

# Academy of Cosmetic Arts

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**School Catalog & Student Handbook**  
2022-2023 Edition Volume 2

## Table of Contents

EDUCATIONAL GOALS AND OBJECTIVES.....	1
MISSION STATEMENT .....	2
GENERAL INFORMATION .....	2
NAIL TECHNOLOGY PROGRAM.....	4
ESTHETICS PROGRAM .....	10
INSTUCTOR TRAINING PROGRAM.....	17
TUITION AND FEES.....	23
SCHEDULED CLOSURES.....	24
INCLEMENT WEATHER SCHEDULE .....	24
HOW TO APPLY .....	25
ADMISSIONS POLICY .....	25
STUDENT RULES AND REGULATIONS .....	29
STUDENT DISCIPLINE POLICY .....	32
GROUNDS FOR TERMINATION.....	33
STUDENT AND SCHOOL RELATIONSHIP .....	34
ATTENDANCE POLICY .....	35
TADRY POLICY.....	35
SATISFACTORY ACADEMIC PROGRESS POLICY.....	37
CONFIDENTIALITY & ACCESS OF THE STUDENT’S RECORDS .....	41
JOB OPPORTUNITIES .....	42
PERTINENT CHARACTERISTICS .....	42
PLACEMENT SERVICES.....	42
DRUG-FREE POLICY STATEMENT .....	42
THE STUDENT RIGHT TO KNOW / CAMPUS SECURITY .....	43
LICENSING REQUIREMENTS .....	48
CONTINUING EDUCATION.....	49

## EDUCATIONAL GOALS AND OBJECTIVES

KNK Academy of Cosmetic Arts is dedicated to providing comprehensive education to aspiring nail technicians, estheticians, and instructors. Our mission is to equip students with the essential skills and training required to excel in the fields of nail technology, esthetics, and instruction. Upon enrollment, we commit ourselves to nurturing our students to reach their fullest potential.

We are driven by the objective of ensuring the success of each student in passing the State Board Examination, obtaining professional licensure as nail technicians, estheticians, and instructors, and making a meaningful impact on the industry. Our vision is to empower individuals to contribute positively to the profession and uphold its standards of excellence.

## MISSION STATEMENT

"At KNK Academy of Cosmetic Arts, our unwavering commitment rests upon nurturing student achievement, fostering personal growth, and shaping dedicated professionals. Through cutting-edge and tailored post-secondary education, we create an environment that sparks creativity and inspiration. Our mission is to equip graduates with the essential business acumen and financial proficiency required for triumphant career paths. Join us on this transformative journey."

**"I believe that the only courage anybody ever needs is the courage to follow your own dreams." – Oprah Winfrey**

## GENERAL INFORMATION

### Ownership

*KNK Academy of Cosmetic Arts* is a private, for-profit institution under the ownership of *KNK Academy of Cosmetic Arts Ltd. Co.*

Ms. Kyea Sturkin is the 100% owner of *KNK Academy of Cosmetic Arts Ltd. Co.*

### Facilities

This facility contains one (1) office, one (1) theory classroom with (20) workstations, two (2) practical nail clinic floor areas, receptionist's desk, and guest seating, six (6) nail stations, three (3) pedicure stations, one (1) nail drying station, dispensary containing nail and skin care products & supplies, inside/outside break area. Esthetics room contains three (3) facial beds and facial steamer/magnifying lamps combo, one (1) wood's lamp, two (2) make-up chairs, and supply cabinet containing skin supplies.

### School Management

Owner/President: Kyea Sturkin

Business Manager: Kyea Sturkin

**Faculty**

Senior Instructor: Kyea Sturkin

Instructor: Haley Poston

Instructor: Mariah Reed

**Administrative Staff**

Director of Admissions: Janice Murray

**Licensure**

School: *KNK Academy of Cosmetic Arts Ltd. Co.* is licensed through the SC Board of Cosmetology Examiners. The license number assigned to the school is #1232. The contact information for the licensing agency is listed below.

**Licensing Clerk****SC Board of Cosmetology**

Synergy Business Park

Kingstree Building

110 Centerview Dr.

Columbia, S.C. 29210

(803)-896-4300

**Program:** *KNK Academy of Cosmetic Arts* Nail Technology, Esthetics, and Instructor programs

## NAIL TECHNOLOGY PROGRAM

### Course Overview:

#### **Nail Technology Program** Transform Your Passion into a Career

Our Nail Technology Program offers a comprehensive 300-clock hour educational course, equipping you with theory, practical skills, and clinical experience in all areas of nail technology.

Gain knowledge through theory lectures, demonstrations, and hands-on practice. You'll be evaluated through scheduled testing and increment level exams, ensuring your progress and readiness.

Learn to recognize healthy nails, handle nail disorders, and follow strict sterilization and sanitation regulations. Master basic nail care, acrylic nail application, and creative nail art techniques.

Upon completion, you'll qualify for graduation and be eligible to apply for the state licensure exam, a requirement for Nail Technician employment.

Completion/Graduation Requirements:

#### **A. Training Hours and Curriculum:**

Students are required to complete a total of 300 clock hours of training in the nail technology curriculum.

Successful completion of both practical and theory credit as prescribed by KNK Academy of Cosmetic Arts is essential.

#### **B. Academic Achievement:**

Students are required to achieve a cumulative grade of 80% or higher in all coursework.

Each student must perform all nail services with a high degree of precision.

Theory will be evaluated through written exams, and practical work will be assessed through direct observation and on-the-spot critiques by instructors.

Completion and submission of all nail technology theory and practical work are due at the 250-hour mark.

The final 50 hours will focus on state board exam preparation and graduation readiness.

#### **C. Examinations:**

Students must pass a final examination administered by their designated instructor with a minimum score of 80%.

Successful completion of all required practical exams with a minimum score of 80% is mandatory.

**D. Financial Obligations:**

Tuition and any applicable overtime charges must be fully settled upon completion of 200 hours.

Students with outstanding financial obligations will not be allowed to continue their remaining hours until the debt is resolved or a valid payment plan is established.

**E. Diploma Award:**

Upon successful completion of the above requirements, students will be awarded a diploma certifying their achievement in the Nail Technology program.

**Additional Information:**

State Licensing Exams: State licensing exams are conducted in South Carolina. Detailed information about the examination process can be found at [www.nictesting.org](http://www.nictesting.org).

Graduation Packets: Graduation packets will provide comprehensive information about the steps required to participate in the licensing examination. Please contact your School Director for further guidance.

We are committed to providing you with a comprehensive education that equips you with the skills and knowledge needed to thrive in the nail technology industry. Your dedication, combined with our rigorous program, will pave the way for a successful and fulfilling career.

For further questions or clarifications, please do not hesitate to reach out to us. We look forward to guiding you through this enriching learning journey.

## **Nail Technology Curriculum**

## **300 Hours Curriculum**

Subjects	Hours
Sanitation and Safety Measures	75
Bacteriology	
Classifications	
Sanitation/Disinfection	
Chemical Agents	
Sanitizing methods and Procedures	
Anatomy and Physiology (Arms, Hands, Feet)	30
Nail Shapes, Structures, Growth	
Nail Irregularities	
Nail Diseases	
Bones, Muscles, Nerves	
Bones of arm, hand	
Muscles of arm, hand	
Nerves of arm, hand	
Skin	
Histology	
Functions Blood Circulation	
Blood Vessels	
Blood supply of the arm, hand foot	
Nail Technology (hands and feet)	105
Preparation	
Equipment and Implements	
Supplies	
Procedures	
Basic Nail Technology	

Nail analysis	
Hand and arm massage	
Pedicure	
Polish – Application	
Specific Needs	
Artificial Nails	50
Sculpturing (liquid and powder brush ons)	
Artificial nail tips	
Nail wraps and repairs	
Maintenance	
Power Equipment	25
State Law	15
Total	300 Hours



## Nail Technology Program Course Syllabi

The nail technology program is divided into 2 MODULES which are listed below:

### MODULE 1 (125 hours)

#### Orientation

Chapter 1-N History & Career Opportunities

Chapter 1-F Life Skill (Intro)

Chapter 2-F Your Professional Image

Chapter 3-F Communicating for Success

Chapter 4-F The Healthy Professional

#### General Sciences

Chapter 5-F Infection Control

Chapter 6-F Chemical & Chemical Safety

Chapter 7-F Electricity & Electrical Safety

### MODULE 2 (175 hours)

#### Nail Services

#### Professional/Personal & Business Skills/State Board Prep

Students will work on lab/Clinical projects as well as service clients.

Chapter 2-N General Anatomy & Physiology

Chapter 3-N Skin Structure, Disorders, and Diseases

Chapter 4-N Nail Structure, Disorders, and Diseases

Chapter 5-N Nail Product Chemistry

Chapter 6-N Manicuring

Chapter 7-N Pedicuring

Chapter 9-N Nail Tips and Forms

Chapter 11-N Monomer Liquid and Polymer Powder Nail Enhancements

Chapter 8-N Electric Filing

Chapter 10-N Nail Resin Systems

**Chapter 12-N Gel Nail Enhancements**

**Chapter 13-N Nail Art**

**Business Skills**

**Chapter 8-F Career Planning**

**Chapter 9-F On the Job**

**Chapter 10-F The Beauty Business**

**\*State Board & Graduation Preparation**

**Total Course Hours: 300 clock hours**

## **ESTHETICS PROGRAM**

### **Course Overview:**

Esthetics Program - Unlock Your Potential in Skincare and Beauty

Our Esthetics Program offers a comprehensive 450-clock hour educational course, providing theory, practical skills, and clinical experience.

Immerse yourself in theory lectures, demonstrations, and hands-on practice to gain valuable knowledge and practical skills. Regular testing and increment level exams ensure your progress and mastery.

Learn to identify healthy skin, address common skin disorders, and adhere to strict sterilization and sanitation regulations. Develop expertise in essential skincare, facial massage, makeup application, and hair removal techniques.

Upon completion, you'll qualify for graduation and be eligible to apply for the state licensure exam, a requirement to work as an Esthetician.

### **Completion/Graduation Requirements:**

#### **A. Training Hours and Curriculum:**

Students are required to complete a total of 450 clock hours of training in the esthetics curriculum.

Successful completion of both practical and theory credit as prescribed by KNK Academy of Cosmetic Arts is essential.

#### **B. Academic Achievement:**

Students are required to achieve a cumulative grade of 80% or higher in all coursework.

Each student must perform all skin care services with a high degree of precision.

Theory will be evaluated through written exams, and practical work will be assessed through direct observation and on-the-spot critiques by instructors.

Completion and submission of all esthetics theory and practical work are due at the 400-hour mark.

The final 50 hours will focus on state board exam preparation and graduation readiness.

#### **C. Examinations:**

Students must pass a final examination administered by their designated instructor with a minimum score of 80%.

Successful completion of all required practical exams with a minimum score of 80% is mandatory.

**D. Financial Obligations:**

Tuition and any applicable overtime charges must be fully settled upon completion of 400 hours.

Students with outstanding financial obligations will not be allowed to continue their remaining hours until the debt is resolved or a valid payment plan is established.

**E. Diploma Award:**

Upon successful completion of the above requirements, students will be awarded a diploma certifying their achievement in the Esthetics program.

**Additional Information:**

State Licensing Exams: State licensing exams are conducted in South Carolina. Detailed information about the examination process can be found at [www.nictesting.org](http://www.nictesting.org).

Graduation Packets: Graduation packets will provide comprehensive information about the steps required to participate in the licensing examination. Please contact your School Director for further guidance.

We are committed to providing you with a comprehensive education that equips you with the skills and knowledge needed to thrive in the nail technology industry. Your dedication, combined with our rigorous program, will pave the way for a successful and fulfilling career.

For further questions or clarifications, please do not hesitate to reach out to us. We look forward to guiding you through this enriching learning journey.

## **Esthetics Curriculum**

## **450 Hours Curriculum**

Subjects	Hours
Professional Practices	50
Bacteriology and Sanitation	
Personal hygiene	
Public health	
Methods	
Procedures	
Business Practices	
Management practices	
Salon development	
Insurance	
Client records	
Salesmanship	
Sciences	120
Histology of Skin	
Cell	
Tissue	
Dermatology	
Structure of the skin and glands	
Functions of the skin and glands	
Conditions and disorders of the skin	
Characteristics of the skin	
Elasticity	
Color	
Skin types	

Nutrition	
Nourishment of skin	
Healthful diet	
Structure and Functions of Human Systems	
Skeletal	
Muscular	
Nervous	
Circulatory	
Cosmetic Chemistry	
Facial Treatments	125
Facial Massage	
Benefits	
Analysis	
Preparation	
Types of Massage	
Manipulations	
Safety measures	
Electrical current--facial treatments	
Types of current	
Purpose and effects	
Procedures	
Safety measures	
Equipment	
Other kinds of Facial treatments	
Purpose and effects	
Types and treatments	
Preparation	

Procedures	
Safety measures	
Hair Removal	50
Depilatories	
Tweezing	
Waxing	
Threading	
Unassigned: Specific Needs	
Makeup	50
Purpose and effects	
Supplies and implements	
Preparation	
Procedures	
Body Wraps	40
Purpose and effects	
Types or treatments	
Supplies and instruments	
Preparation	
Procedure	
Safety measures	
State Law, Rules, Regulations and Codes	15
Total	450 Hours

## Esthetics Program Course Syllabi

The esthetics program is divided into 3 MODULES which are listed below:

### MODULE 1 (90 hours)

#### Orientation

Chapter 1-F Life Skill (Intro)

Chapter 2-F Your Professional Image

Chapter 3-F Communicating for Success

Chapter 4-F The Healthy Professional

#### General Sciences

Chapter 5-F Infection Control

Chapter 6-F Chemical & Chemical Safety

Chapter 7-F Electricity & Electrical Safety

### MODULE 2 (60 hours)

#### Skin Foundations

Chapter 2-E Anatomy & Physiology

Chapter 3-E Physiology & Histology of the Skin

Chapter 4-E Disorders, and Diseases of the Skin

Chapter 5-E Skin Analysis

Chapter 6-E Skin Care Products: Chemistry, Ingredients, and Selection

### MODULE 3 (300 hours)

#### Skin Care Treatments & Professional/Personal & Business Skills/State Board Prep

Students will work on lab/Clinical projects as well as service clients.

Chapter 7-E The Treatment Room

Chapter 10-E Facial Devices and Technology

Chapter 8-E Facial Treatments

Chapter 9-E Facial Massage

Chapter 11-E Hair Removal



**Chapter 12-E Makeup Essentials**

**Chapter 13-E Advanced Topics and Treatments**

**Orientation**

**Chapter 1-E Career Opportunities & History of Esthetics**

**Business Skills**

**Chapter 8-F Career Planning**

**Chapter 9-F On the Job**

**Chapter 10-F The Beauty Business**

**\*State Board & Graduation Preparation**

**Total Course Hours: 450 clock hours**

**\*The highlighted chapters are taught together**

## INSTRUCTOR TRAINING PROGRAM

### Course Overview:

Instructor Program - Empower Others Through Teaching

Our Instructor Program offers a comprehensive 750-clock hour course of study, combining theory instruction, lectures, demonstrations, practical experience, and student teaching under direct Instructor supervision.

Gain knowledge and skills through engaging lectures, practical applications, and the development of lesson plans.

Understand course outlines, curriculum, and subject materials to prepare effective lesson plans.

Develop the professional and personality disciplines necessary for successful class control, including planning, preparation, and effective teaching techniques. Conduct class lectures, presentations, supervise student salon services, provide counseling and motivation, maintain records, ensure sanitation and sterilization procedures, and perform administrative duties.

Your progress will be evaluated through scheduled theory and practical exams, as well as cumulative incremental level exams at each stage of the course. Upon completion, you'll receive an Affidavit of Completion to apply for testing and certification.

**Course Objectives: Upon successful completion of the course, students will be able to:**

Assist in the evaluation and supervision of students' clinical activities.

Demonstrate proper teaching techniques and presentation skills.

Understand and communicate S.C. Cosmetology Laws, Rules, and Regulations.

Maintain and manage records in a cosmetology school environment.

Apply effective teaching methods in both clinical and office settings.

**Clinical Environment Evaluation: Student instructors will be evaluated based on their performance in the clinical environments. Evaluation criteria include:**

Adherence to Sanitation & Sterilization Laws and Practices.

Effective supervision of student clinical activities.

Proficient demonstration procedures.

Observation of appropriate student-patron relationships.

Proper supervision of record keeping for clinical purposes.

Recognition of styling techniques.

Identification of student difficulties in task completion.

Ability to provide constructive feedback to students.

Assistance and eventual performance of mock State Board Exams.

### **Office Responsibilities:**

Gain a comprehensive understanding of State Rules and Regulations governing a School of Cosmetology.

Familiarize with required enrollment papers and procedures.

Observe pre-enrollment interview processes.

Gain knowledge of inventory control and purchasing practices.

Understand financial aid and records management.

Observe booking, record keeping, and student scheduling procedures.

Assist in maintaining school records including student files, enrollment requirements, student hours, graduate records, and Board Examination applications.

### **Evaluation:**

Clinical Environment Evaluation: 50% of the final grade.

Office Responsibilities Evaluation: 50% of the final grade.

Overall performance and active participation in class discussions.

Note: This syllabus is subject to change at the discretion of the instructor. Students are expected to attend all classes and fulfill both clinical and office responsibilities diligently. Any modifications to the syllabus will be communicated promptly.

### **Instructor Curriculum**

**750 Hours**

(1) Basic teaching methods and counseling techniques, development of lesson plans, South Carolina cosmetology laws and regulations. **125 Hours**

(2) Theory, use of audio-visual equipment, evaluation techniques and instruments, classroom observation, practice teaching, and record keeping. **240 Hours**

(3) Sterilization and sanitation, supervision of clinical activity, effective demonstration procedures, presentation of styling techniques, student/patron relationship. **240 Hours**

(4) State enrollment procedures and requirements, inventory control and purchasing, student scheduling, graduate records, licensure application forms **120 Hours**

(5) Unassigned to be designated as needed on an individual basis. **25 Hours**

Instructor Training Program Course Syllabi

**The instructor program is divided into 3 MODULES which are listed below:**

**MODULE 1 (250 hours)**

**Chapter 1** The Career Education Instructor

**Chapter 2** The Teaching Plan and Learning Environment

**Chapter 3** Teaching Study and Testing Skills

**Chapter 4** Basic Learning Styles and Principles

**Chapter 5** Basic Methods of Teaching and Learning

**Chapter 6** Communicating Confidently

**Chapter 7** Effective Presentations

**MODULE 2 (250 hours)**

**Chapter 8** Effective Classroom Management and Supervision

**Chapter 9** Achieving Learner Results

**Chapter 10** Program Review, Development, and Lesson Planning

**Chapter 11** Educational Aids and Technology in the Classroom

**Chapter 12** Assessing Progress and Advising Students

**Chapter 13** Making the Student Salon an Adventure

**Chapter 14** Career and Employment Preparation

**MODULE 3 (250 hours)**

\* Professional/Personal & Business Skills

\* Practical/Student Salon

The student instructor may be required to assist in lecture and demonstrations, to design lesson plans and to present lecture and demonstration for evaluation in all areas.

\* State Board & Graduation Preparation

**Chapter 15** The Art of Retaining Students

**Chapter 16** Educator Relationships

**Chapter 17** Learning Is a Laughing Matter

**Chapter 18** Teaching Success Strategies for a Winning Career

**Chapter 19** Teams at Work

**Chapter 20** Evaluating Professional Performance

In addition, the student instructor will assist in evaluation of students, assist with classroom record keeping, and assist in presenting S.C. Cosmetology Laws, Rules, and Regulations.

The student instructor will be evaluated on their skills as observed in the clinical environments. These skills are as follows:

Sanitation & Sterilization Laws and Practice

Supervision of Clinical Activity

Proper Demonstration Procedures

Observation of Student/Patron Relationships

Supervision of Record Keeping for Clinical Purposes

Observation of Styling Techniques

Recognition of Student Difficulty in Properly Completing a Task

Ability to Correct Performance of a Student in a Positive Manner

Assist and Eventually Perform Mock State Board Exams

## **OFFICE**

I. Learn State Rules and Regulations Governing a School of Cosmetology

II. Knowledge of Required Enrollment Papers

III. Observe Pre-enrollment Interview

IV. Inventory Control and Purchasing

V. Financial Aid and Records

VI. Observe Booking and Record Keeping Procedures and Student Scheduling

VII. Assist in Maintaining School Records

A. Student File

B. Enrollment Requirements

C. Recording Student Hours

D. Graduate Records

E. Preparation of Student Application for Board Examination

**UNASSIGNED**

These hours are to be designated as needed on an individual basis.

**TEXT**

The following text is to be used in the completion of the Instructor Training Program:

Master Educator Series by Milady

Milady's Nail Technology

Milady's Standard Esthetics

South Carolina State Board of Cosmetology, Regulations, June 25, 2010

## **TUITION AND FEES**

**Nail Technology Course: 300 Hours**

**Application Fee \$ 100.00 (Non-refundable)**

**Kit/Supplies Fees \$705.00 (Non-refundable) Includes: Accounting Fees (\$175), Textbooks (\$330), and Nail Kit (\$200)**

**Tuition \$ 3,250.00**

**Total \$ 3,955.00**

**Nail Technology and Foundations Textbook Package**

**Hardcover, ©2020**

**ISBN: 9780357446867**

**Workbook Package (Not Included)**

**(Includes Exam Review)**

**ISBN: 9780357482865**

**Esthetics Course: 450 Hours**

**Application Fee \$ 100.00 (Non-refundable)**

**Kit/Supplies Fees \$ 555.00 (Non-refundable) Includes: Accounting Fees (\$175), Textbooks (\$330), Manikin (\$50)**

**Tuition \$ 5,325.00**

**Total \$ 5,880.00**

**Esthetics Fundamentals and Foundations Textbook**

**Hardcover, ©2019**

**ISBN: 9780357263792**

**Workbook Package (Not Included)**

**(Includes Exam Review)**

**ISBN: 9780357482841**

**Teacher Training Course: 750 Hours - SOC Code: 25-1194.00**

**(45 Hour Methods Course required by SC Board of Cosmetology is additional and added to this class - at no additional charge when taking 750 Course)**

**Application Fee \$ 100.00 (Non-refundable)**



**Kit/Supplies Fees \$500.00 (Non-refundable) Includes: Accounting Fees (\$175) and Textbooks (\$325)**

**Tuition \$6,895.00**

**Total 7,395.00**

**Student Textbook**

**Softcover, ©2014**

**ISBN-13: 9781133693697**

**Exam Review (Not Included)**

**ISBN-13: 9781133776598**

### **SCHEDULED CLOSURES**

We follow the school calendar for Georgetown County Schools as close as possible for all holidays and breaks just as that school system does. We do not close for teacher workdays. We are open in the summer; although, we are closed one additional week in the summer around July 4th. Other academy closures Juneteenth and Halloween.

### **INCLEMENT WEATHER SCHEDULE**

At KNK Academy of Cosmetic Arts, the safety and well-being of our students and staff are our top priorities. In the event of inclement weather, the following procedures will be followed:

**Closure Notification:** KNK Academy of Cosmetic Arts typically follows the closure decisions of local area colleges. Official closure announcements will be posted on our academy's website, [www.KNKAcademyofCosmeticArts.com](http://www.KNKAcademyofCosmeticArts.com), and our Facebook page. Students are encouraged to check these platforms for updates.

**Contact Information:** In the event of closure or changes in schedule due to inclement weather, students can call KNK Academy of Cosmetic Arts for further information. Our administrative staff will provide guidance and answer any questions you may have.

**Hurricane Season Policy:** During hurricane season, KNK Academy of Cosmetic Arts will adhere to state-governed mandatory evacuations. The academy will only resume classes when conditions are officially announced by state officials for businesses to resume operations, or when other local universities/college classes recommence.

**Makeup Time for Students with Children:** We understand that some of our students have children attending public schools. In cases where the public-school system closes due to inclement weather, and KNK Academy of Cosmetic Arts continues with its regular class schedule, students with children will be provided with makeup time

options. This ensures that your education is not disrupted due to external circumstances.

We appreciate your understanding and cooperation in following our inclement weather policy. Your safety is of utmost importance to us, and we are committed to providing a safe and conducive learning environment. If you have any questions or concerns, please feel free to reach out to our administrative team.

### HOW TO APPLY

**Start Dates:** Nail Technology classes start approximately every fifteen weeks. Esthetics classes start approximately every twenty-three weeks. Instructor Training classes start monthly based on prospective student interest. For exact start dates, please consult the Admissions Representative.

### ADMISSIONS POLICY

#### Admission Requirements for Nail Technology and Esthetics

Applicants must meet the following criteria for acceptance into the school:

**Age Requirement:** Applicants must be at least 16 years old by their projected graduation date.

**Education Requirement:** Applicants must provide proof of being a standard high school graduate, GED recipient, or successfully passing 10th grade.

**Identification:** Applicants must provide a valid driver's license or photo ID and a social security card.

**Application:** Applicants must complete and submit a KNK Academy of Cosmetic Arts application along with a nonrefundable application fee of \$100.

**Acceptance:** Applicants must be approved for acceptance by the school. The school does not recruit students already attending or admitted to another school offering the same course of study.

**Financial Arrangements:** Applicants must complete all financial arrangements, applications, and paperwork. No hours or academics will be released in case of withdrawal until all financial obligations are met or arranged.

\*Class size can accommodate up to 20 students depending on space availability and time of year.

\*\*KNK Academy of Cosmetic Arts does not discriminate based on age, sex, race, color, ethnic origin, or religion.

\*\*\*Official transcripts must be signed, embossed, and sealed for delivery to the school. Faxed or emailed high school transcripts are accepted if they contain a cover sheet with the school's letterhead and a school official's signature.

\*\*\*\*All courses are conducted in English.

### **Admission Requirements for Instructor Training Program**

**Licensing:** Applicants must hold a valid license as a Nail Technician or Esthetician.

**Education Requirement:** Applicants must provide proof of being a standard high school graduate, GED recipient, or successfully passing 10th grade.

**Identification:** Applicants must provide a valid driver's license or photo ID and a social security card.

**Application:** Applicants must complete and submit a KNK Academy of Cosmetic Arts application along with a nonrefundable application fee of \$100.

**Acceptance:** Applicants must be approved for acceptance by the school. The school does not recruit students already attending or admitted to another school offering the same course of study.

**Financial Arrangements:** Applicants must complete all financial arrangements, applications, and paperwork. No hours or academics will be released until all financial obligations are met.

\*The application fee is waived for KNK Academy of Cosmetic Arts graduates.

\*\*This course is not required for licensure as an instructor if the prospective student has a cumulative total of twenty-four (24) months of experience as a licensed cosmetologist, nail technician, or esthetician.

### **Policy for Credit of Previous Training at another Institution**

Credit for previous training obtained at approved nail technology and esthetics schools may be considered for transfer to KNK Academy of Cosmetic Arts. However, please note that no previous credit will be granted for Instructor Training. To be eligible for credit transfer, the following conditions apply:

**Hours and Recording:** All training hours must have been properly recorded by the previous school.

**Transcript Submission:** The school requires a certified and detailed transcript of previous training hours and grades from all areas of study. This transcript must be submitted before the scheduled start date to allow time for evaluation.

**Testing and Credit:** Based on the transcript provided, the school will create a test using a minimum of 10 questions from each area of study. Successful completion of the test with the minimum required grade, as specified in the Satisfactory Academic Progress Policy for the specific program of study, is necessary to receive credit.

**Transfer Limits:** Maximum transfer hours accepted are 150 hours for nail technology and 225 hours for esthetics to qualify for a KNK Academy of Cosmetic Arts Diploma. Transfer hours exceeding this limit will result in a certificate of completion. Students with excess transfer hours may undergo a practical exam to assess their practical skills.

**Transcript Request:** Students seeking transcripts for transferred credits will be charged a \$35.00 fee for each transcript requested beyond their first free transcript.

**Documentation:** All documentation pertaining to previous training must be retained in the student's file.

### **Conditions for Re-Entrance**

Students who were previously withdrawn for voluntary, academic, or disciplinary reasons may apply for re-enrollment under the following conditions:

**Re-Application:** Students must reapply for consideration of reinstatement with the admissions department. Re-enrollment is subject to space availability, GPA, and Attendance History.

**Monitoring Period:** Re-enrolled students will undergo a 30-day heightened monitoring of attendance, academics, and adherence to school policies.

**Progress Determination:** Re-enrolled students will maintain the same satisfactory progress determination as when they left.

**Re-Entry Fee:** Students re-enrolling within 30 days of their last physical attendance will be charged a re-entry fee of \$175.00. The tuition and fee structure will align with the original contract or addendum, and additional supplies may be required.

**180 Days Re-Entry:** Students re-enrolling after 180 days of their last physical attendance must pay a non-refundable \$100.00 application fee and \$100.00 towards their tuition and fee balance. These students will be charged an hourly rate for their remaining hours, based on current tuition fees, and may require additional supplies.

**Policy for Credit:** Students re-enrolling after 180 days may need to adhere to the Policy for Credit of Previous Training.

For any queries or clarifications regarding this policy, please contact the school administration.

## FINANCIAL ARRANGEMENTS AND REFUND POLICIES

### Payment Plan

Tuition is due on the first day of enrollment unless prior arrangements have been made with the financial office.

Payment plans will be implemented according to the student's contract.

Payments can be made by cash, check, money order, credit card, miscellaneous scholarships, or non-federal loan programs.

### Refund Policies

Institutional Policy: Refund calculations are based on the elapsed time known as scheduled time.

Refunds are based on the scheduled time compared to the contracted hours for the course.

The portion earned is subtracted from all monies paid to the account.

Positive balances owe the school; negative balances will be refunded within 45 days.

### Refund Policy Notes

Monies owed to students for formal termination, unofficial withdrawal, or leave of absence will be returned within 45 days.

Official withdrawal date is determined by return date of approved leave or date of school notification.

Unofficial withdrawals are determined by monthly attendance monitoring.

Refund Policies - Non-Title IV Recipients / 2nd Time Enrollments: Applies to all terminations.

Refund amounts are based on the student's elapsed time in the course/program.

### Refund Policy Notes

0.01% to 04.9% enrolled: 20% retained

5% to 09.9% enrolled: 30% retained

10% to 14.9% enrolled: 40% retained

15% to 24.9% enrolled: 45% retained

25% to 49.9% enrolled: 70% retained

50% and over enrolled: 100% retained

**Withdrawal and Termination:**

Withdrawal notice must be given in writing to the School Director.

Students absent for 5 consecutive days without permission will be considered withdrawn.

Situations of mitigating circumstances will be settled fairly and reasonably.

**Re-entry Fee:**

\$175.00 re-entry fee for returning after 30 days of last attendance.

\$100.00 non-refundable application fee + re-entry fee for returning after 180 days.

**Course Cancellation:**

If a course is cancelled before instruction begins, full refund or completion provided.

If a course is cancelled after instruction begins, options include pro rata refund, Teach-Out Agreement, or full refund.

**Collection and Withdrawn/Termination Fee:**

A \$175.00 withdrawn/termination fee.

Unpaid balances will be sent to collections if not resolved within 30 days.

**Kits and Books:**

Kits and books are non-refundable once received by the student.

**Negative Account Balance:**

Excess funds may be held to cover additional educational expenses.

Refunds for negative balances will be made within 14 days.

Students are encouraged to refer to this information as needed and to contact the instructor or financial office for further clarification. By enrolling in KNK Academy of Cosmetic Arts, students acknowledge their understanding of and agreement with these policies.

**STUDENT RULES AND REGULATIONS**

These rules and regulations are designed to establish the necessary knowledge, technical skills, personal habits, and attitudes essential for a successful journey in the cosmetology profession. Adhering to these guidelines will enable you to navigate your educational experience smoothly while maintaining a positive and productive

environment. Your commitment to these regulations is integral to your progress in the cosmetology field.

**Violation Consequences:** Any breach of these rules may result in disciplinary action. A third violation of any rule may lead to a one-day suspension.

**Tool Kit Requirement:** Every student is required to bring their tool kit to school daily. Failure to bring your tools will prevent you from clocking in.

### **Student Uniform Policy**

At KNK Academy of Cosmetic Arts, we understand that your appearance reflects your professionalism and commitment to the cosmetology profession. Our uniform policy ensures a consistent and professional image while fostering a respectful learning environment.

Please adhere to the following guidelines:

#### **Uniform Requirements:**

**Nail Technology Students:** Wear black scrubs as your uniform.

**Esthetics Students:** Wear burgundy/wine scrubs as your uniform.

#### **Tops:**

Nail Technology students must wear black scrub tops.

Esthetics students must wear burgundy/wine scrub tops.

All tops must be clean, well-fitted, and in good condition.

#### **Pants:**

Nail Technology students must wear black scrub pants.

Esthetics students must wear burgundy/wine scrub pants.

Pants should fit appropriately and be free from rips or stains.

#### **Skirts/Dresses:**

Nail Technology students can wear black scrub skirts/dresses.

Esthetics students can wear burgundy/wine scrub skirts/dresses.

Skirts/dresses should not be more than 3 inches above the knee.

#### **Shoes:**

Wear all-black, closed-toe, closed-heel shoes with rubber soles.

Heel height should not exceed 1 inch for safety and comfort.

### **Head Coverings:**

Head coverings of any kind are not allowed.

### **Hygiene and Grooming:**

Maintain a neat appearance and professional hairstyle.

Keep manicured fingernails clean and well-groomed.

Cover any offensive or inappropriate tattoos at all times.

### **Name Badges:**

Wear your name badge at all times as per State Board requirement.

Please remember that your uniform represents our academy's identity and the professionalism of the cosmetology industry. Failure to comply with the uniform policy may result in a lab jacket requirement or being asked to change clothes before attending classes. Your dedication to upholding these standards contributes to a positive learning experience and prepares you for a successful career in the beauty industry.

### **General Rules for Conduct of Students**

- Cellphones should be on silent and out of sight unless used for approved educational purposes or during breaks.
- Exiting the building after clocking in requires instructor permission, except during breaks.
- Proper use of equipment, implements, and tools is mandatory.
- Borrowed/lent tools are the responsibility of the owner to replace/repair within two weeks.
- Personal property and equipment are the student's responsibility; the school is not liable for lost or stolen items.
- Maintain the cleanliness and orderliness of the classroom.
- Follow good hygiene practices, sanitize tools and work area.
- Use of professional language is expected; racial remarks will not be tolerated.
- Gum chewing is prohibited.
- Smoking/Vaping is only allowed in designated areas during breaks.
- Students are responsible for their supplies and materials.
- No use of iPods, MP3 players, or music devices unless permitted.
- Excessive visitation by visitors during school hours is not allowed.
- Student services are granted after Module 2 with completion of assignments and instructor permission.



- You must prioritize clients and attend to their needs promptly.

### **Additional Regulations:**

- Students are accountable for fees charged by the Board of Cosmetology, unless arranged otherwise.
- Scheduled breaks are mandatory based on daily hours.
- Clocking in and out is the student's responsibility; the school will not add or deduct hours as a penalty.
- Falsifying time records is strictly prohibited and will lead to disciplinary action.
- Refusal to meet salon management standards may result in disciplinary action.

All posted and mentioned rules must be followed; non-compliance may result in suspension or termination. Changes in rules may occur at any time.

**Conclusion:** Adhering to these rules and regulations ensures your success in becoming a professional nail tech, esthetician, or instructor. Your commitment to professionalism, positive attitude, and a polished appearance will earn you respect and admiration within the industry.

Please note that KNK Academy of Cosmetic Arts reserves the right to modify these rules at any time.

### **STUDENT DISCIPLINE POLICY**

The KNK Academy of Cosmetic Arts maintains a comprehensive student discipline policy that aims to promote a positive and conducive learning environment. Our guidelines are designed to address violations of school policies related to student conduct and the dress code. It's important to note that our school officials exercise discretion in determining appropriate penalties, taking into account the nature of the offense, its severity, and whether it's a repeat occurrence.

### **Discipline Process**

#### **1st Offense: Verbal Warning**

Students will receive a one-on-one verbal counseling session with a faculty/staff member following the first policy violation.

The purpose is to inform students of their violation, provide guidance on proper conduct, and ensure understanding.

The verbal warning will be documented in the student's file. If no further violations occur within thirty (30) days, the warning will be removed.

## **2nd Offense: Written Warning**

If a student persists in violating school policy after a verbal warning, a written warning will be issued.

The written warning formally documents the student's actions and serves as a final warning before serious disciplinary measures are taken.

The written warning will be expunged from the student's file if no further violations occur within sixty (60) days.

## **3rd Offense: Discipline Report and Suspension**

If a student continues to violate policy after a written warning, faculty/staff may dismiss the student for the remainder of the day and suspend them from the program for up to five (5) days.

A disciplinary report will be documented, outlining the behavior, previous warnings, and the penalty imposed.

Depending on the situation, special restrictions may be imposed upon the student's return.

The student will be informed that further violations will lead to termination, and the disciplinary report will be permanently recorded.

## **4th Offense: Termination**

Upon the fourth violation of school policy, a student will be terminated from the program.

Termination results from the cumulative effect of a student's actions and decisions that are not aligned with our school's values and policies.

### **GROUNDINGS FOR TERMINATION**

Termination is not undertaken lightly and is primarily the outcome of a student's choices. Grounds for termination include, but are not limited to:

- Unsatisfactory attendance and conduct.
- Disrespectful behavior that hinders positive interactions among staff and students.
- Negligence leading to damage of academy property, equipment, or tools.
- Cheating, falsifying hours, or dishonest practices.
- Theft, including tampering with guest transactions.
- Racial remarks or offensive comments.
- Engagement in bullying, gossiping, fighting, or any disruptive behavior.

- Violation of drug and alcohol policies.
- Disruption of the educational environment.
- Defiance and refusal to follow instructions or directions.

Our priority is to ensure a safe and supportive learning atmosphere for all students. We expect all individuals to adhere to our policies, fostering an environment conducive to growth and success.

### STUDENT AND SCHOOL RELATIONSHIP

During your enrollment at KNK Academy of Cosmetic Arts, you embody our school community. We anticipate that you will treat your fellow students as an extended family and our facilities as an extension of your home. In relation to your peers, we encourage you to contribute to fostering a positive, enjoyable, and educational atmosphere within the KNK Academy of Cosmetic Arts family.

#### Salon Sanitation Responsibilities:

Each student will be assigned monthly/weekly salon sanitation duties. These duties are compulsory and must be completed under the supervision of an instructor. Failure to fulfill assigned salon sanitation tasks may result in disciplinary action, at the instructor's discretion. Students enrolled in the Instructor Training Program may also assume roles as salon sanitation inspectors.

#### Maintaining a Clean Environment:

Our facilities are in constant use and maintaining their cleanliness is imperative. As a student, it is your responsibility to dispose of your trash appropriately and to keep the premises tidy. We encourage proactive action—whenever you spot trash or items that need organizing, kindly take the initiative to address it. Your efforts will contribute to the overall tidiness of the school.

#### Preparation for Salon Employment:

Upon entering the professional world post-graduation, you will encounter similar responsibilities in a salon setting. This includes keeping the floor clean around your designated area, as well as tasks such as laundering and organizing towels. These practices are expected at KNK Academy of Cosmetic Arts as well.

#### Dispensary Duty Requirement:

As per South Carolina law, you will be assigned dispensary duties by your instructor. Engaging in dispensary tasks provides you with valuable insight into products, supplies, and inventory management. We aspire for you to take pride in representing KNK Academy of Cosmetic Arts and we reciprocate by taking pride in having you as part of our student body.

We believe that your active participation in upholding these responsibilities will foster a thriving and professional learning environment. Thank you for your dedication to making KNK Academy of Cosmetic Arts a place of excellence and learning.

**Please note that this information is subject to change and any updates will be communicated to you promptly.**

### **ATTENDANCE POLICY**

*KNK Academy of Cosmetic Arts* requires all students to attend class regularly as scheduled in the course syllabus. Moreover, students are expected to participate in class as required by the instructor. Students who adhere to this policy will be better prepared to graduate and obtain a license than their counterparts who miss class regularly or fail to participate.

#### **Class Schedule**

Students are expected to be at school on time and prepared for class as scheduled. The class schedule is listed below.

#### **Summer/Fall/Spring Night Schedule: Nail Technology**

Part Time (15 hrs. /wk.): Monday – Wednesday, 5:00pm to 10:00pm

#### **Summer/Fall/Spring Night Schedule: Esthetics**

Part Time (15 hrs. /wk.): Monday – Wednesday, 5:00pm to 10:00pm

#### **Night Schedule Instructor Training:**

Part Time (15 hrs. /wk.): Monday – Wednesday, 5:00pm to 10:00pm

**Breaks: Full-time students receive a thirty (30) minute break each day. Part-time students receive a fifteen (15) minute break each day.**

#### **Minimum Attendance Rate**

Regular attendance is crucial for success in this program. Students must attend 85% of all scheduled class opportunities. Failure to meet this standard may result in violation of the Satisfactory Academic Progress Policy and impact eligibility for graduation.

### **TARDY POLICY**

Tardiness is considered as entering class after 5:01pm. Tardiness may be excused in cases of valid reasons or doctor's appointments, jury duty, etc.

#### **Penalties for Tardiness**

Unexcused tardiness will result in the student being dismissed from class for the day and counted as an unexcused absence.

Tardiness exceeding five (5) times in a thirty (30) day period will result in suspension. A \$75.00 administrative fee is required for reentry after suspension, with subsequent violations leading to program termination.

**Absences** Any missed school days must be documented in the student's school and permanent records. Absences due to medical appointments, school conferences for dependent children, memorial/funeral services for immediate family members will be excused with valid documentation. A minimum of 85% attendance is necessary to maintain satisfactory academic progress.

**Excused Absences** Certain circumstances warrant excused absences, which can be made up later at no extra cost. Written documentation must be provided for consideration, including situations such as medical procedures, jury duty, military deployment, bereavement, and employment training.

**Unexcused Absences** Absences without valid documentation are considered unexcused and can be made up at a cost of \$250.00 per week or part thereof.

**Penalty for Excessive Absences** A student absent without excuse for five (5) consecutive days will be considered non-compliant with the attendance policy and will be terminated from the program.

**Leave of Absence Policy** Leaves of absence require justifiable reasons supported by documentation. Requests for leave of absence should be submitted in advance and are subject to staff committee approval. A maximum of 180 days of leave is allowed within a 12-month period.

**COVID-19 LOA Policy** Exposure to COVID-19 requires self-quarantine for 5 days after the 1st positive test. A Leave of Absence of 15 to 30 days will be granted for COVID-19 quarantine, with reentry after a negative test result.

**Charges for Additional Instruction** Students exceeding contracted allowable absent hours must pay \$250 per week for each week needed to complete required hours. This charge starts the following scheduled school week and must be paid before reentering class.

**Note:** This information is subject to change at the discretion of KNK Academy of Cosmetic Arts. Students will be notified of any amendments in advance.

PROGRAM	REQUIRED HOURS TO GRADUATE	ALLOWABLE SCHEDULED HOURS
Nail Technology	300	360
Esthetics	450	500

Instructor Training	750	780
Transfer Students	Per Contract	Per Contract

Example: A Night schedule Nail Technology student that reaches 360 scheduled hours and has only clocked in 200 hours would now owe charges for additional instruction. The number of hours still needed to graduate is 100.  $100 \div 20 = 5$  weeks maximum to complete.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress (SAP) policy outlines the minimum standards for course completion across all programs and delineates the procedures for evaluation and status determination. This policy is accessible to every student prior to enrollment. It is uniform for all students within a specific course and attendance schedule. Should any evaluation impact a student's financial aid eligibility, students will be informed accordingly.

#### **Evaluation Periods for Each Program**

Students will undergo Satisfactory Progress evaluations after completing the following actual hours or sooner if required:

Nail Technology: 150 hours, 300 hours

Esthetics: 225 hours, 450 hours

Instructor Training: 375 hours, 750 hours

Students can request copies of their Satisfactory Progress Evaluations from the School Director at any time.

#### **Attendance and Academic Requirements for Satisfactory Progress**

Attendance is expected every day. To meet satisfactory academic progress for attendance, students must achieve an attendance percentage of 85% or higher at the evaluation point. The attendance percentage is determined by dividing the total clocked actual hours by the scheduled hours (e.g.,  $200 \text{ actual hours} / 360 \text{ scheduled hours} = 56\%$  in attendance).

At the time of evaluation, students must hold a cumulative grade point average of 80% to achieve an acceptable level of achievement. Academic progress factors include assigned practical work, academic learning, and student salon experience. Current grade point averages and attendance are communicated on report cards (as per Grading Procedures).

## REPORT CARDS

Each enrolled student will receive a minimum of two report cards. At least one report card will be provided before students reach the program's midpoint. Students enrolled in any program offered by KNK Academy of Cosmetic Arts will receive a monthly report card.

### Maximum Timeframe for Completion

The maximum timeframe for course completion is 1.5 times the course's length (150%). Students exceeding this timeframe will be terminated from their program.

COURSE		MAXIMUM TIME ALLOWED
WEEKS		SCHEDULED HOURS
Nail Technology 300 hours (Part Time - 15 hrs. /wk.)	30 weeks	450
Esthetics 450 hours (Part-Time - 15 hrs. /wk.)	45 weeks	675
Instructor Training 750 hours (Part Time - 15 hrs. /wk.)	75 weeks	1125

Clock hours accepted from another institution will be considered as attempted and completed hours. The transfer hours will be considered when determining the maximum timeframe for completion of the program.

### Determination of Progress

Students meeting the cumulative grade point average and minimum attendance requirement will be considered as making satisfactory progress until the next scheduled evaluation. Students not maintaining Satisfactory Academic Progress may be placed on academic warning until the next evaluation period.

## **Academic Warning**

The first instance of not meeting required attendance or cumulative grade point average places students on academic warning until the next evaluation period. Students on academic warning are not making satisfactory progress. Re-establishing satisfactory progress by the next evaluation removes students from academic warning. Failure to meet 85% attendance and 80% academics (cumulative) at the end of the Warning period leads to dismissal. Dismissal based on failure to meet Satisfactory Academic Progress may be appealed.

## **Appeal and Probation**

Students can appeal an unsatisfactory progress determination by submitting a written appeal to the School Director within 30 days. The School Director's decision is final. Appeals must detail why satisfactory progress wasn't met and how the student's situation has changed. Only students with the ability to meet standards may be placed on probation. After a successful appeal, students enter probation for one evaluation period with an academic plan aiding their progress.

All appeals are documented and retained in the student's file.

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

Students re-establish satisfactory progress by meeting minimum attendance and cumulative grade point average by the warning or probation period's end.

## **Interruptions, Course Incompletes, Withdrawals, and Leave of Absences**

A leave of absence extends contracted graduation dates and maximum time frames equal to leave duration. Returning from leave restores satisfactory progress. Withdrawn students can be re-admitted after administrative consideration and reapplication.

**Non-Credit and Remedial Courses** Non-credit and remedial courses are inapplicable. They do not impact Satisfactory Academic Progress.

## **Grading Procedures**

Written work, projects and exams are graded on a grading scale, listed below. Students must make satisfactory progress on their lab sheets before they are allowed to take the practical exams. If you are not with a client then you are to be practicing on your mannequin or you should be in theory class. You will not receive clock hours for idle time.

### **WRITTEN & PRACTICAL**

A - 90 to 100

C - 70 to 79

F - 59 or below



B - 80 to 89

D - 60 to 69

Practical study and artistry are graded according to the Practical Exams and Mock Boards.

### **Make Up Test**

If a student misses a test or exam due to an excused absence, they may be eligible to make up the missed test.

Refer to the excused absence policy for details on eligible reasons for absences.

Make-up tests must be completed during the same week the student returns or on the following scheduled make-up day/time.

Failure to complete the make-up test within the designated time frame may result in a zero.

In cases with mitigating circumstances, students may be granted an opportunity to retake the test on the next scheduled make-up day.

All requests for make-up tests are subject to the consideration of the School Director.

### **Retaking of Test**

Students scoring below a C average on any chapter test, including the state law test, are allowed to retake the test once.

Retake examinations are scheduled by the Instructor/Director on the following scheduled make-up day.

The grades of the original test and the retake test will be averaged together to determine the final grade.

Quizzes do not qualify for retakes.

### **Practical exams, Midterms, Mock Boards, and Finals**

Practical exams, midterms, mock boards, and finals are mandatory and there are no retests allowed.

Performance in these assessments contributes significantly to the overall evaluation.

It is important for students to adhere to the outlined guidelines for makeup tests and retaking exams. These policies ensure fairness and consistency in evaluation procedures. If you have any questions or concerns about the makeup and retake policies, please feel free to discuss them with the instructor.

## CONFIDENTIALITY & ACCESS OF THE STUDENT'S RECORDS

In alignment with the Family Education Rights and Privacy Act (FERPA), students and parents (for dependent minor students) retain the right to access and review the student's cumulative records. This can be achieved through written request, and, when necessary, copies can be provided at a rate of \$0.50 per page, plus postage for those residing beyond a reasonable driving distance. During the review process at the institution, the presence of a staff member may be required. FERPA safeguards records from release without the written consent of the student or parents, except for specific situations outlined below:

To school officials with legitimate educational interest in the records.

To specific officials of the US Department of Education, Comptroller General, or state/local educational authorities related to supported education programs.

Parents of a student under 21 concerning violations of laws regarding alcohol or drug abuse.

To accrediting commissions for their functions, judicial orders, subpoenas, parents of dependent minor students, or appropriate parties in health or safety emergencies.

In case of inaccuracies, students or parents of dependent minors have the right to request changes, subject to school approval. Internal hearings can be initiated to challenge contents, with hearing decisions being final. The school will comply with court-ordered subpoenas, striving to notify students or parents prior to information release, excluding cases of ex parte subpoenas where informing is restricted. In health or safety emergencies, personally identifiable data may be released for the protection of students or others. *School records are maintained for a minimum of 5 years. The school does not publish a student directory.*

**Financial Information:** Charges are determined based on payment periods, encompassing tuition, kit(s), books, and fees. Not included are uniforms or name tags mandated by the State Board of Cosmetology, nor fees required by the State Board of Cosmetology for the License Exam.

Before commencing classes, each student must sign an enrollment agreement. Students aged 18 and above can assume financial responsibility, whereas those under 18 require signed permission from their parent, guardian, or sponsoring institution. All school fees must be settled, or financial arrangements made, for the release of final transcripts or papers for licensing purposes.

A transcript of clock hours and academic grades is provided free of charge for the first request. Subsequent transcripts are available for \$10.00 each.

*Application and registration fees are waived for KNK Academy of Cosmetic Arts graduates enrolling in the Instructor Training Program.*

**Note:** *Completion of the Instructor Training Program is not mandatory for licensure as an instructor if the prospective student holds a cumulative total of twenty-four (24) months' experience as a licensed cosmetologist, nail tech, or esthetician.*

## **JOB OPPORTUNITIES**

The U.S. Department of Labor projects abundant job openings for licensed nail technicians and estheticians, offering diverse career paths. Graduates can work in salons, cruise ships, hotels, health spas, and may advance to become educators, platform artists, or hold roles in cosmetology education. This industry's potential extends beyond imagination, paving the way for various exciting and fulfilling roles.

**Licensed Instructors:** Graduates can pursue a range of roles as licensed instructors, including teaching in schools and conducting continuing education courses. Opportunities also extend to becoming manufacturing representatives for salon products or platform artists, providing a global stage to showcase their expertise.

## **KNK Academy of Cosmetic Arts Disclosures**

### **2022**

Graduation Rate: 70%

Licensure Rate: 100%

Placement Rate: 57%

## **PERTINENT CHARACTERISTICS**

Our academy employs Milady's Standard Nail Technology and Milady's Esthetics to teach the curriculum. Supplementary materials are used for specific theory instruction sections. Instructor training courses utilize the same materials, including the Milady Master Educator textbook.

## **PLACEMENT SERVICES**

While we cannot guarantee employment post-course completion, our dedicated staff supports graduates in securing positions in nail technology, esthetics, instruction, or related fields. Opportunities are regularly posted on our bulletin board, Facebook pages, and we arrange sessions where salons/spas meet students for potential employment.

## **DRUG-FREE POLICY STATEMENT**

**Standards of Conduct:** The use, possession, or distribution of illegal drugs and/or alcohol is strictly prohibited on school premises or during school activities. Non-compliance will lead to institutional sanctions, including possible drug testing at the

individual's expense. Violations may result in termination, and legal authorities may be involved.

**Institution Sanctions:** Immediate termination may occur upon violation of the Drug-free Policy. Referrals to local/state authorities for prosecution are possible. A hearing process can be initiated upon request, where a hearing board reviews the case and provides a decision.

**Rehabilitation Resources:** Students/employees can find sources of rehabilitation on the school's website and the KNK Academy of Cosmetic Arts Student App. Guest speakers also offer insights into support services.

### **THE STUDENT RIGHT TO KNOW / CAMPUS SECURITY**

KNK Academy of Cosmetic Arts designates the School Director as the contact person for campus security issues. Students and employees are requested to report any criminal activity or actions on campus to the designated individual, who will assist in reporting incidents to local authorities. Access to facilities is limited to authorized personnel who are responsible for security. The academy refers all campus law enforcement issues to local police. Prompt reporting of criminal activity is encouraged for the safety of all.

#### **Campus Safety**

This section provides guidelines for addressing safety, security, and emergencies. Procedures are designed to preserve life and minimize property damage. Faculty, staff, and students receive a copy of these procedures. Emergency contact numbers are provided.

#### **Emergency Numbers:**

Fire, Police, Medical Emergencies: 911

Police, Non-Emergency: (843)-546-5102 (Sheriff's Office)

Fire, Non-Emergency: (843)-545-4200

Poison Control: 1-800-222-1222

Georgetown County Water & Sewer (Water Leak): (843)-546-8408; Santee Electric (Power Outage): (843)-546-4521

#### **Declaration of Emergency**

The School Director declares a campus emergency if necessary, and only authorized personnel remain on campus. Unauthorized individuals may be subject to arrest.

## **Evacuations**

Evacuation occurs upon alarm or official order. Individuals exit calmly, proceed to designated areas, and await further instructions.

## **Severe Weather Emergencies**

Closure procedures align with general practices for higher learning institutions. Notifications about closings/reopening are sent via email or phone.

## **Fire Emergencies**

Follow fire procedures, alert others, call 911, evacuate if needed, and do not use elevators.

## **Medical Emergencies**

Call 911, follow dispatcher's instructions, provide care, and file an incident report.

## **Policies Emergencies**

KNK Academy of Cosmetic Arts adheres to policies for handling different emergencies, including robbery/theft, personal property theft, assault/fight, sexual harassment, and more.

1. Perform a thorough search of the facilities to ensure that the missing item(s) were not simply misplaced. a. If the items are discovered during the search, please disregard the remaining steps on this list.  
b. If the items are not discovered during the search, please continue with the following steps.
2. Compile a list of everything that is missing. Be as descriptive as possible; the more information you provide to the police, the better your chances of recovering your property.
3. Call the police and file a report. a. If you encounter the crime in progress, disregard steps 1-2 and call 911 immediately; stay hidden so that you are not discovered.
4. Obtain a case number from the officers who respond to the call.
5. File an internal incident report so that the school's crime statistics remain accurate.
6. Review security policies and make amendments where necessary to prevent future crimes.

## **Personal Property Theft**

If a faculty, staff member, or student claims that property has been stolen, please observe the following.

1. Instruct the faculty, staff member, or student to conduct another search of their personal belongings and the item's last known location to ensure that the property was not simply moved or misplaced.
  - a. If the items are discovered during the search, please disregard the remaining steps on this list.
  - b. If the items are not discovered during the search, please continue with the following steps.
2. Obtain a detailed description of the missing item(s).
3. Inquire if the victim(s) would like to call the police and file a report.
  - a. If the victim declines to file a police report, please file an internal incident report, and take no further action.
  - b. If the victim would like to file a police report, please call the police, and continue to the next step.
4. Provide the police with the information given to you by the victim.
  - a. Allow victim to speak with police if they desire.
  - b. Allow police to search the facility.
5. Obtain a case number from the officer(s) who respond to the call.
6. File internal incident report and update school's crime statistics.

## **Robbery**

In case of a robbery on campus, please observe the following.

1. Comply with the demands of the perpetrator.
  - a. Remain calm.
  - b. Verbally express your compliance with all of the perpetrator's demands.
2. Do not attempt to apprehend the perpetrator yourself.
  - a. Discourage others from attempting to apprehend the perpetrator as well.
3. If possible, observe as many details about the perpetrator as possible.
  - a. Height, weight, age, etc.
  - b. Description of the perpetrator's clothing.

- c. If possible, description of perpetrator's vehicle.
  - d. General direction the perpetrator fled.
4. Once the perpetrator has fled the premises, check to see if anyone has been injured. a. Provide medical assistance to any injured individuals.
- b. Inquire if anyone else was able to observe any of the perpetrator's descriptive features.
5. Call 911 and report the robbery. a. Provide dispatcher with a description of the perpetrator.
- b. Report any injuries and request medical assistance, if necessary.
  - c. Care for the injured until help arrives.
6. Obtain a case number from the officer who responds to the call. a. Follow-up with police to remain updated on the status of the case.
7. File an internal incident report and update the school's crime statistics.

### **Assault/Fight**

Procedures: If you witness or are alerted to an assault/fight on campus please observe the following procedures.

1. Call 911 immediately and provide the following information.
  - a. Your name and location
  - b. Phone number you are calling from; in case you have to use a cell phone instead of the office phone
  - c. Location of assault/fight
  - d. Number of individuals involved
  - e. Number of injuries and the location of injured individuals
2. Ensure the safety of faculty, staff, and students; if necessary, evacuate the building.
3. If possible, take control of the situation.
  - a. Clear all onlookers and antagonists away from the assault/fight.
  - b. Demand that the combatants stop, address combatants by name if possible.
  - c. Provide care to the injured until law enforcement and emergency medical personnel arrive.
  - d. Seal off the area where the incident is occurring.

- a. Names of combatants
- b. Possible reasons for the incident
- c. Detailed account of the actions you personally witnessed.
- d. Allow police to speak with any other witnesses to the incident.
4. When police arrive, provide them with any information you have regarding the incident.
5. Lead emergency medical personnel to the location(s) of all injured individuals.
6. Obtain a case number from the officers on the scene.
7. File internal incident report and update the school's crime statistics.

### **Sexual Harassment**

The academy strictly prohibits sexual harassment. Examples and procedures for reporting and resolving incidents are outlined.

1. Unwanted jokes, gestures, offensive words/images on clothing.
2. Making physical contact such as patting a coworker on the back or grabbing an employee around the waist. Also impeding someone's path or interfering with their ability to move.
3. Repeated requests for a date or sexual favors that are denied.
4. Transmitting or posting emails or pictures that are sexually explicit. Also using social media, such as *Facebook*, to make unwanted sexual requests.
5. Displaying sexually explicit or suggestive pictures, posters, or objects.
6. Playing music with sexually suggestive and/or explicit lyrics.

### **Sexual Harassment Procedures**

1. Report: Any employee or student who is the victim of sexual harassment or witnesses an act of sexual harassment should report the action to management immediately. Any individual who reports alleged acts of sexual harassment is presumed to have done so in good faith. It is a violation of this policy to knowingly provide false statements regarding allegations of sexual harassment.
2. Investigation: The supervisor will take statement from the alleged victim or victims as well as any witnesses to the alleged acts. The alleged perpetrator will be given an opportunity to defend his/her actions. If it is determined that there is insufficient evidence to support the allegations, the claim will be dismissed. If it is determined that



there is sufficient evidence to support the claim, then a determination must be made as to the appropriate penalty. Law enforcement officials may be contacted if it is determined that the actions of the alleged perpetrator could be construed as criminal.

3. Resolution: The employee/student will be punished if the allegations are proven true. Depending upon the severity of the harassment, the employee may be terminated immediately or suspended without pay for a predetermined length of time. As a condition of the suspension, the employee may be ordered to undergo counseling prior to returning to work. Any student who is found to be harassing classmates or staff members will be immediately terminated.

4. Record: All documentation concerning a sexual harassment claim will be retained. Copies of all documents will be recorded in the applicable employees' file. The school will also maintain a master log of all sexual harassment claims and the results of any investigations. The report will be added to the campus crime log.

5. Counseling & Support: The victims will be offered counseling. Management will refer all victims to a counseling service in order to provide the support and care that these individuals will need.

#### Counseling Services

**Referral information for counseling services is provided for various issues.**

1. Domestic Abuse/Sexual Assault- Family Justice Center: (843)546-3926
2. Suicide- National Suicide Prevention Hotline: 1-800-273-8255
3. Alcohol/Drug Rehab-Georgetown Alcohol & Drug Abuse Commission: (843)-546-6081
4. Mental Health- Waccamaw Center for Mental Health: (843)-546-6107
5. Homeless- Friendship Place: (843)-545-1115; The Salvation Army (843)-527-4479

#### LICENSING REQUIREMENTS

The South Carolina Department of Labor, Licensing & Regulations mandates the following criteria for licensure in the cosmetology field:

##### **Nail Technician License:**

An applicant must be a minimum of sixteen years old and possess a high school diploma, equivalent tenth-grade education, or meet equivalent qualifications determined by psychological or vocational examinations.

Completion of 300 hours of nail technology classes.

Successful passage of the board-prescribed examination along with the requisite fee payment.

**Esthetician License:**

The applicant must be at least sixteen years old and hold a high school diploma, equivalent tenth-grade education, or meet equivalent qualifications as determined by psychological or vocational examinations.

Completion of 450 hours of esthetics classes.

Successful passage of the board-prescribed examination accompanied by the necessary fee payment.

**Instructor License:**

Submission of an application for an Instructor's License on the form prescribed by the Board.

Possession of a high school diploma or a General Education Development (G.E.D.) certificate.

Holding a valid license as a Cosmetologist, Nail Technician, or Esthetician and having practiced for a minimum of two (2) years. Alternatively, completing a prescribed seven hundred fifty (750) hour instructor training program approved by the Board after obtaining the respective Cosmetology, Nail Technology, or Esthetician license.

Completion of a forty-five (45) hour teaching methods course approved by the Board.

Payment of the stipulated fee and successful completion of the Instructor's Examination as prescribed by the Board. Alternatively, individuals with a minimum of five (5) years' experience or a bachelor's degree in a related field may instruct specialized theory classes with prior approval of the Board.

For comprehensive information on licensure and endorsements, individuals can contact the South Carolina State Board of Cosmetology or visit their official website at [www.llr.state.sc.us/POL/Cosmetology/](http://www.llr.state.sc.us/POL/Cosmetology/).

**CONTINUING EDUCATION**

For comprehensive details regarding continuing education prerequisites, kindly refer to the SC Department of Labor, Licensing, and Regulation's Board of Cosmetology's official website. Additionally, students are acquainted with ongoing education prospects via participation in hair shows.