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NIMA
National Institute of
Medical Aesthetics



Student Catalog

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www.nima.edu

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The Future of Aesthetics Education

The field of aesthetics is one of the fastest growing industries worldwide. The desire for anti-aging and advanced skin care services has increased at an incredible rate over the past decade and promises to continue well into the future. This demand has created a strong need for highly trained professionals focused on clinical aesthetics. Medical spas and aesthetics practices have become commonplace, and the fusion of beauty and medicine has provided for a number of safe and effective solutions to many common aesthetics needs. The use of laser, light, and energy based therapy devices creates a specific and often significant enhancement to the client's physical appearance and self-image.

As innovators in the industry, The National Institute of Medical Aesthetics (NIMA) has created a curriculum that has helped define "The Future of Aesthetics Education" by focusing on the in-depth studies of clinical aesthetics. Our small classes allow individual attention for each student. The main objective of the highly trained and experienced staff and faculty at NIMA is to assist each student in realizing their full potential in the clinical aesthetics industry, allow them to achieve their educational goals, and direct them on their way to a new career.

NIMA Mission Statement

The National Institute of Medical Aesthetics is dedicated to being an educational leader in the field of medical aesthetics and cosmetic lasers, by providing superior knowledge, skills and hands-on training necessary for safe and effective client care.

NIMA Governing Principles

The National Institute of Medical Aesthetics supports this mission statement by adhering to the following Governing Principles:

- Maintain facilities that are clean, modern, and well equipped
- Employ experienced, licensed and dynamic instructors
- Ensure students have access to state-of-the-art equipment, products and methodologies
- Regularly review and update curriculum to ensure that NIMA provides the most up-to-date and progressive education for students
- Provide students with extensive opportunities to practice laser technologies and assist in anti-aging treatments, on real clients, both on-campus and off-campus.
- Provide students the opportunity to shadow master aestheticians and medical professionals currently working in the field of medical aesthetics.
- Maintain a student-operated, on-campus medical day-spa, "THE SPA", that provides the public with access to high-end spa services in beautiful modern facilities
- Offer on-going access to post-graduate training
- Commit to extensive marketing campaigns to support client traffic through "THE SPA"
- Maintain an open environment that allows students access to all faculty members

- Maintain relationships with industry experts, allowing students opportunities for extra-curricular training
- Ensure that students are well prepared for state aesthetics exams, by offering well-organized, detailed instruction and on-going mock testing
- Provide extensive support services for students such as; financial assistance, career counseling, resume and interview skills courses and career placement programs

NIMA Facilities

The National Institute of Medical Aesthetics was established in 2009 and is a licensed institution by the State of Utah's Department of Professional Licensing (DOPL) (801) 530-6628 located at 160 East 300 South, Salt Lake City, UT. NIMA is nationally accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS) (703) 600-7600 located at 4401 Ford Avenue, Suite 1300, Alexandria, VA, 22302. NIMA believes that students should graduate as true working professionals, and as such have invested in beautiful, high-end facilities. Students operate the fully functioning, European style, medical-day spa, "THE SPA". Please visit our website www.nima.edu for a full virtual tour of the facility. Below is an outline of the NIMA facilities.

THE SPA & Training Center at NIMA

- 2 Reception areas
- 2 Client consultation rooms
- 5 Facial rooms
- 1 Body treatment room
- 2 Laser rooms
- 1 Medical room
- 7 Pedicure stations
- 4 Manicure stations
- 1 Airbrush Spray Tan Room
- 1 Wax station
- 2 Student dispensaries
- 2 Student break rooms/kitchens
- Instructor resource center
- 3 Didactic education rooms
- 2 Practical rooms
- Student quiet study & computer room
- 8 Staff offices

NIMA Equipment

As part of our guiding -principles, NIMA is committed to training students with cutting edge technology. We own all of our own training equipment such as brand new lasers, microdermabrasion machines, hydrotherapy equipment, etc. All of the technology necessary to train our students is housed on-site at The National Institute of Medical Aesthetics.

Owners, Administrative Staff & Faculty

- President/Owner– Carrie Brinton
- Owner – Matt Brinton
- Owner – Becky Loveless
- Owner – Eric Loveless
- Medical Director – Dr. Jeffrey Ayers
- CFO/Director – Christina McGarvey
- Director of Spa Operations– Debbie Joy
- Financial Aid Director – Rachel Johnstone
- Marketing Director – Katie Olson
- Assistant Director – Kimberlie Winebrenner
- Lead Instructor – Jennett McKellar
- Instructor – Maryanne Pickett
- Instructor – Kathy Davis-Rees
- Instructor – Katrina Hammond
- Instructor – Britni Leach
- Instructor – Cristin Searle
- Front Desk Manager - Mishelle Thomas
- Front Desk Coordinator – Megan Anderson
- Front Desk Coordinator – Amy England
- Front Desk Coordinator – Katherine Kinder

Admission Requirements & Process

Requirements

NIMA admits all students who have a high school diploma/GED or it's equivalent, or a transcript showing high school completion.

Pre-Requisites

- 1200 Hour Program: Prospective student must hold a High School diploma or GED equivalent and student must be a U.S. citizen or have proof of legal status.
- 750 Hour Program: Prospective student must hold an active 600-hour Basic Aesthetician license from the State of Utah; OR must hold an active cosmetology license from the State of Utah. Prospective student must hold a High School diploma or GED equivalent and student must be a U.S. citizen or have proof of legal status.
- Two forms of picture ID with signature are required to take the state licensing examinations.
- It is at the State of Utah's discretion to allow or not allow those with a felony to receive this license.

Admissions Process

To Enroll at NIMA:

1. Complete the application form on our website. The application can be downloaded or filled out online at www.nima.edu, by requesting via e-mail, or by visiting the school.

2. Review the Student Catalog, which can be downloaded from our website, by requesting via e-mail, or by visiting the school.
3. Submit your completed application form with your \$50.00 application fee via check, credit card or PayPal on our website. This fee is in addition to the cost of tuition and is non-refundable.
4. Contact our Admissions Office at 801-302-1650 for tuition and financial arrangements.
5. Schedule an appointment to enroll with our Admissions Office. At that time you will complete the Enrollment Contract.
6. Bring the following required documentation to enroll:
7. High School Diploma (or) High School transcripts (or) GED certificate (and)
8. State issued photo identification (or) Drivers License (or) Birth Certificate (and)
9. Certified Transcripts for transfer hours (or) Basic Aesthetics License (or) Cosmetology License (if applicable)
10. Once accepted, a deposit may be required to hold your place.
11. Full tuition payment is due prior to the first day of class. Any money not paid is subject to interest. Credit Card, Check or Cash is accepted.

The National Institute of Medical Aesthetics does not recruit students who are already enrolled in a similar program at another institution.

Enrollment Contract

After thoroughly reading the Student Catalog, Students must read and sign the Enrollment Contract. Prior to the first day of school, a meeting must be arranged to review important pre-enrollment information including NIMA's Completion, Licensure, and Placement Rates. The Enrollment Contract must be signed and submitted to NIMA prior to being fully accepted and before starting the first day of school. Students will receive a signed copy of the completed Enrollment Contract at that time.

Completion, Licensure, and Placement Rates

For the 2010 year, NIMA achieved the following rates:

1200 Hour Course:	COMPLETION 100%	LICENSURE 93%	PLACEMENT 93%
750 Hour Course:	COMPLETION 100%	LICENSURE 100%	PLACEMENT 94%

Compensation Rates

A successful graduate of NIMA working in the aesthetics industry may reasonably expect compensation of \$12 - \$20 per hour. Experienced and talented aestheticians employed in the laser and aesthetics industry can make over \$60,000 per year.

Transfer Students

NIMA welcomes transfer students. Students must fill out an Enrollment Application and provide a certified transcript of hours completed at the former school. Once submitted, your application will be reviewed by Directors and approved transfer hours will be applied toward graduation according to experience and circumstances. The possibility does exist that no

transfer hours will be granted. Transfer hours are charged at \$12.00 per hour, plus the student kit and any other non-refundable fees.

Licensed Cosmetology & Basic Aesthetics Students

Licensed Cosmetologists and Basic Aestheticians are eligible to enroll in the 750 Hour Master Aesthetics Course. Even though the State of Utah only requires completing 600 hours for Cosmetologists and Basic Aestheticians to receive a Master Aesthetics License, NIMA has found that there is not enough time to fit all the training needed in only 600 hours, including all of the laser training. NIMA has added an additional 150 hours to this program to ensure that all the training required and desired by our Students is met, and that they will be properly prepared to pass state board exams. Student must have a valid, active license in the State of Utah to be eligible for this program.

Non-Discrimination & Sexual Harassment Policy

NIMA, in its admission, instruction, and graduation policies, practices no discrimination on the basis of sex, race, religion, age, ethnic origin, color or ancestry. NIMA has a ZERO tolerance policy towards sexual harassment in within its staff, workplace and classrooms.

Course Start Dates

All course start dates are subject to change. Please check our website www.nima.edu for the most updated list of course start dates.

- **DAY COURSES:** For both 1200/750 Hour Courses - Full & Flex-time classes will begin around the first day of every other month in January, March, May, July, September and November.
- **EVENING COURSES:** For both 1200/750 Hour Courses – Full, Flex and Part-time classes will begin around the first day every 4 months in January, May and September.

Holiday Schedule

NIMA reserves the right to make changes to this schedule, but currently plans to be closed on the following Holidays:

- New Years Eve (night class only)
- New Years Day
- Memorial Day
- Independence Day
- Pioneer Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day + 3 Calendar Days

Attendance Options

In order to ensure completion of all course material, it is important that you select the schedule that you think will best suit your needs for the entire duration of your course. Only one schedule change will be permitted with a fee of \$100 and will only be allowed at certain points during your course. For detailed information on switching your program, contact the Spa Director. Because we know many students are parents and working professionals, we have developed flexible attendance options:

DAY COURSES: All flex or full time day students attend Monday - Friday for the first month of Orientation instruction.

Full Time Day Students

- 37.5 hours/week
- 1200 Hr Program: Approximately 32 weeks/8 months
- 750 Hr Program: Approximately 20 weeks/5 months
- Monday – Thursday theory days: 9:00 – 5:00 (1/2 hour lunch break)
- Alternating spa days on Friday and Saturday: 9:00 – 5:00

Flex Time Day Students

- 27.5 hours/week
- 1200 Hr Program: Approximately 44 weeks/11 months
- 750 Hr Program: Approximately 27.5 weeks/7 months
- Monday – Thursday theory days: 9:00 – 3:00 (1/2 hour lunch break)
- Alternating spa days Friday 9-3pm and Saturdays 9-5pm

EVENING COURSES:

Full Time Evening Students

- 24 hours/week
- 1200 Hr Program: Approximately 50 weeks/12.5 months
- 750 Hr Program: Not available for this course.
- Monday – Thursday theory/spa days: 3:30pm – 9:30pm
- No Weekends

Flex Time Evening Students

- 20 hours/week (16 hours one week, 24 hours the next week)
- 1200 Hr Program: Approximately 60 weeks/15 months
- 750 Hr Program: Approximately 37.5 weeks/9 months
- Monday – Thursday theory/spa days: 5:30pm – 9:30pm
- Alternating Friday or Saturday spa day (every other week) 9-5pm



Part Time Evening Students

- 16 hours/week
- 1200 Hr Program: Approximately 75 weeks/19 months
- 750 Hr Program: Approximately 47 weeks/12 months
- Attend 2 theory nights per week: 5:30pm – 9:30pm
- Choose one Friday or Saturday spa day from 9-5pm

Spa and Theory Hours

Theory is very important at NIMA and the set schedule is mandatory. Spa Floor hours are based on off-site events, special guest lecturers, client party scheduling, etc. All non-theory hours will be spent training and providing client services in THE SPA.

DAY Full & Flex Time Students Theory Hours (1200/750 Hour Programs)

Orientation: Monday – Friday 9:00am – 3:00pm

Intermediate: Monday – Thursday: 12:15 – 2:45

Advanced/Laser: Monday – Thursday: 9:00 – 11:45

EVENING Full, Flex, & Part Time Students Theory Hours (1200/750 Hour Programs)

Orientation: Monday & Tuesday 5:30 – 9:30

Intermediate: Monday & Tuesday 5:30 – 9:30

Advanced/Laser: Wednesday & Thursday 5:30 – 9:30

Tuition and Fees

1200 Hour Master Aesthetics Program (For anyone with a High School Diploma)

Application Fee	\$50 (non-refundable)
Tuition	\$14,350
Student Kit	\$650 (non-refundable)
Total	\$15,050

* Uniforms are purchased by the student at approximately \$50/pair

750 Hour Master Aesthetics Program (For Licensed Cosmetologists/Basic Aestheticians)

Application Fee	\$50 (non-refundable)
Tuition	\$8,350
Student Kit	\$650 (non-refundable)
Total	\$9,050

* Uniforms are purchased by the student at approximately \$50/pair

Transfer Students (Hours to be Determined)

Application Fee	\$50 (non-refundable)
Tuition	\$12/per clock hour as needed
Student Kit	\$650 (non-refundable)
Total	\$ To Be Determined

* Uniforms are purchased by the student at approximately \$50/pair



Student Kit (\$650/non-refundable)

Student kits are subject to modification and are for all programs

- Milady's Standard Fundamentals Training for Estheticians Text
- Milady's Standard Fundamentals Training for Estheticians Workbook
- Milady's Advanced Training for Estheticians Textbook
- NIMA Laser & Injections Training for Estheticians Binder
- NIMA Career Prep Manual
- Glymed Student Starter Kit w/ Carrying Case
- Mirabella Makeup Kit
- Student Business Cards

Bring the First Day of Class

- Highlighters, pencils, pens and plenty of paper for taking notes
- A 3", white, 3-ring binder with a front cover insert sleeve
- 100 clear, 3 hole sheet protectors
- A combination or keyed padlock for your locker
- A black, red or blue fine tip permanent marker
- 1 box of 3x5 index cards
- Check, Cash or Credit Card to purchase Jackets & T-shirts

Student Scholarships

The following Student Scholarships are available through NIMA and worth \$500 towards tuition. Scholarship applications are evaluated by the NIMA Board of Directors, and are awarded based on performance at the completion of the 1200/750 Master Aesthetic Programs. To apply for NIMA scholarships, download the Scholarship Application on our website and submit in person at the school.

- * 95% GPA, 95% Attendance Scholarship
- * Top Sales Scholarship

Refund Policy

1. This policy complies with mandated policies and applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.
2. For applicants who cancel enrollment or students who withdraw from enrollment a fair, equitable, calculated and timely settlement will apply. Applicants not accepted by the school shall be refunded all monies paid to the school, minus the \$50 application fee. If a student wishes to withdraw, they must mail or email notification of withdrawal to the Director at NIMA. If student (or in the case of dependent minor under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school will be refunded even if the student has begun classes, minus the \$50 application fee. The Student Kit (\$650) will only be refunded if returned in perfect, reusable condition. The "formal cancellation date" will be determined by the postmark on written notification; the date said notification is delivered to the school in person or via e-mail, the date of expulsion by the school, unofficial withdrawals (attendance is monitored at least every 30 days), or 30 days after the last day of attendance, or the expiration date of an approved Leave of Absence.

3. If a student cancels the enrollment more than three business days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the application fee in the amount of \$50 will be made. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the Student Kit (\$650) is not refundable, and the following schedule of tuition earned by the school applies:

Percentage of Enrollment Based on 750/1200 hours	Amount of Tuition Retained by School
.01% - 4.9%	20%
5% - 9.9%	30%
10% - 14.9%	40%
15% - 24.9%	45%
25% - 49.9%	70%
50%+	100%

4. Enrollment percentages are based on the course start date through the last day of physical attendance and will be based on scheduled hours. Excused or unexcused absences will not be deducted from attendance time.

5. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation date as defined above. 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. 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 cancelled subsequent to the student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. The school does not participate in any teach-out plans with other institutions. If school is closed unexpectedly due to any extenuating circumstances, all students will be notified by phone or e-mail. A list of all students who were enrolled at the time of school closure including the amount of each pro rata refund will be submitted to the Accrediting Agency.

6. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at NIMA (EX: extra materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

7. Students who are expelled or terminated may be eligible for re-entry after 30 days.

8. Any discount or scholarship applied to tuition will be forfeited if student terminates, failing to complete said course. Refund/Charges will be calculated according to original tuition and fees.

9. The school shall dispose of all school records in accordance with state laws.

10. Student/guardian is responsible for school debt and agrees to pay unpaid balance on or before course completion unless other written arrangements are made. In the event account is not paid as agreed, student agrees to pay a collection agency and attorney's fees. Collection procedures reflect good taste and sound, ethical business practices.

11. 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 Loan 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.

12. Students may appeal to any refund decisions. Formal appeals must be submitted in writing within 10 days of original refund notification. Appeal decisions will be made within 30 days. All decisions are final.

Course Descriptions for SOC code 39-5094.00

Both the 1200 and 750 Hour Master Aesthetics Courses outlined below meet the Master Aesthetician requirements for licensure in the State of Utah, and the curriculum exceeds the training requirements for most states. Both programs are measured in clock hours.

- The 1200 Hour Course is broken into 3 core sections: Orientation, Intermediate and Advanced/Laser.
- The 750 Hour Course is broken into 2 core sections: Orientation and Advanced/Laser.

Orientation & Intermediate (approx 0-600 hours); introduces students to the basic theory concepts of aesthetics as well as the operational procedures for NIMA. Intermediate covers all basic theory and practical applications of aesthetics and business applications.

Advanced & Laser (approx 600 – 1200 hours); immerses students in advanced aesthetics treatments such as chemical peels, as well as covers all training related to medical aesthetics and cosmetic laser applications.

Course Objectives: To introduce new students to the following concepts:

- Overview of the NIMA experience
- Operating Procedures & Policies for NIMA
- Operating Procedures & Policies for THE SPA at NIMA
- Key tasks and responsibilities of students
- Basic personal branding and customer service sales skills
- Basic aesthetics theory
- Basic aesthetics procedures
- Review all advanced theory and practical components of aesthetics
- Cover all theory and practical topics related to advanced aesthetics
- Cover all theory and practical topics related to cosmetic lasers
- Complete a comprehensive review for the state licensing exams

Grading Policy

33% of the Students GPA will come from Theory: Workbooks & Unit Reviews, 34% of the Students GPA will come from all Major Exams and 33% of the Students GPA will come from Labs/Practical: Spa Certifications. All NIMA Students will be graded on Theory and Practical work according to the following scale:

- 93 – 100 EXCELLENT (A)
- 85 – 92 VERY GOOD (B)
- 75 – 84 SATISFACTORY (C)
- 70 – 74 BELOW STANDARDS – UNSATISFACTORY (F)

Assignments:

- Milady's Standard Fundamentals & Advanced Student Workbook pages must be completed for all applicable chapters.
- Tests must be taken and workbooks are due the day assigned by instructors to get full credit.

All practical lessons use the following structure:

- Instructor demonstration
- Student to Student practice
- Student practice on "models"
- Spa Certification on treatment
- Perform treatments in THE SPA

Spa Certification Requirements:

- Students must understand objectives of procedure
- Students must understand contraindications of procedure
- Students must be able to list all products and set-up for procedure

- Students must be able to perform all steps of a procedure without assistance from an instructor. Students may use the protocol sheet as a reminder of the order of the steps.
- Students must be able to complete all cleanup steps listed for a procedure.

Instructional Methods

A variety of instructional methods are used to ensure student learning. In theory classes, instructors utilize lecture, videos, demonstrations, hands-on practice, guest speakers, test book review, workbook review, written exams, field trips, and spa observation. During practical application, Students practice procedures on clients and models. Skills are developed through demonstrations, hands-on assignments, practical demonstrations and mock board practice, written assignments, projects, competitions to test knowledge and build skills, and workbook and text review.

Employment Opportunities

The following jobs are available with a Master Aesthetician license: Assisting in Doctor, Dermatology or Plastic Surgeon Offices, Working for Day Spas, Medical Spas, Resort Spas, Cruise Ship Spas, Home-based Spas, Skin Care Product Companies such as Glymed, Laser Companies such as Cynosure or Lumines, Beauty School Instructors or Administrators, Hospitals, Vein Clinics, Makeup Artists, Eyelash Extension Specialist, Permanent Cosmetics Technician and more.

Graduation Requirements for 1200 & 750 Hour Courses

At the Exit Interview, Students will review the following with the Admissions Director:

- All fees, tuition and "Over-time" hours must be paid in full.
- Students must complete all required workbooks, theory and practical exams and have a minimum overall GPA of 75%.
- Students must have Spa Certified on required protocols.
- A Certificate will be awarded at Graduation.
- The Verification of Hours Completed required for State Licensure will be awarded at the Exit Interview, after all hours and state board exams are completed.

Book Key:

- **MF** - Milady's Fundamentals Training for Estheticians
- **MA** – Milady's Advanced Training for Estheticians
- **NIMA/LP** - NIMA Lesson Plan
- **Glymed** - Glymed, Purely Professional Skin Care Manual
- **Practical** – NIMA Protocol Sheet
- **ALC** - NIMA Advanced Laser Certification
- **BDFC** – NIMA BOTOX and Dermal Filler Certification
- **NIMA Career Prep** – NIMA Career Prep Manual

1200 Hour Master Aesthetics Course, SOC code 39-5094.00 Orientation, Intermediate & Advanced Core Lesson Plan Outline

Lesson	Hrs	Chapter/Description
New Student Orientation	4	NIMA/LP
Mastering THE SPA	4	NIMA/LP
History of Aesthetics	2	MF-1
Physiology Of The Skin	12	MF-9
Basic Products	8	NIMA/LP
Intro To Facials	8	MF-14
Infection Control	12	MF-4
Facial Massage	8	MF-15
Skin Typing and Analysis	4	MF-11
Glymed Products	8	Glymed Pgs 42-67
Methods Of Massage	8	MF-15, NIMA/LP, Practical
NIMA Signature Facial	8	NIMA/LP, Practical
Basics Of Chemistry	4	MF-6
Basic/Spa Pedicures	8	Practical
Basic/Spa Manicures	8	Practical
Sheekee & Shellac Nails	8	Practical
Emotional Cycle	2	NIMA Career Prep
Goal Setting	2	NIMA Career Prep
Communication Skills	2	NIMA Career Prep
Service & Sales Skills	2	NIMA Career Prep
Emotional Cycle Review	2	NIMA Career Prep
Attitude	2	NIMA Career Prep
Personal Branding	2	NIMA Career Prep
Professional Image	2	NIMA Career Prep
Waxing	16	Practical, MF-17
General Anatomy And Physiology	12	MF-5
Nutrition	4	MF-8
The Treatment Room	2	MF-13
Facial Machines	2	MF-16



Lesson	Hrs	Chapter/Description
Disorders And Diseases Of The Skin	8	MF-10
Advanced Skin Conditions	12	MA-10
Targeted Facials	4	NIMA/LP, Practical
Lash & Brow Tint	4	Practical
Body Scrubs	16	NIMA/LP, Practical
Body Wraps	16	NIMA/LP, Practical
Chemistry	8	MF-12
Mirabella Minerals Product line	2	Mirabella Trainer or NIMA/LP
Advanced Topics & Treatments	4	MF-18
The World Of Make-up	8	MF-19
Airbrush Body Bronzing Spray Tan	4	NIMA/LP, Practical
Spa Treatments	4	MA-21
Alternative Therapies & Aromatherapy	4	MA-22, Practical
Ayurveda	3	MA-23
Hot Stone Facial	2	NIMA/LP, Practical
Hot Stone Body Treatment	4	NIMA/LP, Practical
Skin Care Consultation	4	NIMA/LP, Practical
Basics Of Electricity	4	MF-7
Advanced Histology of Skin	4	MA-3
Hormones	4	MA-4
Anatomy and Physiology	4	MA-5
Anatomy Of Cardio & Lymph	4	MA-6
MLD Face	8	NIMA/LP
Infection Control	4	MA-2
Skin Typing and Aging Analysis	4	ALC, MA-11
Advanced Products	12	MA- 12,14,15
Exfoliation	8	NIMA/LP
DermaSound UltraSonic Facial	4	NIMA/LP
Microdermabrasion	4	Practical, Glymed



Lesson	Hrs	Chapter/Description
Lactic Peels	8	NIMA/LP, Practical
Glycolic Peels	8	Practical, Glymed
Salicylic Peels	8	Practical, Glymed
Five Berry TCA 5%	8	Practical, Glymed
TCA 15%	8	Practical, Glymed
Vitalize & Rejuvenize Peels	8	Practical, Skin Medica
Physiology Of Skin and Hair	2	NIMA/LP
The Aging Process	2	ALC
Skin Typing	1	ALC
Skin Conditions	4	ALC
History of Lasers & Light	1	ALC, MA-8
Laser & Light Physics	16	ALC, MA-8
Technologies & Applications	4	ALC
Safety & Maintenance	2	ALC
Hair Removal	8	ALC
Skin Resurfacing	8	ALC
Pigmented Lesions	4	ALC
Vascular & Veins	4	ALC
Skin Tightening	4	ALC
Tattoo Removal	4	ALC
Plastic Surgery & Body Contouring	12	ALC, MA-27
Botox & Dermal Filler Treatment Procedures	2	ALC, MA-26
Pre and Post – Medical Treatments	4	MA-28
Botox & Dermal Filler Treatment Procedures	4	BDFC
Getting Licensed	2	NIMA Career Prep
Resume & Cover Letter Writing Skills	2	NIMA Career Prep
Interviewing	2	NIMA Career Prep
Creating a Business	2	NIMA Career Prep
Creating a Spa Menu	2	NIMA Career Prep

Lesson	Hrs	Chapter/Description
Leadership	2	NIMA Career Prep
Finish Strong	2	NIMA Career Prep
Practical Exam Review	8	BDFC
Comprehensive State Exam Review	40	NIMA/LP

750 Hour Master Aesthetics Course, SOC code 39-5094.00
Orientation & Advanced Core Lesson Plan Outline

Lesson	Hrs	Chapter/Description
New Student Orientation	4	NIMA/LP
Mastering THE SPA	4	NIMA/LP
History of Aesthetics	2	MF-1
Physiology Of The Skin	12	MF-9
Basic Products	8	NIMA/LP
Intro To Facials	8	MF-14
Infection Control	12	MF-4
Facial Massage	8	MF-15
Skin Typing and Analysis	4	MF-11
Glymed Products	8	Glymed Pgs 42-67
Methods Of Massage	8	MF-15, NIMA/LP
NIMA Signature Facial	8	NIMA/LP, Practical
Basics Of Chemistry	4	MF-6
Basic/Spa Pedicures	8	Practical
Basic/Spa Manicures	8	Practical
Sheekee & Shellac Nails	8	Practical
Emotional Cycle	2	NIMA Career Prep
Goal Setting	2	NIMA Career Prep
Communication Skills	2	NIMA Career Prep
Service & Sales Skills	2	NIMA Career Prep
The Treatment Room	2	MF-13
Facial Machines	2	MF-16
Disorders And Diseases Of The Skin	8	MF-10
Targeted Facials	4	NIMA/LP, Practical



Lesson	Hrs	Chapter/Description
Skin Care Consultation	4	NIMA/LP, Practical
Basics Of Electricity	4	MF-7
Advanced Histology of Skin	4	MA-3
General Anatomy & Physiology	4	MF-5
Body Sugar Scrub	4	NIMA/LP, Practical
Body Mud Wrap	4	NIMA/LP, Practical
Back Facials	4	NIMA/LP, Practical
Hormones	4	MA-4
Advanced Anatomy and Physiology	4	MA-5
Anatomy Of Cardio & Lymph	4	MA-6
MLD Face	8	NIMA/LP
Infection Control	4	MA-2
Skin Typing and Aging Analysis	4	ALC, MA-11
Advanced Products	12	MA- 12,14,15
Exfoliation	8	NIMA/LP
Dermasound UltraSonic Facial	4	NIMA/LP
Microdermabrasion	4	Practical, Glymed
Lactic Peels	8	NIMA/LP, Practical
Glycolic Peels	8	Practical, Glymed
Salicylic Peels	8	Practical, Glymed
Five Berry TCA 5%	8	Practical, Glymed
TCA 15%	8	Practical, Glymed
Vitalize & Rejuvenize Peels	8	Practical, Skin Medica
Physiology Of Skin and Hair	2	NIMA/LP
The Aging Process	2	ALC
Skin Typing	1	ALC
Skin Conditions	4	ALC
History of Lasers & Light	1	ALC, MA-8
Laser & Light Physics	16	ALC, MA-8



Lesson	Hrs	Chapter/Description
Technologies & Applications	4	ALC
Safety & Maintenance	2	ALC
Hair Removal	8	ALC
Skin Resurfacing	8	ALC
Pigmented Lesions	4	ALC
Vascular & Veins	4	ALC
Skin Tightening	4	ALC
Tattoo Removal	4	ALC
Plastic Surgery & Body Contouring	12	ALC, MA-27
Botox & Dermal Filler Treatment Procedures	2	ALC, MA-26
Pre and Post – Medical Treatments	4	MA-28
Botox & Dermal Filler Treatment Procedures	4	BDFC
Getting Licensed	2	NIMA Career Prep
Resume & Cover Letter Writing Skills	2	NIMA Career Prep
Interviewing	2	NIMA Career Prep
Creating a Business	2	NIMA Career Prep
Creating a Spa Menu	2	NIMA Career Prep
Leadership	2	NIMA Career Prep
Finish Strong	2	NIMA Career Prep
Practical Exam Review	8	BDFC
Comprehensive State Exam Review	40	NIMA/LP

Student Support Services

New Student Orientation

NIMA conducts orientation for new students on the first day of class. New Student Orientation is part of the enrollment process and attendance is mandatory. Student will receive Students Kits, new student paperwork and a tour of the facility. Orientation will also review and provide information on all program information, program goals, the student catalog, school policies, student support services and discount services available to students. A student photo will be taken and lockers assigned.

Advising & Professional Assistance Policy

NIMA Students are encouraged to talk to Directors and Instructors in-house whenever problems arise in personal or school life. When Students need counseling that is not available in-house, a contact list of local professionals is given to the student to call for assistance. If professional assistance is necessary, NIMA will maintain record of this referral. NIMA staff members have been instructed that if a student should require, either by request or instructor observation, professional assistance, the following resources are available:

Domestic Violence Information 800-897-5465
Hotline Rape Recovery Center 801-467-7273
Suicide Prevention Hotline 801-483-5444
Salt Lake County Substance Abuse 801-468-2009

State Licensing Requirements

The Aesthetics industry is governed by the State, usually through the Board of Cosmetology. Aestheticians must be licensed in any state that they provide services. Licensure requirements vary by state, and it is the Students responsibility to maintain the licenses needed. Licensed Master Aestheticians in the State of UTAH are required to complete 1200 hours and pass the state board licensing exams with at least 75%. Initial examinations and license fees cost approximately \$85 with renewal fees around \$50.

Licensure Regulations & Reciprocity

Utah State Rules and Regulations are available online at:

http://www.dopl.utah.gov/licensing/cosmetology_barbering.html

Students nearing graduation will be given information pertaining to the laws and regulations of the State of Utah. For reciprocity requirements in additional states, contact the Board of Cosmetology in the state you are looking to move to for directions on transferring hours and fees for applications.

Continuing Education

NIMA Students and Graduates have many continuing education opportunities. The following courses are currently available:

- Eyelash Extensions – 8 Hr course - \$650 (includes \$300 kit)
- Permanent Cosmetics – 35 Hr course - \$2000 (includes \$1000 kit)
- Airbrush Makeup w/Photo-shoot – 25 Hr course - \$1750 (includes \$500 kit)

Contact the Admission Director for an application and course start dates.

Career Placement

NIMA does not guarantee career placement. Job Opportunities for both the 1200 and 750 Hour Masters Programs are available at Doctor, Dermatology or Plastic Surgery Offices, Day Spas, Medical Spas, Resort Spas, Cruise Ship Spas, Home-based Spas, Skin Care Product Companies such as Glymed, Laser Companies such as Cynosure or Lumines, Beauty Schools, Hospitals, Vein Clinics, Makeup Artists, and more. NIMA networks with local employers by inviting them to the school to see the facilities and receive a spa treatment to meet graduating students. NIMA also sends Education Kits to local employers, which expound on the skills of our graduates and

educates them on our cutting edge curriculum. NIMA curriculum includes classes on: Interviewing Skills, Resume Writing Skills, Business Development, People Skills, Communicating for Success, Selling Products & Services and Professional Image.

Financial Assistance

NIMA is fully accredited by The National Accrediting Commission of Career Arts & Sciences (NACCAS). We currently provide scholarships, student loans, and in-house financing, with several excellent loan options available to eligible and prospective students. Please contact our admissions office for assistance in this process, or visit our website for more detailed instructions.

Grievance Policy

Students must file any and all grievances in writing using a grievance form provided during First-Day Orientation and submit them to the institute's Director. A Director will meet with the complainant within 10 days of receipt of the written complaint and will document this meeting in writing with a copy given to complainant. If the problem cannot be resolved through discussion, the complaint will be referred to NIMA's Complaint Committee, which consists of our President, Lead Instructor, and a member of Student Counsel. The NIMA Complaint Committee will meet within 21 calendar days of receipt to review the allegations. If more information is needed, a letter will be written to the complainant. If no further information is needed, a letter will be sent to the complainant within 15 calendar days outlining the steps taken to correct the situation, or information to show that the allegations were not warranted or based on fact. If the complainant has fully completed this internal complaint procedure and wishes to pursue the matter further, a complaint form is available through the accreditation agency: National Accrediting Commission of Career Arts & Sciences (NACCAS) (703) 600-7600 located at 4401 Ford Avenue, Suite 1300, Alexandria, VA, 22302. NIMA will maintain records of all complaints filed.

Academic Policies and Rules

THE SPA Schedule

Monday – Thursday 9:00am – 9:00pm

Friday – Saturday 9:00am – 5:00pm

Spa Scheduling Requirements

- Students that are not available for Spa Appointments at least 5 minutes before the scheduled time (unless in a previous appointment) will be sent home with no further hours.
- Students will receive their schedule from the SPA Director at least 30 days in advance.
- All schedule change requests must be submitted 72 hours in advance by filling out a "Time off Request Form" located in the Student Break room.
- All requested changes must be approved in writing by both the instructor and THE SPA Supervisor.

- Permanent schedule changes may or may not be approved (ie: going from Full Time to Flex, or Flex to Evening) and will be charged a \$100 fee.
- NIMA staff may dictate student schedules at any time and all students must attend any scheduled lectures, workshops or events regardless of previously submitted schedules.
- Students may be denied requested schedule due to scheduling needs in THE SPA. Senior students will be given preference on requested time off.

Rules of THE SPA at NIMA

In order to maintain a professional standard on the clinic floor, the following standards will be observed:

- Any student who is disrespectful or abusive to a client will be subject to disciplinary action.
- Students are required to complete all services for which they are scheduled.
- Client consent forms must be completed and signed for all services.
- Students are responsible to review client charts prior to treatment.
- Students are responsible to ensure treatment room is clean and stocked prior to treatment.
- Students are responsible to acquire needed supplies from the Dispensary prior to treatment.
- Students must maintain a quiet voice while working in THE SPA.
- Students may not congregate at the reception desk while waiting for their next client.
- Students may not visit with other students in any area visible to a client.
- Students may not move supplies or rearrange cupboards or drawers without direct instruction from THE SPA Supervisor.
- Clients must be checked out by a Front Desk Staff Member.
- Students who are waiting for clients should do so in the Break Room or Dispense.
- Students must clean and restock rooms to "Tour Ready" condition immediately after they have left their guest.

Code of Professional Conduct

Students are expected to maintain the highest level of professionalism while in The Training Center and THE SPA. Student agrees to abide by all current NIMA policies and to abide by all future policy changes that are deemed necessary by the administration of NIMA.

- Gossip, on any matter, is not tolerated
- Inappropriate, vulgar, or crude language is not tolerated
- Discussion, whether private or public, of crude, vulgar or otherwise inappropriate topics is not tolerated
- Crude, vulgar or otherwise inappropriate material on cell phones, computers or printed matter is not tolerated.
- Maintain a positive attitude and respectful communication with both clients, fellow students and NIMA faculty

- Cell phones are not allowed in class during theory
- Cell phones are not permitted in THE SPA
- Personal calls should be taken while on break, in the break room or outside, never during theory or spa schedules
- Visitors are only permitted during lunch breaks. All visitors must check in at the front desk. Visitors are only permitted in the Student Break Room and restrooms.
- Lockers will be issued and all personal items should be left in lockers rather than brought into the classroom.

Dress Code

While attending NIMA, students are expected to portray professionalism and the following Code of Conduct standards must be followed at all times. Students that violate Code of Conduct standards will be asked to make necessary changes. Any missed time due to dress code or conduct infractions will be counted as a tardy or an unexcused absence.

General Standards:

- No open toed, boots, or high-heeled shoes allowed
- Visible body piercings, including multiple ear piercings must be removed
- Visible tattoos must be covered
- Hair must be clean, well groomed, and colored and styled conservatively
- No excessive, distracting jewelry allowed (bracelets, large rings, large necklaces, dangling earrings etc.)
- No bandanas, beanies, hats allowed
- Make-up should be conservative and professional
- No long acrylic or natural nails

Dress Code for Students:

- NIMA approved scrub bottoms must be worn at all times
- NIMA black t-shirt may be worn during theory
- NIMA full uniforms must be worn to off-site events
- NIMA issued scrub tops/bottoms must be worn when in THE SPA
- Solid black t-shirts or solid black long-sleeve shirts may be worn underneath scrub tops
- White, black or gray socks and shoes are allowed
- No hoodies, turtlenecks, printed shirts, ruffled shirts, or "thermal" material shirts may be worn under scrub tops

Safety Hazards and Physical Demands

Keep in mind that there are physical demands of this profession that each prospective student must be aware of before enrolling. Refer to our spa menu for service descriptions, to see if you are physically able to perform these services. Here is a link for more information about the demands of a Skincare Specialist: <http://www.onetonline.org/link/summary/39-5094.00>.

By following safety precautions you contribute to the health, welfare, and safety of the community. Always have good hygiene and be professionally dressed. Keep a first aid kit on hand, follow safety regulations and keep equipment properly sanitized. The following precautions should always be taken with each client:

1. Sanitation and bio-hazardous precautions must be taken when working with the general public.
2. Protect the client's clothing/modesty by appropriately draping them.
3. Ask the client to remove any jewelry, hair accessory, glasses etc.
4. Keep any and all chemicals away from the eyes. In case of eye contact with chemicals, thoroughly rinse eyes with cold water.
5. Wear gloves when dealing with chemicals.
6. Remember anything containing chemically active ingredients must be used carefully to avoid injury to you and your client.

NIMA Evacuation Plan

Please see Evacuation Maps at each Fire Extinguisher.

In case of emergency in which alarms sound;

1. All students and staff should proceed to the nearest emergency exit. Personal belongings and school supplies and equipment should be left inside the building.
2. All students and staff should gather at the dumpster located in the parking lot at Southwest corner of the facility.
3. All instructors are to take an account of all students in their class.
4. Administrators are to take an account of all instructors and front desk personnel.
5. Once safely away from the building, the staff member(s) designated as "Safety Officer" should contact 911 and request appropriate emergency assistance.

In case of emergency in which alarm does not sound;

1. The "Safety Officer" on staff should pull the fire alarm to notify all staff and students of the existing emergency.
2. Proceed with evacuation procedures as outlined above.

Attendance Policy

- 72 Hours notice is required for an absence to be approved as "Excused". Students must fill out a "Time off Request Form" and submit to the SPA Director.
- All other absences are considered "Unexcused", unless a doctor's note is provided to prove sickness. Very few other mitigating circumstances will be allowed.
- Students are allowed 4 unexcused absences total during any course. Any additional unexcused absences will be charged a \$50 fee that must be paid before graduating.
- A \$75 fee will be applied for any cancelled appointments, which cannot be rescheduled to another student, due to unexcused absence.
- Students are required to give at least 30 minutes notice for any unexcused absences. Failure to do so could result in disciplinary action. If you are sick or otherwise unable to get to school:
 - email thespa@nima.edu or call 801-302-1650 ASAP.

- Students may leave school early **ONLY** when:
 - They have no appointments and sanitation is complete
 - Instructor has approved the early departure and entered into schedule
 - Student must clock out & lose remaining scheduled hours

Theory & Spa Tardies Policy

Tardies are defined as clocking in more than 5 minutes past scheduled start time.

Only one tardy per month is allowed during scheduled theory or spa floor time. All tardies beyond the allowed one per month will be charged a \$10 fee in order to clear the tardy. Students with more than 3 tardies per month may be subject to probation and suspension.

- If you are tardy to theory, & the “do not disturb” sign is present, you are too late to enter the classroom. Check your class calendar and study the topic on your own in the break room.
- If you are more than 30 minutes late for the spa floor, your appointments will be moved and you will be sent home. An unexcused absence will be applied.

Make-up Policy

- Workbooks & tests must be turned in or taken before an excused absence or previously arranged with an instructor. Topics missed because of an absence are the student's responsibility to make-up on their own time.
- Workbooks that are missed due to an unexcused absence may be made up before graduating, but the maximum grade that can be earned is 50%. A zero score will be given for all workbooks not completed.
- Students must pass all theory and practical exams with 75% or higher. If a student scores below 75% then they will be required to retake the exam as often as necessary, but will not be allowed to score higher than 75% on any retakes.
- If a student misses a day when a new practical skill is taught, students must learn the protocol on their own time, and spa certify on the scheduled date, prior to graduating. Instructor will give students a deadline to spa certify before being opened up to take appointments on the spa floor.
- Makeup hours are only allowed at NIMA approved events, and sign up sheets are posted in the break room when available. NIMA is not responsible for providing events for makeup hours.
- The opportunity to receive make up hours could be revoked due to student's unreliability.

Extra-Instructional Charges Policy

Each Course has been scheduled for completion within an allotted time frame. A grace period of approximately ten percent (10%) 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. If a student does not graduate within the contract period, additional training will be billed at the rate of \$14 per hour, payable in advance, until graduation. Students may not be allowed to clock in until applicable daily payments are made.

Recording Clocked Hours

All students are required to log in and out of the designated software according to the time on their contract. Only one missed login is allowed, any additional missed login hours will be lost and must be made up.

Off Campus Events/Training

Occasionally students will be required to attend off-campus events, trainings, seminars, etc. NIMA, its proprietors, officers, agents or any of its operators are not responsible for lost items, personal injury or damages that arise from such activities. All policies of NIMA are applicable to off-site events.

Satisfactory Progress Policy/Report Cards

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled the 1200/750 Hour Master Aesthetics Programs at NIMA. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

1. Evaluation Periods:

Students are evaluated for Satisfactory Academic Progress at these actual hours:

DAY COURSES:	Hours	Hours	Hours	Hours
1200 Hour Master Aesthetics Full Time Day	300	600	900	1200
1200 Hour Master Aesthetics Flex Time Day	300	600	900	1200
750 Hour Master Aesthetics Full Time Day	250	500	750	-
750 Hour Master Aesthetics Flex Time Day	250	500	750	-
EVENING COURSES:	Hours	Hours	Hours	Hours
1200 Hour Master Aesthetics Full Time Eve	300	600	900	1200
1200 Hour Master Aesthetics Flex Time Eve	300	600	900	1200
1200 Hour Master Aesthetics Part Time Eve	300	600	900	1200
750 Hour Master Aesthetics Flex Time Eve	250	500	750	-
750 Hour Master Aesthetics Part Time Eve	250	500	750	-

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

2. Attendance Progress Evaluations:

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage as of the last day of the month of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. The student's start month in school will be counted as the first month of the evaluation period. For partial months, schedule hours will be calculated by

multiplying the number of scheduled days by the number of hours scheduled each day. At the end of each evaluation period, the school will determine if the student has maintained at least 75% 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.

3. Maximum Time Frame:

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

DAY COURSES:	MAXIMUM TIME ALLOWED	SCHEDULED HOURS
1200 Hour Master Aesthetics Full Time Day	48 Weeks	1800
1200 Hour Master Aesthetics Flex Time Day	66 Weeks	1800
750 Hour Master Aesthetics Full Time Day	30 Weeks	1100
750 Hour Master Aesthetics Flex Time Day	40 Weeks	1100
EVENING COURSES:	MAXIMUM TIME ALLOWED	SCHEDULED HOURS
1200 Hour Master Aesthetics Full Time Eve	75 Weeks	1800
1200 Hour Master Aesthetics Flex Time Eve	90 Weeks	1800
1200 Hour Master Aesthetics Part Time Eve	112.50 Weeks	1800
750 Hour Master Aesthetics Flex Time Eve	56.25 Weeks	1100
750 Hour Master Aesthetics Part Time Eve	70.31 Weeks	1100

The maximum time allowed for transfer students who need less than the full course requirements or part time students will be determined based on 75% of the scheduled hours.

4. Academic Progress Evaluations:

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences that they must pass before graduating. Academic learning is evaluated after each unit of study. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to test procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a theory and practical cumulative grade average of 75% and pass a FINAL written exam prior to graduation.

Numerical grades are considered according to the following scale:

- 93 – 100 EXCELLENT (A)
- 85 – 92 VERY GOOD (B)
- 75 – 84 SATISFACTORY (C)
- 70 – 74 BELOW STANDARDS – UNSATISFACTORY (F)

5. Determination of Progress Status:

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Progress Determination at the time of each evaluation. Students deemed not maintaining Satisfactory Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. Students will be notified of any evaluation that impacts eligibility for financial aid, if applicable.

6. Warning:

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

7. Probation:

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

8. Re-establishment of Satisfactory Progress:

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

9. Interruptions, Leave of Absence, Withdrawals:

If enrollment is temporarily interrupted for a Leave of Absence (LOA-see LOA Policy), the student will return to school in the same progress status as when they left. Hours elapsed during the LOA will extend the student's contract period by the same number of days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll within six months of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

10. Appeal Procedure:

If a student is determined to not be making satisfactory progress, the student may appeal the determination if the reasons are related to death, injury or illness of the student or student's relative. The student must submit a written appeal, within 10 business days to the school on the designated form with third party supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

11. Noncredit and Remedial Courses:

Course Incompletes, Repetitions, and Noncredit remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

12. Transfer Hours:

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and completed hours. SAP evaluation periods are based on actual contracted hours at the institution.

Leave of Absence

If any circumstance should arise that requires 7 or more days of missed classes, students may apply for approval to take a leave of absence (LOA) from NIMA. The student will be required to submit the application form for approval of the LOA two weeks prior to the requested start date of the LOA. A Director will review the request and if approval is granted the length of the leave will be determined in writing by NIMA administration according to individual circumstances. In the event of an emergency circumstance involving the death, injury or serious illness of the student or student's immediate family member, an application may be submitted verbally over the phone with a Director. NIMA reserves the right to require written documentation in the form of a physician's note or hospital admission/discharge papers, or other documentation as deemed necessary. Students not returning from the LOA will be terminated and their drop determination date will be the earlier date of expiration of the LOA, or the date the student notifies NIMA that the student will not be returning. As per the United States Department of Education, a student LOA may be no longer than 180 calendar days in any given school year. After 180 days, the student will be required to re-enroll and the Academy's policy on re-entry students will apply.

Re-Entry Students

Students that re-enter either esthetics program within 60 days of a qualified leave of absence will be placed back into the program in the same progress point and academic status as when they left. All grades, disciplinary status and fees will remain consistent with the student's original contract. Students that re-enter after more than 60 days of absence are subject to academic evaluation and may be required to pay updated tuition costs and complete a new enrollment contract.

Disciplinary Action

Counseling:

A student may be counseled for any infraction of NIMA rules and regulations or failure to meet academic standards. If a student does not resolve the issue based on counseling, a student may be placed on probation.

Probation:

- 1st probation – \$50 fine, 30 day period to remedy cause of probation
- 2nd probation – \$100 fine, 30 day period to remedy
- 3rd probation – \$150 fine, 30 day period to remedy
- 4th probation – \$200 fine, 30 day period to remedy

5th probation – termination with possible eligibility to re-enroll after 30 days with \$500 re-entrance fee

Suspension:

Enrollment may be immediately suspended for up to two weeks for any infraction of the Standards of Conduct, Rules and Regulations, noncompliance with education requirements, or General Policies at the discretion of the school administration.

Student Records Policy

NIMA school and student records are maintained and safeguarded against loss or damage. NIMA guarantees each student (or parent/guardian if dependent minor) access to their student records within 45 days of written request. We require written consent from the student or guardian for release of records in response to each third party request unless otherwise required by law. Before publishing or selling any “directory information” we allow the student or guardian to deny authority to publish one or more of these items. We provide access to student and other school records as required for any accreditation process initiated by NIMA or by NACCAS or in response to a directive of the Commission.

FERPA – The Federal Law on Student Privacy

The Family Educational Right to Privacy Act of 1974 (FERPA, is a federal law designed to protect the privacy of a student’s educational records. The law applies to all schools that receive funds under an applicable program from the U.S. Department of Education. The FERPA gives certain rights to parents regarding their children’s educational records. These rights transfer to the student or former student who has reached the age of eighteen or is attending any school above the high-school level. Students and former students to whom the rights have been transferred are called eligible students. The act ensures that parent(s), and/or guardian(s) of a dependent minor, or eligible students, have the right to inspect and review a student’s educational records and to request that a school correct records believed to be inaccurate or misleading. Generally, the school and its employees, including faculty, must have written permission from the parents or eligible student before releasing information from a student’s record. However, the law allows schools to disclose records, without consent, to the following parties:

- School employees who have a need to know
- Certain government officials to carry out lawful functions
- Appropriate parties in connection with financial aid to a student
- Accrediting organizations
- Persons who have obtained court orders or subpoenas
- Persons who need to know in cases of health and safety emergencies
- State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974

Drug Policy

NIMA is a drug free school. Alcohol, illegal drugs or tobacco of any form are not allowed on the NIMA campus. Any student caught using illegal substances in the River Park business complex, or who attends class under the influence of drugs or alcohol will be immediately terminated. In

accordance with our commitment to a healthy environment, smoking is not allowed anywhere within the River Park business complex. Students observed smoking within the River Park business complex could be terminated immediately. Students who report to The NIMA smelling of tobacco will be asked to leave and their absence will be counted as a tardy or an unexcused absence.

Termination Policy

The school reserves the right to dismiss any student whose attendance, behavior, performance or professionalism interferes with the learning environment of the school as a first and final disciplinary step. In the event the student fails to inform the school of consecutive absences in excess of 5 days, the student's enrollment may be terminated and an administration fee of \$150 will be charged. A letter of termination will be sent on the 3rd day to the address on the enrollment contract.

Treatment of Title IV Aid When a Student Withdraws

The law specifies how schools must determine the amount of Title IV program assistance that students earn if they withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans. When a student withdraws during their payment period, the amount of Title IV program assistance that has been earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student's behalf) less assistance than the amount that they earned, they may be able to receive those additional funds. If the student received more assistance than they earned, the excess funds must be returned by the school and/or the student. The amount of assistance earned is determined on a pro rata basis based on the scheduled hours as of the student's date of withdrawal. For example, if they completed 30% of the payment period at the time they withdrew, they earn 30% of the assistance they were originally scheduled to receive. Once they have completed more than 60% of the payment period, they earn all the assistance that they were scheduled to receive for that period.

If the student did not receive all of the funds that they earned, they may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the school must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that they don't incur additional debt. The school may automatically use all or a portion of the student's post-withdrawal disbursement (including loan funds, if they accept them) for tuition, fees and books/supplies. For all other school charges, the school needs the student's permission to use the post-withdrawal disbursement. If the student does not give permission (which some schools ask for when they enroll), they will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce their debt at the school. There are some Title IV funds that they were scheduled to receive that cannot be disbursed once withdrawn because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate and they have not completed the first 30 days of the program before they withdraw, they will not receive any Direct Loan funds that they would have received had they remained enrolled past the 30th day. If they

receive (or the school or parent receives on their behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

1. The institutional charges multiplied by the unearned percentage of the funds, or
2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of the Title IV program funds. If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, they (or their parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that they must return is called an *overpayment*. The maximum amount of a grant overpayment that the student must repay is half of the grant funds they received or were scheduled to receive. They do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. They must make arrangements with the school or the Department of Education to return the unearned grant funds. The requirements for Title IV program funds when a student withdraws are separate from any refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the school was required to return. A copy of the school's refund policy is contained in this School Catalog.

Procedure for Withdrawing from School

The requirements and procedures for officially withdrawing from school are located in our Refund Policy in this Student Catalog.

Copy Written Materials

All material provided to students of NIMA is copy written material. As such, students must understand that they cannot photocopy any materials, nor distribute materials to any persons not enrolled or employed at NIMA.