested in writing prior to the leaves start date, approved by the administration and a wet signature on the form signed by the student in order to be considered valid.

Students must be in attendance before going on a LOA and must follow this policy in requesting a LOA. A LOA may not be granted if there are not reasonable expectations the student will return from their LOA. The approval of a LOA shall be in accordance with this policy. The school maintains the right to adjust this policy for students in unusual circumstances.

A student returning from an approved leave or other official interruption of training will return to school in the same Satisfactory Academic Progress status he/she maintained when they left. Failure to return from a leave on the scheduled return date will result in immediate termination from the program. The student's last day of attendance will be used as the withdrawal date for calculating refunds.

### **Graduation Requirements**

A student who has successfully completed a prescribed course of study will be recommended by the faculty for a diploma and will be eligible to take state board exams upon completing the following:

1. Completion of all the necessary hours for a prescribed course of study.
  2. Pass all course work, exams, and final examinations both written and practical with a score of 80% or higher.
  3. Pay all charges due or make suitable arrangements for payment of any balance due.
- These requirements apply to all courses offered by Nuvo College.

### **Licensing Requirements**

All cosmetology related fields in Michigan are required to attend and graduate from a Cosmetology school, be of Good Moral Character and be licensed by the State. The following rules apply:

#### **Cosmetology**

- Is at least 17 years of age.
- Is of good moral character.
- Has had an education equivalent to the completion of the ninth grade.
- Has completed at least a 1500 hour course in a licensed-school of cosmetology.

#### **Instructor**

- Is of good moral character.
- Has a high school diploma or its equivalent.
- Is licensed as a cosmetologist in the State of Michigan.
- Has at least 3 years of practical experience in natural hair cultivation, hair care services, skin care services and manicuring services at least 1 year of which shall be in a cosmetology establishment.
- Has completed 500 hour course in a licensed-school of cosmetology.

#### **Esthetician**

- Is at least 17 years of age.
- Is of good moral character.
- Has had an education equivalent to the completion of the ninth grade.
- Has completed at least a 400 hour course in a licensed-school of cosmetology.

As a beauty professional, you'll devote your talents to making others look their best. It's a chance to express your individuality. A chance to share your unique outlook with others. These programs offer many channels for personal growth, with limitless career paths from which to choose:

Salon Professional/Artist  
Salon Owner/Manager  
Platform Artist  
Educator/Major Manufacturer

Beauty & Fashion Writer  
Color Specialist/Nail Tech  
Private Consultant  
Cosmetology Instructor  
Etc.

## **Job Placement**

Nuvo College of Cosmetology maintains a free lifetime job placement service to assist currently enrolled and former graduates in locating employment. Many area salons contact the placement office regularly because of the college's reputation for referring highly qualified graduates.

At the student's request, the Nuvo College will contact prospective employers to make job interview appointments. Students' should be aware, however, that responsibility for the outcome of the interview and for securing employment rests solely on the student and state/accrediting laws prohibit any college from guaranteeing job placement.

You can also visit: [www.nuvocollege.com/jobs](http://www.nuvocollege.com/jobs) or [www.BeautyJobs.com](http://www.BeautyJobs.com)

## **Return to Title IV (R2T4)**

This policy applies to all recipients of Federal Title IV Financial Aid Funds and is in addition to the Refund Policy as a student that is no longer attending Nuvo College to cover unpaid tuition. Additionally, Nuvo College may attempt to collect any funds from a student that Nuvo College was required to return.

The calculated amount is referred to as "Return to Title IV Funds" (R2T4) and does not dictate the institutional refund policy. The calculation of Title IV funds earned by the student has no relationship to a student's tuition and fees. All students subject to this policy are all terminations for any reason, by either party, including student decision course or program cancellation, or school closure and are determined according to the following definitions and procedures, as prescribed by regulation.

All refund calculations are performed and refunds are made in a timely manner, as prescribed by federal regulations. Unearned federal aid is returned within 45 calendar days of the date the school becomes aware the student is no longer enrolled. A student receives a written notice of any loan funds returned by Nuvo College of Cosmetology, and an invoice for any balance owed to the college. If a student has earned more federal aid than has been posted to their account, the student may be entitled to a post withdrawal disbursement. The post withdrawal disbursement is first used by the college to pay outstanding charges; any remaining amount is offered to the student or parent borrower. Additional information on the return of federal funds calculation procedures and requirements, including examples, may be obtained by contacting the Financial Aid Office. Funds will be returned to other financial aid programs in accordance with the funding source's refund policy.

**Withdrawal before 60%:** The college 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 prorate schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal.

**Withdrawal after 60%:** After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. The college will still perform a R2T4 to calculate eligibility for a post-withdrawal disbursement.

**Unofficial Withdrawal:** Unofficial withdrawals will be made when a student has not attended 14 consecutive days of attendance. The last date of attendance will be used to calculate the Refund and R2T4 Calculations. Nuvo College's Refund Calculation and R2T4 policy will apply to withdrawn students.

## Earned Aid

Title IV aid is earned in a prorated manner (per clock hours) up to 60% point in the payment period. The Title IV aid is viewed as 100% earned after that point in time.

## Cancellation and Refund Policy

If students do not complete a course of study, the following cancellation and settlement policy will be in effect.

### Minimum Cancellation & Settlement Policy

1. An applicant not accepted by the college shall be entitled to a refund of all monies paid. The postmark of the letter will determine the actual cancellation date or the date that the letter is delivered directly to the Campus Director.
2. The cancellation and settlement policy applies to all terminations for any reason, by either party, including student decision, course cancellation, expulsion or school closure.
3. If a student (or for a student under legal age, his/her parent or guardian) cancels the contract and demands his/her money back in writing within three business days of signing the enrollment agreement, regardless of whether the student has actually started training, all monies collected will be refunded.
4. If a student (or for a student under the legal age, his/her parent or guardian) cancels the contract after three business days of signing, but prior to entering classes, the student will be refunded all monies paid to the school less the \$100.00 registration fee.
5. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized and all refunds are based on scheduled hours:

Percent of Scheduled Time Enrolled to TOTAL Course/Program	Total Tuition School Shall Receive/Retain
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

ALL COSTS NOT INCLUDED IN TUITION ARE IDENTIFIED SEPARATELY IN THE ENROLLMENT AGREEMENT AND IN THE COLLEGE'S CATALOG.

6. The refund is calculated based on the student's scheduled hours to the last day of attendance.
7. Non Refundable Items: Due to health and sanitary reasons and due to blunting of sharp implements, all equipment issued to the students will be considered a non-refundable purchase charged to the student. All instructional materials must also be paid for in full if any textbooks or materials have been marked or damaged in any way by the student.
8. Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance. Any monies due the applicant, student or college shall be refunded within 45 days of a determination that a student has withdrawn officially or unofficially.
9. In case of student illness, disabling accident or other circumstances beyond control of the student, the college may waive, in whole or part, the tuition settlement policy. To be determined on an individual basis.
10. If a student does not attend for 14 consecutive calendar days and the student does not make verbal confirmation to continue his/her training, the student will be terminated. If verbal confirmation of return is made five (5) additional calendar days may be given in special circumstances. Unofficial withdrawals are monitored every 14 days.
11. If an incomplete graduate does not attend for 60 consecutive calendar days from the last date attended, they will be terminated from the program. An incomplete graduate is a student that achieved 1500 hours and did not finish their academic requirements.
12. Students withdrawing from the college for any reason are required to report their withdrawal within five (5) days to the college in writing in order that refund procedures may be started.



13. If a student discontinues his/her training for any reason, that student may re-enter, complete the training and receive full credit for tuition paid toward hours earned. This arrangement must be made in compliance with current re-entry rules.
14. Students who enroll in a program may be granted a leave of absence for emergency and/or medical reasons only. The maximum time frame for a leave of absence is 60 days (or 4% for 600 hour programs) of their entire enrollment period, to be used in no more than 1 request in any 12-month period.
15. Students who do not return from an approved leave of absence, the termination date will be the earlier of the documented date of return or the date that the student notifies the institution that he/she will not be returning.
- 16. Students who terminate enrollment prior to completion are charged a \$150 Termination Fee.**
17. If the college is permanently closed and no longer offering instruction after a student enrolls, the student shall be entitled to a prorated refund of tuition based on scheduled hours of attendance.
18. If a course is cancelled subsequent to a student's enrollment, the school shall have the option to; A) Provide a full refund of all monies paid; B) Provide completion of the course.
19. If the college cancels a course and/or program and ceases to offer instruction after the students have enrolled and instruction has begun, the school shall have the option to A) Provide completion of the course or B) Provide a full refund of all monies.
20. If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loans Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

### **Collection Policy**

Delinquent students who are no longer attending the program are notified after 30 days of non-payment. At that time the former student is given 30 days to contact the business administrator's office to make payment arrangements. If no arrangements have been made, their account may be turned over to the Paramount Collection Service. Collection correspondence regarding cancellation and settlement from the institution, banks, collection agencies, lawyers, or any other third parties representing Nuvo College of Cosmetology acknowledge our cancellation and settlement policy.

### **Course Incompletes and Repetitions**

The institution does not offer grades of "incomplete" and accordingly, these have no impact on SAP. If a student withdraws from a program of study and re-enrolls in the same program within 180 days of withdrawal, the student is treated as returning to the same payment period that was in place when the student withdrew and must complete any clock hours for which the student previously received federal funding before being eligible for additional funding. A student who returns to a program after more than 180 days have elapsed since withdrawal may be eligible for federal aid for any classes the student must repeat to obtain academic credit. Students should meet with a financial aid advisor to discuss the conditions under which federal aid may be awarded for repeated courses.

### **Instructional Charges Policy**

Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately ten percent has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the current rate of \$10.00 per hour, payable in advance, until graduation. Students will not be allowed to clock in until applicable daily payments are made or financial aid arrangements must be made.

## **Student Services**

Academic and financial advising services are available for all students. The college also offers referrals to professional agencies for students seeking counseling regarding personal situations beyond the scope of the college's training program and staff member's expertise.

The college does not offer student housing. Students must make their own housing arrangements.

## **Family Educational Rights and Privacy**

Nuvo College of Cosmetology maintains education records for each student who attends the college. The records are kept in the college office.

Each student's file includes the following information:

1. Attendance records, including hours attended and absence hours
2. Written and practical exam grades
3. Personal information, name, address, phone, etc.
4. Documentation of all student advisory sessions including any disciplinary warnings given or actions taken.
5. Tuition accounts, including; payments received, extra charges incurred and any balance owed by the student.
6. Financial aid records - including all personal information used to determine the student's eligibility for financial aid or used to verify the data given in the financial aid application.

Nuvo College follows the following administrative policies and services:

1. Nuvo College guarantees each student (or parent or guardian if the student is a dependant minor) access to that student's records within three business days of written request.
2. Nuvo College requires written consent from the student or guardian for release of records in response to each third party request unless otherwise required by law.
3. Students or guardians have the authority to deny publication of one or more of these
4. Items: name, address, phone number, birth place, major field of study, dates of attendance, degrees and awards received, date of graduation, previous school attended, and /or date of graduation from previous school.
5. Nuvo College will provide and permit access to student and other school records as required for any accreditation process initiated by the institution or by NACCAS, or in response to a directive of the Commission.

Disclosure of personally identifiable information may be made to authorized representatives of the U.S. Department of Education, Accrediting and government agencies, Office of Inspector General or state and local education authorities or the parents of a dependant student. Students will be notified when such disclosures are made.

Any other disclosure of education records will be made only with written permission from the student prior to disclosure. Requests from third parties for disclosure of student file information must be made in writing and must be approved by the student in writing.

All student records will be maintained for at least 7 years, in compliance with the State of Michigan Board of Cosmetology guidelines.

## **College Access to Student and Employee Property**

In order to provide a safe and secure college and work environment, Nuvo College of Cosmetology will conduct random cart, coat, and package inspections on all students and staff as deemed necessary. Nuvo College reserves the right to randomly inspect carts, lockers, and other storage units containing student's personal possessions, located on Nuvo College's property. If the item to be inspected is locked or inaccessible to the Nuvo College's employee conducting the inspection, the employee has the right to gain access to the item or have the lock removed from the item to carry on with the inspection.

## **Drug & Alcohol Abuse Prevention**

Nuvo College of Cosmetology has a policy of maintaining a drug-free workplace. All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is strictly prohibited at Nuvo College of Cosmetology.

Students must comply with the policy while on or off-site if they are participating in any activities with, for, or on behalf of Nuvo College of Cosmetology in any capacity. Any student or employee found in violation of this rule will be referred to the local law enforcement authorities for prosecution. Enrollment will be terminated immediately.

If a student is convicted of any criminal drug activities, enrollment will be terminated at that time. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any activity with Nuvo College of Cosmetology, the student must report the conviction, in writing, within 5 days calendar days of the conviction to the owner of Nuvo College.

## **STANDARDS OF PROFESSIONALISM**

### **Dress Code**

The Michigan State Board of Cosmetology requires all students to be in uniforms with name badges. Students must wear a uniform at all times while on the school premises and must comply with every part of the Dress Code Policy. Solid black pants, capris or skirts are required. If a skirt is worn, it must come down below the knees. Fleece, scrubs, yoga pants, jeans, overalls, corduroys, spandex or exercise clothing is strictly prohibited. A solid black shirt that is a professional updated style should be worn. Tank tops, spandex, tube tops, halter tops, exposed midriiffs, or exposed cleavage are strictly prohibited or other clothing unsuitable as determined by the school will not be allowed. The State of Michigan requires closed toe, closed heel shoes for your safety and they need to be in good condition. Shoes may be any color. Students are expected to arrive at school with appropriate makeup and hair styled. Body piercings must be kept to a minimum. Students must refrain from excessive jewelry, head wraps and hats. Students are preparing for a career in the beauty industry and image is everything. We are expected to be well-groomed and professionally attired during school hours. The Dress Code Policy is subject to change at the discretion of the school director, at any time. Variations to the Dress Code Policy may be granted on special occasions at the discretion of the director.

### **Code of Conduct**

Nuvo College sets forth a specific code of conduct for the purpose of promoting a positive learning environment that will lead to student success. All students must comply with the following:

1. Attend classes according to the assigned schedule including theory classes even if all required tests are completed.
2. Arrive for all classes on time. Excessive tardiness may result in suspension.
3. You are responsible for tracking your own hours and minimum practical applications. All Hour/MPA sheets are required to stay on the college grounds.
4. Complete all assigned theory, practical and clinical assignments (i.e. annual hair show) in the allotted time frame. Any assignments required to establish eligibility to retake failed tests/exams or missed tests/exams is the responsibility of the student to contact an instructor regarding makeup tests/exams. No graduation paperwork will be given if the graduation requirements have not been met.
5. Notify a staff member of absences or tardiness before 8:00 am so that proper arrangements can be made for servicing your clients. If no one is available to speak to, leave a voicemail. Non-compliance will result in a written citation.
6. Follow the time clock procedures by clocking in and out to accurately reflect hours in attendance. There is a zero tolerance for forgetting to punch in or out. If a student forgets they will receive zero hours for that day. You are NOT allowed to punch another student in or out.

Any student skipping classes or having others punch him/her in or out will be **SUSPENDED OR TERMINATED IMMEDIATELY FROM NUVO COLLEGE.**

The student has signed a contract to be in attendance a particular set of hours.

Nuvo has contracted with the student to provide education during those contracted hours. Nuvo will honor this contract to its fullest; therefore we have guidelines that must be upheld by the student.

7. Obtain permission from a staff member to leave the facility for any reason other than lunchtime and closing.
8. Comply with Dress Code Policy, including nametag and proper hygiene and grooming at all times. Students not in compliance with the dress code will not be allowed to clock in until coming in compliance with the dress code standards.
9. Not smoke, chew gum, eat or drink except in designated areas. As of April 1, 2014, smoking and all tobacco products are prohibited on all campus property at Nuvo College of Cosmetology, both indoors and outdoors, in college-owned vehicles and in privately-owned vehicles parked on campus property, and all surrounding property. The advertising, sale, or free sampling of tobacco products is also prohibited on campus property. Littering the remains of tobacco products or any other related waste product on campus property is further prohibited.  
Muskegon County Smoking Ordinance:  
Entrance and Exit areas mean any area within 30 feet of the exterior entrance or exit to an enclosed facility. Any person who violates any provision of this ordinance shall be guilty of an infraction, punishable by (1) A fine not exceeding \$100.00 for a first violation. (2) A fine not exceeding \$200.00 for a second violation of this ordinance within one year. (3) A fine not exceeding \$500.00 for each additional violation of this ordinance within one year. **These rules will be enforced by the Muskegon County Sheriff's Office.**
10. Comply with scheduled lunch breaks and breaks. Students must notify a staff member in advance if they are not returning from lunch. Failure to do so will result in a written citation.
11. Students are not allowed to perform services on clients until they have reached 350 hours, completed all assigned work, tests and exams, both written and practical.
12. We have given you one of the most comfortable clinics in the institutional setting and your respect and professional attitude at all times is expected. This is your career so treat it accordingly. Practice courtesy and professionalism at all times when dealing with other students, clients, visitors to the college and staff members. Nuvo College has a NO tolerance policy regarding activities creating a safety hazard to other persons at the college, but not limited to, bullying, cyber-bullying, slander of Nuvo College and it's staff members, verbal abuse, sexual harassment, threats of violence, possession and/or use of drugs, alcohol or weapons on the college property. Any violation may be grounds for suspension or expulsion.
13. Comply with Satisfactory Academic Progress (SAP) Policy at all times. Failure to maintain satisfactory progress can cause loss of or delays in funding, if applicable, delays in graduation and additional tuition charges.
14. Understand that training involves sanitation, cleanliness and care of equipment that students are responsible for each day. The Michigan State Board of Cosmetology requires students to follow sanitation and safety rules at all times. This part of your training will help you to develop skills and habits that will contribute to your future success when you go out into the salon. In addition, please observe the guidelines that follow:  
Keep your equipment intact, clean and sanitized.  
Keep your workstation and the break room clean. After designated break times please dispose of all waste. Do not leave drinks in cans, cups, etc. on the table to "save" for later. Everything should be cleared away at the end of each break and lunch time. The break room table is to be cleared of all items at 3:30 PM daily.  
All items left in fridge, freezer or break room will be thrown away on Saturdays  
Any equipment, books, personal items, etc. left out at the end of the day will be put in our general store. You may retrieve any of these items at a charge of \$1.00 per item.  
After 30 days the items not retrieved will become property of Nuvo College of Cosmetology.

15. Discuss only ethical and professional subject matter during school hours and refrain from using profanity and vulgarity.
16. Any student found STEALING OR CHEATING will be put on IMMEDIATE SUSPENSION pending that decision of Nuvo College's staff. The decision will be recorded in your permanent file. Nuvo College is NOT responsible for lost or stolen personal items and/or equipment. Provide a lock for personal locker. Keep your locker locked at all times, do not loan your equipment to others. You must also keep your lockers clean and maintain them during your time here.
17. Kit items must be in good working order and all items must be brought to and from school daily. Random kit inspections can be expected. Failure to have the required items in the school can result in being sent home for the day or to retrieve the missing items resulting in lost time.
18. Students and staff are encouraged to limit visitors to their break and lunch times. At no time is a visitor allowed to "hang out" in the building. Students that are waiting for a ride need to wait outside in the rear of the building at the student entrance. All non-students/visitors must register at the front desk and wait in the reception area until student/staff member comes out.
19. All students need to be involved in curriculum-related activities at all times when clocked in. Excessive time in the break room is not allowed. Students who are not clocked in may not linger in the facility and distract other students from their training responsibilities.
20. Refrain from using the business phone, personal cell phones (calls or texts) for incoming or outgoing calls without the permission of a staff member if not on a designated break or lunch. Emergency phone calls must go through the front desk. In an emergency situation you will be advised via an instructor. Personal calls must be limited to three minutes and may not prevent proper use of the business phone at the front desk. The cell phone policy is as follows:

This is job training, and you are considered unavailable for Job Training when you are on the phone during school hours. All cell phones will be turned off upon entering the building. The student will receive one verbal warning; the second offense will result in the student being asked to leave the clinic/classroom for the day. This infraction will be documented and becomes part of the student's permanent file. Any subsequent infractions will result in the student being put on suspension. The student will be required to meet with the Administrative Team to discuss the continued educational path of the student.
21. Students may only park in the designated areas for student parking, in the parking spaces provided. Student parking is at the south (rear) end of the building, on the lower level. The upper level is for CLIENTS ONLY. Students are to enter and exit the building on a daily routine through the Student entrance. The front door is not to be used by the students.
22. Know all pricing and service policies of the school and the name, purpose, benefits, procedures and cost of products used. Have every service performed on a client checked before starting the service and after by an instructor.
23. Keep all Client Profile cards up to date.
24. Students may not make changes to the appointment books unless they have express permission from an instructor. All clients must call the college to make appointments.
25. Notify an instructor if/when additional product or materials are needed to complete a service and apply the appropriate charges to the client ticket.
26. Nuvo College of Cosmetology has a policy of maintaining a professional relationship between MACTC students and Nuvo adult students. All students are hereby notified that any interactions deemed as inappropriate, and/or unlawful/illegal behavior shall be grounds for immediate termination of enrollment. Each incident will be reviewed and decided accordingly and collaboratively; by MACTC Administration and Nuvo Administration.

## **MISCELLANEOUS POLICIES**

1. Money may be collected for graduation gifts or special occasions if approved by the Nuvo College's Director. Otherwise, Nuvo College does not allow any kind of solicitation.
2. Cell Phones, MP3 Players, iPods or Blue Tooth Devices are not allowed on the clinic floor or in the classroom. Failure to follow this policy results in a Verbal Warning; the second infraction will

result in being dismissed for the day. The student will receive a written warning that will be put in their permanent file. Any subsequent infraction will result in suspension and require the student to meet with the Academic Director.

3. Nuvo College reserves the right to suspend and/or expel any student for insubordination, refusal to cooperate with the faculty, follow instructions or schedules or in any case Nuvo College feels that the student is not complying with college policies and procedures.
4. DO NOT pour acetone into sinks; there is proper disposal for this liquid in the back.
5. Styling chairs need to be handled properly; hydraulics MUST be locked before moving.
6. Students are not permitted to gossip or cause discord or disrupt classroom activities at any time, doing so may be grounds for termination of enrollment.
7. Surveillance cameras are on the premises and used daily.
8. Do not enter the office at any time without permission from an instructor. If you have a question or concern for the office staff, please write your name and question or concern on a sheet of paper and give it to an instructor. Your question/concern will be addressed in a timely manner.
9. **Vaccination Policy** – Additional information regarding recommended vaccinations is available at the Muskegon County Health Department. (231) 724-6246
10. **Voter Registration Policy** – Forms are available at the Michigan Secretary of State website: [www.michigan.gov/sos](http://www.michigan.gov/sos)

## Our Clinic

We at Nuvo College have designed our clinic with a salon type atmosphere. Please know all pricing and service policies of the college and the name purpose, benefits, procedures and cost of products used. Have every service performed on a client checked by an instructor. Notify an instructor if/when additional services, product or materials are needed to complete the service and apply the appropriate charges to the client ticket.

- ✂ Take clients promptly
- ✂ Meet and Greet clients with a smile
- ✂ Products on the floor are community property, property of Nuvo College
- ✂ Expect more than one chemical service a day
- ✂ Do NOT start a chemical service without consulting an instructor
- ✂ Do not quote prices without consulting an instructor, extra charges may be required
- ✂ You MUST have all services checked by an instructor before client leaves your chair
- ✂ Students will not alter appointments for any reason, without the consent of an Instructor.
- ✂ No hanging out at the front desk
- ✂ CLIENT PROFILES- must be filled out for all chemical services and the client must sign the back in the space provided.
- ✂ This includes: perms, colors, relaxers, facials, and waxing services
- ✂ **Neck strips / towels must be in place at all times.** This is a state board requirement. Any infraction to this will constitute a written citation  
**If any fine is incurred from breaking a state board rule, it will be the responsibility of the student to reimburse Nuvo College. ( i.e. food or drink on the floor, no name tag, etc.)**

There are to be no personal belongings on the clinic floor. No bags, purses, cell phones or coats on the clinic floor. No drinks or food at your station! Also, please refrain from having personal effects on your station.

## Personal Services

1. Students must be in Satisfactory Academic Progress – an average of 80% or higher.
2. Student must be on time the day of the service request and must have had perfect attendance the previous week.
3. All testing/assignments/worksheets must be completed and checked by an instructor.

4. ALL PERSONALS must be cleared through an instructor. Students involved in personals without permission will be excused for the day.
  5. No personals for students on probation.
  6. MPAs need to be completed and checked by an instructor.
  7. All personal services will be paid for in advance and have a signed personal slip.
- Personals are a privilege, requesting one is not a guarantee that it will be issued. Client flow and student availability will be taken into consideration at the time of request. Personals are designated by an instructor. Any other day is on a special request and will be done at the end of the day with proper approval from Nuvo College staff. (special events, wedding etc.)

### **Attendance**

1. The students are expected to be in school all of the scheduled hours listed in their enrollment agreement. Please be prompt for all scheduled classes and activities. The students are expected to be in the classroom at all times unless the students are performing assigned clinic work or are on an assigned break. The student break room is off limits at all other times.
2. If the students arrives after 8:00 a.m. If the student leaves early, their credit for hours will be rounded to the nearest quarter hour. The same principle applies to lunch period and breaks.
3. The school will only count quarter hours.
4. Students must call the school on days they are going to be absent. Whenever possible notify the college in advance of upcoming absences. Students are allowed personal time equal to 10% of your course length. Only a pre-arranged medical leave of absence is considered an “excused” absence any other LOA has to be approved by the school director.
5. Snow days are an exception to the above rule. An announcement will be made on the local TV stations (WZZM) and (WOOD) when the college is closed due to bad weather.

### **Disciplinary Procedures/Citations**

Students may receive a disciplinary citation by an Instructor and/or Administrator when a student violates college guidelines, policies and /or procedures. When a student receives 3 citations, they will be put on a three (3) day suspension; 3 more citations and they will receive their 2<sup>nd</sup> three (3) day suspension; the final 3 write-up’s will result in a final notice and possible termination.

#### **What constitutes a citation?**

- General:**
  - Unacceptable Language
  - Classroom/Clinic Disturbance
  - Refusal to do assigned work
  - Personal Appearance (dress code violation)
  - Leaving class without permission
  - Tardiness/ Absenteeism
  - Leaving school without permission
  - 3<sup>rd</sup> call in late in one month = 1 citation
  - Sleeping during school hours
- Practical:**
  - Not equipped for class
  - Does not attend Class
  - Absent day of testing
- Theory:**
  - Does not attend class
  - Not prepared for tests
  - No books for class
- Special assignments:** Assignments not turned in on Due Date.  
Failure to attend special classes

1<sup>st</sup> offense: 3 citations = 3 day suspension

2<sup>nd</sup> offense: 6 citations = 3 day suspension

3<sup>rd</sup> offense: 9 citations = Possible termination from Nuvo College of Cosmetology

**Classroom/Clinic Disturbance may be grounds for immediate termination.**

**Grounds for termination-** Fighting, physically or verbally assaulting any person with intent to harm, not limited to, threatening, harassing, stealing or intimidating people, sabotage or vandalism of Nuvo College property.

### **Internal Complaint Procedures/Grievance Policy**

The administration of Nuvo College of Cosmetology will receive and process any complaint regarding the conduct of staff members and students or one which sets forth facts that reasonably suggest that staff or students have violated state cosmetology laws or accrediting commission requirements. Complaints must be submitted in writing within 30 days of the conduct or violation and must be signed by the complainant. The complaint must state the name of the staff member or student, certain relevant dates, and briefly describe the actions forming the basis of the complaint.

The administration may refuse to process any complaint which appears to be frivolous or groundless or is submitted anonymously.

Complaints cannot be kept confidential. Information must be obtained from all parties involved to effectively address any allegation made. Complaints must include a written release from the complainant allowing the administration to forward a copy of the complaint including identification of the complainant, to all parties involved.

If additional information is needed the administration will request it in writing from the complainant. If the requested information is not supplied in 14 days, the complaint will be considered to be abandoned and will not be pursued by the directors.

A committee consisting of one corporate representative and two staff members not involved in the complaint will investigate the complaint that provides substantial evidence of misconduct or a violation of rules or laws.

After investigating the complaint, the committee may recommend one of the following actions and a record will be kept in the student's and staff file:

1. Informal resolution or settlement of the dispute. This could be accomplished at a meeting of involved parties, mediated by the committee.
2. Disciplinary action at the committee's discretion against staff or students up to and including suspension or termination of employment or enrollment respectively.
3. Referral of the complaint to the State Board of Cosmetology or NACCAS, is beyond the scope of the committee's ability to resolve a particular conflict or violation.

#### **Michigan State Board of Cosmetology**

Office of Commercial Services  
P.O. Box 30244  
Lansing, MI 48909  
(517) 241-9201

#### **NACCAS**

3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600

### **Satisfactory Academic Progress (SAP) Policy**

The SAP Policy is consistently applied to all students enrolled (part-time/full-time) at Nuvo College of Cosmetology. Students are required to maintain satisfactory academic progress throughout their training to be in compliance with the institutional policy. This policy is in the catalog on our website to ensure all students have access prior to enrollment.



Satisfactory academic progress is evaluated on a cumulative basis in both quantitative terms (attendance), as well as qualitative terms (academics/grades).

**Review and Evaluation Periods**

Students are evaluated for Satisfactory Academic Progress as follows:

**Evaluation periods are based on actual hours. SAP’s will be recorded at the following schedule. Report Cards will be done once for 600 hour programs and twice for 1500 program.**

**Cosmetology Course at 450, 900 and 1200 hours**

**Esthetician Course at 100 and 300 hours**

**Instructor Course at 100 and 300 hours**

Evaluations will determine if the student has met the minimum requirements for SAP until the next scheduled evaluation. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

Students must meet the school’s attendance standard and the academic standard on a cumulative basis (start date to evaluation date) to maintain eligibility for federal student financial assistance funds unless the student is on “Warning” as defined in this policy.

The minimum requirements for SAP are 80% in written and practical exams and 80% attendance of scheduled hours. Students who meet these requirements at SAP evaluation checkpoints (450, 900 and 1200 actual contracted hours) for Cosmetology; (100 and 300 actual contracted hours) for Cosmetology Instructor and Esthetician students will be given the status of maintaining “Satisfactory Progress”.

Enrollment status and eligibility for Title IV Federal Financial Aid continues uninterrupted until the next SAP evaluation. SAP’s are distributed to each student that hits an evaluation checkpoint to inform them of their status only if they are in unsatisfactory progress. Students must maintain SAP to remain eligible for HEA, Title IV federal student financial assistance. Failure to maintain satisfactory progress can cause loss of or delays in funding, if applicable, delay in graduation and extra instructional charges.

**Attendance Standard**

Students must attend at least 80% of the hours they are scheduled to attend based on the student’s enrollment agreement. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, Nuvo College will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

**Time Frame (Financial Aid Recipients)**

1500 total hours are required to complete the Cosmetology Course. A total of 600 hours are required to complete both the Esthetics Course and Instructor’s Course. For the Cosmetology Course, students with perfect attendance attending full time (35 hours per week) can complete the course in 42.85 weeks. The rest of the courses and schedules are as follows:

<b>COSMETOLOGY Hours per week</b>	<b>Perfect Attendance 1500 hours</b>	<b>10% Grace Period 1650 hours</b>
35 hours	42.85 weeks	47.14 weeks
28 hours	53.57 weeks	58.92 weeks
21 hours	71.42 weeks	78.57 weeks
<b>ESTHETICS &amp; INSTRUCTOR Hours per week</b>	<b>Perfect Attendance 600 hours</b>	<b>10% Grace Period 660 hours</b>
35 hours	17.14 weeks	18.87 weeks
28 hours	21.42 weeks	23.57 weeks
21 hours	28.57 weeks	31.42 weeks

### **Maximum Time Frame**

The maximum time (which does not exceed 125% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

#### **Maximum Time Frame**

<b>COSMETOLOGY Hours per week (1500 hours)</b>	<b># of Weeks</b>	<b>Scheduled Hours</b>
35 hours	54 weeks	1875
28 hours	67 weeks	1875
21 hours	90 weeks	1875
<b>ESTHETICS &amp; INSTRUCTOR Hours per week (600 hours)</b>	<b># of Weeks</b>	<b>Scheduled Hours</b>
35 hours	22 weeks	750
28 hours	27 weeks	750
21 hours	36 weeks	750

### **Exceeding maximum timeframe/additional Cost beyond course length**

If a student does not complete the training by the maximum time frame (**contracted completion date**), the student will be charged \$10.00 an hour for extra instructional time needed to complete your course past your calculated graduation date. This is available on the enrollment agreement or from the admissions office.

### **Academic Standard**

The following qualitative factors are used to measure academic progress in all courses offered at Nuvo College of Cosmetology. Theory, Practical and Project assignments are evaluated.

Every student must maintain an academic average of at least 80% or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and be considered as making satisfactory academic progress. Student progress will be reviewed by the institution on a monthly basis to identify students who may be at risk regarding satisfactory progress. At risk students will be counseled and will be advised regarding efforts to improve progress

### **Grading Scale-Theory/Practical**

The following guidelines are used to measure academic progress in all courses offered:

80% - 100% Satisfactory

0% - 79% Unsatisfactory

### **Practical Grading**

1 – Student is able to perform the skill with instructor help but the results are not accurate.

2 – Student is able to perform the skill with instructor help and the results are accurate.

3 – Student is able to perform the skill without instructor help and results are accurate

4 – Student demonstrates exemplary skill performance

### **Determination of Progress Status**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making SAP until the next scheduled evaluation. Students will receive a hard-copy of their SAP determination if unsatisfactory. Students deemed not maintaining SAP may have their Title IV Funding interrupted unless the student is on warning.

## **Warning**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making SAP during the warning period. The student will be advised in writing on the actions required to attain SAP by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, the student may be deemed ineligible to receive Title IV funds. Students will be notified in writing.

## **Students not meeting SAP**

Any student not meeting SAP during the following checkpoints will have 2 additional checkpoints throughout that payment period. If SAP is re-established at one of the additional checkpoints the student will then be considered making SAP and if applicable, eligible for aid during that payment period.

Checkpoints for students not meeting SAP at:

**450** - Checked again at 650 and 850

**900** – Checked again at 1000 and 1100

**1200** – Checked again at 1300 and 1400

## **Re-Establishment of Satisfactory Academic Progress**

Students may re-establish SAP and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning period.

## **Termination of Title IV Financial Aid Due to Unsatisfactory Progress**

Students will be ineligible for Title IV Federal Financial Aid the second time they fall below a SAP evaluation period. At this point the student will be put on a monthly payment plan to start 30 days after becoming ineligible for Financial Aid. If payment is not received after 30 days the student may be dropped from the program. **Payment methods accepted are cash, check, credit card and money order.**

## **Transfer Students**

With regard to SAP, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. Transfer students SAP evaluation periods will be checked midpoint of the contracted hours or the established evaluation periods, whichever comes first.

## **Leaves of Absence, Course Interruptions, Withdrawals**

Students returning from a leave of absence or other official interruption of training must return to school in the same satisfactory progress status they had prior to their departure. A leave of absence will extend the students contract periods and maximum time frame by the same number of days taken in the leave of absence.

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same SAP status as at the time of withdrawal.

## **Noncredit, Remedial Courses, Repetitions**

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon Nuvo College's satisfactory academic progress standards.

## **Extra Hours**

The school reserves the right to offer optional days to allow students to make-up their absences.

## Testing Make Up Policy

Any student has the option to retake a test up to three (3) times. The first 3 tests are multiple choice. After the first 3 tests have been given, and still not passed, the student must pay \$25.00 per each additional test. This policy also applies to Exams.

## COST OF ATTENDANCE

Students must pay or make arrangements for a non-refundable registration fee upon enrollment. They also must make payment arrangements prior to enrollment with the business office for any tuition costs or fees not paid for with financial aid. A \$20.00 late fee for payments made past the 5<sup>th</sup> of the month and \$5.00 per day after that until paid. Any student that pays tuition in full prior to their start date will receive a 5% discount off tuition only. If a student would like to change their enrollment status (i.e. Change from full time to part time) there is a \$150.00 fee to do so.

## Cosmetology Tuition & Detail – Effective July 1, 2014

Nuvo College of Cosmetology offers a complete cosmetology course including: Hair Styling, Hair Coloring, Chemical Hair Restructuring, Skin Care, Make-up, Salon Retailing, Salon Management and many other subjects. The entire course is 1500 hours of instruction.

**\* ALL FEES AND COSTS ARE SUBJECT TO CHANGE WITHOUT NOTICE \***

	FT & PT
Tuition	\$14,100.00
Kit & Books	\$1,650.00
Application Fee	\$100.00
Registration Fee	\$100.00
<b>TOTAL</b>	<b>\$15,950.00</b>

As an enrolled student you will receive a kit containing all the textbooks, equipment, and supplies needed to complete your coursework.

manikin shear  
precision shear set  
styling razor  
styling razor blades  
dryer 1600w turbo  
ceramic flat iron  
marcel ¾" iron  
wahl super clipper/trimmer kit  
brush 1.25" thermal  
brush 2" thermal  
brush lg. oval flex cush.  
tint brush  
brush 5 row nylon bristle  
brush rect. cush 9  
7" hard rubber comb  
Comb & lift deluxe w/dipped  
Comb 8 1/2" pintail (2)  
Comb 7 ½" spr.styl.  
Comb haircutting (12)  
Comb rattail (6)  
mani/pedi 6 pc. Set  
emery boards (2)  
manikin miss Nicole

toe nail clipper  
foot file (2)  
nail brush  
mani bowl  
practice hand  
white buffing block  
sterilizer jar 4 oz.  
8 oz. tint bottle  
brush O/N standard RND  
cape  
hand mirror  
7 pc. Hair color tint kit  
spray bottle  
metal crochet hook  
roller rk 12 dz.  
steel all-purpose clips  
roller picks (100 bg.)  
butterfly clips (12 bg.)  
bobby pin-blk  
bobby pin-brn  
perm rods (39 dz.)  
sport bag on wheels  
manikin miss suzie

luggage nametag  
manikin clamp dlx  
Manikin clamp 4" extension  
timer

### **Textbook Inventory**

Milady Standard Textbook  
Milady Standard Workbook  
Milady Standard Review Guide

## Instructor & Tuition & Detail – Effective September 1, 2014

Nuvo College of Cosmetology offers instructor training. This course is 600 clock hours of training. That includes instruction in:

Learning Styles  
Methods of Teaching  
Classroom Management

Lesson & Course Planning  
 Positive Classroom Environment  
 Vision in Teacher Education

The instructor course is offered to students who have successfully completed a basic cosmetology course, have a valid, current, cosmetologists' license with a minimum of one year of experience in a licensed facility, and have a high school diploma. The training schedules are flexible. Complete details are available at Nuvo College admissions office. Please call for a personal interview.

**\* ALL FEES AND COSTS ARE SUBJECT TO CHANGE WITHOUT NOTICE \***

	FT & PT
Tuition	\$6,450.00
Kit & Books	\$300.00
Application Fee	\$100.00
Registration Fee	\$100.00
<b>TOTAL</b>	<b>\$6,950.00</b>

As an enrolled student you will be issued a school kit containing all the textbooks needed to complete your coursework.

### **Esthetician & Tuition & Detail – Effective September 1, 2014**

The Esthetician course at Nuvo College of Cosmetology includes 600 hours of classroom and clinic instruction in all the following classes:

- |                                 |                                    |
|---------------------------------|------------------------------------|
| Anatomy                         | Makeup & Artistry                  |
| Aromatherapy                    | Nutrition                          |
| Basic Skin Care                 | Product Selection                  |
| Business & Communication Skills | Sanitation & Patron Protection     |
| General Chemistry               | Skin Analysis                      |
| Hair Removal                    | Skin Disease, Disorders, & Hazards |
| Laws & Rules                    | Spa Therapies                      |

In these classes you will learn everything you need to be a successful Esthetician. We'll help you get a start on a solid career.

#### **Class Schedule**

Weekly Schedule: May vary - Ask the school director for current class schedule.

Contact the Admissions Office for the next class starting date. The entire Esthetics course takes approximately 18 weeks to complete. Each esthetician class is small to allow for personalized instruction.

**\* ALL FEES AND COSTS ARE SUBJECT TO CHANGE WITHOUT NOTICE \***

	FT & PT
Tuition	\$6,960.00
Kit & Books	\$800.00
Application Fee	\$100.00
Registration Fee	\$100.00
<b>TOTAL</b>	<b>\$7,960.00</b>

As an enrolled student you will be issued a school kit containing all the textbooks, tools, and supplies needed to complete your coursework.

OFRA lg. cosmetic portfolio  
 luminous skin care kit  
 eyelash kit  
 7 pc. Body brush set  
 premium slanted tweezers  
 dbl. ended extractor

#### **Textbook Inventory**

Milady's Esthetics Textbook  
 Milady's Esthetics Workbook  
 Milady's Esthetics Review Guide

sngl. loop extractor  
spatula small  
spatula large  
lip brushes  
eye shadow applicators  
mascara wands  
pencil sharpener  
tote bag

A \$200.00 down payment is all that is needed to get started. Cash tuition payments may be arranged. Contact our Admissions Office for full details about grants, loans, scholarships and payment plans. There are many options available to help you afford your college education.

### **Ability to Benefit Policy**

Definition- An Ability to Benefit student is one who is beyond the age of compulsory education, lacks a high school diploma or its equivalent and has the ability to benefit from the training offered at Nuvo College of Cosmetology. Nuvo College of Cosmetology currently does not accept Ability to Benefit students. Please refer to our current Admissions Requirements.

### **Campus Security Policy**

Nuvo College is committed to providing safety to all of its students, faculty and staff. Be sure to LOCK YOUR CAR. Put your purse in your locker and LOCK YOUR LOCKER. These steps will go a long way in preventing theft.

This information is required under Public Law 102-26. The following data will provide you with campus security policies and statistics concerning the occurrence of criminal offenses on campus. Nuvo College of Cosmetology has no dorms on campus and does not recognize any off-campus student organizations that would be covered under this act.

Reporting Crimes Nuvo College encourages its students, faculty, and instructors to report crimes which occur on or near Nuvo College. In case of an emergency, you should call 911 immediately. Nuvo College does not provide any programs on campus regarding security or prevention of crimes. If students wish to learn more about personal security or prevention of crimes, contact Norton Shores police department at 231-733-2691. Nuvo College does not have any off-campus locations and therefore all monitoring and recording of any criminal activity is conducted at the campus location of 919 W Norton Ave. Norton Shores, MI 49441

All new enrolled students participate in a general orientation class. During the orientation class, the need and procedure of reporting emergencies and criminal activities is discussed. Similar information is presented to new employees. We encourage students and faculty to be responsible for your own security and the security of others. If you have concerns about walking from the building to your car, either walk in groups or contact one of the school officials and we will provide escort service to walk you to your car.

If a sex offense occurs while in school, please contact the Norton Shores Police Department (phone number: 231-733-2691) and report this immediately to Denise Suttorp. Nuvo College will do everything possible to assist in this serious matter. If such a serious offense occurs, it is important to preserve evidence for proof of the criminal offense. Off-campus counseling or student services for victims of sex offenses—are referred to Every Woman's Place 231-722-3333 or Hackly Community Care Center 231-737-1335. Information can be obtained on registered sex offenders of the campus community at [www.familywatchdog.us](http://www.familywatchdog.us) or to Michigan Public Sex Offender Registry at [www.mipsor.state.mi.us](http://www.mipsor.state.mi.us).

Nuvo College has a policy to prevent the use of drugs and the abuse of alcohol by students and employees. • School policy prohibits the possession, use and sale of alcoholic beverages to anyone. • School policy also prohibits the possession, use and sale of illegal drugs. • School policy supports and enforces State underage drinking laws. A violation of any law regarding drugs or alcohol is also a violation of Nuvo’s Drug Free School Policy. Students and staff caught in any of the above situations will be withdrawn from the program and will be reported to the authorities. Local mental health and substance abuse services are available at: Alcohol and Chemical Abuse Consultants (ACAC) Inc. 635 West Summit, Muskegon, MI 49441 231-737-9840 Get Help Now 1800-559-9503 Alcohol Anonymous 4613 Henry St, Norton Shores, MI 49441 (231) 798-4242

Incident/Year	2017	2016	2015
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	1	0
Forcible Sex Offenses	0	0	0
Motor Vehicle Theft	0	0	0
Murder/Non Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0

**Sexual Misconduct Policy (Title IX)**

Nuvo College of Cosmetology has a ZERO Tolerance Policy regarding activities creating a safety hazard to other persons at the college including, but not limited to, bullying, cyber-bullying, verbal abuse, sexual harassment, on or off college premises. The written policy is in our sources of help. Please make an appointment with Denise Suttorp.

**Title IX Coordinator: Denise Suttorp**  
**Nuvo College of Cosmetology**  
**919 W. Norton Ave.**  
**Norton Shores, MI 49441**  
**(231) 799-1500, (231) 375-5174 – FAX, [dsuttorp@nuvocollege.com](mailto:dsuttorp@nuvocollege.com)**

**Title IV Code of Conduct**

Nuvo College enforces the code of conduct required by the Department of Education. A copy of the policy may be requested in the office or found at [www.nuvocollege.com](http://www.nuvocollege.com).

**The Building Emergency Plan**

In the event of an emergency, dial 911 immediately. If you hear a fire alarm or other emergency alert system, proceed quickly and calmly get students, clients and yourself to the nearest exit. Once the building has been evacuated, only a supervisor may authorize employees, students and clients to re-enter. Emergency evacuation drills will be carried out periodically through out the year.

**Fire or Other Indoor Emergency**

The following steps must be followed in sequence.

1. Alert students, employees and clients that there is a fire or other emergency.
2. The clinic supervisor should dial 911 immediately. Advise that you have a fire (or other emergency). State

“This is Nuvo College of Cosmetology located at 919 W. Norton Ave. reporting a fire (or other emergency).” If time allows describe the nature and location within the building.

3. Make sure ALL clients, students and employees evacuate the building safely, if deemed necessary. Use all four (4) doors, the main entrance, fire exit on clinic floor, student entrance & office entrance.
4. If the fire is small use a portable ABC Fire Extinguisher.
5. If the fire is large, and time permits, shut down all electrical equipment and appliances. Close all interior and exterior doors as you exit do not lock them.
6. Exit the building and move to the tree line of the south parking lot so the person in charge can determine that everyone has exited the building safely. The person in charge will respond to any needs of the emergency department keys, information etc.

### **Tornado/Storms or Other Outdoor Emergency**

1. Electrical storm: the person in charge will make any decisions as to whether electrical equipment and appliances should be turned off and/or unplugged. All employees, clients and students should stay away from faucets or plumbing and avoid contact with any electrical equipment appliances.
2. Tornado: assuming there is sufficient warning, shut off all electrical equipment and appliances and evacuate clients, students and employees to the basement via the storage closet by the shampoo bowls and assume the tornado position once in the basement. If there are NOT sufficient warnings take shelter immediately! If time allows evacuate to the basement. If that is no longer safe, take shelter in any of the four (4) restrooms. Line up along the walls in the following position:



**tornado position**

### **Chemical Spill**

1. Close down all operations and ask all persons in the building to evacuate. Remain calm and do not unnecessarily alarm clients.
2. If time permits (based on hazard) perform an orderly shut down of all electrical equipment.