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# **NAIL SPA ACADEMY SCHOOL CATALOG**

615 S MISSION ST WENATCHEE, WA 98801  
(509) 667-2472 or (509) 607-5525

SCHOOL ADMINISTRATOR: KAREN SLACK

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## SCHOOL FACILITY

Nail Spa Academy LC:2154 its current address 615 S Mission St in Wenatchee, WA 98801. This facility provides hands-on instruction assisting and providing a high learning environment, with separate areas for nail, pedicure, and esthetics. At the Nail Spa Academy, students perform services for actual clients. Students accumulate most of their 500, 600, or 750 hours working with clients to become skilled practitioners.

*Working on actual clients mimics real life situations and allows students to exercise the professional comportment taught in class. A spa atmosphere is vital for both students and clients to maximize their experience, this entire model facilitates a smooth transition for future employment.*

Nail Spa Academy places emphasis on developing the student mindset to use the current methods. Students have access to equipment necessary for their instruction, including but not limited to nail tables, pedicure tubs, the latest hand nail drills, facial beds, facial machines, 8 function (steam electric brush) high frequency galvanic electric spray, magnifying lamps, microdermabrasion machines, light therapy, microcurrent machine, ultrasound, skin scrubber, and permanent makeup machine. Students will work with the latest products and techniques available. We have exceptional resources to develop the trade skills, business knowledge, and industry professionalism.

*“The Nail Spa Academy fully commits to provide the necessary resources to ensure the success of our graduates”*

## **INSTRUCTOR LIST**

**Karen Slack** License Number: 4133 Expiration date: August 29, 2025

**Kim Nguyen** License Number: 4688 Expiration date: June 10,2025

**QUALIFICATIONS:** Washington State Licensed Instructor, Licensed Manicurist, Licensed Master Esthetician Licensed Esthetician, Licensed Permanent Makeup. Lash Extension Certification

### **TUITION**

*MANICURING - \$7,500*

*INSTRUCTOR -\$8,000*

*ESTHETICS -\$8,500*

**ADVANCED ESTHETICS NOT AVAILABLE**

### **METHOD OF INSTRUCTION**

The actual instruction will consist of theory, class practice, and job-like situations as outlined in this school catalog. Initially, topics will be introduced to a class-size group at a time, then actual training will be individualized as necessary to meet the needs of each student, allowing everyone to develop his or her potential to achieve their goals; first becoming licensed as a manicurist, esthetician, or instructor and then being hired as an employee in a beauty salon.

### **CAREER OPPORTUNITIES**

What a wonderful place to be in the world of Cosmetology! You are at the threshold of opportunity. Apply yourself and the possibilities are limitless. As you begin, you may not know whether you prefer working with hair, skin, or nails. Enter the classroom with an open mind as you

begin your course of study. The following vocations are options you may want to consider upon graduation.

| <b>MANICURING</b>   | <b>ESTHETICS</b>   | <b>INSTRUCTOR</b>  |
|---|--|--|
| Professional Nail Technician Nail Care Specialist Synthetic Nail Technician Nail Salon Manager ,owner Platform Artist Product Representative Retail Specialist State Board Member State Board Examiner Podiatric technician | Specialist Makeup Technician Dermatology Technician Plastic Surgery Support Product Representative Spa Owner or Manager State Board Member State Board Examiner Image Consultant Styles Consultant | Private/Public School Instructor Instructor Image Consultant Rep. Director of Education School Admin Platform Artist Board Member/ Examiner Owner/Manager Consultant |

## **CAREER CONSIDERATIONS**

Person who wants to become a successful professional must:

- Have finger dexterity and a sense of form and artistry
- Enjoying dealing with the public and be able to follow a client's direction
- Keep abreast of the latest fashions and beauty techniques
- Work long hours while building a personal clientele in order to make the desired income
- Make strong commitment to the educational process and finish school
- Learn business skills in order to operate his/her own spa or salon

In addition, student should be aware that:

- Work can be arduous and physically demanding because of long hours standing with hands at shoulder level, sitting over a nail tech's table, or bending forward at the head of the facial chair/bed.
- A personal investment may be required for advertising and promotions such as printing business cards
- There will be exposure to various chemicals and fumes which may cause allergic reactions
- The practice of safety and sanitation is essential for effective and successful performance within the industry
- Methods of compensation vary and initially paid at federal and state minimums, may include straight salary, salary plus commission, straight commission, retail commission, or independent contracting, renting space and equipment from an existing salon

## **JOB OUTLOOK**

Overall employment of barbers, cosmetologists, and all other personal appearance workers is projected to grow much faster than the average for all occupations. Opportunities for entry-level worker should be favorable, while job candidates at high-end establishments will face keen competition.

**NAIL SPA ACADEMY DOES NOT OFFER JOB PLACEMENT ASSISTANCE**

**NO FINANCING IS OFFERED BY NAIL SPA ACADEMY**

## **GRADING**

This beauty academy uses a grading scale when evaluating practical student progress and in order to record that progress on a student progress report. This numerical scale rates the student's competency according to his or her attainment of learning objectives, is as follows: Practical skills are evaluating according to procedures and performance standards establish by the state licensing agency

- 95 = Proficient. Can completely perform the job safely at the skill level of a practicing professional.
- 85 = Independent. Can safely perform each step within the service, with only results checked.
- 75 = Capable. Can perform the job completely and safely with limited supervision
- 60 = Trained. Requires instruction and close supervision in order to perform tasks safely.
- 40 = Educated. Subject understood academically, but no application or demonstration performance.
- 0 = Unexposed. No formal experience or technical knowledge in this area.

### **Student Learning Objective**

Measurable outcomes expected to occur as the result of instruction.

Upon completion of each area of the curriculum, the student shall pass Theory Examinations and attain a Student Progress Grade of 75%; meaning he or she can perform tasks completely and safely with limited supervision.

### **Instructional Objective**

Measurable evaluation of the attainment of the student learning objectives. Upon completion of each area of the curriculum, 75% of the

students will be able to pass the Theory Examinations, and 75% of the students will be able to attain a Student Progress Grade of 75; meaning the individual student can perform the task completely and safely, with limited supervision. There is an integration of academic and practical learning during the course.

### **Terminal Learning Objective**

Final outcomes expected to occur at the completion of a course of study as a result of instruction. Completion rating of actual job readiness, Student Progress Grade of 75; the student can completely perform tasks safely and independently.

### **Completed and Graduated**

Is the completion of the State approved minimum hourly course of training and passage of a State-approved performance evaluation administered by the school.

### **SCHOOL HOURS OF OPERATION**

MONDAY – FRIDAY: 9:00 AM TO 7:00 PM

SATURDAY: 9:00 AM TO 5:00 PM

### **SCHOOL CLOSURE DAY:**

- New Years
- Easter Day
- Memorial Day
- Independent Day
- Labor Day
- Thanksgiving
- Christmas day

## **GENERAL SCHOOL POLICY**

### **ATTENDANCE**

- Lunch and break time 30 minutes deducted from the day after 6 hours.
- Lunch is assigned when on the clinic floor.
- Students must sign in and out if they are leaving the building for break or lunch
- Make up hours are available
- Students are required to log in and out daily check the previous day's attendance validation

### **DRESS CODE**

- Hairstyles and Makeup appropriate.
- Satisfactory dress code is required for earning hours.
- Out of dress code off the clock.
- Inappropriate attire is determined solely at the Staffs' discretion.
- Poor hygiene correction is at the Staffs' discretion.

### **RESPONSIBILITY**

- Take and make up Tests
- Keep Staff informed regarding attendance and file paperwork accordingly
- Maintain records regarding hours and requirements that are in line with the school records
- Complete assignments in a timely manner
- Keep school informed of current address and contact information
- Sanitation and Disinfection all time and after services.



- Do laundry( clean,fold,put away)
- Wipes all equipment
- Take trash out
- Swept the floor
- Refill all products
- Wipes all products container
- Change the Barbicide whenever flowy cloudy
- Keep your work area clean at all time
- Cooperate with the desk and floor staff in the operation of the clinic and client services.
- Maintain Satisfactory Progress
- Be informed about and follow school policies and procedures. If you don't know ASK

## **PERSONAL CONDUCT**

- Unprofessional behavior will NOT be allowed
- Smoking, eating and drinking allowed only in designated areas
- The presence or immediate association of all drugs is forbidden
- Cell phones are to be silent or vibrate and only used in appropriate areas. Classroom and clinic areas are at the discretion of the instructor present.
- Students shall be respectful to Staff, clients, and fellow students.
- Crude, vulgar, and inappropriate conversations are not tolerated
- Students are required to make productive use of their time.
- Any privilege requires Staff members permission.
- Negative reference of a student, staff or the school on social media may result in legal action.

## **CHECK CASHING**

Staff or students are not permitted to write checks for cash out of the cash drawer/ cash register. Staff or students are not permitted to use the credit card machine to obtain cash. A \$50 fee will be collected for any check written which is later returned to the school for insufficient funds or account closed.

### **MAKE UP WORK POLICY**

The “make up work policy” affords the student the opportunity to make up work tests and time that they have missed. Students who miss or fail a test must make up the test prior to graduation in order to receive credit for the test. The student is responsible to decide with the instructor to schedule a time to make up the test. Missed tests may be posted as a ZERO until the time that they are made up. Missed and failed tests may adversely affect the student’s Grade Point Average (GPA) and Satisfactory Academic Progress (SAP). The Director will determine the availability of makeup hours.

### **TUITION SCHOOL ENROLLED TO TOTAL COURSE OR PROGRAM SHALL RECEIVE/RETAIN**

Any monies due the applicant or student shall be refunded within 30 days of the formal cancellation date as not start day with fee will apply \$1000,00. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made depending on cases . If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is canceled after a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course later.

## **OSHA Requirements**

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in school/related training. During the coursework the student learns about the importance of safety in the workplace and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in all programs of training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing Material Safety Data Sheets for the chemicals used is available in the administrative office. The school endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

## **STUDENT CAPACITY:**

The student capacity at Nail Spa Academy will consist of a maximum of twenty student's session.

## **COURSE TITLE AND HOURS REQUIRED TO COMPLETE THE PROGRAM**

### **MANICURING**

600 Hours of Instruction. Training starts when student enroll

### **INSTRUCTOR**

500 Hours of Instruction. Training starts when student enroll

### **ESTHETICS**

750 Hours of Instruction. Training starts when student enroll

**\*All class dates are subject to change based on class size and instructor scheduling**

**Enrollment Time:**

Classes begin after enrollment or as demand indicates. Prospective students must enroll prior to commencing school. Instructors in training must hold a current license

**ADMISSIONS REQUIREMENT:**

To be accepted for enrollment, the student:

- Must be 16 years of age and 17 of age at course completion
- Must present Government Issue ID
- Provide Social Security Number or Tax ID
- Must submit Application for Admission
- Payment Plan and Cancellation Fee Policy
- Down Payment (According to the Course Taken)
- Our Administrator is available to assist you Monday through Saturday.
- Students can set up an appointment with the Administrator to tour our facilities. We will help you with all the necessary requirements to begin your new career

**SCHOOL GRIEVANCE POLICY:**

Nothing in this policy prevents the student from contacting the Department of Licensing at any time with a concern or a complaint. Inquiries, concerns, or complaints regarding this School can be made to the Department of Licensing.

DEPARTMENT OF LICENSING

PO BOX 9026

OLIMPIA, WA 98507-9026

PHONE NUMBER: (360) 644-6626

EMAIL TO: (plssunit@dol.wa.gov).

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### **Religious Accommodation Policy:**

Nail Spa Academy will provide reasonable religious accommodations to students who have religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor within the first two weeks of the beginning of the course and provide specific dates the student requests an accommodation. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. The student shall work with the instructor to determine a schedule for making up missed work.

Examples of religious accommodations may include:

- Rescheduling of an exam or giving a make-up exam for the student.
- Altering the time of a student's presentation.
- Allowing extra-credit assignments to substitute for missed class work or arranging for increased flexibility in assignment due dates.

### **Graduation/Certificate of Completion**

- Nail Spa Academy will grant a certificate of completion and Official Transcript of Hours for the applicable course when the

student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements and made satisfactory arrangements for payment of all debts owed to the school.

- We do not, however, guarantee the successful completion and passing of the State examinations.

### **Extra Instructional Charge Policy**

Each program has been scheduled for completion within an allotted time frame. The school has reserved space, equipment, and licensed instructors for each student and program. If a student does not graduate within the contract period (from the day students start school to finish the required minimum 20 hours/week), additional training will be billed at the rate of \$10 per hour past the Scheduled Graduation Date. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances the school may make a settlement, which is reasonable to both parties for this fee.

### **PAYMENT PLAN AND CANCELATION POLICY FOR ESTHETICIAN, MASTER ESTHETICIAN, NAIL TECHNOLOGY, INSTRUCTOR COURSES**

#### **Down payments are as followed:**

- *MANICURING* \$5,500.00/\$500      OR \$3,500.00/1,000
- *ESTHETICS* \$6,500.00/\$500      \$4,000.00/\$1,000
- *INSTRUCTOR* \$6,000.00/\$500      \$4,000.00/\$1,000
- *MASTER ESTHETIC*

**Circle one: Weekly / Bi-weekly / Monthly :**

**Payment of \$ \_\_\_\_\_ Due every \_\_\_\_\_**

- Final payment of balance due at the end of the course before certificate is issued.
- There is a \$25.00 late fee if not paid on the due date according to the payment plan.
- Kit and Book are included on the first day of School.
- If payment is not made within 2 (two) days after the due date the student will be terminated until payment can be made.

### **CANCELLATION & REFUND POLICY**

- Should a student cancel or terminate their enrollment before starting the course a fee of \$1,000.00 will be charged to the student and the remaining money will be refunded.
- Should a student terminate their enrollment after class has started NO MONEY will be refunded, if Student request to transfer the hours to another School they will be charged \$60.00 per hour they have attended school and a fee of \$1,000.00
- Any refund due to the student will be refunded within 30 days of cancellation or termination.
- Upon graduation, the Washington State Examination Fee is the responsibility of the student.
- The school will keep all student records for a minimum of 4 (four) years.
- The student agrees to abide by all the rules and regulations of Nail Spa Academy
- Each student will receive a copy of the school catalog and enrollment agreement, cancellation policy.

**Signature of student/  
Guardian** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signature of responsible paying party:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signature of Owner/Administrator** \_\_\_\_\_

**Date** \_\_\_\_\_

**AGREEMENTS POLICY:**

This agreement will be binding only when it has been signed and dated by the student and an authorized representative of the school prior to the time instruction begins. Any changes in the agreement will not be binding on either party. unless such changes have been acknowledged in writing by an authorized representative of the school and by the student or the student's parent or guardian if he/she is a minor.



**NAIL SPA ACADEMY**  
615 S. MISSION ST, WENATCHEE, WA 98801  
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**APPLICATION FOR ADMISSIONS**

**PERSONAL INFORMATION:**

Name \_\_\_\_\_ Date: \_\_\_\_\_  
SS# \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Current Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone # \_\_\_\_\_ Email \_\_\_\_\_

Sex: M F Are you age 18 or older? Y N US Citizen? Y N

**EMERGENCY CONTACT**

Name: \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone \_\_\_\_\_ Address \_\_\_\_\_

If transferring from another beauty school, list school:

School \_\_\_\_\_ Address \_\_\_\_\_  
Hours Accumulated \_\_\_\_\_

What is your intended major?

Esthetics    Manicuring    Instructor

**REFERENCE**

Name \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone # \_\_\_\_\_

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Manager Signature**

\_\_\_\_\_  
**Date**

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