1/1/2026 – 12/31/2026

Letter from the President
Welcome to
MILAN
INSTITUTE OF COSMETOLOGY
In Reno!

If your goal is to receive quality education and training in your chosen career, then Milan Institute of Cosmetology, furthermore, also known as Milan Institute, or Milan, is here to assist you. Our primary objective is to provide the education, training, and career assistance that you will need to succeed in your new field.

Our faculty members offer academic credentials with years of training and/or work experience in their areas of specialization. Our administrative staff is committed to providing the individual attention every student needs. Most importantly, our team has the enthusiasm to motivate our students to increase their knowledge, skill level and employability.

We invite you to make an appointment to visit our campus and talk to one of our Admissions Representatives. We are confident that Milan Institute of Cosmetology offers the training you need to reach your career goals.

Our reputation is based on your success.

Gary Yasuda, President
Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology

Campus Catalog

Milan Institute of Cosmetology
Main Location
4020 Kietzke Lane
Reno, NV 89502
(775) 784-7171

The program(s) listed in this catalog apply to only this campus. Please refer to the catalog designated for a particular campus for programs offered at other locations.

www.milaninstitute.edu

Additional Locations

Milan Institute of Cosmetology
Additional Location
1580 George Dieter Drive Suite 207
El Paso, TX 79936-7662
(915) 857-4444

Milan Institute of Cosmetology
Provisional Additional Location
3033 W Paker Road Suite 205
Plano, TX 75023
(469) 943-2946

Milan Institute of Cosmetology
Additional Location
1679 E. Monte Vista Avenue
Suite 200
Vacaville, CA 95688
(707) 425-2288

Milan Institute of Cosmetology
Provisional Additional Location
750 Sunland Park Drive
Suite E-08b
El Paso, TX 79912
(915) 250-0431

Milan Institute of Cosmetology
Additional Location
605 SW Military Drive
San Antonio, TX 78221
(210) 922-5900

Milan Institute of Cosmetology
Provisional Additional Location
2215 S Loop 288
Denton, TX 76205
(940) 241-9019

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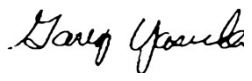
CATALOG ADDENDA

Effective January 2026 – December 2026

The information in this catalog is true and correct to the best of my knowledge.



Gary Yasuda, President
Amarillo College of Hairdressing, Inc.
d/b/a Milan Institute of Cosmetology

ABOUT MILAN INSTITUTE OF COSMETOLOGY

AN INVESTMENT IN BEAUTY PAYS

If you are interested in pursuing a career in Cosmetology, this field might be a suitable choice. The dynamic and ever-evolving beauty industry can present professional and financial opportunities. The current trend of women seeking a well-rounded appearance and an increasing number of men engaging in salon services, such as style cuts, perms, manicures, and color services, contributes to the demand for beauty professionals. The work of cosmetologists is both challenging and rewarding, potentially influencing your income. Cosmetologists have the potential to set their own work schedule, making the income possibilities in your control. Additionally, there is potential for career growth, with opportunities to advance into management roles or even salon ownership, offering a sense of pride that small business owners enjoy.

Choosing a lifetime career is one of the most important decisions you will ever make. To find out more about a career in cosmetology, how to become a part of this exciting profession and other information about Milan Institute of Cosmetology, please read this catalog carefully.

MISSION STATEMENT

The mission of Milan Institute is to meet the needs of students and employers by offering quality, short-term educational programs in career fields with solid growth potential.

PHILOSOPHY AND OBJECTIVES

Milan Institute recognizes that people attend college for a variety of reasons—from increasing their knowledge to enhancing their skills and employability. The principal objective of Milan Institute of Cosmetology is to promote a high level of distinction in its faculty, students, and educational programs. Only through quality training will the school produce graduates of all courses who will not only be successful but will also be of service to their community. The course of study and activities are designed to provide a solid foundation from which our graduates may take advantage of the many opportunities available in the world of cosmetology and the corresponding specialty fields. We understand our obligation to our students, alumni, and community, and constantly seek more effective ways to meet these commitments.

HISTORY

May 1968: Jess Prince purchased Amarillo College of Hairdressing.

May 1988: Amarillo College of Hairdressing moved to its current location at 2400 Southeast 27th Avenue, Amarillo, TX 79103. Mr. Prince was president of the Texas Association of Cosmetology Schools. He was a salon owner for 27 years and a school owner for 32 years.

1993: Robert and Mary Fikes opened Fikes Beauty Academy located at 8004 Crosscreek, San Antonio, TX 78218.

January 2002: Gary Yasuda and James M. Yasuda purchased Amarillo College of Hairdressing, Inc. from Mr. Prince. The Yasudas own and operate private postsecondary schools in Texas, Idaho, Nevada, and California. The Yasudas changed the school's name from Amarillo College of Hairdressing to Amarillo College of Beauty.

November 2003: Amarillo College of Hairdressing, Inc. purchased Fikes Beauty Academy as a branch campus.

November 2003: Amarillo College of Hairdressing, Inc. changed the school's name from Fikes Beauty Academy to Texas Beauty College.

March 2005: Texas Beauty College moved from 8004 Crosscreek to its location at 5403 Walzem Rd., San Antonio, TX 78218.

March 2005: Amarillo College of Hairdressing, Inc. changed the school names from Amarillo College of Beauty and Texas Beauty College located on 5403 Walzem Rd., San Antonio, TX 78218 to Milan Institute of Cosmetology.

October 2006: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 605 SW Military Drive, San Antonio, TX 78221.

August 2007: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 934 Missouri St., Fairfield, CA 94533

January 2008: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 3238 South Fairway, Visalia, CA 93277.

April 2008: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 1050 Matley Lane, Reno, NV 89502.

September 2008: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 2150 John Glenn Dr. Concord, CA 94520

January 2009: James Yasuda, O.D. retired from Amarillo College of Hairdressing, Inc.

May 2009: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 2822 "F" Street, Bakersfield, CA 93301.

December 2009: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 47120 Dune Palms Suites C-2, D, E, La Quinta, CA 92253

August 2010: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute opened a branch campus at 1021 W. Hemingway, Nampa, ID 83651.

January 2012: Golden State Business College, Inc. d/b/a Milan Institute and Academy of Court Reporting, Inc. d/b/a Milan Institute merged with Amarillo College of Hairdressing, Inc. d/b/a Milan Institute and Milan Institute of Cosmetology.

February 2013: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology closed the Concord, CA branch campus with students being taught out at Milan Institute of Cosmetology, Fairfield, CA.

July 2013: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch at 1009 W. Hemingway, Nampa, ID 83651.

March 2015: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology closed the San Antonio (Walzem Road), TX branch campus with students being taught out at Milan Institute of Cosmetology, San Antonio (Military Drive), TX.

December 2015: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received approval to change the main campus location from Visalia, CA to Reno, NV.

August 2016: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology closed the Nampa, ID branch campus with students being taught out at Milan Institute, Nampa, ID.

September 2019: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology closed the Visalia, CA branch campus with students being taught out at Milan Institute, Visalia, CA.

March 2020: Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology closed the Amarillo, TX branch campus with students being taught out at Milan Institute, Amarillo, TX.

GOVERNING BODY

Amarillo College of Hairdressing, Inc., a Texas Corporation and Gary Yasuda, President owns Milan Institute and Milan Institute of Cosmetology.

APPROVALS, ACCREDITATION & AUTHORIZATION

Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology is approved by the:

Nevada State Board of Cosmetology
1785 East Sahara, Suite 255 Las Vegas, Nevada 89104
Phone: (702) 486-6542

Amarillo College of Hairdressing, Inc., d/b/a Milan Institute of Cosmetology, is accredited by the:

National Accrediting Commission of Career Arts and Sciences (NACCAS)
3015 Colvin Street
Alexandria, VA 22314
Phone: (703) 600-7600

This campus' accreditation status with NACCAS is "Main Location Accreditation."

Accredited by the National Accrediting Commission of Career Arts & Sciences, Inc.

The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences, and massage therapy, including those offered via Distance Education.

U.S. DEPARTMENT OF EDUCATION

Milan Institute of Cosmetology is authorized to participate in Title IV programs for student financial aid assistance per the Higher Education Act of 1965, as amended by the U.S. Department of Education.

SPECIALIZED PROGRAM APPROVALS

Some programs offered at Milan Institute of Cosmetology in Reno, NV may be approved for the training of Veterans and eligible persons. The admissions office has a list of veteran approved programs.

FACULTY

Milan Institute of Cosmetology faculty members are experienced instructors. In addition to meeting the educational requirements for licensing, each instructor has been trained in the contemporary methods of competencies and skills within the scope of their Cosmetology, Nail Technology, and/or Provisional Instructor license. A list of our faculty members can be found in the catalog insert.

STUDENT RATIO

The student/teacher ratio does not exceed twenty-five students in attendance per instructor.

ADVISORY BOARD

The advisory board is composed of members chosen as experts in one or more specialized areas. These advisors serve as guest lecturers, perform demonstrations, judge competitions, and meet with faculty and students. Based on their years of experience as successful owners, managers, and self-employed professionals, they are an invaluable source of up-to-date information on advances in cosmetology and related specialty fields.

FACILITIES

A Milan Institute of Cosmetology facility is located at 4020 Kietzke Lane, Reno, NV 89502, consists of 10800 sq. ft. which contains 4 classrooms with student desks and chairs to accommodate all enrolled students. There is a computer lab, Esthetician lab, dispensary, salon floor, kit storage room, 5 administrative offices, 1 instructor office, and 1 student breakroom.

CATALOG INSERTS

See the inserts for current information related to the school calendar, tuition, and fees, listing of staff and faculty.

ENGLISH ONLY

We do not offer English as a Second Language instruction and do not require proof of English language proficiency; however, all instruction will occur in English. Therefore, all students must be able to read, write, speak, understand, and communicate in English at a high school level. We do admit students from countries other than the United States; however, visa services are not provided and the institution will not vouch for student status.

FOREIGN DIPLOMA POLICY

It is the policy of Milan Institute of Cosmetology that all foreign high school diplomas be translated into English and evaluated for educational equivalency to ensure the credential meets or exceeds the graduation requirements of a United States high school diploma.

ADMISSIONS INFORMATION

ADMISSIONS POLICY

Admission into the school's **Cosmetology, Nail Technology and Provisional Instructor programs** require that the prospective student have a high school diploma or have a High School Equivalency Diploma (HSED). Documents from HiSET and TASC are acceptable as High School equivalents but must be reviewed and approved by Senior Director of Admissions.

Admission into the school's programs requires the applicant to present a copy of the HS diploma, HSED certificate, or transcripts showing high school completion.

Additionally, Milan Institute accepts the following as proof of eligibility:

- Passing a U. S. Department of Education approved Ability to Benefit Test (ATB). Please see the Ability to Benefit (ATB) Admissions Policies for further information.
- Enroll in the Eligible Career Pathway Program (ECPP).

A copy of the HS diploma, HSED certificate, or transcripts showing high school completion and/or an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree as equivalent to a high school diploma, must be provided or successful enrollment into the ECPP program. If the student is homeschooling through an approved homeschool by the state of Nevada, the student is eligible for enrollment, with documentation of completion.

Admission into the school's Provisional Instructor Program requires the applicant to present a current Nevada Cosmetologist or Nail Technology license and have practiced in a full-time capacity for 1 year.

Admission procedures include individual advising, explanation of course descriptions, appointment with financial aid, enrollment, a tour of the campus, and orientation to the school regarding the policies, regulations, and requirements for the various classes.

Upon acceptance and before entering classes, the applicant must complete an enrollment agreement. This agreement details the prospective student's and the school's obligations. The final decision to admit an applicant rests with the school's administration.

The State of Nevada – State Board of Cosmetology denies admission for testing to 1) anyone with a felony conviction involving a violent crime; and 2) anyone who has not yet completed their sentence, parole, and/or probation periods. Therefore, applicants with said criminal history are ineligible for admission into any program that requires licensure by the State of Nevada—State Board of Cosmetology.

Prospective students must be beyond the age of compulsory school attendance and must be at least 18 years old upon completion of their program of study in order to be licensed by the state.
Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruption or unsatisfactory progress have been corrected. Re-entering students return to the institution in the same progress status as when they left.

Student Identification Requirement:
In accordance with Nevada State Board of Cosmetology enrollment requirements, students must provide a valid, current government-issued photo ID. The name on the identification must match the name used for enrollment.

ECPP ENROLLMENT PROCESS

The ECPP allows Ability to Benefit (ATB) Students to concurrently enroll in an Adult Education school, which may lead to a High School Diploma (or equivalent), and a post-Secondary school offering Career Pathway Programs.

Before enrollment, a prospective ATB student who is not a high school graduate or has not passed the GED and is seeking admission into an ATB eligible program must take and pass an independently administered, nationally standardized test recognized and approved by the United States Department of Education (DOE) that measures basic skills in reading and arithmetic.

Students who pass the ATB and enroll in an ECPP, must follow all the policies and procedures in this catalog.

Eligible Career Pathway Program (ECPP)

ECPP OVERVIEW

Milan Institute has developed ECPPs which:

1. Concurrently enroll students in connected adult education and eligible postsecondary programs.
2. Provides students with counseling and supportive services to identify and attain academic and career goals.
3. Provides structured course sequences that are articulated and contextualized and allow students to advance to higher levels of education and employment.
4. Provides opportunities for acceleration for students to attain recognized postsecondary credentials, including industry-relevant certifications.
5. It is organized to meet the needs of adults.
6. It is aligned with the education and skills needed for the regional economy.
7. Has been developed and implemented in collaboration with partners in business, workforce, and economic development.

CAREER PATHWAY PROGRAMS

Milan Institute has identified the following Eligible Career Pathway Programs, which align with the needs of industries in the Reno, Nevada geographic areas:

- Cosmetology
- Nail Technology

ELIGIBLE CAREER PATHWAY PROGRAM (ECPP)

Students enrolled in an ECPP will be concurrently enrolled in one of the college's qualified vocational training programs and the Adult Education Program offered through C4L Academy. The goal is for the student to be able to work towards earning an Adult Education high school diploma while being able to work towards completing a Milan Institute vocational training program concurrently. The Adult Education program is offered by an approved adult education service provider (C4L Academy) and not by Milan Institute.

The student is required to attend the Adult Education Program classes and is expected to participate in those classes. The Adult Education Program is offered remotely online. The ECPP Coordinator will monitor participation and partner with Education to meet with the student as needed to provide academic advising. See specific details below under ECPP Participation Requirements & ECPP Withdrawal.

Milan Institute does not guarantee ECPP students will receive a high school diploma (or its equivalent), earn any industry certifications that are part of their Vocational Program, or graduate from Milan Institute.

Completing the vocational component of the program is not a condition for receiving a high school diploma.

ECPP PARTICIPATION REQUIREMENTS & CONCURRENT DISMISSAL

If a student does not log in to the C4L Academy portal to create a student account within 7 calendar days of enrolling with C4L, the student will automatically be canceled from the ECPP and Milan Institute's Vocational Program.

ECPP students who fail to participate in either the Adult Education or Vocational component of their ECPP

program for 14 consecutive calendar days will be dismissed from their ECPP. Participation in the Adult Education Program is defined as completing any educational activity – where participation in the Vocational program is defined by Milan Institute's Satisfactory Academic Progress (SAP) and Attendance policies.

On the 14th consecutive calendar day missed, the student will be withdrawn from the Milan Institute.

During the program, if a student does not log into the Adult Education component for 7 consecutive calendar days, the student will be issued a documented ECPP participation advisement.

If a student fails to meet the college's Satisfactory Academic Progress Policies, they will be withdrawn from Milan Institute.

Dismissal from the Adult Education component of the ECPP for any reason shall result in dismissal from the Vocational component of the program.

ECPP Withdrawal: Upon withdrawal, the student will be held to the same catalog-defined refund policy as non-ECPP participating students.

Receiving the earned High School Diploma: Although Milan Institute has designed ECPP requirements to promote the completion of the Adult Education component and a Milan Institute Vocational Program, the college does not guarantee that the student will receive a high school diploma or its equivalent.

Completing the ECPP program's vocational component is not required to earn a high school diploma. Upon successful completion of the program's adult education component, the student may request a copy of their transcript directly from the adult education vendor.

ECPP RE-ADMISSION AND LEAVE OF ABSENCE (LOA)

Withdrawn ECPP students wishing to re-enroll are subject to Milan Institute's Re-Admission Policy in addition to an interview to evaluate the student's ability to continue the Adult Education component of the ECPP.

Active ECPP students who take a Leave of Absence (LOA) from Milan Institute's Vocational Program can still participate in the Adult Education component of the ECPP remotely if they can; however, if the student is unable to participate in the Adult Education component while on a Leave of Absence (LOA) they will be expected to continue participation when they return to Milan Institute from their LOA.

Inactivity in the adult education component during an approved LOA or scheduled calendar breaks will not cause the student to be withdrawn from the college.

ECPP ADULT EDUCATION COMPUTER LAB

Milan Institute provides ECPP Students with an on-campus space with Wi-Fi and printer access to work through their Adult Education curriculum if they prefer to use our facility. The availability of this space is determined by campus operating hours.

The ECPP Adult Education component is offered online by an approved service provider and is self-directed. Students may work on the Adult Education curriculum off-campus via the internet.

TECHNOLOGY REQUIREMENTS

Milan Institute and Milan Institute of Cosmetology use digital technology to check in and out of classes. Students will use a smart phone for checking in and out of class on campus, distance education, and externship (if applicable). Students will need a laptop, Chromebook (part of most programs books and supplies), or a desktop computer to participate in distance education as well as campus activities and assignments. Curriculum and instruction utilize digital technology for student engagement and participation.

The following are the technology requirements for all programs (hardware and software) that will be required to successfully complete the program:

Device Options:
Chromebook that is no more than 4 years old from date of manufacture, has at least 4GB RAM, and must be able to run Chrome 109 or newer.
Windows devices that are no more than 5 years old from date of manufacture, use Windows 10 Version 2004 or newer, have at least 4GB RAM, and must be able to run Chrome 109 or newer.
Mac device that is no more than 4 years old from date of manufacture, uses MacOS 12 Monterey or newer, has at least 4GB RAM, and must be able to run Chrome 109 or newer.

iOS device that is no more than 4 years old from date of manufacture, uses iOS 12 or newer, and must be able to run Chrome 109 or newer.
Android tablets must be running Android 12.1+ (Snow Cone V2) and must have a minimum of 4 GB RAM or greater.
Android Phones must be running Android 12.1+ (Snow Cone V2) and Chrome 109 or newer with a minimum of 4GB RAM or greater. A mobile phone with these specs is 1 to 3 years old from the manufacture release date. Depending on the cell phone manufacture, some offer one year of updates while others offer up to three years.

Internet Access must be at least 50Mbps download speed and at least 8Mbps upload speed. If using wireless internet access, it must be 802.11g or newer and have a RSSI signal strength no worse than -50.

Attendance Verification
Milan Institute and Milan Institute of Cosmetology utilize digital technology to record student attendance. Students are required to use a smartphone with location services enabled to clock in and out of scheduled academic activities, including on-campus, distance education, and externship (if applicable).

Location services must be enabled at the time of clock-in and clock-out to verify attendance. Location data is used solely for attendance verification and is not used for continuous tracking or monitoring outside of these functions. Students who are unable to meet this requirement should contact campus administration to discuss available options.

SCHOOL CALENDAR

Qualified persons may enroll on any date the school's admissions office is open. New classes begin on a regularly scheduled basis. Actual start dates for the year may be obtained by contacting the school administration.

ENROLLMENT AGREEMENT

Upon acceptance and before entering classes, the applicant must complete an enrollment agreement. Prospective students under the age of 18 must have a parent or guardian sign the agreement. This agreement details the prospective student's and the school's obligations. The final decision to admit an applicant rests with the school's administration.

TRANSFER OF CREDIT TO MILAN INSTITUTE OF COSMETOLOGY

Transfer students may receive credit for certified hours received from other schools or states according to state law, and their program will be shortened and tuition will be adjusted accordingly. Milan Institute of Cosmetology does not recruit students already attending or admitted to another school offering a similar program of study. Milan Institute of Cosmetology does not accept prior experiential learning.

Milan Institute of Cosmetology will accept a maximum of 75% of the program credits or hours in transfer from another institution. Students requesting credit for previous coursework or experience are asked to notify their admissions representative during the enrollment process. The request will be forwarded to the Education Leader or Director, who will review documentation or arrange for testing as appropriate. The procedure will be completed prior to the student's first start date. There are no fees charged for evaluating or granting transfer of credit. Once a determination for granting credit has been made, tuition and fees will be adjusted prior to the start of class. Each student will need to meet with financial aid to determine eligibility. A negative determination may be appealed by contacting the School Director, whose decision is final.

TRANSFER OF CREDIT TO OTHER SCHOOLS

The transferability of credits for certified hours you earn at Milan Institute of Cosmetology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Completion earned in Cosmetology, Nail Technology, or Provisional Instructor programs is also at the complete discretion of the institution to which you may seek to transfer. If the Certificate of Completion that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Milan Institute of Cosmetology to determine if your diploma will transfer.

Milan Institute of Cosmetology has not entered into any articulation of training agreements with other educational entities.

ARBITRATION

Milan Institute of Cosmetology seeks to resolve disputes or claims between any student and the school in a manner that addresses an individual student's complaint in an efficient, cost-effective, and quicker manner than traditional litigation. A student who enrolls at Milan Institute of Cosmetology agrees, as a condition of his or her enrollment, to resolve any dispute through mandatory arbitration that shall not be adjudicated as a class action or a consolidated class arbitration proceeding. However, the school cannot require a student loan borrower to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 CFR 685.206(e); the school cannot, in any way, require students to limit, relinquish, or waive their ability to pursue filing a borrower defense claim, pursuant to 34 CFR 685.206(e) at any time; and any arbitration, required by a pre-dispute arbitration agreement, tolls the limitations period for filing a borrower defense to repayment application pursuant to 34 CFR 685.206(e)(6)(ii).

ABILITY TO BENEFIT

In order to receive aid as an ATB student enrolling after July 1, 2012, the student must have previously established eligibility prior to July 1, 2012. For additional information on determining previously established eligibility for aid, please visit the Financial Aid office.

This school accepts the following tests with passing scores and an effective date after the date provided below. This list of examinations is prescribed by the United States Department of Education (USDE).

1. Test: Wonderlic Basic Skills Test (WBST) Verbal Forms VS-1 & VS-2
   Quantitative Forms QS-1 & QS-2. There are paper and pencil versions and online versions.
   Effective Date: July 1, 2015.
   Passing Scores: Verbal (200), Quantitative (210).
   Publisher: Wonderlic, Inc., 400 Lakeview Parkway, Suite 200, Vernon Hills, IL 60061.
   Contact: Mr. Chris Young.
   Telephone: (847) 247-2544, Fax (847) 680-9492.
2. Test: Spanish Wonderlic Basic Skills Test (Spanish WBST) Verbal Forms VS-1 & VS-2
   Quantitative Forms QS-1 & QS-2. There are paper and pencil versions and online versions.
   Effective Date: July 1, 2015.
   Passing Scores: Verbal (200), Quantitative (200).
   Publisher: Wonderlic, Inc., 400 Lakeview Parkway, Suite 200, Vernon Hills, IL 60061.
   Contact: Mr. Chris Young.
   Telephone: (847) 247-2544, Fax (847) 680-9492.
3. Test: **ACCUPLACER Computer-adaptive tests and COMPANION ACCUPLACER Forms J and K: Reading Test, Writing Test, and Arithmetic Test
   Passing Scores: Reading Test (233)**, Writing Test (235)**, Arithmetic (230)**.
   Publisher: The College Board, 250 Vesey Street, New York, New York 10281.
   Contact: ACCUPLACER Program.
   Telephone: (800) 607-5223, Fax (212) 253-4061.
4. Test: **Texas Success Initiative (TSI) Assessment—Computer-adaptive tests and COMPANION TSI Forms T and V: Reading Placement Test, Writing Placement Test, Mathematics Placement Test
   Passing Scores: Reading Placement Test (336), Writing Placement Test (345), Mathematics Placement Test (326)
   Publisher: The College Board, 250 Vesey Street, New York, New York 10281.
   Contact: ACCUPLACER Program.
   Telephone: (800) 607-5223, Fax (212) 253-4061.

** The ACCUPLACER test has been redesigned since it was listed as an approved test in the 2006 notice. TSI is a new addition to the list of approved ATB tests. These tests are provisionally approved. To move from provisional approval to full approval the test publisher must submit additional information as noted in the test agreement signed by the test publisher and the Department, no later than two years from the effective date of the agreement 6/26/2020. In the event the Department denies full approval, the Department will provide notice of this through publication in the Federal Register, pursuant to 34 CFR 668.150(c)(3).

FINANCIAL INFORMATION

FINANCIAL AID

Student Financial Aid is assistance which helps pay the cost of education. Funds included in this aid may be provided from several sources, including federal, state, and private agencies. Most financial aid recipients receive a combination "package" comprised of more than one type of assistance program.

How to Apply

To begin the process of applying for most aid programs, including grants and loans, students must first complete the Free Application for Federal Student Aid (FAFSA). This document is considered the primary resource for establishing eligibility for need-based aid at this institution. Grant aid is money that does not have to be repaid. Loan assistance includes borrowed money that will be repaid by the applicant.

Financial Aid Programs

The school participates in Title IV Federal Student Financial Assistance programs under authorization of the U.S. Department of Education. Information about federal, state, and institutional financial aid programs, including application procedures, eligibility requirements, and student rights and responsibilities, is available through the Financial Aid Office.

Students may request a copy of the Student Financial Aid Guide by contacting the Financial Aid Office or access federal student aid information at **https://studentaid.gov**. Additional information about financial aid, including how to apply and available funding options, is available on the Milan Institute website at: https://milaninstitute.edu/student-services/student-financial-aid/

In accordance with federal regulations, the school provides consumer information disclosures, including information on financial assistance, institutional policies, graduation and completion rates, campus security, and student rights. This information is available at: https://milaninstitute.edu/student-services/consumer-information/

Paper copies of consumer information disclosures are available upon request from the campus.

Title IV federal student financial assistance may include grant aid through the Federal Pell Grant Program and/or self-help aid in the form of William D. Ford Federal Direct Loans.

Federal student loans offer repayment options, which may include income-driven repayment plans, as well as potential loan forgiveness benefits, in accordance with federal law and U.S. Department of Education program requirements. The availability, terms, and conditions of these repayment and forgiveness options are subject to change. These benefits are not typically available with private education loans. Federal Direct Loans are generally available to eligible students regardless of income, although financial need may be considered for certain loan types. Borrowers are responsible for reviewing current repayment options and loan terms at StudentAid.gov.

Some applicants may be selected for a process called verification. Initial notification is typically provided through the FAFSA Submission Summary generated after submitting the Free Application for Federal Student Aid (FAFSA).

Verification may require confirmation of one or more data elements reported on the FAFSA, including but not limited to income and tax information, household size, SNAP benefits, child support paid, high school completion status, and identity. In some cases, income and tax data transferred directly from the IRS may already be considered verified.

There are deadlines and potential consequences associated with completing verification. Students should contact the campus Financial Aid Office for additional information and assistance if selected.

Other Programs

Tuition Options payment arrangements are considered a private loan with a fixed interest rate based on the plan you have selected. This program does not determine interest based on the borrower's credit rating.

Students have the right to research and secure additional loan options. Private loans can offer variable rates that can increase or decrease over time, depending on market conditions. Students should determine the interest rate and associated fees of a private loan prior to accepting the terms of the loan. In some cases, the interest rate on a Private Loan may depend on the borrower's credit rating. Students should contact the lender of the private student loan or the campus Financial Aid Office with any questions or concerns regarding student loan debt.

The information provided above and in referenced materials is not a guarantee of financial assistance. Individual need and circumstance must be evaluated to determine aid program eligibility. This need will be determined with and comply with all applicable federal, state and accreditation regulations.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest and fees, less the amount of any refund.

METHODS OF DISBURSEMENT

All Federal financial assistance awarded by the school is disbursed according to Federal regulations.

TUITION POLICY

All tuition payment arrangements, including Financial Aid (FA), Cash payments in exact amounts, and Payment Plans, must be finalized before the student begins classes. Failure to complete these arrangements may result in the student being unable to attend classes. It is the student's responsibility to ensure that all necessary payments and documentation are submitted and approved in a timely manner.

The school accepts payments in cash in exact amounts, check, MasterCard and Visa.

Books, materials, and supplies are provided to students at no cost unless otherwise noted. If any item carries an additional charge, students may choose to opt out on the Enrollment Agreement.

DELINQUENT TUITION

Any student who is delinquent in payments to the school may be suspended or terminated from school, at the discretion of the administration, until the school receives payment, or the student makes written payment arrangements acceptable to the school. If an amount is due, a payment schedule is arranged. If a student does not follow the payment guidelines, after 90 days his/her account will be turned over to the Corporation's collection agency. The student will be responsible for all costs associated with collection.

SCHOLARSHIPS AND GRANTS

Alumni Scholarship

Alumni from Milan Institute are eligible for a $2,000 tuition scholarship when enrolling in a subsequent program of 600 hours or more, or $1,000 for programs under 600 hours. This scholarship is available one time only and is applied upon successful program completion.

Commitment Scholarship

A $1,000 scholarship awarded to 2026 high school graduates pursuing a Beauty or Allied Health program. Students must meet eligibility requirements and successfully complete the program to retain the award.

First Generation Student Scholarship

A $1,000 scholarship is available to students who are the first in their family to pursue higher education or trade training in Beauty or Allied Health programs. The award is contingent on meeting eligibility and successful program completion.

Future Healthcare Professionals Scholarship

A $1,000 scholarship is awarded to students enrolling in eligible Allied Health programs such as Medical Assisting, Massage Therapy, Administrative Medical Assisting, or Dental Assistant. Students must meet the criteria and complete the program successfully.

Family & Friend Scholarship

A $500 tuition scholarship is available to new students who have an immediate family member or friend who

graduated from Milan Institute. This scholarship cannot be combined with other discounts and is applied upon successful program completion.

Seasonal Scholarships

Additional scholarships may be offered throughout the year based on availability and enrollment initiatives. Eligibility, award amounts, and timelines may vary.

Scholarships and discounts may not be combined. Students will receive only the highest-value award for which they qualify.

STUDENT'S RIGHT TO CANCEL – Cancellation Policy

Cancellation Policy

Milan Institute of Cosmetology advises each student that a notice of cancellation shall be in writing and that Milan Institute of Cosmetology shall refund 100 percent of the amount paid for institutional charges., if the notice of cancellation is made through attendance as of the first scheduled class session, or the seventh day after enrollment, defined by means of executing an enrollment agreement whichever is later. The enrollment agreement shall be signed by the student and by an authorized employee of the institution. If an applicant accepted by Milan Institute of Cosmetology cancels prior to the start of scheduled classes or never attends class (no-show), the institution must refund all monies paid.

The cancellation policy applies to a maximum of two enrollments per student.

REFUND POLICY

The student has the right to withdraw from a course of instruction at any time. The student is obligated to pay only for educational services rendered and for unreturned equipment. If the student withdraws from a program of instruction after the period allowed for cancellation of the agreement as listed above in "Cancellation of Agreement," the school will remit a refund if applicable, within 15 days following the student's withdrawal.

If the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.

If a student cancels his or her enrollment before the start of the training program but after the period allowed for cancellation of the agreement as listed above in "Student's Right to Cancel", the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or $150, whichever is less, and that if the institution is accredited by a regional accrediting agency recognized by the United States Department of Education, the institution may also retain any amount paid as a nonrefundable deposit to secure a position in the program upon acceptance so long as the institution clearly disclosed to the applicant that the deposit was nonrefundable before the deposit was paid.

If a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or $150, whichever is less.

If a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund

If the student obtains equipment, as specified in the enrollment agreement as a separate charge and returns it unused within 30 days following the date of the student's withdrawal, the school shall refund the charge for the unused equipment paid by the student. If the student fails to return the equipment within this 30-day period, the school may offset the documented costs to the school of that equipment against the refund due. The student shall be liable for the amount, if any, by which the documented costs for the equipment exceed the refund amount. For a list of these costs, please see Addendum B of the enrollment agreement.

If the amount that the student has paid is more than the amount that the student owes for the time, he/she has attended, then a refund will be made within 15 days. If the amount that the student owes is more than the student has already paid, the student will be responsible for the balance.

If a student who has received Title IV, HEA program assistance is owed a refund, the school will allocate the refund to the student in the following order: Federal Unsubsidized Stafford Loan; Federal Subsidized Stafford Loan; Federal PLUS Loan; Unsubsidized Federal Direct Stafford Loans; Subsidized Federal Direct Stafford Loans; Federal Direct PLUS Loans; Federal Pell Grant; Federal Supplemental Educational Opportunity Grant; any other Title IV assistance; other federal, state, institutional, or private assistance. If there is a balance due, the student is responsible for paying it.

As used in this section, "substantially failed to furnish" includes cancelling or changing a training program agreed upon in the enrollment agreement without:
(a) Offering the student, a fair chance to complete the same program or another program with a demonstrated possibility of placement equal to or higher than the possibility of placement of the program in which the student is enrolled within approximately the same period at no additional cost; or
(b) Obtaining the written agreement of the student to the specified changes and a statement that the student is not being coerced or forced into accepting the changes, unless the cancellation or change of a program is in response to a change in the requirements to enter an occupation.

Refund Policy for Programs Obligating Students for Periods Beyond Twelve Months
Programs longer than 12 months that financially obligate the student for any period of time beyond 12 months shall release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months. The calculation of the refund for the unused portion of the first 12 months shall be based on the rules above. If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal shall be based on the rules above.

WITHDRAWAL DATE
Withdrawal: Is the termination of an enrolled student prior to successful completion of a program. Classifications of withdrawals include but are not limited to a drop, dismissal, and out-of-school transfer.
A student may officially withdraw by providing notification either orally or in writing to any school official. For purposes of an unofficial withdrawal and the date of determination for tuition refund and Return to Title IV purposes, the determination of withdrawal can be no more than 14 consecutive calendar days from the last date of attendance, except in those cases when a student fails to return from a scheduled leave. Milan Institute of Cosmetology is an institution that is required to take attendance, and, as such, is expected to have a procedure for routinely monitoring attendance of its students to determine, in a timely manner, when a student ceases to be enrolled and attending. Milan Institute of Cosmetology states that the date of determination that the student withdrew is no later than 14 days after the student's last date of attendance as determined by its attendance records.

SCHOOL CLOSURE POLICY
If a program or course is cancelled subsequent to a student's enrollment, and before instruction in the program has begun, the school shall provide a full refund of all monies paid within 45 days of notice of course and/or program cancellation..
If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:

a. Provide a pro rata refund within 45 days of notice to the student; or
b. Resume teaching the course and/or program within 30 days of notice to the student; or
c. Participate in a Teach-Out Agreement; or
d. Provide a full refund of all monies paid.

If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school has at its option:

a. Provide a pro rata refund; or
b. Participate in a Teach-Out Agreement.

DELINQUENT TUITION

Any student who is delinquent in payments to the school may be suspended or terminated from school, at the discretion of the administration, until the school receives payment, or the student makes written payment arrangements acceptable to the school. If an amount is due, a payment schedule is arranged. If a student does not follow the payment guidelines, after 90 days his/her account will be turned over to the Corporation's collection agency. The student will be responsible for all costs associated with collection.

RETURN TO TITLE IV CALCULATION (R2T4)

When a student withdraws from a program, a campus is required to determine the earned and unearned portions of Title IV aid. The determination is based on the amount of time the student spent in attendance or, in the case of a clock-hour program, was scheduled to be in attendance.

Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

For a student who withdraws after the 60% point-in-time, there are no unearned funds.

If the amount that the student has paid is more than the amount that the student owes for the time, he/she has attended, then a refund will be made within 15 days. If a student who has received Title IV, HEA program assistance is owed a refund, the school will allocate the refund in the following order: Federal Direct Loan Program, Federal Parent Loan for Undergraduate Study (PLUS), Federal Pell Grant, any other Title IV Assistance, to student. If there is a balance due, the student is responsible for paying it.

If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must receive your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you do not incur additional debt. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition and fees.

The school must receive your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There may be some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled beyond the 30th scheduled day. If you received (or your school or parent received on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

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

The school must return this amount even if it did not retain this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount.

Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. In addition, you may have exhausted all or a portion of your grace period and repayment of Direct Student Loans may begin immediately.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at ***www.studentaid.ed.gov***.

ENROLLMENT TIME

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in school. Any monies due the applicant or student shall be refunded within fifteen (15) days from the withdrawal date, or in the case of a leave of absence, the earlier of the documented date of scheduled return or the date the student notifies the institution that he/she will not be returning.

STUDENT INFORMATION

ORIENTATION

New students are required to attend a "*Welcome to Milan*" Orientation on the class start date, prior to the start of their course material. This meeting is to welcome new students and introduce them to the school's policies and procedures. During orientation, many topics are discussed, including school rules, regulations, financial aid questions, state board exams, grading, attendance, theory classes, clinic floor work, satisfactory academic progress, and project completions. Students are also given the opportunity to meet instructors, school staff, and other students and to ask questions about their training programs.

CHANGES TO SCHOOL POLICIES

To maintain an innovative approach to continuing education, Milan Institute of Cosmetology reviews its policies and curriculum periodically and makes necessary revisions. Milan Institute of Cosmetology reserves the right to change the programs offered, start dates, tuition rates, fees, admission policies, attendance requirements, and other rules concerning the school. These changes will follow the regulations of government agencies which monitor the school. All classes must be conducted on campus pursuant to the state of Nevada regulations. The school expects its students to have knowledge of the information presented in this catalog and in other school publications, notices, and updates.

STUDENT INFORMATION PORTAL

The Student Information Portal provides students instant access to their academic information, attendance reports, student ledger, payment schedule, financial aid awards and more. The portal should be utilized to view and monitor a student's progress throughout school. Students can access the portal at any time through the internet with a unique user ID and password inside or outside our network at http://studentinfo.milaninstitute.edu

NONDISCRIMINATION

Milan does not discriminate on the basis of race, color, national origin, ethnic origin, sex, disability, religion, or age in its educational programs and activities. Nondiscrimination is required by Title IX and DOE regulations and extends to admissions activities and employment.

Inquiries about Title IX may be referred to the Title IX Coordinator, the Office of Civil Rights (OCR), or both.

The Title IX Coordinator for Milan can be reached at:

Address: Title IX Coordinator
Milan Institute of Cosmetology
2345 W. Beech Ave. #4139
Visalia, CA 93277
Email: TitleIX@milaninstitute.edu
Phone: 559-707-8050

The OCR can be reached at https://www2.ed.gov/about/offices/list/ocr/index.html

Any other issues related to nondiscrimination policies and complaints of discrimination should be directed to the School Director or the Corporate Compliance Department. The School Director maintains an office on campus. He/she may be contacted by visiting the campus or via telephone (Complete campus contact information is provided on cover page of this publication). To reach the Corporate Compliance Department, please complete the Student Complaint form at https://milaninstitute.edu/student-complaint-form and a member of the department will respond via email.

For further information on notice of non-discrimination, visit:
http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area or call 1-800-421-3481.

STUDENTS WITH DISABILITIES

Milan is committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the programs offered by Milan.

Students requesting auxiliary aid and services must submit an Application for Auxiliary Aid, including supporting documentation, to the School Director. An application for Auxiliary Aid may be requested from the School Director or Director of Education. Applications must be submitted at least two weeks before classes commence, or as soon as possible. Supporting documentation must be in the form of a documented physical, medical, or psychological condition which has been verified by a professional. Delays in submission of all required documentation will delay a decision regarding the request for accommodation.

Decisions are made to grant or deny requests for accommodations within ten (10) business days of receipt of all requested documentation. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy should be directed to the website to complete the Student Complaint form at https://milaninstitute.edu/student-complaint-form. The Corporate Compliance department will respond via email.

STUDENT RECORDS ACCESS, SECURITY AND RELEASE

The information in student files is confidential. A student's right to inspect these records is in accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended. Generally, we must have written permission from the student or the parent or guardian of dependent minors before releasing any information from the student's financial aid record. However, the law allows us to disclose records, without consent, to the following:

A school MAY disclose education records without consent when:

- The disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the institution's annual notification of rights to students;
- The student is seeking or intending to enroll in another school;
- The disclosure is to state or local educational authorities, the school's accrediting agency, those agencies auditing or enforcing Federal or State supported education programs, and those enforcing Federal laws which relate to those programs;
- The disclosure is to the parents or guardians of a student who is a dependent for income tax purposes;
- The disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid;
- The disclosure is pursuant to a lawfully issued court order or subpoena; or

The information disclosed has been appropriately designated as directory information by the school.

At its discretion, the institution may provide directory information in accordance with the provisions of the Act to include the following:

- Name
- Home address
- Home telephone number
- Major field of study
- Dates of attendance
- Degrees and awards received

Students may withhold directory information by notifying the Office of the Registrar in writing in accordance with the procedures contained in the public notice designating directory information.

The school will provide the proper supervision and interpretation of the student records when they are being reviewed.

Student records will be maintained at the school site for five years from the last date of attendance. Transcripts are maintained permanently.

Milan Institute/Milan Institute of Cosmetology places a high emphasis on protecting confidentiality of student data. Employees are trained on confidentiality procedures. Data is secured either physically or in secured networks. Regular reviews of procedures and secured areas are made by staff. Any potential breaches are immediately investigated and promptly acted upon. Any questions regarding Milan's process of protecting confidentiality of student's data can be directed to comments@milaninstitute.edu .

STUDENT HOUSING

Student housing is not available on campus. There are multiple housing units available in the community, and students will need to make their own housing and boarding arrangements.

STUDENT DISCOUNT

Student may receive services at a 50% discount off the client price. Students are charged to cover the cost of products, utilities, towels, etc. Students will receive a 25% discount on retail products. All services and products must be paid for at the time of purchase.

STUDENT PHOTO RELEASE

Students attending Milan Institute of Cosmetology give the school the absolute right and permission to take photographs and/or video of them in class, in clinic or in lab for advertising, trade publications and/or any other lawful practice.

STUDENT RECORDING AND ELECTRONIC DEVICE POLICY

Milan Institute is committed to maintaining a respectful learning environment that protects the privacy of students, faculty, staff, and clients. The use of personal electronic devices, including phones and other recording devices, must not interfere with instruction, campus operations, or the privacy of others

Recording of Conversations, Classes, or Campus Activities

Students may not audio record, video record, photograph, or otherwise capture conversations, instruction, demonstrations, services, or campus activities involving faculty, staff, students, or clients without the prior knowledge and permission of all individuals involved. This includes, but is not limited to:
Classroom lectures or instruction, Student services or administrative meetings, Skills demonstrations or evaluations, Salon floor activities or client services, Conversations with faculty or staff, Interactions involving other students or clients. Unauthorized recordings are considered a violation of student conduct standards.

Privacy and Confidentiality

Recording in classrooms, clinic floors, student service areas, or other campus locations may expose private student information, client information, or confidential school matters. For this reason, recording without permission is strictly prohibited.

Authorized Recordings

In limited circumstances, recordings may be permitted when the instructor or campus administration provides approval for instructional purposes; or a recording is approved as part of an accommodation through the school's disability accommodation process. Authorized recordings may only be used for the approved academic purpose and may not be shared, posted online, or distributed.

Distribution of Recordings

Students may not post, share, transmit, or distribute recordings or images of Milan Institute faculty, staff, students, clients, or campus activities on social media or any other platform without authorization from the school.

Violations

Violation of this policy may result in disciplinary action under the Student Code of Conduct, which may include counseling, written warning, suspension, or dismissal depending on the severity of the violation.

CAMPUS SECURITY

Milan Institute of Cosmetology publishes an annual security report that contains information concerning policies and procedures relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement an access to campus facilities, The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three (3) most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual report may be obtained from the Campus Director's office during regular business hours.

Milan Institute of Cosmetology will report to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

Milan Institute of Cosmetology reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

STUDENT GRIEVANCE POLICY

When problems arise, students should make every attempt to resolve the issue by following the formal complaint procedure. The procedure is as follows:

1. Contact the Lead Instructor in charge to resolve the problem or complaint.
2. If the issue cannot be resolved with the Lead Instructor, contact the School Director to schedule a meeting to discuss the concern.
3. If a mutual solution cannot be reached with the School Director, the student should submit an appeal using the written complaint online at milaninstitute.edu/complaint form. A corporate mediator will facilitate review of the grievance within 10 days and a written response will be sent to the complainant with the decision and/or resolution.
4. The student has the right to submit a complaint letter to the school's state agencies and/or accrediting agency.

    a. The school's accrediting agency is the National Accrediting Commission of Career Arts and Sciences (NACCAS) located at 3015 Colvin Street, Alexandria, VA,22314: Phone: (703) 600-7600.
    b. The school's state agency, Nevada State Board of Cosmetology 1785 E. Sahara Avenue, Las Vegas, NV 89104, Phone: (702) 486-6542.

The school maintains its complaint log for at least two years.

ARBITRATION POLICY

Should a dispute arise, which could not be settled through the school's internal grievance procedures, students and the school have agreed to arbitration at the time of enrollment as the only means legal recourse. Any dispute a student may bring against Amarillo College of Hairdressing, Inc., and/or any of its wholly owned subsidiaries, Milan Institute, Milan Institute of Cosmetology, or any of its parents, subsidiaries, successors, officers, directors, or employees, without limitation, (hereinafter collectively and individually referred to as "ACH") or which ACH may bring against a student, no matter how characterized, pleaded or styled, shall be resolved by binding arbitration pursuant to the Federal Arbitration Act and conducted by the American Arbitration Association ("AAA"), at the ACH location which the student attends or was attending, and under its Supplementary Rules for Consumer Related Disputes, and decided by a single arbitrator. Any dispute over the interpretation, enforceability or scope of this Arbitration Agreement shall be decided by the Arbitrator, and not by a Court. Both students and school explicitly waive any right to a jury trial and understand that the decision of the arbitrator will be binding, and not merely advisory.

Neither ACH nor student shall file any lawsuit against the other in any court and agree that any suit filed in violation of this provision shall be promptly dismissed by the court in favor of arbitration. Both ACH and school agree that the party enforcing arbitration shall be awarded costs and fees of compelling arbitration.

The costs of the arbitration filing fee, arbitrator's compensation, and facilities fees that exceed the applicable court filing fee will be paid by ACH.

Any dispute or claim brought by ACH or student shall be brought solely in their individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action or consolidated action.

Any remedy available from a court under the law shall be available in the arbitration.

To the extent, a student has outstanding federal student loan obligations incurred in connection with their enrollment at ACH, any arbitration award providing monetary damages shall direct that those damages be first paid toward the student loan obligations.

Students and/or ACH may, but need not, be represented by an attorney at arbitration.

Information about the AAA arbitration process and the AAA Supplementary Rules for Consumer Related Disputes can be obtained at www.adr.org or 1-800-778-7879. Students must disclose the Arbitration Agreement document they signed at the time of enrollment to the AAA.

We agree that neither we nor anyone else who later becomes a party to this predispute arbitration agreement will use it to stop you from bringing a lawsuit concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained. You may file a lawsuit for such a claim or you may be a member of a class action lawsuit for such a claim even if you do not file it. This provision does not apply to other claims. We agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained. We make the proceeding agreement only to the extent required by a valid regulation issue by the U.S. Department of Education.

RULES OF CONDUCT

The school sets forth specific expectations for the purpose of promoting a positive learning environment and a pathway to career success. Developing efficient work habits, a positive attitude and definite goals during training can only enhance the graduate's potential for success.

Students are expected to:

1. Attend all classes according to the assigned schedule including theory classes even if all required tests are completed. Theory class is a critical part of your training.
2. Arrive for all classes on time. Students may not be allowed to attend class or to clock in until the scheduled class is dismissed. The determination will be made by school staff based on the circumstances causing the tardiness. Excessive tardiness may result in suspension.
3. Complete all assigned theory, practical and clinic assignments in the designated time frames. It is the student's responsibility to contact the instructor regarding makeup exams. The Final Transcript of Hours will not be released to the student or State Board until all graduation requirements have been met and a comprehensive final written and practical exam has been passed.
4. Notify a staff member within one (1) hour of your start time of absenteeism or tardiness so that proper arrangements can be made to service clients that may be scheduled.
5. Notify a staff member when leaving the facility for any reason other than lunch time and closing.
6. Only perform services on clients after successfully completing the Phase One Requirements and have passed a written and practical competency evaluation.
7. Practice courtesy and professionalism at all times when dealing with other students, clients, instructors, staff and visitors.
8. Follow all state laws and regulations at all times during school.
9. Comply with the school's Satisfactory Academic Progress Policy at all times. Failure to maintain satisfactory progress may cause loss of or delays in funding, delay in graduation and additional tuition charges.
10. Park only in the designated areas for student parking. Front row parking is ALWAYS reserved for client use. The school does provide parking for its students.
11. Keep all student and client analysis and service records up to date.
12. Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
13. Strive to continually improve abilities through education and practice.
14. Adhere to school-determined safety and social distancing requirements.

GROUNDS FOR DISCIPLINARY ACTION

The following types of social behavior that keep you and your fellow students from learning are not acceptable and will result in a warning, probation, suspension and/or termination. *Milan Institute of Cosmetology reserves the right to take any disciplinary action it deems necessary and reasonable under the circumstances.*

a. Refusing to service an assigned customer or refusing to comply with the instructor's assignment. Unprepared or refusal to perform a clinic service or practical assignment may result in the student leaving for the day. Excessive refusals may result in termination.
b. Disrupting class or sleeping in class.
c. Not involved in curriculum related activities at all times while clocked in. Students who are clocked in may not linger in the facility and distract other students from training responsibilities. Excessive time in the student lounge is not allowed.
d. Unauthorized personal visitors to the school. Guests will be asked to leave unless they are scheduled for a service in the student salon.
e. Using the business phone or personal cellular phone for incoming or outgoing calls without the expressed permission of a staff member.
f. Cheating, dishonesty, or falsification of records.
g. Not following scheduled breaks. The time for breaks will depend on the classes scheduled and the

student salon floor services that are assigned. Students are required to clock out for a minimum of 30 minutes each day for a lunch break. Failure to do so may result in lost time and/or disciplinary action. As consideration to fellow students, clients, and instructors, please notify the school if you are not returning from a lunch break.

h. Not following time clock procedures by not clocking in and out accurately to reflect hours in attendance. No student may clock in/out for others. If a student fails to clock in/ out, they will not receive credit for time in school.
i. Not following sanitation requirements. Understand that training involves sanitation, cleanliness, and equipment care. Students are responsible for personal workstations and work areas. Daily assigned sanitation duties must be evaluated before clocking out each day. State Board requires all students to follow sanitation rules and practices at all times.
j. Non-compliance with the published dress code which includes students wearing the required name badge and practicing proper hygiene and grooming at all times. Students not in compliance with dress code will not be allowed to clock in until in compliance.
k. Violation of Student Social Media policy or Anti-Bullying policy.
l. Criticizing another student's work.
m. Cursing; using foul language or vulgar language; immoral or unprofessional conduct, discussing sexual activities or beliefs, unethical and unprofessional subject matter during school hours.
n. Arguing with an instructor in the presence of another student or customer.
o. Consuming or possessing alcoholic beverages and/or illegal substances during school time or on school grounds.
p. No smoking, chewing gum, eating and/or drinking except in designated areas.
q. Theft from a student, customer, or school (property and/or money) will result in immediate termination. Students are responsible for the security of their own property. The school is not responsible for lost, stolen, missing, and/or broken items.
r. Behavior which creates a safety hazard to self, students, faculty, or staff including, but not limited to willful destruction of property and possession of weapons while on campus.
s. Threats of violence, or the credible accusation of such, will result in IMMEDIATE suspension to allow for a thorough investigation of the situation. This investigation will be conducted within 3 business days and the student will be notified of the outcome by the Campus Director.
t. Non-compliance with school-determined safety and social distancing requirements.
u. Violation of the Title IX Sexual Harassment Policy, Student Sexual Harassment Policy (Non-Title IX), or Student Sexual Assault, Domestic and Dating Violence Policy.

Violations of conduct will be addressed and investigated by the school, as necessary. Students who are determined to have violated the conduct policy will receive a verbal warning. Students who continue to violate the conduct policy will be placed on probation. Further violations will result in termination by the school for unprofessional conduct. Egregious violations of the conduct policy or those found to be detrimental to the safety of the students, faculty or staff will result in immediate suspension or termination as applicable. Students may be suspended for conduct violations while an incident is investigated. The disciplinary probation period and appeal process aligns with the academic polices, see academic probation and appeal process section in this catalog for more information.

A student who, upon violation of a conduct policy or other egregious behavior or incident, is placed on a status of Probation due to conduct unbecoming of a student at Milan, where a status of Conduct Probation is issued. This status is an official warning that the student's conduct is in violation of Milan Student Rules, but does not merit, at this point, an expulsion or suspension.

A student on conduct probation is deemed "not in good standing" with Milan. If there is a finding of responsibility for subsequent violations of the student rules during this period of time, more severe sanctions may be administered including immediate termination. Student who are subjected to Conduct Violations face actions to be determined based on the severity of the issue at hand and documentation of such will remain in the permanent student file

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Milan may remove a student who has been accused of committing a Title IX sexual harassment violation from campus on an emergency basis, provided an individualized safety and risk analysis is completed and a determination is made that there is an immediate threat to the physical health or safety of any individual. Once the student is removed from campus, the school will provide the student with written notice and guidance on how to immediately challenge the decision.

CHEATING POLICY

Dishonesty includes, but is not limited to, cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false or misleading information to the school's Instructors or administrative staff. Students shall not engage in any of the following activities:

- Give or receive advance information about quizzes, tests, or examinations;
- Assist another student in dishonest practices
- Present someone else's work or ideas as your own;
- Have another person do work which is then submitted as their own;
- Include another person's work as part of their work, without proper acknowledgement or documentation.

When a student is charged with cheating or plagiarism, and the Instructor has proof to back up the charges, or a student admits to the charges when confronted, the Instructor may handle the situation in the following ways:

1. Issue an oral warning or a written warning that will be put in the student's permanent academic file.
2. Issue the student an "F" or "0" on the assignment or test in question.
3. Issue the student an "F" for the entire class.
4. Refer the student to the school director for disciplinary action, which may include suspension or dismissal from the school.

TITLE IX SEXUAL HARASSMENT POLICY

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

- unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity;
- an employee of the school conditioning the provision of an aid, benefit, or service of the school on an individual's participation in unwelcome sexual conduct; or
- sexual assault, as defined in the Clery Act, or dating violence, domestic violence, or stalking as defined in Violence Against Women Act (VAWA).

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim), to the Title IX Coordinator at any time by mail, by telephone, or by e-mail. Students (active or potential) or Employees (active or potential) who feel they are a victim of sexual harassment should be directed to contact the Title IX Coordinator.

The Title IX Coordinator can be reached at:

Title IX Coordinator
Milan Institute of Cosmetology
2345 W. Beech Ave. #4139
Visalia, CA 93277
TitleIX@milaninstitute.edu
559-707-8050

Milan's obligations under Title IX are triggered upon having actual knowledge of alleged sexual harassment that occurred within its educational program or activity against a person in the United States. Milan may have obligations under Title IX even in absence of a formal complaint. Once these obligations are triggered, Milan will respond promptly and without deliberate indifference.

No employee of Milan may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this part, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part.

The presumption is that the person accused of being the perpetrator of conduct that could constitute sexual harassment conduct is not responsible for the alleged conduct until a determination is made at the end of the grievance process. This does not imply that the alleged conduct did not occur but rather ensures Milan staff do not take action against the alleged perpetrator as though the alleged conduct occurred prior to final determination. All Milan staff involved in the Title IX process interact with both parties impartially throughout the grievance process without prejudgment and without drawing inferences about credibility based on the person's role.

STUDENT SEXUAL HARASSMENT POLICY (NON-TITLE IX)

Policy Overview

It is the policy of Milan to ensure that students can learn in a safe and nondiscriminatory educational environment based on religious, racial, sexual harassment and violence. Milan strictly prohibits any form of religious, racial, sexual harassment and violence. It is a violation of college's policy for a student, faculty member, staff member, administrator, third party or other employee to harass a student, faculty member, administrator or other college personnel through conduct or communication of a sexual nature. It is a violation of college's policy for any student, faculty member, administrator, third party or other college personnel of Milan to inflict or threaten to inflict, or attempt to inflict sexual violence upon any student, faculty member, administrator, or other college personnel.

Definitions—Sexual Harassment

Non-Title IX Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature that does not meet the requirements of Title IX sexual harassment when:

- submission to that conduct or communication is made a term or condition, either explicitly, of obtaining or retaining employment, or of obtaining an education; or
- submission to or rejection of that conduct or communication by an individual is used as a f actor in decisions affecting that individual's employment or education; or
- that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Non-Title IX sexual harassment may also include but is not limited to:

- unwelcome verbal harassment or abuse;
- unwelcome pressure for sexual activity;
- unwelcome, sexually motivated, or inappropriate patting, pinching or physical contact, other than necessary restraint of student(s) by faculty members, administrators, college law enforcement, or other college personnel to avoid physical harm to persons or property;
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or education status; or
- unwelcomed behavior or words directed at an individual because of gender.
- Of importance is to note that sexual harassment or violence does not have to occur between different genders. Same sex harassment and violence will be treated equally as sexual harassment or violence between same sex members.

Reporting

Any person who believes he or she has been the victim of sexual harassment or violence by a student, faculty member, administrator or other college personnel of Milan should report the occurrence to either the School Director or the Corporate Compliance Department. To reach the Corporate Compliance Department, persons need to complete the Student Complaint form at https://milaninstitute.edu/student-complaint-form and a member of the department will respond via email.

Privacy

Milan Institute will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible. The college will attempt to honor a student's request that his or her name be withheld if this can be done consistently with the school's obligation to remedy the harassment and take steps to prevent further harassment.

Action

Milan Institute is required to investigate all accusations of sexual harassment and violence and to take the appropriate actions which could include disciplinary proceedings against any individuals found to be in violation of this policy.

Anti-Retribution

Any person who retaliates against another for testifying, assisting, or participating in an investigation or proceeding relating to harassment or violence shall be subject to discipline. Retaliation includes, but is not limited to, any form of intimidation, retribution, or harassment.

STUDENT SEXUAL ASSAULT, DOMESTIC AND DATING VIOLENCE POLICY

Milan Institute is committed to maintaining a safe and secure campus for all of its students **and** employees. Milan Institute's policy on Sexual Violence, Domestic Violence and Dating Violence specifically addresses procedures that must be followed when an incident of sexual assault, domestic violence, dating violence or stalking is reported.

For detailed information and a copy of our policy, awareness, and programs available, please visit: https://milaninstitute.edu/consumer-and-clery-information

STUDENT SOCIAL MEDIA POLICY

Milan Institute recognizes that social media is a powerful tool for communication and self-expression. While it offers students opportunities to connect and share, it also comes with responsibilities. This policy clarifies expectations for all students engaging on social media to ensure online behavior reflects the values of respect, professionalism, and inclusivity that Milan Institute upholds.

Scope and Applicability

This policy applies to all student activity on social media, whether public or private, and regardless of whether Milan Institute is explicitly mentioned. Any online content that impacts the school environment, educational experience, or Milan's reputation is subject to review under this policy.

Social media includes (but is not limited to): Facebook, Instagram, X (formerly Twitter), TikTok, YouTube, LinkedIn, Reddit, Snapchat, Discord, blogging platforms, forums, and any other platform where users post or share content publicly or semi-publicly.

Professional Conduct Expectations
Students are expected to conduct themselves professionally at all times online. In accordance with Milan Institute's Conduct Policy, the following are prohibited:

- Using vulgar, obscene, or profane language.
- Making hostile, threatening, or defamatory comments about individuals or groups.
- Posting or sharing content that is discriminatory based on race, ethnicity, national origin, gender, sexual orientation, religion, age, disability, or any protected characteristic.
- Encouraging or depicting violence, drug use, or illegal activity.
- Sharing confidential or proprietary information, including photos or videos taken on Milan campuses or recordings/video of distance education sessions without permission.
- Harassing other students, staff, faculty, or clients—even if the conduct occurs outside of scheduled hours.
- Posting defamatory content about staff, faculty, client or other student's family, children, or personal relationships without their express permission.

Use of Milan's Name, Property, or Imagery
Any content that features Milan Institute—such as photos on campus, tags using the school's name, or comments about instructors, staff, or students—must be appropriate and professional. Students are subject to this policy regardless of whether Milan is directly tagged or referenced. Use of Milan's logos or branding without permission is prohibited.

Addressing Concerns
Social media is not an appropriate channel to resolve grievances. Students with concerns regarding administration, instruction, or policy enforcement must follow the school's official Grievance Policy. Inappropriate or disparaging online conduct used as a substitute for grievance resolution will be treated as a violation of this policy.

Disciplinary Action
Violations of this policy may result in disciplinary action, including warnings, probation, suspension, or dismissal, depending on the severity of the offense. Milan Institute reserves the right to remove inappropriate content from its platforms and investigate any conduct that undermines campus safety or student well-being.

Freedom of Expression
Milan Institute supports students' rights to free expression. This policy is not intended to suppress constructive criticism or personal opinion. However, when expression crosses into harassment, discrimination, or policy violations, Milan has an obligation to act to preserve a safe and respectful learning environment.

Agreement to Terms
Students who post on Milan-managed platforms agree that their content may be reviewed, reproduced, or removed at the school's discretion. Students must not violate copyright laws, post advertisements or spam, or impersonate others in any form of media.

ANTI-BULLYING STATEMENT

Milan Institute of Cosmetology believes that all students have a right to a safe and healthy school environment in which mutual respect, tolerance, and acceptance are fostered. The school will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; social isolation or manipulation; threats either directly or indirectly or any other activities that create a hostile environment at school that is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school.

Milan Institute of Cosmetology expects students and/or staff to immediately report incidents of bullying to the Campus Director. Staff members who witness such acts will take immediate steps to intervene when safe to do so. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity and during a school-sponsored activity. Students who bully are in violation of this policy and are subject to disciplinary action up to and including termination

CAREER SERVICES/PLACEMENT

Milan Institute of Cosmetology offers career services to all graduates pursuing employment in their field of study. Services include assistance with creating resumes, guidance on how to conduct a job search, professionalism, and interview preparation. The Career Services faculty member develops and maintains close relationships with local businesses so that they may keep abreast of current employment opportunities to which graduates may be referred.

Although no institution can guarantee employment, the Career Services faculty member at Milan Institute makes every effort to help ensure that each graduate is prepared to effectively compete in the job market as they pursue their new career.

COPYRIGHT INFRINGEMENT POLICY

Compliance with federal copyright law is expected of all students. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and web information), graphics, art, photographs, music, and software are examples of types of work protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner.

You may "use" all or part of a copyrighted work only if (a) you have the copyright owner's permission, or (b) you qualify for a legal exception (the most common exception is called "fair use"). "Use" of a work is defined for copyright purposes as copying, distributing, making derivative works, publicly displaying, or publicly performing the work.

Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law. Violations of copyright law that occur on or over the school's networks or other computer resources may create liability for the school as well as the computer user.

Students who violate Copyright Infringement Policy are subject to disciplinary action, including suspension and termination.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

Legal Alternatives

An extensive online list of legal downloading resources is available at http://www.educause.edu/legalcontent. EDUCAUSE, is a nonprofit organization committed to promoting the intelligent use of information technology to advance higher education. Resources on the list include websites such as Amazon MP3 Downloads, Media Net and Best Buy.

DRUG FREE ENVIRONMENT

Milan Institute of Cosmetology maintains a drug-free campus and work place. Milan Institute of Cosmetology maintains a list of community drug rehabilitation centers that specialize in drug abuse treatment where, if help is needed, the student or employee may receive help. A copy of this list may be obtained from the Campus Director's office. Milan Institute of Cosmetology will not tolerate any illegal drugs or alcohol being used on the campus. The school refers students to outside agencies when the student requests assistance.

The school complies with Section 487 (a) (10) of the Higher Education Act Amendments of 1986 concerning drug abuse prevention programs for students.

CONTROLLED SUBSTANCE POLICY AND NOTICE TO ALL EMPLOYEES AND STUDENTS

This statement is distributed to all new students and employees at the orientation session prior to commencing classes or employment and is updated each year of attendance or employment.

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance within the premises of the school is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or school program. Drug free awareness program and detailed information regarding dangers of drug abuse, assistance with drug counseling and rehabilitation programs are available.

These local agencies can provide assistance to our employees, students and their families:

Wells Hills Hospital
1240 East 9th Street
Reno, NV 89512
(775) 323-0478

Quest Counseling & Consulting
3500 Lakeside Ct. Ste. 101
Reno, NV 89509
(775) 786-6880

As stated above, students and employees are subject to termination for violation of this school rule. In addition, persons distributing drugs to employees or students will be referred to the authorities and charges of drug distribution will be pressed by the school.

A. Your continued schooling and/or employment is subject to:
1. Abide by the terms of this statement, and
2. Notify the administration of any criminal statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
B. The US Department of Education will be notified within 10 days after receiving notice under subparagraph A.
2. from an employee or student or otherwise a copy of such conviction will be submitted to the US Department of Education.
C. The school will take the following actions within 30 days of receiving notice under subparagraph A. 2. with respect to any employee or student who is so convicted.
1. Terminate employment of the employee or the schooling of the student, or
2. Require such employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, enforcement, or other appropriate agency.
D. Any student that is convicted of any offense, during a period of enrollment for which the student is receiving Title IV, HEA programs funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance (HEA Sec. 484 (r) (1)); (20 U.S.C. 1091 (r) (1)).

Drug Information Hot Lines: (800) 662-HELP
National Institute on Drug Abuse (800) 843-4971

National Clearinghouse for Drug Information	(800) 729-6686
U.S. Dept. of Education, SouthWest Region	(213) 598-7661
U.S. Dept of Education Task Force	(202) 708-9069

DRUG FREE STATEMENT

In recognition of the problems associated with drug and alcohol abuse in society today, Milan Institute and Milan Institute of Cosmetology provides all students and employees with the following information:

1. The unlawful possession, use or distribution of illicit drugs and alcohol on school property or in connection with any school activity is strictly prohibited. This prohibition applies to all students and employees.
2. The following legal sanctions are applicable for the unlawful possession or distribution of illicit drugs and alcohol:

Local: Penalties vary based on the severity of the offense and the number of offenses. Sanctions for possession of an illegal substance for the first time could range from fines of $40,000 and up but not limited to 40 years' imprisonment.

State: Penalties vary based on the nature of the illegal substance, the offense and whether there is a repeat offense. First offenders may receive up to nine years with repeat offenders could receive life imprisonment. A schedule of fines up to but not limited to $50,000 also is in place.

Federal: Penalties for unlawful manufacturing, distribute and dispensing of controlled substances are provided under the Federal Controlled Substances Act. The penalties are determined by the nature of the drug or other substance, the amount of drugs or other substance involved, and the number of offenses.

Examples of Federal Drug Trafficking Penalties:

First Offense Second Offense

Marijuana (1,000 kg or more) Not less than 10 years Not less than 20 years

Heroin (100-999 grams) Not less than 5 years Not less than 10 years

Not more than 40 years Not more than life

3. There are various health risks associated with the use of illicit drugs and the abuse of alcohol. Some of the more common problems are cited below:

Marijuana—Use can lead to an increase in heart rate up to 50%, a sense of euphoria, acute anxiety, and tremendous mood swings. There is a potential for long term physical and psychological damage.

Cocaine—Use can affect the brain in seconds and result in heart or respiratory failure.

Crack—Use can lead to an intense high within seconds, deep depression, and an intense dependency in a short time.

Amphetamines—Use increase heart and breathing rates, raises blood pressure while often causing blurred vision, dizziness, lack of sleep and anxiety. Body chemistry is upset and can lead to long term physical problems.

Alcohol—Use can lead to a feeling of confidence and control. Liver, brain, heart, and stomach destruction goes on even without apparent symptoms. Use for a period of time often causes dependency and may be fatal.

4. There is help available to our students and employees. Milan Institute offers a confidential referral program for employees and students. Further information is available in the school administrative office and in the Drug Awareness section of this publication.
5. Any student or employee who is a drug or alcohol offender will have disciplinary action imposed by the school. These sanctions may include any or all of the following:

- Mandated treatment for problem.
- Mandated attendance at local treatment center.
- Mandated completion of a drug rehabilitation program.
- Mandated probation period not to exceed one month.
- Expulsion from school or discharge from employment

ACADEMIC INFORMATION

PROGRAM MEASUREMENT

An academic year is equivalent to 900 clock hours and is a minimum of 26 weeks or 36 quarter credits and is a minimum of 30 weeks in length. One quarter credit unit is equal to twenty-five (25) clock hours. Each program is defined by its individual academic requirements, which are listed in the course outline/description section of this catalog.

LEARNING RESOURCES

A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these materials.

FORMAT

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The programs are presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the programs.

EQUIPMENT

All of Milan Institute of Cosmetology's students work with equipment applicable to the competencies required of their program such as; shampoo bowls and chairs, dryers, thermal hair straighteners, mannequins, manicure stations with chairs, facial chairs, various facial machines, manicure heater, paraffin wax heater, wax machine, pedicure tub and other equipment commonly found in salons and other locations where these services are performed. Classroom computers, LCD projector and screen and marker boards are also utilized.

EXPENDABLE SUPPLIES

The school furnishes all expendable supplies used by the student for training. No outside product is allowed on campus to work on clients, mannequins, or self.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress ("SAP") is a requirement for all Milan Institute of Cosmetology students. Students receiving funds under any Federal Title IV financial aid assistance programs must maintain satisfactory academic progress in order to continue eligibility for such funds. Progress is measured in terms of both attendance and course work. The SAP policy is provided to students prior to enrollment.

All students are evaluated for Satisfactory Academic Progress at the end of the first payment period or midpoint of the program or academic year, and at the end of the program or academic year. An academic year in a clock hour program is a minimum of 900 clock hours AND 26 weeks. A week is considered any seven-day period from Sunday through Saturday in which at least one schedule class day occurs.

Clock Hour Program

The student's academic progress is evaluated at the point the student is scheduled to complete the required clock hours for that payment period. Students must maintain (1) an accumulative grade point average of 2.0, and (2) an attendance rate of 67% of the scheduled hours. Students will be notified of all evaluation results.

To successfully complete a program, the student must complete 100% of the program requirements within no more than 150% of the program length, measured in scheduled hours.

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory progress until the next scheduled evaluation.

If a student is granted credit for previous training, the granted courses will not be assigned a letter grade but will be recorded with a grade of "pass," which will not count towards the student's grade point average calculation and will not affect the grade point average element of satisfactory academic progress. Transfer hours are included as completed hours for purposes of measuring rate of progress.

Transfer hours are accepted toward completion of a student's program as both hours attempted and hours completed for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods for transfer students are based on actual contracted hours at the institution

Grading

To assess the qualitative measure of academic progress, students are assigned theory study and a minimum number of practical performances. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the skill does not meet satisfactory requirements, it is not counted and the skill must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the practical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL academic and skill exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Technical Skills and Practice on Clients

Students are required to attend a Phase 1 course that provides instruction on the basic knowledge and skills required for the profession — for example, skin care (various facials, hair removal, make-up, skin analysis, disinfection and sanitation). Students are required to complete all technical skills and academic assessments at 75% or higher comprehension before beginning to practice on clients. The students are not allowed to practice on clients until Phase 1 has been successfully completed in its entirety and have met all requirements to begin their phase 2 education.

Non-credit Remedial Courses

Non-credit remedial courses have no effect upon the institution's satisfactory academic progress standards as no such courses are offered.

Institutional Withdrawal

Withdrawing from the institution has no effect upon the student's satisfactory academic progress.

The school uses a four –point scale to determine academic standing according to the following grading chart:

Letter Grade	Numerical Percentage	Description	Quality Points
A	90 – 100%	Outstanding	4.0
B	80 - 89%	Above Average	3.0
C	70 – 79%	Average	2.0
D	60 – 69%	Below Average	1.0
Grad	N/A	Grad	N/A

Grad (Grad): A student who meets the requirements for graduation from that program will receive a grad grade (Grad) for the final grade of the program.

CONSEQUENCES OF FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS STANDARDS

Financial Aid Warning (FA Warning) – Students who fail to meet minimum requirements for completion or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress and maintain eligibility for Federal Student Aid by the next evaluation.

Financial Aid Probation (FA Probation) – Students who fail to meet minimum requirements for completion rate or academic progress after the warning period will be notified of their termination of eligibility for Federal Student Aid funds. If the student files an appeal of academic progress and prevails, they will be placed on probation and considered to be making satisfactory academic progress during the probationary period. Students on financial aid probation remain eligible for Federal Student Aid funds. Students must be placed on an academic plan and must be able to meet requirements set forth in the academic plan by the end of the probationary evaluation period. The student will be advised in writing on the actions required to attain satisfactory academic progress and maintain eligibility for Federal Student Aid by the next evaluation.

Financial Aid/Title IV Implications

Students deemed not maintaining Satisfactory Academic Progress may have their Financial Aid/Title IV Funding interrupted, unless the student is on Warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

Failed FA Probation and Have Not Exceeded 150% of the Program Length - Students who fail probation will lose their eligibility for Federal Student Aid for the program in which they are enrolled. Within 5 business days the Campus Director will counsel the student and complete a “FA Ineligible Letter” to determine if student will continue their program on a cash payment plan or be dropped from the program. A signed copy must be emailed to Virtual Registrar group. A cash payment plan will need to be in place within 5 business days from the original notification of FA Ineligible status notification. If not received by the timeline outlined above, the Virtual Registrar will email a notification to the Executive Team for final decision to allow an extension or proceed with dropping immediately.

Exceeding 150% of the Program Length - Students who exceed 150% of the program length will lose their eligibility for Federal Student Aid for the program in which they are enrolled and will be withdrawn from the program. Students who choose to continue on a cash payment plan must petition to be allowed to re-enter and complete their program. Within 5 business days of exceeding 150% of the program length, the student will be withdrawn by the Registrar and the Campus Director will counsel the student. If the student wants to continue in the program on a cash payment plan, the student must complete a Petition for Re-Entry – Cash Pay form and a signed copy must be emailed to the Virtual Registrar group. A cash payment plan will need to be in place before the Petition form can be approved. As there is additional processing that must be completed, the time between the receipt of the signed Petition form and the student being allowed to return to school may be from two to four weeks.

Maximum Timeframe (MTF) – For a program measured in credits, MTF is defined as a period that is no longer than 150% of the published length of the educational program, as measured in credits. MTF includes all hours attempted, which include successfully completed credits, transfer credits, withdrawals, and repeated classes.

For a program measured in clock hours, MTF is defined as a period that is no longer than 150% of the published length of the educational program, as measured by the number of scheduled clock hours the student is required to complete and expressed in calendar time.

Re-Establishing SAP and/or Financial Aid Eligibility

Students may re-establish SAP and Financial Aid Eligibility, as applicable, by meeting minimum attendance and academic requirements by the end of the evaluation period.

Quantitative Evaluation - Students are required to complete a minimum of 66.67% of the scheduled clock hours or financial aid credits required based on the applicable program requirements the to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The completion percentage is determined by dividing the total clock hours or financial aid credits attended/earned by the total number of clock hours or financial aid credits scheduled in the evaluation period. At the end of each evaluation period, Milan will determine if the student has maintained at least 66.67% cumulative completion rate which indicates that, given the same progression rate, the student will graduate within the maximum time frame [150%] allowed. Transfer clock hours or financial aid credits and those for which a student received a grade of "W," "I" or "R" will also be included in the Quantitative Evaluation.

Qualitative Evaluation - The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned theory study and a minimum number of skill assignments as required for course completion. Academic progression is evaluated after each unit of study. Students must maintain an academic grade average of 2.0 or 70% and pass a final academic and skill exam prior to graduation. Students must make up failed or missed tests and/or courses. Grades for Transfer clock hours or financial aid credits and Withdrawal (W), Withdrawal Cancel (WC), Incomplete (INC) will not count towards Qualitative Evaluation. For Repeat classes, the latest grade will be included in the Qualitative Evaluation.

Evaluation Periods - Milan shall evaluate academic progress for all students at regular intervals (i.e., end of each payment period, academic year, or program completion). Evaluations must be performed when a student reaches the scheduled hours of a payment period and must be completed within seven school business days following the established evaluation periods. Students are notified of all evaluation results. Below are the evaluation periods by program:

Cosmetology

Satisfactory Academic Progress Evaluation Points, 54 Week Program:
1st Evaluation Point: 450 Hours/15 Weeks
2nd Evaluation Point: 900 Hours/30 Weeks
3rd Evaluation Point: 1250 Hours/42 Weeks
4th Evaluation Point: 1600 Hours/54 Weeks

Satisfactory Academic Progress Evaluation Points, 80 Week Program:
1st Evaluation Point: 450 Hours/22.5 Weeks
2nd Evaluation Point: 900 Hours/45 Weeks
3rd Evaluation Point: 1250 Hours/62.5 Weeks
4th Evaluation Point: 1600 Hours/80 Weeks

Nail Technology

Satisfactory Academic Progress Evaluation Points, 24 Week Program:
1st Evaluation Point: 300 Hours/12 Weeks
2nd Evaluation Point: 600 Hours/24 Weeks

Satisfactory Academic Progress Evaluation Points, 30 Week Program:
1st Evaluation Point: 300 Hours/15 Weeks
2nd Evaluation Point: 600 Hours/30 Weeks

Provisional Instructor

Satisfactory Academic Progress Evaluation Points, 17 Week Program:
1st Evaluation Point: 250 Hours/10 Weeks
2nd Evaluation Point: 500 Hours/20 Week

Appeal Procedure

A student who loses aid eligibility due to failure to maintain satisfactory academic progress may appeal the status. The student must submit a written appeal of the dismissal within one week of the date the school took action. The appeal should be addressed to the School Director. The reasons for which a student may appeal include death of a relative, an injury or illness of the student, death in the family, etc. Supporting documentation must accompany the written appeal. For example, an appeal based on illness of the student should include applicable medical documentation. After successful appeal, with an academic plan, the student will be placed on SAP Probation for the following evaluation/payment period. The student must be at satisfactory academic progress at the end of the probationary period or financial aid eligibility will be terminated.

The student's appeal must address the following:

- The basis for the appeal – description of the special circumstances and,
- The reason why the student failed to meet the SAP standard(s) and,
- What has changed in the student's situation so that he or she will now be able to meet SAP standards.

SAP appeal decisions are maintained in the student's file and supported by the appeal documentation and any third-party evidence uploaded to the student's document hub. Students are allowed one appeal to remain eligible for financial aid in an academic program.

Leave of Absence / Temporary Interruptions – For students returning from an approved leave of absence, their contract period and maximum time frame will be extended by the same number of days taken in the leave of absence. Reasonable provisions will be provided for LOAs or other temporary interruptions, such as academic advising or review of material when resuming training.

SAP Re-Entry - Students who have violated FA Probation and have been dismissed shall not be eligible for financial aid in the same program of study. Students may have the opportunity to return in a different program of study and be eligible for financial aid with an additional Satisfactory Academic Progress appeal.

Re-enrollment/Re-entrance

Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruption or unsatisfactory progress have been corrected. Re-entering students return to the institution in the same progress status as when they left.

LEAVE OF ABSENCE POLICY

Milan Institute of Cosmetology permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, that there is a reasonable expectation that the student will return, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education, including pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom), temporary disability, medical reasons, or other reasons such that the campus determines that an LOA is in the student's best interest. A student may take multiple leaves of absence as long as the total leaves of absence do not exceed 180 days during any 12-month period.

However, an LOA will not be granted for any of the following reasons:

- The courses that the student needs are not available;
- The courses that the student needs are available, but the student declines to take them;
- An externship/internship site is not available for the student;
- A student is unable to pay tuition;
- The student is failing a course(s); or
- To delay the return of unearned federal funds.

Students requesting an LOA must submit in writing a signed and completed Leave of Absence Request Form prior to the beginning date of the leave. The form must include the students reason for requesting the LOA. If circumstances of an unusual nature that are not likely to recur prevent the student from submitting the request in advance, the leave may still be granted, but only if:

- The school documents the unforeseen circumstances and the Education Leader, Dean or Director determines that these circumstances meet the exception requirements (i.e., “of an unusual nature and not likely to recur”), for example, if a student were injured in a car accident and needed a few weeks to recover before returning to the institution, the student would not have been able to request the LOA in advance, and
- The student submits a signed and completed Leave of Absence Request Form. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident. The institution may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if institution collects the request from the student at a later date.

Students granted an LOA that meets these criteria are not considered to have withdrawn, and no refund calculation is required at that time.

Re-Admission Following a Leave of Absence

- Upon return from leave, the student will be required to repeat the modules or class, if it had been interrupted, and receive final grades.
- The student will not be charged any fee for the repeat of any module or class from which the student took leave or for students returning from a leave of absence.
- The date the student returns to class is normally scheduled for the beginning of a class or module.
- When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

A student’s contract period will be extended by the same number of calendar days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

Extension of Leave of Absence

A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the Dean, Education Leader or Director provided:

- The student submits a completed LOA Extension Request Form before the end date of the current leave.
- There is a reasonable expectation the student will return.
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days in any twelve (12) month period calculated from the first day of the student’s first leave.
- Appropriate modules or classes required for completion of the program will be available to the student on the date of return. If the extension request is approved, the end date of the student’s current leave will be changed in the official student information system to reflect the new end date. If the request is denied, the student will be withdrawn and the withdrawal date will be the student’s last date of attendance (LDA).

Return from a Leave of Absence

A student must return from a LOA on or prior to the scheduled date of return. Students in modular based programs may return prior to the scheduled return date as long as they return on the first day of any appropriate module.

Failure to Return from a Leave of Absence

If the student takes an unapproved LOA or does not return from LOA as defined above, the student will be withdrawn. The withdrawal date will be the student’s last day of attendance (LDA) for purposes of calculating a refund. A Title IV refund calculation will be completed using the last date of attendance prior to the start of the LOA.

Possible Effects of Leave of Absence

Students who are contemplating an LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate.

- Students returning from a LOA are not guaranteed that the module or class required to maintain the normal progress in their training program will be available at the time of reentry
- They may have to wait for the appropriate module to be offered
- Financial aid may be affected
- The LOA could also affect the student's:
  - Loan repayment terms, including the exhaustion of some or all of the student's grace period
  - Rate of progress
  - Maximum time frame for completion

ACADEMIC POLICY

Students are expected to maintain an accumulative grade point average of 2.0 or higher

ATTENDANCE POLICY

Attendance is valued and expected. Students are expected to arrive for classes at the scheduled time and remain on task until their scheduled departure time. Student performance and punctuality are important components of dependability and directly relate to employment options in the business world. To ensure the commitment to student success, Milan expects that attendance be taken in all classes, starting with the first day of the class.

Milan recognizes the correlation between attendance within the program of study and success defined as student achievement. Absences prevent students from receiving essential academic information, disrupt orderly course progress, and diminish the quality of group interaction in class. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement in the course. Class attendance is monitored beginning with the first class meeting, and students are expected to attend all class sessions for which they are scheduled. It is the responsibility of the student to arrange to make up of any course work missed and to notify the instructor when an absence will occur.

Absences

Anytime that a student misses time will be consider absent. Hours absent are deducted from total daily class time.

Example – Daily class time: 5 hours
Student misses 2 hours; time recorded in the Student Information System is 3 hours.
Student is considered absent for 2 hours

Excused/ Unexcused absences

Milan Institute of Cosmetology does not differentiate between excused and unexcused absences. Students are expected to call in if absent, for courtesy and responsibility, as if they were in the work environment.

Maximum Consecutive Days Absent

If a student misses 14 consecutive calendar days without communication to the school regarding the absences and a plan to return on a specific date, the student will be withdrawn from the program on the 15th consecutive calendar day absent.

ACADEMIC AND ATTENDANCE ADVISING POLICY

Any students falling below Satisfactory Academic Progress (SAP) at mid-point and end of contracted program will be advised of their academic and attendance standing by a designated school official. Students who are not meeting minimum expectations will be provided SAP notification and an Academic Plan to provide guidance on

improving standing to achieve completion. The student portal is available to all students to check standing as needed. Instructors encourage students to utilize their portal. See SAP policy for additional information

Student's strengths and areas requiring improvement are identified and plans for improvement are discussed during the advising to provide a student the opportunity to achieve expectations. When professional assistance is needed students are provided contact information for those community resources (also posted on the Student Intranet page). Documentation will be signed by both the school official and the student. The signed documentation will be retained in the student's official academic file located in the Student Information System.

MAKE-UP WORK

The school establishes well defined practical and theory course requirements for graduation. Due to the fact that the course is taught to adult students who have many other life responsibilities and who cannot attend class 100% of the scheduled time in most cases, the school has set forth a reasonable policy for making up missed tests or failed tests by re-taking tests to achieve a satisfactory score.

Students must pass exams at 75% or higher to be eligible for completion.

Students who have failed or missed an exam, are encouraged to make up the exam as soon as possible during the designated make up exam session facilitated by a campus education official. Students must complete an outline of the chapter or similar assignment prior to making up the test to ensure the student has reviewed the chapter. All tests are similar to State Board format – no notes or open book allowed. Students will take the makeup test in a designated classroom or office with an education official proctoring the exam.

GRADUATION REQUIREMENTS

Upon successful completion of the program, you may be eligible to sit for the State licensing exam. All students are required to pass the school's final examination with a grade of not less than 75% on both practical and written exams prior to going to State Board. Students who are in good standing with their financial obligations to the school will receive their Certificate of Completion and transcript.

VERIFICATION OF ATTENDANCE/TRANSCRIPTS

Graduates requiring official verification of attendance or transcripts to be sent to other educational institutions must submit such a request in writing. Allow 30 days for the verification of attendance or the transcript to be sent. A complete academic transcript and certificate of completion will not be sent if a student has not met his/her financial obligations with Milan Institute.

LICENSURE EXAMINATION

Examination for licensure shall consist of both a practical and written examination for each of these principles. The written examination is broken into 2 exams. A written examination provided by the National Interstate Council of State Boards of Cosmetology (NIC) on comprehensive cosmetology is given as well as a Nevada State Law examination. Both must be passed with a 75%. The practical portion of the examination is developed by the Nevada State Board of Cosmetology. This is a pass/fail examination that is equal to a 75% pass rate.

Milan Institute of Cosmetology issues the State Board practical exam. A student can reschedule the practical exam without penalty. The practical exam must be passed before a student can apply at the board for the written exams. Failure to show for the written exam will forfeit the applicant fees and a re-application must occur.

FAILURE TO PASS LICENSURE EXAMINATION

Failure to appear for an examination, unless approved by the board, shall cause an immediate forfeiture of the application fee. The practical exam must be passed before a student can apply at the board for the written exams. Failure to show for the written exam will forfeit the applicant fees and a re-application must occur

LICENSING REQUIREMENTS

The State of Nevada – State Board of Cosmetology has provided the following guidelines for admission to testing as they relate to "good moral character" as a precursor for licensure:

1. Anyone with a felony conviction involving a violent crime will not be admitted for testing.
2. Anyone who has not yet completed his/her sentence, parole, and/or probation periods will not be admitted for testing.

The general requirements for obtaining a Cosmetology license, Provisional Instructor license or Nail Technology license are that all applicants must:

- pass the National Examination;
- Pass the Nevada Law Test;
- pass the Practical Examination (not applicable for an Instructor license);
- pay the required fee; and;
- not have committed an act that constitutes a ground for denial of the license.

The following documents are required for testing applications:

1. Driver's license, State ID, passport, or a government-issued photo ID
2. Social Security Card or ITIN
3. Photo for license (must be passport quality, taken within the past 90 days, and show no hats, sunglasses, or filters)
4. Name change documents (if applicable)
5. Proof of completion of 10th grade (diploma, transcripts, GED, etc.)
6. Beauty school transcript or student/employer release

Any document not in English must be translated. Staff will no longer accept passports or birth certificates as a second form of identification; a Social Security Card or ITIN is required.

In addition to the general requirements, an applicant for a Cosmetology license is entitled to the license if the applicant:

- is at least 18 years of age;
- supplies proof of a high school diploma; *or;*
- supplies proof of successful completion of the equivalent of 12th grade—Certificate of High School Equivalency; *or;*
- passes an approved US Department of Education ability to benefit test, and;
- completes the school's 1,600-hour Cosmetology program.

In addition to the general requirements, an applicant for a Provisional Instructor license is entitled to the license if the applicant:

- is at least 18 years of age;
- supplies proof of a high school diploma *or;* supplies proof of successful completion of the equivalent of 12th grade —Certificate of High School Equivalency;
- possesses a state license issued by the Board of Cosmetology; and;
- completes the Instructor program.

In addition to the general requirements, an applicant for a Nail Technology license is entitled to the license if the applicant:

- is at least 18 years of age;
- supplies proof of a high school diploma *or;*
- supplies proof of successful completion of the equivalent of 12th grade —Certificate of High School Equivalency; *or;*
- passes an approved US Department of Education ability to benefit test, and;
- completes the school's 600-hour Nail Technology program

REFUSAL, REVOCATION OR SUSPENSION OF REGISTRATION OF LICENSE

The board may either refuse to issue or renew, or may suspend or revoke, any registration or license for any one (1) of the following causes:

(1) Conviction of a felony evidenced by a certified copy of the record of the court of conviction;
(2) Malpractice or in competency;
(3) Continued practice by a person knowingly having an infectious or contagious disease;
(4) Advertising by means of knowingly false or deceptive statements;
(5) Habitual intoxication or addiction to the use of morphine, cocaine, or other habit-forming drugs;
(6) Immoral or unprofessional conduct;
(7) Where the application is fraudulently made or the registration or license fraudulently obtained;
(8) The violation of any of the provisions of this chapter, or rules adopted pursuant thereto.

VETERANS AND ELIGIBLE PERSONS RECEIVING EDUCATIONAL BENEFITS

In addition to the standard policies in this catalog, the following applies to veterans and eligible persons receiving education benefits. Refer to the appropriate sections of this catalog for complete Transfer of Credit Policy, Satisfactory Academic Progress, and Attendance policies.

Transfer of Credit Policy

During the enrollment process, incoming veterans and eligible persons are required to notify their admissions representative regarding their previous coursework and experience.

Veterans and eligible persons are required to request a credit for previous coursework or experiential training for any program offered by the school. The institution will evaluate all previous education and training and grant credit when appropriate.

Credits allowed will be recorded on the enrollment record and the length of the program shortened proportionately. The student shall be notified, with record of the evaluation and supporting transcripts being kept of this process. Prior to enrollment, each student must provide the school with an official transcript with all previous postsecondary education and training and, if applicable, the student's military discharge document DD-214 form. Students should refer to the "Transfer of Credit" portion of this catalog for more detailed information specific to their program.

Satisfactory Academic Progress

As with regular students, when progress of a student is unsatisfactory for an evaluation period, the student will be placed on Satisfactory Academic Progress warning. If, however, during the next progress period the student's progress is still unsatisfactory, the student's VA benefits will be interrupted and the Department of Veterans Affairs will be notified immediately. Students will only receive VA benefits, based on their eligibility, for the published length (100%) of the program. Students should refer to the "Satisfactory Academic Progress Policy" portion of this catalog for more detailed information specific to their program.

Attendance Advising

This section is the same for all students. See the appropriate catalog section for more information.

Conduct Policy

Students receiving veteran benefits are expected to comply with the rules of conduct/conduct policy outlined in this catalog. Veteran benefits will be terminated when students are withdrawn for unprofessional conduct.

Leave of Absence
Students receiving veterans' educational benefits will be reported to the Department of Veterans Affairs upon taking a leave of absence. They may be re-enrolled for educational benefits upon return to class.

VETERANS AND ELIGIBLE PERSONS RECEIVING EDUCATIONAL BENEFITS
Regarding PL 115-407 Section 103 and 104 Compliance: Title 38 USC 3679 (e): Milan Institute/Milan Institute of Cosmetology does not impose any penalty, including assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds while awaiting payment of VA funds under chapter 31 and 33.

Eligible students must submit a certificate of eligibility, a written request to use such entitlement, and any additional information needed to certify enrollment. Students will continue have access to classes, libraries, and other institutional facilities as outlined in our catalog. No late fees will be assed and student's accounts will be considered on hold, up to 90 days. Title 38 USC 3679 (e).

PROGRAM TITLE: COSMETOLOGY 1600 hours

PROGRAM DESCRIPTION:
The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Cosmetology or related career field. All classes are taught in English. The course is divided into 2 sections – Phase 1 and Phase 2. Phase 1 is taught in minimum of 12 weeks for day students and 18 weeks for evening students, Phase 2 is the remainder of the course.

PROGRAM OBJECTIVES:
Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, and pedicures.
5. Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in cosmetology and related fields.

INSTRUCTIONAL METHODS:
The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

PROGRAM RESOURCES:

- **Milady's Standard Cosmetology 14th Edition utilizing CIMA**
- **Milady's Standard Foundations 1st Edition utilizing CIMA**
- ***State Board Rules and Regulations***

REFERENCE MATERIALS:
In the Bag, Playing it Safe, Waxing Made Easy, Professional Men's Services: Haircutting, Step be Step Make up Videos, Art of Dressing Long Hair, Braids and Updo's Made Easy, The Cutting Book, Hair Coloring Hands On, Hair Care and Product Dictionary, Cosmetology Dictionary, Microdermabrasion, Peels and Peeling Agents, Nail Structure and Product Chemistry, Art of African Hair Design, Nail

Questions and Answers Book, Wall Charts for Anatomy and Physiology, various subject relevant DVDs/Video and Online resources. Resources are subject to change.

EVALUATION METHODS:
To determine academic progress, students are assigned theory study and a minimum number of technical skill performances. Theory is evaluated after each unit of study. Technical skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Comprehensive technical skills evaluations will be conducted during the course of study. Technical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the technical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

GRADING SYSTEM:

WRITTEN AND PRACTICAL:
90% - 100% A
80% - 89% B
70% - 79% C
60% - 69% D
BELOW 60% F

BELOW 70% = BELOW STANDARDS/NEEDS IMPROVEMENT*

*All Assessments (practical and/or written) must be passed with 75% or higher
**** Once an assessment has been scheduled a grade will be recorded. If the student does not attempt the assessment, a zero grade will be entered.**

HOURS SUBJECT - UNIT

160 THEORY – CLASSROOM INSTRUCTION
Orientation, Career Information, State Laws and Regulations, Professional Image, First Aid, Safety, Chemistry, Electricity, Esthetics, Trichology, Chemical Hair Services, Haircutting, Hair Design, Hair Color, Nail Technology, Job Seeking and Professional Ethics, School Rules and Regulations, Professional and Personal Development, Professional Ethics, Anatomy and Physiology, and OSHA

60 INFECTION CONTROL AND PREVENTION, BACTERIOLOGY, and DECONTAMINATION
Health, Public Sanitation, Disinfection Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment Use and Safety, and Proper Storage.

75 HAIR CARE - SHAMPOO, RINSES, SCALP TREATMENTS
Types, Chemistry, Scalp Treatments & Manipulations, Hair Treatments, Related Knowledge, Analysis of the Skin & Scalp, Disorders of the Skin, Scalp, & Hair, Light Therapy and Safety Precautions.

175 CHEMICAL HAIR SERVICES -TEXTURE SERVICES
Classifications, Scalp & Hair Analysis, Chemistry of Permanent Waving and Relaxers, Principal Actions in Cold Waving, Curling Rods, Procedures Normal, Tinted, Bleached, Problem Hair, Sectioning, Wrapping, Test Curl, Solution Application, Processing and Neutralizing, Chemical Relaxing, including Sectioning, Stand Test and Application, Record Cards/Release Statements, Safety Precautions.

200 CHEMICAL HAIR SERVICES -HAIR COLORING
Classifications, Analysis of Hair, Chemistry of Color, Procedures Permanent Tints, Bleaching, Corrective Work, Removal of Chemicals, Record Cards/Release Statements, Safety Precautions.

250 HAIR DESIGN - HAIRSTYLING
Principles and Techniques of Wet Styling, Blow Drying and Waving, Finger Waving, Hairdressing, Artificial Hair.

200 HAIRCUTTING
Principles and Techniques of Hair Design, Sectioning, Removing Length or Bulk with Razor, Scissors, Clippers, Thinning Shears, Cutting and Trimming Facial Hair, including Beard and Mustache, Eyebrow, Ear, and Nose Hair.

120 NAIL TECHNOLOGY SERVICES
Equipment, Implements, Cosmetics, & Materials, Types, Related Anatomy, Procedures, Repair Techniques, Diseases and Disorders of the Nail, Manicuring, Pedicuring

150 AESTHETIC SERVICES
Types, Chemistry of Cosmetics, Diseases and Disorders of the Skin, Structure of the Skin, Manipulations, Make-Up, Arches, Temporary Hair Removal, Lash and Brow Tints, Safety Precautions,

100 SALON BUSINESS (Management of a cosmetology establishment)
Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/Human Relations, Insurance, Salon Safety, Professional Ethics, Employee and Client Relationships, Client Communications, Public Relations, Salesmanship, and Seeking Employment. Client Communication

60 FIELD TRIPS AND MODELING
Students may participate in field trips after completing 160 hours of training. These field trips must be approved by the school and conducted under the direct supervision of a licensed instructor.

50 NEVADA RULES AND REGULATIONS
Provisions of NAC 644 and Chapter 644 of the NRS will be taught throughout the program in both theory and practical education.

1600 TOTAL HOURS

REQUIRED TECHNICAL SKILL EXPERIENCES

Policy and Regulatory agencies require students to complete an established number of practical experiences for satisfactory skills development and graduation. Practices may be completed on manikins, models, or clients. The requirements listed by category are the MINIMUM experiences that each student must successfully complete prior to graduation. More practices may be scheduled BY THE INSTRUCTORS based on training NEEDS and clientele volume.

All assignments must be completed by each student as agreed upon in the Enrollment Agreement.

Technical Skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Technical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the practical skills evaluation criteria adopted by the school.

A satisfactory grade is based on meeting the minimum requirements in the following categories:

1. Preparation, Infection Control and Client Safety
2. Technique and Use of Implements
3. Client Communications (if applicable)
4. Desired Results

TECHNICAL SKILL
REQUIREMENTS CATEGORY DEFINITIONS

200 DISINFECTION AND SANITATION: The act of preventing the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment and facilities to prevent the spread of disease and bacteria.

200 SHAMPOO AND RINSES:

100 THERMAL HAIRSTYLING (HAIR DESIGN) Handling of implements used, style patterns artistry in hairstyling, hair analysis, straightening, waving, curling with hot combs, curling irons, blow dry styling,

20 THERMAL HAIRSTYLING (HAIR DESIGN): PRESS & CURL. Press and curl, product knowledge and safety precautions.

100 WET SETS (HAIR DESIGN): Handling of implements used, molding arches and lines, fingerwaves, pin curls, stems & bases, roller curls stems and bases, style patterns artistry in hairstyling, comb-out techniques, product knowledge and safety precautions

80 PERMANENT WAVING: Scalp & hair analysis, principal actions in chemical and heat perm waving, curling rods, procedures normal, tinted, bleached, problem hair, record cards/release statements, product knowledge and safety precautions.

25 **CHEMICAL STRAIGHTENING:** Classifications, analysis of hair, chemistry of relaxers, use of sodium hydroxide and other base solutions, conditioners, product knowledge, record cards/release statements and safety precautions

100 **HAIRCUTTING:** Hair analysis, use of razor, scissors, electric clippers, thinning shears.

75 **HAIRCOLORING:** Classifications, hair analysis, predisposition test, safety precautions, formula mixing, tinting, bleaching, dye removers, product knowledge, record cards/release statements and safety precautions

25 **HAIR LIGHTENING**: Bleaching, highlights, foil weaves.

20 **SCALP AND HAIR TREATMENTS:** Hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, other hair treatments.

20 **MANUAL FACIALS:** Manual including cleansing, scientific manipulations, packs and masks;

20 **ELECTRIC FACIALS**: Electrical including the use of electrical modalities, dermal lights, electrical apparatus

20 **CHEMICAL FACIALS**: Chemical including chemical skin peels, packs, masks and scrubs.

30 **HAIR REMOVAL:** Use of wax, tweezers, electric or manual and depilatories for removal of superfluous hair.

15 **MAKEUP:** Skin analysis, complete and corrective makeup, lash and brow tinting, false eyelash application.

15 **MANICURING:** Water and oil manicure, nail analysis, hand and arm massage, nail analysis, nail art.

15 **PEDICURING**: Complete pedicure, including nail analysis and foot and ankle massage.

300 (nails) **ACRYLIC/ARTIFICIAL NAILS:** Includes acrylic, liquid, powder, and nail tips

20 (nails) **NAIL WRAPS:** Includes nail wraps and repairs

200 **SALON BUSINESS/CLIENT COMMUNICATION:** Evaluation of business administration performance including, but not limited to reception procedures, inventory, telephone technique, salon business projects, ability to interact with the client, client referrals, rebooking, build client retention, education clients on services and product.

It is the responsibility of the student to keep records of the applications performed which are verified by an instructor. These records are kept in the student file and monitored by the state regulatory agency. In

order for a student to graduate, all required practices must be rated at least satisfactory to be counted for course completion. I hereby understand the above requirements and agree to comply with same.

Satisfactory Academic Progress Evaluation Points:

54 Week Program:

1st Evaluation Point: 450 Hours/15 Weeks

2nd Evaluation Point: 900 Hours/30 Weeks

3rd Evaluation Point: 1250 Hours/42 Weeks

4th Evaluation Point: 1600 Hours/54 Weeks

80 Week Program:

1st Evaluation Point: 450 Hours/22.5 Weeks

2nd Evaluation Point: 900 Hours/45 Weeks

3rd Evaluation Point: 1250 Hours/62.5 Weeks

4th Evaluation Point: 1600 Hours/80 Weeks

PROGRAM TITLE: NAIL TECHNOLOGY 600 hours

INSTRUCTOR'S NAME: _____
SCHEDULE: _____

PROGRAM DESCRIPTION:

The primary purpose of the Nail Technology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions as a Nail Technologist or related career avenue. All classes are taught in English.

PROGRAM OBJECTIVES:

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform the basic manipulative skills in the areas of manicures, pedicures, nail tips, wraps, and nail enhancements
5. Perform the basic analytical skills to determine proper nail services and nail shaping for the clients overall image and needs.
6. Apply learned theory, technical information, and related matter to ensure sound judgments, decisions, and procedures to ensure continued career success, the graduate will continue to learn new and current information related to skills, trends and methods for career development in nail technology and related fields.

PROGRAM RESOURCES:

- **Milady's Standard: Nail Technology for Milady, 8th edition utilizing CIMA**
- ***State Board Rules and Regulations***

REFERNCE MATERIALS:

Nail Structure and Product Chemistry, The Salon Professional's Guide to Foot Care, Salon Ovations Q and A, Milady's Guide to Owning and Operating a Nail Salon, Various DVDs, Milady Nail Technology DVDs
Reference materials are subject to change.

INSTRUCTIONAL METHODS:

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

Only 10% of the theory education is allowed to be taught via Distance Education. Students will receive distance education instruction via asynchronous methodology. Students and instructors will interact virtually at least every 50 minutes via video lecture, question and answer sessions, situational problem scenarios, collaborative assignments, student presentations, discussion boards, participation in an activity or other means to verify active engagement in the curriculum leading to meeting learning outcomes and course objectives. Students will use a Learning Management System (LMS) to complete assignments, activities, readings, discussions, collaborations, etc. Instructors monitor in real time student participation with live engagement, discussions, and collaborations.

TESTING POLICY:

Theory knowledge will be evaluated after each unit of study. Students will also be required to pass comprehensive academic exams at the end of the Phase 1 module, at mid program (300 scheduled hours) and the end of the program (550 scheduled hours). Technical Skill competency will be evaluated at the completion of the Phase 1 module, at mid program and at the completion of approximately 550 scheduled hours. A student must complete the minimum hours in each content area to graduate and be eligible to take the state board academic exam.

EVALUATION METHODS:

To determine academic progress, students are assigned theory study and a minimum number of technical skills. Theory is evaluated after each unit of study with a written assessment. All academic (theory) tests are completed and monitored by a qualified instructor. Students participating in distance education will be required to be evaluated on campus. Technical skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two technical skill competency evaluations will be conducted during the course of study. Technical skills are evaluated according to text procedures and as set forth in the technical skill competency evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL written and technical skill competency evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

GRADING SYSTEM:

WRITTEN AND PRACTICAL

90% - 100% = A
80% - 89% = B
70% - 79% = C
60% - 69% = D
Below 60% = F

BELOW 70% = BELOW STANDARDS/NEEDS IMPROVEMENT*
*All Assessments (practical and/or written) must be passed with 75% or higher
**** Once an assessment has been scheduled a grade will be recorded. If the student does not attempt the assessment, a zero grade will be entered.**

HOURS and SUBJECT

100 **MANICURING:** Water and oil manicure, nail analysis, hand and arm massage

70 **PEDICURING:** Complete pedicure, nail analysis, foot and ankle massage

210 **WRAPS AND EXTENSIONS:** Liquid, gel, powder brush-ons; supplies, procedure, filing, fills, repairs, nail tips, wraps and repairs, nail analysis

20 **STATE LAW:** NRS Chapter 644, NAC Chapter 644, State Boards Rules and Regulations

80 **THEORY:** Classroom instruction in the science and practice of Nail Technology

40 **MODELING**

80 **SALON BUSINESS & PROFESSIONAL DEVELOPMENT:** Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Salon Operations (including disinfection and sanitation), Policies, Practices, Compensation Packages, Payroll Deductions, Taxes, Telephone Use, Advertising, Sales, Public/Human Relations, Employee and Client Relationships, Business Administration, Seeking Employment, Job Readiness, Salesmanship, Insurance, Orientation, School Rules and Regulations, Professional and Personal Development, Professional Ethics, Professional Image, Personality Development, Life Skills, Communication Skills, Business concepts and techniques

600 TOTAL HOURS
The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.

REQUIRED TECHNICAL SKILL EXPERIENCES

Policy and Regulatory agencies require students to complete an established number of technical skill experiences for satisfactory skills development and graduation. These technical skills may be completed on manikins, models, or clients. The requirements listed by category are the MINIMUM experiences that each student must successfully complete prior to graduation. More technical skills may be scheduled BY THE INSTRUCTORS based on training NEEDS and clientele volume.

All assignments must be completed by each student as agreed upon in the Enrollment Agreement. Technical skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. Only when the technical skill is evaluated as satisfactory or higher, will the instructor grade as completed. Technical skills are evaluated according to text procedures and industry performance standards. These criteria are stated in the Technical Skill Competency Evaluation Criteria document. The criteria are explained to students and used uniformly when giving technical skill grades according to the following scale.

A satisfactory grade is based on meeting the minimum requirements in the following categories:

1. Preparation, Infection Control and Client Safety
2. Technique and Use of Implements
3. Client Communications (if applicable)
4. Desired Results

TECHNICAL SKILLS REQUIREMENTS	**CATEGORY DEFINITIONS**
70	***MANICURING*** Water and oil manicure, nail analysis, hand and arm massage, table set up; polish application; nail analysis
50	***PEDICURES*** Complete pedicure, nail analysis, foot and ankle massage
1000 (nails)	***WRAPS AND EXTENSIONS*** Nail tips; sculptured nails; acrylic overlays; wraps with silk, linen or paper; wraps or overlays on tips; gel; fiberglass or other methods of artificial nail extensions, strengthening or repairs, nail art, nail analysis
50	***DISINFECTION AND SANITATION:*** The act of preventing the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment and facilities to prevent the spread of disease and bacteria.
100	***SALON BUSINESS AND PROFESSIONAL DEVELOPMENT/CLIENT COMMUNICATION:*** Client Communication, Business Techniques, Professional Ethics, Professional Image, Salon Field Trips

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.
It is the responsibility of the student to request that an instructor evaluates the technical skills and/or procedures upon completion to receive proper credit. Technical Skill credit will not be given for skills and/or procedures that are not immediately evaluated by an instructor. In order for a student to graduate, all required technical skills must be completed with at least Satisfactory progress to be counted for course completion.

Satisfactory Academic Progress Evaluation Points:
1st Evaluation Point: 300 Hours/12 Weeks
2nd Evaluation Point: 600 Hours/24 Weeks

PROVISIONAL INSTRUCTOR COURSE OUTLINE

500 HOURS

INSTRUCTOR'S NAME: _____

DESCRIPTION:
The primary purpose of the Provisional Instructor Course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level employment as an Instructor or related career avenue. All classes are taught in English.

OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audio-visual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communications skills and teaching methodologies to improve teaching skills.

FORMAT:
The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of demonstration and student participation. Student Provisional Instructors will demonstrate their level of competency through completion of required classroom and clinic student teaching activities. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

PROGRAM RESOURCES:
- *Milady's Master Educator with MindTap*
- *State Board Rules and Regulations*

REFERENCE MATERIALS:
In the Bag, Playing it Safe, Waxing Made Easy, Professional Men's Services: Haircutting, Step be Step Make up Videos, Art of Dressing Long Hair, Braids and Updo's Made Easy, The Cutting Book, Hair Coloring Hands On, Hair Care and Product Dictionary, Cosmetology Dictionary, Microdermabrasion, Peels and Peeling Agents, Nail Structure and Product Chemistry, Art of African Hair Design, Nail Questions and Answers Book, Wall Charts for Anatomy and Physiology, various subject relevant DVDs/Video and Online resources. Resources subject to change due to availability.

GRADING PROCEDURES:
To determine academic progress, students are assigned theory study and a minimum number of practical performances. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive teaching demonstrations will be conducted and evaluated during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the practical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass ALL written and practical teaching demonstrations evaluations prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

GRADING SYSTEM:

WRITTEN AND PRACTICAL

90% - 100%	**=**	**A**
80% - 89%	**=**	**B**
70% - 79%	**=**	**C**
60% - 69%	**=**	**D**
Below 60%	**=**	**F**

BELOW 70% = BELOW STANDARDS/NEEDS IMPROVEMENT*

***All Assessments (practical and/or written) must be passed with 75% or higher**

**** Once an assessment has been scheduled a grade will be recorded. If the student does not attempt the assessment, a zero grade will be entered.**

HOURS SUBJECT/ UNIT

50 ORIENTATION

- Introduction to the Standard of Conduct
- Course Overview
- Introduction to Textbook and Notebook Requirements
- Introduction to State Board Forms & Purpose
- Instructor Job Description
- Professional Hygiene and Good Grooming
- Cosmetology School Management
- Professional Ethics
- Compensation, Payroll packages, Payroll Record Keeping, and Taxes
- Seeking Employment
- State Board Laws and Regulations,
- Business Management, Communication, Organization, Academic Advising, Licensure Requirements

225 INSTRUCTION & THEORY IN LAB/CLINIC OPERATIONS

- Curriculum
- Teaching Methodologies
- Classroom Management
- Teaching and Presentation Techniques
- Materials, Equipment and Teaching Aids
- Developing Measurable Objectives for Performance
- Use of Questioning and Problem-solving Strategies
- Preparation of Lesson Plans
- Test and Grading Procedures
- Motivation and Learning
- Principles of Teaching

225 CLASSROOM TEACHING & LAB/CLINIC MANAGEMENT

- Conduct Assigned Theory and Practical Classes Under Instructor Supervision
- Take an Active Role in Lab/Clinic Management Under Instructor Supervision
- Complete the Student Instructor Notebook, Student assessment in Learning, Overall Progress, Program and Course Development

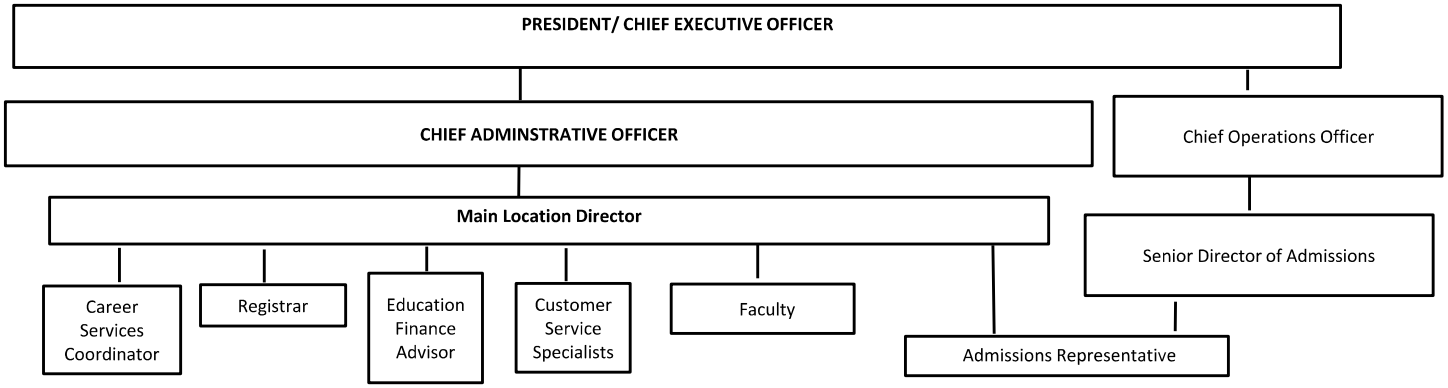
500 TOTAL HOURS

CATALOG STAFF INSERT I

Milan Institute of Cosmetology
4020 Kietzke Lane
Reno, NV 89502
P: (775) 784-7171
F: (775)443-9864 or (559) 738-7704

Effective: April 17, 2026
www.milaninstitute.edu

Organizational Chart



Administration

President/Chief Executive Officer	Gary Yasuda	Senior Director of Admissions	Patricia Villegas
Chief Operations Officer	Val Robinson	Director of Education	Jean Rydahl

Campus Administration

Chief Adminstrative Officer	Mark Balanon	Education Finance Advisor	Ana Juarez
Main Location Director	Angie Bernardy	Customer Service Specialist	Melanie Plascencia
Dean of Faculty	Valeria Ramos Fino	Customer Service Specialist	Connie Alba
Registrar	Amirelie Robinson	Customer Service Specialist	Hannah Diegel
Career Services Coodrinator	Erica Torres	Customer Service Specialist	Marisol Huerta
Inventory Specialist	Hannah Bishop	Customer Service Specialist	Open
Admissions Representative	Josie Juarez	Customer Service Specialist	Open
Admissions Representative	Brett Burnthorne	Maintenance	Nelmar Torres

Faculty

Cosmetology Program

Cosmetology Instructor	Becky Arnett
Cosmetology Instructor	Tiffany Sevilla
Cosmetology Instructor	Laurie Sadler
Cosmetology Instructor	Kristine Henderson
Cosmetology Instructor	Julianna Morales
Cosmetology Instructor	Josenilda B Dansereau
Cosmetology Instructor	Lauren Babcock

Nail Technology Program*

Nail Technology Instructor	Angela Gebensleben
Nail Technology Instructor	Mandy Creekmore
Nail Technology Instructor	Quincey Sosebee

*** Milan Institute of Cosmetology Cosmetology Instructors each have the training and authority to serve as instructors as necessary in the Nail Technology, Hair Designer, Aesthetician Programs and Provisional Instructor Programs.**

Effective April 1, 2026

MILAN INSTITUTE OF COSMETOLOGY
Schedule of Tuition and Costs
Reno, NV Catalog Insert II

Program	Effective Date	Books and Materials	Lab Fee	Tuition Cost	TOTAL COST
Cosmetology	4/1/2026	$2,584.66	$350.00	$17,765.34	**$20,700.00**
Nail Technology	4/1/2026	$1,399.99	$350.00	$8,440.01	**$10,190.00**
Provisional Instructor	4/1/2026	$264.46	$0.00	$2,980.54	**$3,245.00**

Books costs - Students have the option to purchase required books and materials separately; see Enrollment Agreement

Over Contract Fees: Students who do not complete their program* within the total scheduled hours as stated in the Enrollment Agreement, will be charged an extra $10 for each hour attended over the scheduled hours. There is a two-week grace period for programs that are less than 750 hours long and a four-week grace period for programs that are 900 hours or longer.

*Not applicable to DA, MA, AMA**,** PI

Catalog Insert III - Start Calendar and Student Holiday Calendar

MILAN INSTITUTE OF COSMETOLOGY
4020 Kietzke Lane, Reno, NV 89502
P: (775) 784-7171
www.milaninstitute.edu

Effective: January 1, 2026

Business Hours
Monday-Thursday 8:00am-7:00pm
Friday 8:00am-5:00pm

CLASS START CALENDAR

2026	Cosmetology - Day (Mon - Fri)	Cosmetology - Day (Tues-Thurs)	Cosmetology - Evening (Mon - Fri)	Nail Technology - Day (Tues - Fri)	Nail Technology - Eve (Mon- Fri)
January	1/26/2026	1/27/2026	1/12/2026	1/13/2026	1/20/2026
February	2/23/2026	2/24/2026	2/2/2026 2/23/2026	2/10/2026	2/23/2026
March	3/23/2026	3/24/2026	3/16/2026	3/10/2026	3/30/2026
April	4/20/2026	4/21/2026	4/6/2026	4/7/2026	No Start
May	5/18/2026	5/19/2026	5/18/2026	5/5/2026	5/4/2026
June	6/15/2026	6/16/2026	6/8/2026 6/29/2026	6/2/2026 6/30/2026	6/8/2026
July	7/13/2026	7/14/2026	7/20/2026	7/28/2026	7/13/2026
August	8/10/2026	8/11/2026	8/10/2026	8/25/2026	8/17/2026
September	9/8/2026	9/9/2026	9/21/2026	9/22/2026	9/21/2026
October	10/5/2026	10/6/2026	10/12/2026	10/20/2026	10/26/2026
November	11/2/2026 11/30/2026	11/3/2026	11/2/2026 11/23/2026	11/17/2026	11/30/2026
December	No Start	12/1/2026	12/14/2026	12/15/2026	No Start

Note : Not currently enrolling in Advanced Esthetician Program, and Aesthetician Program- Please inquire if interested

STUDENT HOLIDAY CALENDAR

2026 STUDENT HOLIDAY CALENDAR	
Winter Break Cont. (students unscheduled)	1/1/2026
New Year's Day - CLOSED (Observed)	1/1/2026
Martin Luther King, Jr. Day - CLOSED	1/19/2026
President's Day - CLOSED	2/16/2026
Memorial Day - CLOSED	5/25/2026
Independence Day - CLOSED	7/3/2026
Labor Day - CLOSED	9/7/2026
Thanksgiving - CLOSED	11/26/26 - 11/27/26
Winter Break - (students unscheduled)	12/21/26 - 12/27/26
Christmas Day - CLOSED	12/25/2026

PROGRAM SCHEDULES

Cosmetology:

Day classes are offered Monday through Friday- 8:30 am to 3:00 pm or Tuesday through Thursday 9:00 am to 7:30 pm for 54 weeks.
Evening classes are offered Mon, Tues, Wed, Thurs, Fri- 5:30pm to 9:30 pm for 80 weeks.

Nail Technology

Day classes are offered: Tuesday through Friday, 10:15 a.m. to 5:00 p.m. for 24 weeks.
Evening Classes are offered Monday-Friday 5:30 p.m to 9:30 p.m for 30 weeks.

Provisional Instructor

Day classes are offered Monday - Friday, 5 hours per day for 20 weeks
Evening Classes are offered Monday - Friday 4 hours per day for 25 weeks