

**A CAREER  
IN 12 WEEKS**

REV 7/16



**SCHOOL HOURS**

MONDAY - FRIDAY 8:30am - 5:00pm

**APPOINTMENT HOURS**

9:30am - 5:00pm

**CALL GRACIA @ 406-539-2155**

**WHERE THE ART OF NAILS AND EDUCATION MEET**



**The Nail Institute's mission** is to offer students all aspects of Nail Technology, providing them with the technical skills and basic principals they need to become a successful Nail Technician.

The course is designed to prepare students for the state licensing exam and for entry into the professional nail industry. Students will benefit from small classes, experienced educators and a school that offers Nail Technology as their only course of instruction.

**Course Description:** Students will learn all aspects of sanitation and disinfection, the basics of all nail services, as well as product application and techniques. The course also includes nail art, state board rules and business building.

# **POSSIBLE AVAILABLE HOUSING IN THE BILLINGS, MT AREA**

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**Lisa Baton**

406-669-3240

**RAINBOW PROPERTY**

406-248-9028

[www.billingsrpm.com](http://www.billingsrpm.com)

**RIMVIEW INN**

406-248-2622

**HOMETOWN PROPERTY MANAGEMENT**

406-294-2150

**FOX MEADOWS APARTMENTS**

CHRISTY 406-651-4353

**EXTENDED STAY HOTEL**

406-245-3981

**TWIN CUBS HOTEL**

1818 Main St.

Billings, MT 59105

**Heidi Knutson**

Message # 406-208-5822

# Tuition / Fees

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## Nail Course - Montana 400 hours

Registration *non-refundable	\$175.00
Kit, Books and Supplies	\$1,400.00
Full-Time Tuition - \$2605 Full-Time Total	\$4,180.00
Part-Time Tuition - \$3010 Part-Time Total	\$4,585.00

The registration fee of \$175 and the kit fees of \$1,400 are non-refundable and must be paid two weeks prior to enrollment. These fees insure availability and supplies for the date the student wants to be enrolled. A 5% charge will be added to payments made with C/C.

## The Nail Institute Weekly Payment Plan: (Full Time Students Only)

DESCRIPTION	WEEK	AMOUNT DUE
Finance/Admin Fee Due Monday of Week One:		\$155.00
Kit Fee (Due 2 weeks prior to start date)		\$1,400.00
Monday of Week	1	\$261.00
Monday of Week	2	\$261.00
Monday of Week	3	\$261.00
Monday of Week	4	\$261.00
Monday of Week	5	\$261.00
Monday of Week	6	\$261.00
Monday of Week	7	\$261.00
Monday of Week	8	\$261.00
Monday of Week	9	\$261.00
Monday of Week	10	\$256.00+*

\*In addition to the \$256.00 on Week 10 will be any overcharges that may have been incurred over the student's time at The Nail Institute.

Overcharges will be calculated at the rate of \$15.00 per hour for the time it takes to complete the course.

# Receipt of Catalog & Contract

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I, \_\_\_\_\_, have reviewed  
& received a copy of The Nail Institute Catalog & Contract.

Dated this day \_\_\_\_\_, \_\_\_\_\_.

## **Photo Release**

I, the undersigned, agree to allow The Nail Institute to use my photo in advertising & promotional materials. Any photos taken within The Nail Institute may be used for promotional purposes.

\_\_\_\_\_  
STUDENT INITIALS

## **Health Progress Policy**

By my signature below, I certify that I have no known learning, physical, emotional, anxiety based, lifestyle, or personal responsibility limitations that will prevent me from participating in making progress in accordance with school policy; or completing my course of study within the time frame of this contract.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
NAME PRINTED

\_\_\_\_\_  
DATE

This agreement is a legal contract and imposes certain legal rights and responsibilities upon the persons who have signed it. The signature of the student on this agreement is acknowledging that the student has read this agreement in its entirety, understands the agreement, and agrees to be bound by its terms.

\_\_\_\_\_ Initial

Except under circumstances constituting negligence on the part of The Nail Institute or its employees, The Nail Institute shall assume no responsibility of any negligence, carelessness, or lack of skill, by one or more students while practicing any part of The Nail Institute course upon another except under circumstances constituting negligence on the part of The Nail Institute or its employees. The Nail Institute shall assume no responsibility for loss or damage to any student's property.

\_\_\_\_\_ Initial

I understand The Nail Institute reserves the right to modify any rule, regulation, or policy but will advise the student of any and all modification.

Student \_\_\_\_\_ Date \_\_\_\_\_

Authorized Representative:

\_\_\_\_\_ Date \_\_\_\_\_

**Full-Time** attendance is equal to 40 hrs per week.

**Part-Time** is equal to 40 or less hrs per week. Part-Time students must commit to a fixed amount of hours and schedule each week. (see page 14).

### **Educator Course - Montana 650 Hours**

<b>Registration</b>	<b>\$ 175.00</b>
<b>Books and Supplies</b>	<b>\$ 500.00</b>
<b>Tuition</b>	<b>\$ 4,925.00</b>
<b>Total</b>	<b>\$ 5,600.00</b>

Registration Fee of \$175.00 is non-refundable and must be paid two weeks prior to enrollment to insure availability for the date student wants to be enrolled. Book and Supplies fee of \$500.00 must be paid two weeks prior to start date. This is to guarantee the availability of all supplies that you will need to start.

### **Brush-Up Course**

This course requires a diploma from your original school of attendance. The cost for this course is to be determined plus expenses for the cost of any supplies needed throughout the course.

The Montana Board of Barbers & Cosmetologist require 650 hours for educators and 400 hours for licensing. Each state has different hour requirements. Please inquire for more information if you plan on taking your career to another state.

Montana State Board of Barbers and Cosmetologists establishes our curriculum as follows:

<b>NAIL TECHNICIAN STUDENTS: MONTANA</b>	<b>HOURS</b>
Salon Management, Business Methods, Customer Service, Appointment Book, & Professional Ethics.....	20
Bacteriology, Sanitation, Sterilization, Safety, Anatomy and Physiology, Diseases & Disorders.....	55
Manicures & Pedicures (Inc. hand/arm massage, foot, ankle, & lower leg massage), Polish application, & the proper use of manicuring implements .....	35
Application of monomer liquid & polymer powder nail enhancements, Nail tips, nail wraps, UV gels, & nail art .....	140
Use of the electric nail file .....	10
Current State Board Laws & Rules.....	40
School Discretion .....	100
<b>Total Hours .....</b>	<b>400</b>

Not less than 40 hours of the above curriculum must be taught in theory.

The course is 400 hours; the first 110 hours are intensive basic training. At the completion of the course, you will be trained and prepared to take the Montana State Board Examination and apply for your license to practice as a professional nail technician. Other occupational opportunities may include salon owner or manager, manufacturer representative, or product educator.



# The Nail Institute Student Contract

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## Non-Discrimination Policy:

The Nail Institute welcomes and admits students of any race, color, religion, handicap, national and ethnic origin and extends all the rights, privileges, programs and activities generally accorded and made available to the nail technician/manicuring program.

I understand I am agreeing to attend the Nail Technology course at The Nail Institute as a:

\_\_\_\_ Full-Time Student

\_\_\_\_ Part-Time Student (After 110 Hours of Basics)

Starting \_\_\_\_\_, \_\_\_\_\_.

Ending \_\_\_\_\_, \_\_\_\_\_. Contract Days \_\_\_\_\_

## If attending Part-Time I commit to the following Weekly Schedule as indicated below:

Monday	Tuesday	Wednesday	Thursday	Friday

All Part-Time students' schedules must be approved by administration prior to enrollment. Theory Attendance from 8:30 A.M. to 9:15 A.M. is mandatory!

I, the undersigned, agree to abide to the following:

1. To adhere to rules and regulations mandated by the State Board of Barbering and Cosmetology.
2. To adhere to The Nail Institute rules and regulations.
3. To adhere to all safety rules and regulations.
4. To adhere to instructors' and program's rules and regulations.
5. Have a high school diploma or GED and be 18 years of age or older.
6. To adhere to the institute's attendance policy.
7. To adhere to the agreed-upon payment plan and make all payments on time.

# Disciplinary Procedures

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The Nail Institute students will be expected to obey all rules stated in the handbook. The following conduct is prohibited and may result in probation or expulsion if student has been found to have violated in any part of:

1. Possession of use of drugs, alcohol, or weapons on premises.
2. Failure to maintain acceptable academic attendance or requirement grade.
3. Disrespect to staff, other students, or clients.
4. Unprofessional Conduct.
5. Theft Ethics/Conduct: All students shall conduct themselves in a professional manner.

## **Grounds for Termination:**

Students must agree to comply with all rules and regulations of The Nail Institute. The school has the right to terminate any student for violation of these rules,

## **Requirements to Graduate**

A student enrolled in The Nail Institute will receive a diploma after completing the following items:

1. Attend The Nail Institute for the required amount of hours for the course.
2. Complete all requirements.
3. Complete all book work & practical work with a 75% grade average.
4. All tuition & charges due to The Nail Institute are paid in full.

After completing a course at The Nail Institute, a student must take & pass a practical NIC Exam administered by DL Roope. They must also take and pass the Montana State Board Written Exam to receive a license to work in the State of Montana.

**The Nail Institute's Tuition & Fees do not include NIC Practical Exam Fees or the Montana State Board Written Exam Fee.**

# Teacher Training Student:

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## Teaching Methods 325 Hours

Task analysis .....	25
Developing Instructional Objectives .....	25
Visual Aids and Its Construction .....	10
Motivational Tools .....	15
Preparation of Instructive Materials .....	10
Lesson Planning:	
A) Practical Theory Class.....	50
B) Practical Demonstration Class.....	50
Fundamentals of Speech and Public Speaking.....	50
Methods of Test Construction .....	15
Methods of Evaluation of Grading .....	15

## Teaching Psychology 100 hours

General Principles in Relation to Teaching and Counseling .....	25
Conflict Resolution.....	25
Student Counseling .....	25
Student and Teacher Relationships .....	20
Public Relations .....	5

## Business Methods 100 Hours

Recruitment .....	15
Job Analysis .....	15
Student Registration/Withdrawal Forms & Hours .....	10
Ethical Employee and Employer.....	25
Salon Booth Rental Relationships.....	10
Professional Ethics .....	25

Advanced Theory of Manicuring and the Chemistry, Safety, Sanitation, Bacteriology, Physiology, Anatomy, Diseases & Disorders .....	75
State Board Laws & Rules.....	50

**Total Requirement Hours:** ..... 650

If a student fails to pay a payment on their agreement, regardless of if the student is actively enrolled at the time, The Nail Institute will be entitled to the student's current balance in full, due and payable immediately.

If legal action is required to collect said balance owed to The Nail Institute, the student will be responsible for all collection costs including collection agency charges, fees or attorney's fees, regardless if the situation is litigated. All balances due to The Nail Institute must be paid in full prior to being able to graduate. No request for records or diploma will be released until paid in full.

## **Satisfactory Progress Policy**

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Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school.

### **ATTENDANCE PROGRESS:**

**Full-Time:** Maximum Time: The maximum time a student has to complete is 150% of the program length.

**Attendance:** All students must maintain at least 75% cumulative attendance average in order to be considered making satisfactory progress and to complete the program within the maximum time frame.

# **STANDARD OF ETHICS/CONDUCT**

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The Nail Institute will not allow students to clock in late.

If the student is tardy and theory has already begun, the student will not be allowed to clock in until the following day.

If a student misses Monday without prearranged absence, the student cannot return to school until Wednesday. All absences must be prearranged and/or be part of the student's contract.

**LANGUAGE:** All students are required to refrain from using slang, profanity, and/or offensive remarks concerning age, sex, race, religion, marital status, disability, national origin and sexual orientation.

**ATTIRE:** Each student reflects the image of The Nail Institute and is required to wear suitable attire. (see dress code)

**HYGIENE:** All students must maintain personal grooming habits that reflect a presentable image for yourself and The Nail Institute.

**BEHAVIOR:** All students are required to refrain from fighting or physical assault and threats of violence (whether serious or playful) on or with a client.

**SMOKING:  
/SMOKELESS  
TOBACCO:** The Nail Institute allows smoking in designated areas.

## **HOURS OF OPERATION**

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Monday - Friday 8:30am - 5:00pm

Theory Hours 8:30am - 9:15pm

Clinic Floor Hours 9:30am - 5:00pm

CLOSED last 2 Mondays of the month

# Standard of Ethics/Conduct

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## **Absenteeism, Tardiness, Makeup Assignments:**

Students will be responsible for making up all assignments, projects, tests, theory, and demonstration classes missed during absences. Habitual absences or tardiness will be cause for suspension and/or cancellation of student contract. If a student must be absent for any reason, he/she is to call the office before 8:15 A.M. and speak with a staff member, or if necessary leave a message. Otherwise, it will be an unexcused absence. If the student is tardy and theory class has already begun, the student will not be allowed to clock in until the following day. If a student misses Monday without pre-arranging, the student can't return to school until Wednesday. All absences must be pre-arranged and/or be part of the student's contract. The student will be charged \$15.00 per hour missed.

## **Leave of Absence Policy:**

Leave of absence may be granted for reasons of bona fide illness or for other reasons mutually agreed upon by administrator/owner of The Nail Institute. Leaves of Absence must be requested in writing and shall state the reason for the leave and dates desired. Upon expiration of the leave, you must notify the school of your intent to return. If you do not report upon the expiration of the leave or any extension authorized by the administrator, you may be considered as having voluntarily withdrawn with re-entry upon availability of space.

## **Kits and/or Books:**

Kits and/or books are the sole ownership of the student. The Nail Institute is not responsible for lost or stolen items.

## **Drug & Alcohol Policy:**

The Nail Institute requires all students & employees to be Drug & Alcohol free. This school prohibits the use of any drugs and/or alcohol on the premises at all times.

## Academic Progress:

The following factors will be measured to determine academic progress:

1. Theory Work (test grades, homework, etc.)
2. Practical Work Theory

Practical work will be graded according to the following scale:

<b>92% - 100%</b>	<b>A</b>	<b>Excellent</b>
<b>91% - 84%</b>	<b>B</b>	<b>Good</b>
<b>75% - 83%</b>	<b>C</b>	<b>Satisfactory</b>
<b>70% - 74%</b>	<b>D</b>	<b>Unsatisfactory</b>
<b>0% - 69%</b>	<b>F</b>	<b>Failing</b>

Students must maintain a C grade average (minimum of 75% in theory and practical/clinic work) in order to be considered making satisfactory progress.

## Determination of Progress:

The Director of Education will conduct evaluation of progress on the first of each month. Satisfactory is detailed as students with a minimum of 75% GPA and 75% attendance.

**Note:** Attendance and academic requirements are evaluated on a cumulative basis. At each evaluation point, the attendance for the month will be added to attendance from the preceding months to determine whether the student will complete the course within the maximum time frame established in this policy.

Students meeting minimum requirements at evaluation will be considered to be making satisfactory progress until the next scheduled evaluation.

**NOTE:** Failure to meet these requirements can result in probation or expulsion.

*VIDEO SURVEILLANCE IN USE ON SCHOOL PREMISES!*

# Cancellation and Refunds

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Any student not accepted to The Nail Institute shall be entitled all monies paid. If the student cancels the contract within three business days of signing the contract money will be refunded. Written requests for cancellation shall be determined by postmark or the date the request is given to owner in person. Policy applies regardless if student has started the nail program. If student cancels after three business days, but prior to starting class, the student is entitled to a refund less the Registration Fee of \$175.00.

The following schedule of tuition adjustment is authorized for students who begin class:

<b>% Time to Total Time:</b>	<b>% of Total Tuition Owed to School:</b>
<b>.1% to 4.9%</b>	<b>20%</b>
<b>5% to 9.9%</b>	<b>30%</b>
<b>10% to 14.9%</b>	<b>40%</b>
<b>15% to 24.9%</b>	<b>45%</b>
<b>25% to 49.9%</b>	<b>70%</b>
<b>50% and over</b>	<b>100%</b>

Any monies due to the applicant or student shall be refunded within 30 days of written cancellation by the student or expulsion by The Nail Institute. The cost of the kit, books, and supplies is not included in the tuition and adjustment. These are property of the students and are non-refundable. If The Nail Institute closes or no longer offers instruction after a student has enrolled, tuition will be prorated for refunds.

Withdrawals will be determined on an individual basis by the administration.



# Time Clock Hours

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Time clock hours are the responsibility of the student. Hours cannot be manually adjusted.

# Holidays and School Closures

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The Nail Institute will be closed the following days:

Christmas Eve through New Year, Thanksgiving Day Week, Good Friday & Easter Monday, Memorial Day, Labor Day and 4th of July. The Nail Institute will also be closed for instructor training; dates to be determined.

Effective 1/1/15...TNI will be closing the last two Fridays of each month.

# Dress Code

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## **“Business Casual”**

Business casual means dressing professionally, looking relaxed, yet neat and pulled together. Business Casual dress does not include revealing clothes, exposing the back, chest or stomach. Ensure that your clothing is clean and pressed, the seams are finished and that your clothing does not display offensive language or pictures. Logos such as sports teams or clothing brands are not considered casual professional.

Smock/Apron & Name Tag must be kept clean and worn at all times. All skirts must be longer than the student’s fingertips while their arms are hanging at their sides. A student wearing any attire that the Owner or Educator consider inappropriate will be sent home for the day.

## **Fridays are Jeans Day!**

- Jeans must be hole free.
- The Business Casual Dress Code is still in effect on Fridays if a student chooses not to wear jeans!

# Student Information Form

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First Name: \_\_\_\_\_ Social Security # \_\_\_\_\_

Last Name: \_\_\_\_\_ Driver's License # \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Have you ever been convicted of a Felony: YES \_\_\_\_\_ NO \_\_\_\_\_  
(If yes, please check with the MT State Board of Banners and Cosmetology for more information)

Circle Education: High School Diploma / GED Date of Receipt: \_\_\_\_\_

Which month do you plan on attending school: \_\_\_\_\_

## Emergency Contact Information:

*In Case of Emergency, please notify,*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Where do you hear About Us? \_\_\_\_\_

## Authorization:

I certify that the facts in this student information are true and complete to the best of my knowledge & understand that falsified statements on this form shall be grounds for expulsion.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Cell Phone Policy

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The Nail Institute's cell phone policy is as follows:

Cell phone use on the clinic floor is restricted to use for nail projects, nail industry videos, and posting service pictures to Facebook, Pinterest and Twitter only. If you are caught using your phone for texting, watching videos on YouTube, Facebook, or any other site that does not pertain to the nail industry you will be clocked out and sent home for the day. You will be charged for the hours you missed from being clocked out at a rate of \$15.00 per hour. You are permitted to have your phone out after all duties are completed at the end of the day. If you want to text, watch videos, share pictures (unrelated to nail industry), or talk on your phone this must be done in the lunch room or in the smoking area out in the back of the building only. If you have been sent home three times for cell phone violation your cell phone privileges on the floor will be revoked permanently and you will only be able to use your phone in the lunch room and outside.

Student signature \_\_\_\_\_

# School Operating Standards

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Schools shall maintain files for not less than five years, and protect from loss, damage and tampering, a registration file on each student who attended the school. Requiring maintenance of records for no less than five years.

Each file must include:

Name ,Address, and phone number, Copy of a birth certificate or verifiable evidence of applicant's birth date. Copy of high school diploma or its recognized equivalent or a signed statement that the person was admitted or enrolled on the basis that the student was beyond the compulsory age of education. Course of study, Enrollment date, Daily Attendance records, Academic records including copies of written progress evaluations signed by the student and the school designee. Grades, Final practical examination with scores, Evaluations, breakdown of curriculum requirements and completion, disciplinary action, student counseling, original contracts, tuition costs, accepted transfer of hours from other schools, withdrawals and leave of absence.

## **Instructors**

Instructors shall wear name badges or insignia indicating they are instructors.







