



**ANLI ACADEMY™**

## **STUDENT CATALOG**

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Phone # (401)431-2654**

**Approved by the:  
Office of the Postsecondary Commissioner  
560 Jefferson Boulevard  
Warwick, RI. 02886  
(401) 736-1100**

**\*THIS IS TO CERTIFY THAT THIS STUDENT CATALOG AS BEING TRUE AND CORRECT IN CONTENT AND POLICY. CATALOG AND ALL ACADEMY POLICIES ARE PUBLISHED IN ENGLISH. INSTRUCTION FOR ALL COURSES IS IN ENGLISH ONLY.**

**DIRECTOR: Cheris Chaves**

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## **WELCOME**

We are pleased to welcome you to ANLI ACADEMY! This catalog provides you with all the information you need to make the most of your time here. We are thrilled to have you join our community of passionate learners and future beauty professionals. Whether you're pursuing a career in Nail Technology, Esthetics, or as a Master Educator, we are committed to providing you with an exceptional learning experience. Get ready to be inspired, challenged, and empowered!

## **MISSION STATEMENT**

ANLI ACADEMY's primary mission is to train our graduates so they may work competently and confidently in their chosen profession. ANLI ACADEMY prepares our students for state licensure and sets the foundation for students to be successful in the beauty industry.

## **LICENSING**

ANLI ACADEMY is approved and regulated by the Rhode Island Office of the Postsecondary Commissioner, 560 Jefferson Blvd, Suite 100, Warwick, RI 02886. Phone: 401.736.1100.

ANLI ACADEMY has applied for initial accreditation with the National Accrediting Commission of Career Arts & Sciences, Inc (NACCAS). Located at 3015 Colvin St, Alexandria, VA 22314. Phone: 703.600.7600.

## **PHYSICAL FACILITIES**

ANLI ACADEMY is located at 42 Hemingway Drive, Riverside, RI 02915. This facility is a 9,000 square foot, single story, handicap accessible building. This facility is modern, fully updated, renovated, and code compliant. Included in the layout are two theory classrooms and five large rooms for clinic studies such as facials, waxing, manicures, pedicures, and all types of nail enhancements. The facility is updated with the most state-of-the-art equipment. There are several administrative offices, six bathrooms, and two kitchens accessible to administrators, faculty, and students.

## **NONDISCRIMINATION POLICY**

ANLI ACADEMY maintains an unwavering commitment to equal educational opportunity. The Academy strictly prohibits discrimination in admissions, career services, and all other activities based on race, ethnic origin/national origin, color, sex, age, religion, sexual orientation, disability, gender, perceived gender, or gender identity. All applicants are evaluated solely on their ability to meet the specified admission requirements, ensuring a fair and equitable admissions process. ANLI ACADEMY fosters an inclusive environment where every individual is welcomed and valued.

\*Our Admission's Coordinator will meet with special needs applicants to discuss their potential for deriving full benefit from the program(s) of study.

You may request academic accommodation. Please contact ANLI ACADEMY's Director, Cherie Chaves. The Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

## **NONDISCRIMINATION POLICY CONTINUED...**

Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. ANLI ACADEMY will work with the applicant or student to determine whether reasonable accommodations can be effective and/or is available.

### **Any qualified individual requesting an accommodation should follow this procedure:**

Notify ANLI ACADEMY's Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation. The request should be made at least four weeks in advance of the date needed and can be emailed to [director.cherie@anliacademy.com](mailto:director.cherie@anliacademy.com). ANLI ACADEMY's Director will respond within two weeks of receiving the request.

**If an appeal is necessary regarding special requests, the appeal must be submitted within one week of the date of ANLI ACADEMY's Director's response.**

## **BULLYING, HARASSMENT AND HAZING POLICY**

\*The Academy does not condone any kind of bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed, in any way, they are required to report the matter to the Academy's Director, Cherie Chaves, in person or by calling 401-431-2654, or by email at [director.cherie@anliacademy.com](mailto:director.cherie@anliacademy.com) immediately so appropriate action can be taken.

## **ADMISSIONS PROCEDURES**

All prospective students are required to participate in an interview, complete a pre-enrollment application and a tour conducted by our Admissions Coordinator or a designated Academy team member. The interview serves as a valuable platform for establishing a mutual understanding of ANLI ACADEMY's expectations for its students and the expectations prospective students have of the academy. Following the interview, a comprehensive tour of the facility will be provided.

Your timely arrival for your scheduled appointment is appreciated.

## **ADMISSIONS REQUIREMENTS**

### **Identification Requirements**

- **Valid Photo ID:** Applicants must present one of the following:
  - A valid, current driver's license
  - A state-issued ID card
  - A passport
- **Citizenship/Residency:** Applicants must be a United States citizen or a permanent resident.

**\*Please note: Expired** identification will **not** be accepted.

## **PROOF OF HIGH SCHOOL EDUCATION**

Applicants must provide proof of their high school education in one of the following forms:

- A high school diploma
- High school transcripts
- An equivalent qualification (such as a GED)

(\***Exceptions:** In exceptional circumstances where a high school diploma is unattainable, a college diploma may be accepted as a substitute.)

- **Registration Fee:** A registration fee of \$100.00 is required.
- **Student Kit:** Payment for the student kit and materials are due at the time of enrollment.
- **For students under 18:** ANLI ACADEMY admits individuals who are at least 17 years of age. A parent or legal guardian must be present at enrollment to co-sign the enrollment agreement and all other necessary paperwork.

\* Please make sure you bring these items with you when you come to enroll.

**Important Note:** In the state of Rhode Island, to be licensed in this field, individuals must have a high school diploma or GED certificate and be at least 18 years of age.

## **SUBMISSION OF A FOREIGN DIPLOMA:**

A Foreign diploma, whether high school or college equivalent, needs to be translated into English by a qualified agency. The translation must include an assessment of the diploma's equivalence to a U.S. high school diploma, using the U.S. grading system.

## **VERIFICATION OF U.S. HIGH SCHOOL DOCUMENTS:**

All U.S. high school diplomas, GED certificates, equivalent qualifications and transcripts must include an official high school seal and/or a signature. If these elements are missing, the admissions office will verify the school's recognition with the relevant state department of education.

### **Key Points:**

- **High school seal and/or signature:** Ensure your U.S. high school documents are official and complete.
- **Verification process:** The admissions office will take necessary steps to verify all documents.
- **Contact information:** If you have any questions about these requirements, contact the admissions office directly.

### **\*Important Admission Policy Notice**

ANLI ACADEMY maintains a strict admission policy and **does not accept applicants under the Ability to Benefit (ATB) policy.**

To be considered for admission to any of our programs, all applicants **must** meet the standard eligibility criteria.

## **TRAINING AGREEMENT**

ANLI ACADEMY is pleased to welcome students enrolled in a training agreement with THE MET. To ensure a seamless educational experience, we have established the following guidelines for students participating in this program:

### **Adherence to ANLI ACADEMY Policies**

All students enrolled through a training agreement must strictly adhere to the policies and procedures outlined by our Academy. This includes, but is not limited to:

- **Academic Integrity:** Maintaining honesty and integrity in all academic endeavors.
- **Attendance:** Regular and punctual attendance is required.
- **Code of Conduct:** Adhering to the Academy's code of conduct.
- **Financial Obligations:** Promptly fulfilling financial obligations, including tuition and fees.

Students enrolled through a training agreement will also complete all ANLI ACADEMY pre-enrollment and admission procedures. Students under the age of 18 must be accompanied by a parent or a legal guardian.

THE MET students must provide ANLI ACADEMY's Student Services Coordinator with a copy of their High School Diploma within 10 days of receiving documentation.

## **HOME-SCHOOL POLICY**

ANLI ACADEMY welcomes applications from home-schooled students. Recognizing that home-schooled students may not possess a traditional high school diploma or equivalent, the Academy has established the following admissions policy:

### **Eligibility Criteria**

Home-schooled applicants are eligible for admission to ANLI ACADEMY provided their secondary education was conducted within a home school environment that is recognized as a legitimate home or private school under the law of the state where the instruction occurred.

### **Verification of Home Schooling**

To verify eligibility, applicants must fulfill one of the following requirements:

**State-Issued Credential:** If the state in which the applicant was home-schooled issues a secondary school completion credential (e.g., diploma, certificate) to home schoolers, the applicant must obtain and submit this credential.

**State Law Compliance:** If the state does not issue a completion credential for home-schooling, the applicant **must obtain a General Educational Development (GED) diploma**. The Academy will also verify that the applicant's home school education complies with all applicable state laws and regulations governing home education.

## **RECOGNITION OF PRIOR LEARNING**

ANLI ACADEMY recognizes that students may have acquired knowledge and skills through previous training experiences. This policy outlines the process for granting credit for prior learning, enabling students to potentially accelerate their program completion and reduce their tuition costs.

### **1. Eligibility**

Students who have completed previous training that is relevant to their chosen program of study may be eligible to receive credit. This applies to both new and transferring students.

### **2. Submission of Documentation**

To request credit for prior training, students must submit **an official transcript** as proof of their previous training. No other forms of documentation will be accepted for this purpose.

### **3. Evaluation and Credit Award**

The Director will evaluate the submitted transcript to determine its relevance and equivalency to the learning outcomes of the program. Factors considered in the evaluation may include:

- Content and rigor of prior training
- Duration and intensity of training
- Assessment methods used in the prior training

### **4. Tuition Adjustment**

Tuition is calculated based on the total number of instruction hours required for program completion. Awarded credit hours will reduce the number of billable hours, thereby adjusting the total tuition proportionally. It is essential that the evaluation of prior learning and the determination of credit hours be finalized before the student enters into any contractual agreement with the institution.

Students who have received credit for prior learning are subject to the same graduation requirements as all other students in the program. The adjusted tuition rate for transfer students is as follows:

**Nail Technology Program:** \$13 per hour

**Esthetics Program:** \$20 per hour

**Master Educator Program:** \$6.67 per hour

**Combo Program:** Students enrolled in the combo program (Nails and Esthetics) can receive credit for either the nail technology or esthetics portion, depending on their prior training.

### **5. Policy Inquiries**

Prospective students with inquiries regarding this policy are encouraged to contact the Admissions Office for clarification and guidance.



## STUDENT'S RIGHT TO CANCEL

### 1. Cancellation Period:

- An applicant or their legal guardian has the right to cancel their enrollment contract with ANLI ACADEMY within three (3) business days of signing the enrollment agreement.
- Business days are Monday through Friday, excluding holidays observed by ANLI ACADEMY.

### 2. Cancellation Procedure:

- To cancel, the applicant or legal guardian must submit a written notice of cancellation to ANLI ACADEMY.
- This notice can be delivered in person, by mail, or by email to [admissions@anliacademy.com](mailto:admissions@anliacademy.com)
- The cancellation notice should include the applicant's full name, contact information (phone number, mailing address, email address), the program enrolled in, and the date the enrollment agreement was signed.

### 3. Timing of Cancellation and Refund Amounts:

- **Within Three (3) Business Days of Enrollment, Prior to Classes Starting:** A full refund of all tuition and fees paid will be issued.
- **Within Three (3) Business Days of Enrollment, After Classes Start:** A full refund of all tuition and fees paid will be issued, except for the kit fee if the kit has already been delivered to the student.
- **After Three (3) Business Days, But Before the Start of Classes:** A full refund of all tuition and fees paid will be issued, less a non-refundable registration fee of \$100.00.
- **After Three (3) Business Days of Classes Starting:** Tuition refunds for students who withdraw after three business days of classes starting are calculated according to our refund policy (see page 41).

### 4. Refund Processing:

Refunds will be processed within 30 business days of ANLI ACADEMY's receipt of the written cancellation notice.

ANLI ACADEMY is pleased to welcome back former students who wish to re-enroll in our programs. We recognize that circumstances can change, and we are committed to supporting your educational journey. See Eligibility for Re-Enrollment on page 43.

## **DISCLAIMER OF EMPLOYMENT GUARANTEE**

ANLI ACADEMY is committed to the success of its students and provides support in various areas to aid in their job search. However, we cannot guarantee employment upon completion of any program.

The personal and professional development, interview training, and resume development offered as part of the curriculum are designed to equip students with valuable skills and resources to enhance their employability.

Ultimately, securing employment depends on various factors, including individual skillset, experience, job market conditions, and the student's initiative in seeking opportunities.

Please be advised that ANLI ACADEMY cannot guarantee that a criminal record will not negatively impact your ability to obtain employment, secure necessary licenses, or pursue a successful career in your chosen field. Certain professions and licensing bodies may have restrictions or disqualifications related to specific criminal convictions.

## **PROGRAMS OF STUDY AND SCHEDULES**

**NAIL TECHNOLOGY:** 300 Hours

**MAXIMUM CLASS SIZE:** 25 Students

**Accelerated Program:** 9am–4:30pm Monday-Thursday and Friday 9am-1pm for 11.72 weeks, 80% attendance

**Full Time Program:** 9am–2pm Monday-Thursday and Friday 9am-1pm for 15.63 weeks, 80% attendance

**Part Time Program:** Monday-Thursday 5pm-8pm, 31.25 weeks, 80% attendance

**ESTHETICS:** 600 Hours

**MAXIMUM CLASS SIZE:** 25 Students

**Full Time Program:** 9am-4:30pm Monday-Thursday and Friday 9am-1pm for 23.44 weeks, 80% attendance

**Part Time Program:** Monday-Thursday 5pm-9pm for 46.88 weeks, 80% attendance

**ESTHETICS/NAIL COMBO:** 900 Hours

**MAXIMUM CLASS SIZE:** 25 Students

**Full Time Program:** 9am-4:30pm Monday-Thursday and Friday 9am-1pm for 35.16 weeks, 80% attendance

**MASTER EDUCATOR PROGRAM:** 300 Hours

**Full Time Program:** Monday-Thursday 9am-4:30pm and Friday 9am-1pm for 11.72 weeks, 80% attendance

**Part Time Program:** Monday-Thursday 5pm-8pm, 31.25 weeks, 80% attendance

**EYELASH EXTENSION CERTIFICATION:** 50 Hours

**MAXIMUM CLASS SIZE:** 25 Students

**Full Time Program:** Monday-Tuesday 9am-6pm and Wednesday 9am-5:30pm for 2.5 weeks, 80% attendance

**\*PROGRAM OBJECTIVES:** Upon successful completion of our program, you'll be prepared to pass the Rhode Island State Board Examination, if required, and launch your career in the beauty industry. We provide comprehensive instruction and hands-on training to ensure you're confident and competent in your chosen field.

## **CLOCKED HOUR**

A Clock Hour is defined as fifty (50) minutes of instruction per sixty-minute hour.

## **LIBRARY/RESOURCES**

In addition to the academic materials covered during theory hours, ANLI ACADEMY provides library and computer resources to enhance your education. You may review the resources available at designated areas in the Academy upon request.

## **PROGRAM COSTS OF STUDY**

### **NAIL TECHNOLOGY PROGRAM**

Registration Fee- \$100.00

Student Kit and Materials- \$950.00 (Includes textbook, e-file, and student kit)

Sales Tax on Student Kit and Materials- \$66.50

Tuition \$3,900

**Total Investment for Program of Study: \$5,016.50**

### **ESTHETICS PROGRAM**

Registration Fee- \$100.00

Student Kit and Materials- \$1500.00 (Includes textbook, makeup, skincare, and essentials)

Sales Tax on Student Kit and Materials- \$105.00

Tuition- \$12,000.00

**Total Investment for Program of Study: \$13,705.00**

### **ESTHETICS/NAILS COMBO PROGRAM**

Registration Fee- \$100.00

Esthetic's Student Kit and Materials- \$1500.00 (Includes textbook, makeup, skincare, and essentials)

Sales Tax on Esthetic's Student Kit and Materials- \$105.00

Nail Student Kit and Materials- \$950.00 (Includes textbook, e-file, and essentials)

Sales Tax on Nail Student Kit and Materials- \$66.50

Tuition- \$15,000.00

**Total Investment for Program of Study: \$17,721.50**

### **MASTER EDUCATOR PROGRAM**

Registration Fee- \$100.00 Textbooks- \$250.00

Sales Tax on Textbooks- \$17.50

Tuition \$2,000.00

**Total Investment for Program of Study: \$2,367.50**

### **EYELASH EXTENSION CERTIFICATION**

Registration Fee- \$100.00

Student Kit and Materials- \$450.00 (Includes Textbooks and Materials)

Sales Tax on Student Kit and Materials- \$31.50

Tuition \$1,500.00

**Total Investment for Program of Study: \$2,081.50**

**\*\* All tuition costs are subject to change**

**\*\* All courses, textbooks and materials are only offered in the English language.**

## **ANLI ACADEMY TUITION PAYMENT OPTIONS**

ANLI ACADEMY provides several convenient methods for submitting your tuition payments:

### **Payment Methods**

- **In-Person:** Payments can be made directly at the academy's front desk.
- **Mail:** Please mail your payment (ensuring it is received by the due date) to the following address:
  - ANLI ACADEMY  
42 Hemingway Dr.  
Riverside, RI 02915
- **Phone:** To make a payment over the phone, please contact us at 401-431-2654.
- **Automatic Credit Card Payments:** Enroll in our automatic payment plan for seamless, recurring payments from your credit card. (Please note: ACH withdrawals are not currently available.)

### **Accepted Forms of Payment**

- Credit Card (Visa, MasterCard, American Express)
- Check
- Money Order
- Cash

## **ADDITIONAL FEES**

In addition to tuition, certain circumstances may necessitate additional fees as outlined below:

- **Returned Check Fee:** \$25
- **Late Tuition Payment Fee:** \$25
- **Re-enrollment Fee:** \$100
- **Transcript Fee:** \$25
- **RI Licensure Application Fee:** \$25 (Check or money order only, payable to the RI General Treasurer)
- **RI State Board Written Exam Fee:** \$75 (Credit card only, payable to PSI, Professional Service Industries)
- **Notary Fee for RI Licensure Application:** \$5 (Optional on-campus service; students may choose to have their application notarized off-campus.)

Students are encouraged to familiarize themselves with these potential fees and incorporate them into their financial planning. For any inquiries regarding tuition

payments or additional fees, please do not hesitate to contact the academy's administrative office.

We appreciate your adherence to our financial policies and look forward to supporting your educational journey at ANLI ACADEMY.

**STUDENT KIT POLICY**

**Note:** Once purchased and distributed (on the first day of school), the student kit is non-refundable. Students are responsible for the safekeeping of their personal items including the kit. The Academy is not responsible for lost or stolen items. Therefore, students are not permitted to leave their kit of equipment at the Academy while not in attendance.

**\*The kit items may be changed at the discretion of the institution.**

**2025 CLASS START DATES**

|   |  |
|---|--|
| <b>NAIL TECHNOLOGY PROGRAM</b>                                |  |
| <b>ACCELERATED:</b><br><b>FULL TIME:</b><br><b>PART TIME:</b> | <b>2025- MARCH 3, APRIL 14, JUNE 2, JULY 21, SEPTEMBER 8, OCTOBER 27, DECEMBER 8</b> |
| <b>ESTHETICS PROGRAM</b>                                      |  |
| <b>FULL TIME:</b><br><b>PART TIME:</b>                        | <b>2025- APRIL 21, JULY 7, SEPTEMBER 15, DECEMBER 1</b>                              |
| <b>ESTHETICS/NAIL COMBO PROGRAM</b>                           |  |
| <b>FULL TIME:</b>   | <b>2025- APRIL 21, JULY 7, SEPTEMBER 15, DECEMBER 1</b>                              |
| <b>MASTER EDUCATOR</b>  |  |
| <b>FULL TIME:</b>   | <b>OPEN ENROLLMENT</b>   |
| <b>EYELASH EXTENSION CERTIFICATION</b>                        |  |
| <b>FULL TIME:</b>   | <b>TO BE ANNOUNCED</b>   |

**\*ORIENTATION:** An orientation session is conducted on your first day of class. It is designed to assist the incoming student in making a comfortable transition into ANLI ACADEMY. ANLI ACADEMY’s rules and policies are reviewed, and relevant questions are answered

**HOLIDAYS/CLOSURES**

ANLI ACADEMY is closed the following holidays:

New Year’s Day, Martin Luther King Jr. Day, Presidents’ Day, Memorial Day, Juneteenth, Independence Day, Victory Day, Labor Day, Columbus Day, Veterans’ Day, Thanksgiving Day, Black Friday, Christmas Day

ANLI ACADEMY will close for vacation from June 30, 2025 through July 4, 2025, and December 24, 2025 through January 2, 2026. Closings due to weather or other unanticipated days will be adjusted accordingly. The celebration of all religious holidays is respected and permitted.

**NO SCHOOL** announcements necessitated by weather conditions or by extenuating circumstances can be viewed on the RI Broadcaster's website: [Closings - Rhode Island Broadcasters Association](#).

**ANLI ACADEMY** will close one day in April for our annual staff meeting.

# NAIL TECHNOLOGY PROGRAM





## **NAIL TECHNOLOGY PROGRAM**

### **300 HOURS TOTAL**

**DESCRIPTION:** The primary purpose of the Nail Technician course is to train the student in the basic skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in job entry- level skills and obtain licensure and gainful employment in the field of nail technology/manicuring or related career avenue.

**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 communications 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 technical skills in the areas of nail care, effective use of implements and equipment, proper application of nail structure & removal, nail art etc.
5. Perform the basic analytical skills to determine appropriate nail care and services to achieve the best look for each client.
6. Apply academic and practical learning and related information 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 the Nail Technology industry and related career positions.

**REFERENCES:** A comprehensive resource center of references, articles, texts, videos, and other online resources are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING METHODS:** The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Student treatment room 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 comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstrations, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are incorporated throughout the course of study.

## **NAIL TECHNOLOGY PROGRAM CONTINUED...**

**GRADING PROCEDURES:** Students are assigned academic learning units, and a minimum number of practical experiences required for course completion. Academic learning is evaluated after each unit of study. Practical skills learning is evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures. Full step-by-step procedures are provided to the student. Educators are provided with consolidated rubrics at the end of the practical chapters with evaluation criteria. Students must maintain a written grade average of 70 percent and pass a final written and practical exam.

### **HISTORY AND CAREER OPPORTUNITIES 6 HOURS**

While learning a new career, such as nail technology, you should always learn its history to understand how the profession started and how it evolved over the years. As your practice changes, it is always a good idea to revisit some of the older concepts to see what can be brought back or what can be altered to work for the modern practice.

- History and Career Opportunities
- Life Skills
- Your Professional Image
- Communicating for Success

### **GENERAL SCIENCES 89 HOURS**

When treating the hands, arms, feet, and calves, nail technicians will encounter skin disorders and diseases. For your safety and the safety of your clients, it is important to be able to recognize unhealthy conditions of the skin.

As a nail technician, you could be the one person who could help clients realize they need medical attention. Even though people in the beauty industry should not diagnose diseases and disorders, we should recognize issues that could lead to bigger problems for clients. You may not be able to diagnose, but you can strongly suggest that they see a physician.

Your knowledge of the chemistry in the nail products you use will give you a great advantage. You will be able to troubleshoot and solve many common problems that can cause service breakdown and problem nails for your clients. Chemical knowledge is the key to becoming a great nail professional.

## **NAIL TECHNOLOGY PROGRAM CONTINUED...**

- Infection Control
- General Anatomy and Physiology
- Skin Structure, Growth, and Nutrition
- Nail Structure and Growth
- Nail Disorders and Diseases
- Basics of Chemistry
- Nail Product Chemistry Simplified
- Basics of Electricity

### **NAIL CARE 200 HOURS**

Welcome to Nail Care! Nail care is the foundation for all services you will perform in your nail technology career. The implements and tools you will use will be the same that you will use on almost every client. The skills you will learn in this chapter will be the basis for all you will be able to do in your career, so get ready!

Electric files are very safe when used by trained nail technicians and can provide many benefits, besides speeding up the time spent on a service. So, let us review what to look for when purchasing your electric file and bits, how to use the file, and safety tips!

Perfecting the art of applying nail tips and wraps will help with many of the nail services that will be performed in the salon. Nail tips can be offered as a temporary service or as the foundation for a more permanent service, such as acrylic or gel overlays. Wraps can provide a way of temporarily mending a broken nail or be applied over the tips for longer wear.

- Manicuring
- Pedicuring
- Electric Filing
- Nail Tips & Wraps
- Monomer Liquid and Polymer Powder Nail Enhancements
- UV and LED Gels
- The Creative Touch

### **BUSINESS SKILLS 5 HOURS**

Fundamentals of business management, opening a salon or spa, business plan, written agreements, licensing requirements and regulations, laws, business operations, policies, practices, compensation packages, telephone use, advertising, sales, public relations, insurance, career planning, and building your business.

\*The above hour requirements must be met by each student in each category for the earned hours to be accepted by the applicable regulatory agency for examination.

# ESTHETICS PROGRAM



Spa



Makeup



Facials

## **ESTHETICS PROGRAM**

### **600 HOURS TOTAL**

**DESCRIPTION:** The primary purpose of the Esthetician course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in job entry-level skills and obtain licensure and gainful employment in the field of esthetics or related career avenue.

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

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice effective communication skills, visual poise, and proper grooming.
- Respect the need to deliver worthy service for value received in an employer-employee relationship.
- Apply academic and practical learning and related information 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 esthetics and related career positions.

**REFERENCES:** A comprehensive resource center of references, articles, texts, videos, and other online resources are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING METHODS:** The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Student treatment room 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 comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstrations, and student participation. Audiovisual aids, guest speakers, projects, activities, and other related learning methods are incorporated throughout the course of study.

**GRADING PROCEDURES:** Students are assigned academic learning units, and a minimum number of practical experiences required for course completion. Academic learning is evaluated after each unit of study. Practical skills learning is evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures. Full step-by-step procedures are provided to the student in their textbook. Educators are provided with consolidated rubrics at the end of practical chapters with evaluation criteria. Students must maintain a written grade average of 70 percent and pass a final written and practical exam.

## **ESTHETICS PROGRAM CONTINUED...**

### **CLASSROOM INSTRUCTION/THEORY 25 HOURS**

Limited to Orientation, Career Opportunities, the History of Esthetics, Life Skills Management, Communicating for Success, State Laws and Regulations, Professional Image, and Professional Ethics.

### **GENERAL SCIENCE 100 HOURS**

Infection control principles and practices; general salon safety; first aid; hazardous materials communications; local, state, and federal safety codes; bacterial growth and reproduction; immunity and body defenses; methods of infection control; physical and chemical agents; chemistry and matter as related to esthetics; the pH scale; electricity and its effects on the skin and esthetics equipment.

### **SKIN SCIENCES 125 HOURS**

Physiology and histology of the skin; structure and functions of the skin; hair structure and functions with appendages; skin disorders and diseases; skin analysis; skin care products and chemistry, ingredients, and selection

### **ESTHETICS 250 HOURS**

The treatment room; facial treatments; facial massage, facial equipment and technology, principles and techniques of skin chemical procedures, cosmetic application, artificial eyelashes, removal of unwanted hair, makeup color theory; facial machines; hair removal; advanced topics and techniques

### **SALON & SPA BUSINESS, RETAIL SALES 50 HOURS**

Fundamentals of business management, opening a salon or spa, business plan, written agreements, licensing requirements and regulations, laws, business operations, policies, practices, compensation packages, telephone use, advertising, sales, public relations, insurance, career planning, building your business

### **INSTRUCTOR DISCRETION 50 HOURS**

To be applied by the instructor to strengthen student performance, supervised field trips or other related training.

The above hour requirements must be met by each student in each category for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the student desires to specialize in a specific area.

## **ESTHETICS/NAIL COMBO PROGRAM**

**REFER TO PAGES 16 THROUGH 22 FOR PROGRAM DETAILS.**

# MASTER EDUCATOR PROGRAM



## **MASTER EDUCATOR PROGRAM**

### **300 HOURS TOTAL**

**DESCRIPTION:** The primary purpose of the Master Educator course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the applicable licensing examination and for competency in entry-level employment as an instructor or a related position.

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

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming, effective communication skills, and visible poise.
- Understand employer-employee relationships and respect the need to deliver worthy service for value received.
- Perform the basic skills necessary for teaching, including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audiovisual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
- Apply the 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 techniques, communication skills, and teaching methodologies to improve teaching skills.

**INSTRUCTIONAL METHODS:** The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lectures, demonstration, and interactive student participation. Audiovisual aids, projects, activities, and other related learning methods are used for program delivery.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, and audio/videotapes is available to support the program of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

**UNITS OF INSTRUCTION AND HOURS:** The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of this Program Outline. Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, students learn career and employment information, including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.



## **MASTER EDUCATOR PROGRAM CONTINUED...**

### **ORIENTATION 20 HOURS**

Academy Rules and Regulations; Qualities of the Professional Educator; Code of Ethics; Familiarization with the Academy's Facilities and Supplies; Licensing Requirements and Regulations, Laws; Fundamentals of Business Management; Professional Ethics; Business Plan; Written Agreements; Academy Operations, Policies, and Practices; Compensation Packages; Payroll Deductions; Telephone Use; Advertising; Sales; Communications; Public/Human Relations; Insurance; Salon Safety; Seeking Employment

### **METHODS OF TEACHING AND CLASSROOM MANAGEMENT 100 HOURS**

Principles of Teaching, Learning, and Lesson Plan Development: Outlines, Examples of Lesson Plans, Components of Effective Lesson Plans, Preparation, Teaching Methods; Presentation Techniques: Application, Testing, Lecture and Workbooks, Demonstrations, Return Demonstrations, Discussion, Question and Answer, Projects, Field Trips, Developing and Using Educational Aids, Films or Videos, Charts, Manikins, Reference Materials, Chalkboard, Over-head Projectors and Transparencies; Program Development and Review; Program Review

### **STUDENT SALON MANAGEMENT 80 HOURS**

Independent Clinic Supervision; Client Communications; Reception Desk; Inventory Control; Effective Dispensary Procedures; Supervision of Clinic Sanitation and Client Safety; Technical Skills Ability; Independent Classroom Instructing; Administrative Responsibilities; Records and Reports Management; Safety Measures, Classroom Conditions, and Maintenance; Class Supervision and Control; Classroom Problems and Solutions; Organizational and Regulatory Requirements

### **INSTRUCTION AND ACADEMIC ASSESSMENT 100 HOURS**

Planning; Analysis; Implementation; Benefits; Assessment or Measurement of Student Ability/Achievement/Learning; Diagnosis of Student Weaknesses and Overall Progress; Student Motivation for Study and Learning; Oral and Written Testing; Evaluation of Overall Progress; Development and Use of Testing/Measurement Instruments; Academic Advising

**EYELASH EXTENSION  
CERTIFICATION PROGRAM**



## **EYELASH CERTIFICATION PROGRAM**

### **50 HOURS TOTAL**

**DESCRIPTION:** The primary purpose of the Eyelash Certification Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in job entry-level skills and obtain gainful employment in the field of eyelashes or related career avenue.

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

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice effective communication skills, visual poise, and proper grooming.
- Respect the need to deliver worthy service for value received in an employer-employee relationship.
- Apply academic and practical learning and related information 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 eyelashes and related career positions.

### **THEORY 15 HOURS**

History of Eyelashes, invention, and use of false eyelashes, demonstrate eyelashes, clusters, and single eyelashes. Review natural eyelash growth, introduce eyelash extension products, marketing a new business, inventory, budgeting, personal damage, liability, job placement and opportunities.

### **SANITATION 10 HOURS**

Overview of infectious diseases, common eye conditions and disorders of the eyes that may impact eyelash application. Overview of eyelash anatomy and physiology. Maintaining proper work environment, disinfection of tools, Barbicide Certification, and cross contamination prevention

### **CLASSIC EYELASH APPLICATION and MAPPING 13 HOURS**

Demonstrates taping, pad placement, eyelash isolation, pick-up, and placement of false eyelash extensions, drying and removal of eyelash extensions. Includes classic eyelash practical and written exam.

### **VOLUME EYELASH APPLICATION/MAPPING 12 HOURS**

Introduction to Volume Eyelash Extensions, demonstrate the concept of volume fan making, placement of volume eyelash extensions and application. Includes volume eyelash practical and written exam.

**BREAKS, LUNCHESS AND DINNERS:**

| STUDENT SCHEDULE | BREAKS                              | LUNCH AND DINNER               |
|------------------|-------------------------------------|--------------------------------|
| 10+ Hour Day     | 15 min. morning & 15 min. afternoon | ½- hour lunch & ½- hour dinner |
| 7-10 Hour Day    | 15 min. morning & 15 min. afternoon | ½- hour lunch                  |
| 5- 6 ½- Hour Day | 15 min. break                       | N/A                            |
| 4- Hour Day      | 15 min. break                       | N/A                            |
| 3- Hour Day      | 15 min. break                       | N/A                            |
|                  |                                     | <b>*MUST CLOCK OUT</b>         |

**SATISFACTORY ACADEMIC PROGRESS POLICY****1. Policy Objective**

This policy is designed to ensure that all students enrolled at ANLI ACADEMY are progressing satisfactorily toward the timely completion of their chosen program of study. It establishes clear academic and attendance standards, provides guidelines for evaluating student progress, and outlines procedures for addressing instances where students do not meet these standards.

**2. Scope**

This policy applies to all students enrolled in any program at ANLI ACADEMY, including those re-entering the institution after a period of non-enrollment. It is provided to prospective students prior to enrollment and is applied consistently to all enrolled students, ensuring equitable treatment and fostering a culture of academic accountability.

**3. Standards for Satisfactory Academic Progress (SAP)**

To maintain satisfactory academic progress, students must meet the following minimum standards:

- **Cumulative Grade Point Average (GPA):** Maintain a minimum cumulative GPA of 70% across all coursework attempted.
- **Cumulative Attendance Rate:** Maintain a minimum cumulative attendance rate of 80% of all scheduled instructional hours.

**4. Evaluation Periods**

Student progress is evaluated at specific intervals based on the total number of actual clock hours completed. The evaluation points for each program are as follows:

- **Nail Technology (300 Clock Hours):**
  - 150 hours completed (Accelerated 4.68 weeks, Full-time 6.25 weeks, Part-time 12.5 weeks – at 100% attendance)
  - 300 hours completed (final evaluation omitted) (Accelerated 9.36 weeks, Full-time 12.5 weeks, Part-time 25 weeks at 100% attendance)
  
- **Master Educator (300 Clock Hours):**
  - 150 hours completed (Full-time 4.68weeks, Part-time 12.5 weeks at 100% attendance)
  - 300 hours completed (final evaluation omitted) (Full-time 9.36 weeks, Part-time 25 weeks at 100% attendance)
  
- **Esthetics (600 Clock Hours):**
  - 300 hours completed (Full-time 9.375 weeks, Part-time 18.75 Weeks at 100% attendance)
  - 600 hours completed (final evaluation omitted) (Full-time 18.75 weeks, Part Time 37.5 weeks at 100% attendance)
  
- **Esthetics/Nail Technology Combo (900 Clock Hours):**
  - 450 hours completed (Full-Time 14.062 weeks at 100% attendance)
  - 900 hours completed (final evaluation omitted) (Full-time 28.125 weeks at 100% attendance)

## 5. Evaluation Procedures and Notification

- Formal evaluations will be conducted within three (3) business days of a student reaching a designated evaluation point.
- Students who do not meet SAP standards at an evaluation point will be notified in writing, outlining the specific deficiencies and potential consequences.
- Students who meet SAP standards may request a copy of their evaluation results by contacting Student Services at [studentservices@anliacademy.com](mailto:studentservices@anliacademy.com).

## 6. Leaves of Absence (LOA)

- Approved leaves of absence will extend a student's contract end date and the maximum allowable timeframe for program completion by the total number of hours/days encompassed by the LOA.
- The detailed procedure for requesting and documenting a leave of absence can be found on pages 39-40.

## 7. Prior Learning Assessment and Re-enrollment

- Students who have completed relevant coursework at a prior institution or who are re-enrolling at ANLI ACADEMY will have their initial SAP evaluation conducted at the midpoint of their program requirements.

## 8. Re-entering Students

- Students re-entering ANLI ACADEMY after a period of non-enrollment will re-enter with the same SAP status they held at the time of their departure.
- If a student was on Warning status or had not met SAP standards at the time of departure, they will be required to meet the standards for re-establishing SAP outlined in Section 13 of this policy.
- Re-entering students are responsible for familiarizing themselves with any policy changes that may have occurred during their absence.

## 9. Grading System

ANLI ACADEMY utilizes the following grading scale to assess student performance in both theoretical and practical components of the curriculum:

- 90-100%: Excellent
- 80-89%: Good
- 70-79%: Satisfactory
- Below 70%: Unsatisfactory

### Test Retakes:

- Students who receive a grade of 79% or below on a test are eligible for one retake of that test.
- To qualify for a retake, students must meet with their instructor to review the original test and identify areas for improvement.
- The retake must be completed within one week of the original test date.
- The higher of the two test scores will be recorded as the student's final grade for that test.

## 10. Warning Status

- Students who fail to meet SAP standards at an evaluation point will be placed on Warning status and notified in writing.
- The Warning period extends for the remainder of the academic period.
- If a student fails to meet SAP standards by the end of the Warning period, they may be subject to dismissal from their program.

## 11. Appeals Process

- Students placed on Warning status have the right to appeal the decision by submitting a written request to the Director of Education.
- The appeal must clearly articulate the reasons for not meeting SAP standards, providing supporting documentation where applicable and outlining a concrete plan for achieving SAP standards by the next evaluation point.
  - ANLI Academy will consider appeals based on the following extenuating circumstances:

### Serious Illness or Injury:

- A major illness or injury requiring hospitalization, surgery, or ongoing medical treatment that significantly impacted the student's ability to attend classes or complete coursework.
- This should be supported by medical documentation from a qualified healthcare professional.

**Family Emergency:**

- A severe illness, injury, or death of an immediate family member that required the student to take on significant caregiving responsibilities or caused emotional distress affecting their academic performance.
- Supporting documentation may include medical records, death certificates, or a statement from a healthcare provider.

**Victim of a Crime:**

- Being a victim of a crime, such as assault, robbery, or domestic violence, that caused physical or emotional trauma affecting the student's academic performance.
- A police report or other legal documentation can be used as evidence.

**Natural Disaster or Major Life Disruption:**

- Experiencing a natural disaster, fire, or other significant event that resulted in displacement, loss of property, or significant disruption to the student's living situation and academic studies.
- Documentation may include insurance claims, news reports, or official statements from relevant authorities.

**Important Considerations:**

**Documentation:** Students should provide credible documentation to support their claims of extenuating circumstances.

**Timeliness:** The circumstances should have occurred during the time period when the student was not meeting SAP standards.

**Impact:** The circumstances should have had a direct and significant impact on the student's academic performance or attendance.

**Plan for Improvement:** The appeal should include a clear plan outlining how the student will address the circumstances and improve their academic standing.

- The Director of Education will review the appeal and render a decision in writing, which will be documented in the student's file.

**12. Maximum Time Frame for Program Completion**

- All students must complete their chosen program of study within a maximum timeframe of 125% of the published program length.
- Failure to complete the program within this timeframe may result in dismissal from the program.

**13. Consequences of Not Maintaining Satisfactory Academic Progress**

- Failure to maintain Satisfactory Academic Progress will result in dismissal from the program of study.

#### **14. Re-establishing Satisfactory Academic Progress**

Students who have not met SAP standards can regain eligibility by fulfilling both of the following requirements at the subsequent evaluation period:

- Achieve a cumulative GPA of 70% or higher in all coursework attempted.
- Achieve a cumulative attendance rate of 80% or higher in all scheduled instructional hours.

#### **15. Incomplete Courses, Withdrawals, and Course Repetition**

##### **a) Incomplete Courses:**

- ANLI ACADEMY does not grant incomplete grades ("I" grades). Students are expected to complete all coursework within the designated timeframe for each course.
- If a student is unable to complete coursework due to extenuating circumstances, they may consider withdrawing from the course (see Section 15b) or appealing their SAP status if they fail to meet the minimum requirements due to the unfinished coursework (see Section 11).

##### **b) Withdrawals:**

- Students may officially withdraw from a course by submitting a written withdrawal request to [studentservices@anliacademy.com](mailto:studentservices@anliacademy.com).
- Withdrawals, regardless of when they are initiated, do not negatively impact a student's Satisfactory Academic Progress.

##### **c) Course Repetition:**

- **ANLI ACADEMY does not allow course repetition.** This means students cannot retake an entire course to improve a grade. The highest grade earned in the course will be used in GPA calculations.
- However, students may be eligible to retake individual tests within a course as outlined in the Grading System section (Section 9).
- If a student fails to achieve a satisfactory grade in a course, they may be subject to dismissal from their program, depending on their overall SAP standing.

#### **16. Policy Review**

This policy will be periodically reviewed and updated as necessary to ensure its continued effectiveness and alignment with ANLI ACADEMY's mission and objectives.

#### **17. Accessibility**

This policy is readily accessible to all students and can be found in ANLI ACADEMY's Student Catalog.



## MINIMUM ATTENDANCE REQUIREMENTS

- Students must maintain a minimum attendance rate of 80% of all scheduled instructional hours to remain in good academic standing.
- This percentage is calculated cumulatively from the program start date.

## ATTENDANCE EVALUATION

- Formal attendance evaluations are conducted at the end of each evaluation period (see pages 28-29).
- Your attendance percentage is determined by dividing the total number of hours attended by the total number of hours scheduled.
- If your attendance falls below 80% at any evaluation point, you may be placed on academic warning and risk program dismissal.

## Why Regular Attendance Matters

Consistent attendance is essential for:

- **Developing Technical Proficiency:** Hands-on practice and demonstrations are crucial for mastering the skills required for licensure and professional practice.
- **Building Theoretical Knowledge:** Regular engagement with lectures and discussions ensures a comprehensive understanding of essential concepts and industry standards.
- **Cultivating Professionalism:** Punctuality and consistent presence foster the professional habits expected of licensed beauty professionals.

## MAKING UP MISSED HOURS

ANLI ACADEMY understands that unforeseen circumstances may occasionally lead to absences. To help you maintain satisfactory attendance, we offer the opportunity to make up missed hours under the following conditions:

### Eligibility and Limitations

- Make-up hours are permitted only for absences within the current course and cannot be "banked" for future use.
- You can make up hours until your cumulative attendance reaches 100%.
- Make-up hours cannot exceed the total number of scheduled hours for the course.

### Scheduling and Approval

- To schedule make-up hours, email Student Services at [studentservices@anliacademy.com](mailto:studentservices@anliacademy.com) at least one week in advance.
- Make-up sessions must be a minimum of two hours in length.
- All make-up hours must be pre-approved by the Student Service Coordinator and finalized no later than Friday morning for the following week.
- You are committing to completing the entire scheduled make-up session.

## Procedure

### 1. Review the make-up hour schedule:

**Nail Technology Program:** Wednesdays and Thursdays

**Esthetics Program:** Mondays and Tuesdays

**Master Educator Program:** Monday thru Friday

2. **Email Student Services:** Request your desired make-up time at least one week in advance.
3. **Obtain approval:** Await confirmation from the Student Service Coordinator.
4. **Attend the make-up session:** Arrive on time and prepared to complete the full session.

**Please note:** Arriving late to your normally scheduled class does not entitle you to stay late for make-up work on that day.

## MAKING UP MISSED WORK

ANLI ACADEMY expects students to complete all coursework to master the skills and knowledge necessary for success in the beauty industry. If you miss any assignments due to absence, follow these guidelines:

### Responsibility and Procedure

- **Student Responsibility:** You are responsible for contacting your instructor and arranging to complete any missed assignments promptly.
- **Make-up Opportunities:** You can use scheduled make-up hours to complete missed assignments under the guidance of your instructor.
- **Collaboration:** Work closely with your instructor to ensure all missed work is completed satisfactorily and meets course requirements.

## MAXIMUM TIMEFRAME FOR PROGRAM COMPLETION

ANLI ACADEMY is committed to helping you achieve your educational goals efficiently. To ensure timely progress, we adhere to the following maximum time frame policy:

### State Requirements and Maximum Time Frame

- **Nail Technology Program:** The State of Rhode Island requires 300 clock hours for this program. You are expected to complete it within 375 hours (125% of the program length).
- **Esthetics Program:** The State of Rhode Island requires 600 clock hours for this program. You are expected to complete it within 750 hours (125% of the program length).
- **Master Educator Program:** The State of Rhode Island requires 300 clock hours for this program. You are expected to complete it within 375 hours (125% of the program length).

### Attendance and Program Completion

- The maximum time frame is calculated based on attending at least 80% of scheduled instructional hours. Consistent attendance is essential to complete your program within the allotted time.
- If you maintain perfect attendance, you should complete your program within the standard program length see table on following page.

### Adjustments for Transfer Students

- For transfer students, the maximum time frame will be adjusted based on 80% of their contracted hours.
- Student Services will determine the specific maximum time frame for these students individually.

### Consequences of Exceeding the Time Frame

- Students who fail to complete their program within the maximum time frame will be dismissed from the program.
- Dismissed students may re-enroll in the program, with full payment for the remaining hours due upon re-enrollment.

### Accommodation for Students with Disabilities

- Students with disabilities may appeal for an extension of the maximum time frame.
- The student's disability will be considered when determining their eligibility for an extension.

### WEEKS TO COMPLETION

| COURSE/ WEEKLY HOURS                              | LENGTH      | MAXIMUM TIME FRAME |
|---|-------------|--------------------|
| Nail Technology (32 hours a week)                 | 9.38 weeks  | 11.72 weeks        |
| Nail Technology (24 hours a week)                 | 12.5 weeks  | 15.63 weeks        |
| Nail Technology (12 hours a week)                 | 25 weeks    | 31.25 weeks        |
|   |             |                    |
| Esthetics (32 hours a week)                       | 18.75 weeks | 23.44 weeks        |
| Esthetics (16 hours a week)                       | 37.5 weeks  | 46.88 weeks        |
|   |             |                    |
| Esthetics/Nail Combo (32 hours a week)            | 28.13 weeks | 35.16 weeks        |
|   |             |                    |
| Master Educator (32 hours a week)                 | 9.38 weeks  | 11.72 weeks        |
| Master Educator (12 hours a week)                 | 25 weeks    | 31.25 weeks        |
|   |             |                    |
| Eyelash Extension Certification (25 hours a week) | 2 weeks     | 2.5 weeks          |

### GRADUATION REQUIREMENTS

To graduate from your chosen program at ANLI ACADEMY, you must fulfill the following:

- **Complete Clock Hours:** Fulfill the total number of training hours required for your specific program. This can be achieved through a combination of hours earned at

ANLI ACADEMY and transfer credits from another recognized institution, if applicable (e.g., 300 for Nail Technology, 600 for Esthetics).

- **Complete Program Requirements:** Successfully complete all coursework, practical training, and exams associated with your chosen program.
- **Full Tuition Payment:** Settle all tuition fees or have a formal payment arrangement in place with the academy.
- **Administrative Completion:** Submit a completed placement form and graduation exit survey.

**Upon meeting all graduation requirements, students will receive a Certificate of Completion.**

#### **Transcript Policy:**

- **Graduates:** The Academy will release an official transcript once all graduation requirements are met.
- **Withdrawing Students:** Students who withdraw will receive a certified transcript that includes the number of hours for which the Academy has been compensated. However, for transfer or graduation purposes, these hours will not be officially released until all monies owed to the Academy are paid.

**Transcript Fee:** A fee of \$25.00 will be charged for all transcript requests.

**Note:** Please allow up to 10 business days for a transcript to be issued.

#### **STATE LICENSING DISCLAIMER**

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the Board of Hairdressing and Barbering to deny licensure. The Board of Hairdressing and Barbering denies licensure because the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. Citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. ANLI ACADEMY is not responsible for students denied licensure.

#### **SALON SERVICES**

##### **Hands-On Experience**

- **Nail Technology Students:** Students will begin providing services to clients in the clinic floor classroom area upon completion of 50 hours of instruction.
- **Esthetics Students:** Esthetics students will begin offering services to clients after completing 150 hours of coursework.

##### **Learning Environment**

- Students will receive individualized guidance and participate in group learning activities during their practical training.

- This hands-on experience allows students to apply their theoretical knowledge and refine their skills by working with paying clients in a realistic salon setting.

**Important Note:** The transition to providing client services on the clinic floor marks a significant milestone in the students' learning journey, offering them valuable real-world experience and preparing them for a successful career in the beauty industry. If a student refuses to do a service, they will be sent home for the remainder of the day.

## **GRATUITY**

### **Receiving Gratuities**

- Students may receive gratuities from clients once they begin providing services on the clinic floor.
- While gratuities serve as positive feedback for quality service, clients are under no obligation to provide them.
- Soliciting gratuities from clients is strictly prohibited.
- ANLI ACADEMY maintains a strict policy prohibiting staff members from providing tips or gratuities to students. This policy is designed to uphold professional boundaries and ensure a fair and equitable learning environment for all students.

### **Professional Focus**

- Students are encouraged to prioritize the development of their technical skills and customer service abilities.
- Delivering exceptional service to each client should be the primary focus.
- Recognition for outstanding performance may manifest in various forms, including gratuities, positive feedback, and repeat clientele.

### **Adherence to Ethical Standards**

- Charging clients any fees beyond the established service prices is strictly prohibited and constitutes a violation of the academy's ethical standards.
- Any such actions will result in disciplinary measures, which may include dismissal from the program.

### **Emphasis on Professional Development**

ANLI ACADEMY underscores the importance of prioritizing professional growth and skill acquisition during the educational journey. By providing exceptional service and focusing on continuous improvement, students will cultivate a positive reputation and establish a solid foundation for a successful career in the beauty industry.

## **EMPLOYMENT ASSISTANCE**

ANLI ACADEMY is dedicated to providing comprehensive career support to its students. While employment upon graduation cannot be guaranteed, the academy is committed to equipping graduates with the necessary tools and resources to secure fulfilling positions within the beauty industry.

### **Key Features of our Career Support Initiative:**

- **Integrated Job Board:** Access to a regularly updated job board featuring relevant employment opportunities within the state.

- **Industry Networking:** Establishment of connections with a wide network of nail and esthetician spas throughout the region.
- **Professional Resume Development:** Guidance and support in crafting effective resumes tailored to the beauty industry (covered in Chapter F8, Career Planning).
- **Interview Skills Enhancement:** Workshops and individualized coaching to refine interview techniques and optimize presentation skills.
- **Portfolio Development Workshops:** Dedicated sessions to guide you through the process of creating a portfolio, including design tips and best practices.
- **Proactive Placement Assistance:** Dedicated Student Services team begins working with students to explore career options and potential placements at approximately 250 hours for Nail Technology students and 550 hours for Esthetics students.

### **Our Commitment:**

ANLI ACADEMY's Career Support Initiative is designed to empower students with the skills and confidence to pursue successful careers. By fostering industry connections, providing individualized guidance, and offering proactive placement assistance, we strive to facilitate a smooth transition from the classroom to the professional sphere.

### **Student Responsibilities:**

While the academy offers extensive support, students are encouraged to proactively engage in their job search process. This includes:

- **Consistent Skill Development:** Maintaining a high level of performance throughout the program to enhance marketability.
- **Active Networking:** Utilizing industry events and professional platforms to build connections beyond the academy's network.
- **Early Engagement:** Taking initiative to explore career options and commence job searching early in their program.

ANLI ACADEMY believes in a collaborative approach to career development, where the academy and students work together to achieve successful employment outcomes.

**\*STUDENTS AND GRADUATES MAY NOT WORK IN A SALON UNTIL THEY ARE OFFICIALLY LICENSED IN THE STATE OF RHODE ISLAND.**

### **INTERRUPTIONS, COURSE WITHDRAWALS**

If the student needs to take off more time than allotted in the contract or more than 14 consecutive calendar days, they must drop or take a leave of absence and re-enroll when ready to return. Students who withdraw prior to completing the course of study and who wish to re-enroll will re-enroll at the same progress status as applicable at the time of withdrawal.

**\*A student may not miss more than 14 consecutive calendar days in their program of**

**study. If this occurs, and a Leave of absence has not been requested, the student will be dropped from the program.**

## **LEAVE OF ABSENCE POLICY**

ANLI ACADEMY recognizes that students may encounter circumstances necessitating a temporary interruption in their studies. This policy delineates the guidelines and procedures for requesting and managing a Leave of Absence (LOA).

### **1. Definition of a Leave of Absence**

A Leave of Absence (LOA) is a formally approved period during which a student temporarily suspends academic coursework while retaining their enrollment status. This provision allows students to address personal matters without jeopardizing their academic standing or progress.

### **2. Grounds for a Leave of Absence**

ANLI ACADEMY grants LOA's under these circumstances:

- **Serious Illness or Injury:** Affecting the student or an immediate family member, requiring hospitalization, surgery, or ongoing medical treatment. Supporting medical documentation is required.
- **Family Emergency:** Severe illness, injury, or death of an immediate family member necessitating significant caregiving responsibilities or causing emotional distress. Supporting documentation may be required.
- **Victim of a Crime:** Physical or emotional trauma resulting from a crime, impacting the student's academic performance. Police reports or legal documentation may be necessary.
- **Natural Disaster or Major Life Disruption:** Events such as natural disasters, fires, or displacement significantly disrupting the student's living situation and academic pursuits. Documentation may include insurance claims or official statements.
- **Military Service Requirements:** Fulfillment of mandatory military service obligations.
- **Jury Duty:** Civic responsibility requiring absence from classes.

### **3. LOA Procedures**

- **Request and Approval:** Students must submit a signed and completed LOA request form to the Student Services Coordinator, clearly stating the reason for the leave. In emergency situations, the Academy may grant an LOA retroactively with appropriate documentation. The Academy will collect student documentation at a later date, the students' first day of LOA will be the last day of attendance in emergent situations.
- **Duration:** The minimum LOA duration is 14 calendar days. The maximum LOA duration is 180 calendar days within a 12-month period. LOA requests exceeding 180 calendar days in a 12-month period will not be granted. If a student requires

longer than 180 days for an LOA the student may withdraw from their program and re-enroll at a later date.

- **Re-enrollment:** Students return to the same academic standing held prior to the LOA. The LOA duration extends the student's contract period and maximum timeframe by the same number of days the LOA was taken. An addendum to the enrollment agreement will be executed to reflect the adjusted contract end date, which will be signed by the student and student services coordinator.
- **Withdrawal:** Failure to return after 180 days or initiating an unapproved LOA may result in withdrawal from the program. The official withdrawal date and refund calculation will be determined based on the student's last day of attendance.

#### 4. Important Considerations

- **Documentation:** Students must provide credible documentation to support their LOA request.
- **Timeliness:** The circumstances prompting the LOA request should have occurred during the period of academic difficulty.
- **Impact:** The circumstances should have directly and significantly impacted the student's academic performance or attendance.

#### 5. Student Responsibilities

- **Plan Ahead:** Whenever possible, students should request the LOA in advance.
- **Communicate Clearly:** Provide all necessary information and documentation to Student Services.
- **Adhere to Deadlines:** Return from the LOA within the approved timeframe.

#### 6. Additional Provisions

- No additional charges will be assessed for a requested LOA.
- An approved LOA is not considered a withdrawal, and no refund calculation is required.

ANLI ACADEMY is committed to providing flexibility and support to students facing challenging circumstances. This LOA policy enables students to take necessary time away from their studies while preserving their enrollment status and facilitating the achievement of their academic goals.



## DROP OR WITHDRAWAL REFUND POLICY

This policy outlines the procedures and guidelines governing student drops and withdrawals from ANLI ACADEMY programs, including the determination of refund eligibility.

### 1. Drop/Withdrawal Procedures

- **Voluntary Drop/Withdrawal:** When a student chooses to discontinue a program, a drop form must be completed. The official drop/withdrawal date is the date the student submits the request.
- **Involuntary Withdrawal:** In situations where the Academy initiates the withdrawal due to non-compliance with academic policies or other reasons, the last date of attendance will be considered the withdrawal date. Unofficial withdrawals are determined by the Academy through monitoring clock hour attendance at least every 30 calendar days.

### 2. Student Responsibilities

- **Formal Notification:** Students must formally notify the Academy in writing of their intent to drop or withdraw from a program.
- **Completion of Forms:** Ensure all necessary drop/withdrawal forms are accurately completed and submitted to Student Services.
- **Understanding the Policy:** Students are responsible for understanding the refund policy as outlined in the enrollment agreement and the student catalog.

## CANCELLATION AND REFUND POLICY

ANLI ACADEMY is committed to providing a transparent and equitable refund policy in compliance with the Rhode Island Office of the Postsecondary Commissioner. This policy outlines the procedures and guidelines governing cancellations and refunds for students enrolled in ANLI ACADEMY programs, and applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

### 1. Student Cancellation/Withdrawal

- **Refund Schedule:** Refunds for students who withdraw or are terminated from a program are calculated based on the percentage of completed scheduled program hours as follows:

| Percent of scheduled time enrolled.   | Amount of tuition ANLI ACADEMY retains.            |
|---|--|
| <b>Percentage Length of Scheduled Hours to Complete the Total Length of Program</b> | <b>Amount of Total Tuition Owed to the Academy</b> |
| <b>.01%- 24.9%</b>  | <b>25%</b>   |
| <b>25%- 49.9%</b>   | <b>50%</b>   |
| <b>50%- 74.9%</b>   | <b>75%</b>   |
| <b>75%-100%</b>   | <b>100%</b>  |

- **Drop/Withdrawal Procedures:**
  - **Voluntary:** Students choosing to discontinue a program must complete a drop form. The official drop/withdrawal date is the date the request is submitted.
  - **Involuntary:** If the Academy initiates withdrawal, the last date of attendance is the withdrawal date.

## 2. Program Cancellation by ANLI ACADEMY

- **Prior to Instruction:** If ANLI ACADEMY cancels a program before instruction begins, students will receive a full refund of all monies paid or the option to complete the program at a later date.
- **After Instruction Begins:** If ANLI ACADEMY cancels a program after instruction begins, students have the following options:
  - **Pro-rata Refund:** Receive a pro-rata refund for hours transferred to another institution.
  - **Program Completion:** Complete the program through alternative arrangements provided by ANLI ACADEMY.
  - **Teach-Out Agreement:** Participate in a teach-out agreement with another institution to complete the program.
  - **Full Refund:** Receive a full refund of all monies paid.

## 3. Academy Closure

- If ANLI ACADEMY permanently closes after instruction begins, students will receive a pro-rata refund of tuition paid or the opportunity to participate in a teach-out agreement with another institution.

## 4. Refund Disbursement

- Refunds will be processed within 30 days from the official drop/withdrawal or cancellation date.
- Refunds will be issued via check.

## 5. Student Responsibilities

- **Formal Notification:** Students must formally notify the Academy in writing of their intent to drop or withdraw from a program.
- **Completion of Forms:** Ensure all necessary drop/withdrawal forms are accurately completed and submitted to Student Services.
- **Understanding the Policy:** Students are responsible for understanding the refund policy as outlined in the enrollment agreement and the student catalog.

**This policy ensures that students receive fair and equitable treatment in the event of**

**program cancellation, withdrawal, or Academy closure, upholding the standards set by the Rhode Island Office of the Postsecondary Commissioner.**

### **RE-ENROLLMENT PROCEDURE**

Students who have withdrawn from their program of study at ANLI ACADEMY may apply for readmission. The following procedures apply:

#### **1. Re-enrollment within 180 days of last date of attendance:**

- **Last date of attendance** refers to the student's official withdrawal date as recorded by ANLI ACADEMY.
- A \$100 re-enrollment fee is required.
- Students must sign an Enrollment Contract Addendum, which will include a new end contract date.
- A personal interview with the Academy's Administration is mandatory.
- Readmission may be subject to individualized conditions.
- Readmission is not guaranteed and is at the sole discretion of the Academy's Administration.
- If readmitted, the terms of the original Enrollment Contract become effective.

#### **2. Re-enrollment after 180 days of last date of attendance:**

- **Last date of attendance** refers to the student's official withdrawal date as recorded by ANLI ACADEMY.
- A \$100 re-enrollment fee is required.
- Students must sign a new Enrollment Contract.
- Students will be contracted as hourly students for the hours remaining from their previous contract.
- Students will be charged an hourly rate (\$13.00/nails, \$20.00/esthetics) for the remaining contracted hours, in addition to the \$100 re-enrollment fee.
- Any outstanding balances from the previous contract must be paid in full before re-enrollment.
- A new **contract end date** will be calculated.
- A personal interview with the Academy's Administration is mandatory.
- Readmission may be subject to individualized conditions.
- Readmission is not guaranteed and is at the sole discretion of the Academy's Administration.
- If readmitted, the terms of the new Enrollment Contract become effective, subject to current tuition costs and any applicable additional fees as outlined in the current ANLI ACADEMY catalog.

#### **3. Readmission Process and Inquiries:**

To apply for readmission or any questions regarding readmission, students must:

- Email [studentservices@anliacademy.com](mailto:studentservices@anliacademy.com) with your request.

### **GRIEVANCE POLICY AND PROCEDURE**

ANLI ACADEMY affirms the right of students to obtain quality academic and training services and to be free from discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, ethnic origin, age, disability, or veteran status. This policy

provides a timely and equitable process for resolving issues arising from alleged violations of Academy policy and state regulations.

### **Scope**

Grievances can involve academic or non-academic matters.

### **Informal Resolution**

Students are encouraged to seek resolution as soon as possible after an incident. Begin by discussing the problem informally with the individual involved. If this fails, seek discussion with the Academy's Director.

### **Formal Grievance Procedure**

File a formal grievance only after exhausting all reasonable informal resolution attempts.

#### **1. Filing the Grievance:**

- Submit a written grievance to the Academy's Director, Cherie Chaves.
- Grievance forms are available in the Student Services office upon request.
- The grievance will be acknowledged within five business days.

#### **2. Investigation and Resolution:**

- The Director will investigate the complaint and take appropriate action within 30 days of filing.
- The Academy will issue a Resolution Report within five business days of completing the investigation.

#### **3. Appeal Process:**

- If unsatisfied with the resolution, submit a written appeal to the Director's email, [director.cherie@anliacademy.com](mailto:director.cherie@anliacademy.com), within five business days.
- The Director will acknowledge receipt of the appeal within five business days.
- The Director will meet with the student within 10 business days, or as soon as reasonably possible, to review the resolution.
- The Director will issue a final ruling on the appeal within 10 business days of the meeting.

### **External Complaint Options**

Students may file complaints with external authorities, such as the Rhode Island Office of the Postsecondary Commissioner, the Rhode Island Department of Health, or the National Accrediting Commission of Career Arts & Sciences (NACCAS), without first following this internal grievance procedure.

## STUDENT GUIDELINES

**Dress Code:** Students are expected to maintain a neat, clean, and professional appearance at all times, as this reflects on your professionalism and the Academy's image.

### General Guidelines

- **All Black Attire:** Students must wear all black clothing. Black sweaters or sweatshirts are permitted for warmth.
- **Professional and Clean:** Clothing should be professional, clean, and free of rips or tears.
- **Professional Footwear:** Shoes should be professional, practical, and comfortable.
- **Hair and Makeup:** Hair should be styled, and any cosmetics should be applied before arriving at the Academy.
- **Nametag:** A nametag must be worn at all times while in attendance. The first nametag is provided by the Academy. Replacements are the student's responsibility and cost \$9.00.
- **Apron:** The apron that was provided in your kit, must be worn during all practical work.

### Acceptable Attire

- **Pants/Shorts/Skirts:** Black pants, shorts, and/or skirts are acceptable. Shorts and skirts should be no more than 2 inches above the knee.
- **Shirts:** All shirts must cover the shoulders, underarms, cleavage, midriff, and lower back.
- **Tights/Leggings:** Tights or leggings must provide full coverage.
- **Dresses/Skirts:** Slits in a dress or skirt must be no more than 2 inches above the knee.

### Unacceptable Attire

- Flip-flops, slippers, or beach sandals
- Tank tops (unless accompanied by a black sweater)
- Belly shirts
- Sweatpants
- Hooded sweatshirts, jackets
- Clothing with prints or logos
- Shorts and/or skirts higher than 2 inches above the knee
- Spandex or biking shorts
- Hats or bandannas
- Sunglasses

### Classroom Restrictions

- Headphones, headgear, and/or earphones are not permitted in the classroom or the clinic classroom.

### Consequences of Non-Compliance

Students who fail to comply with the dress code will be given a verbal warning and may be sent home for the day.

## CELL PHONE POLICY

### Classroom and Work Areas

- **No Cell Phone Use:** Cell phones are not permitted to be used in classrooms, the theory lab, the practical lab, or while working with the public. This includes texting. Cell phones must be set to vibrate only.
- **Emergency Calls Only:** Students may only use cell phones for emergency calls (e.g., babysitter, child's school).
  - Students must excuse themselves from the classroom briefly to take emergency calls.
  - It is preferred that students arrange for emergency calls to be directed to the Academy's main number. The Administrative Assistant will relay the call/message to the student.
- **Personal Electronic Devices:**
  - The use of personal electronic devices, including but not limited to tablets, laptops, iPads, and smartwatches, is not prohibited in classrooms.

### Breaks

- Cell phone use is permitted during designated break times only.

### Consequences of Non-Compliance

- **First Offense:** Verbal warning
- **Second Offense:** Written warning
- **Third Offense:** Student will be sent home for the day.

## ATTENDANCE AND PUNCTUALITY POLICY

### Absenteeism

- **Unexcused Absences:** While regular attendance is essential, ANLI ACADEMY understands that unavoidable absences may occur. Students are responsible for all missed work.
- **Notification:** If you will be late or absent, you must notify the Academy using one of the following:
  - Text: 401-484-1785
  - Phone: 401-431-2654
- **Excessive Absences:** Excessive absences will result in:
- **Corrective Action Plan:** A corrective action plan to help improve attendance.
- **Possible Termination:** Students who fail to improve attendance may be subject to termination from the program.

### Prompt Arrival

- **Check-in Time:** Students must arrive in full dress code 10 minutes before the start of class.
- **Roll Call:** Roll call will be taken promptly at the beginning of class.
- **Tardiness:** Students arriving after 1 minute will be considered tardy.

## Attendance Adjustments

ANLI ACADEMY administration may adjust program hours and days to accommodate holidays, inclement weather, or other unforeseen circumstances. Students will be notified of any changes in advance.

## Tardiness Policy

- **Life Circumstances:** If a life circumstance prevents you from arriving on time, please contact the Administration immediately to explain the situation.
- **Excessive Tardiness:** Students who are tardy two or more times within a month will be subject to corrective action.
  - **1st Tardy:** Verbal warning.
  - **2nd Tardy:** Written warning.
  - **3rd Tardy:** Mandatory meeting with Student Services.
  - **4th Tardy:** Probation for 2 weeks. During the probationary period, any further tardiness may result in further disciplinary action, up to and including termination.
- **Tardy Reset Period:** The tardy count resets monthly, beginning on the 1st of each month.

## Importance of Punctuality

Punctuality is a fundamental aspect of professionalism and academic success. Consistent and timely attendance demonstrates:

- Respect for your peers, instructors, and the learning environment.
- Commitment to your own academic and professional goals.
- The work ethic necessary for success in your chosen career.

## CHEWING GUM

Gum chewing is not allowed on the Academy's premises. This policy helps maintain a clean and professional learning environment for all students.

## FOOD AND BEVERAGES

To maintain a conducive and professional learning environment, the following guidelines apply to food and beverage consumption on Academy premises:

- **Designated Areas:** Consumption of food is strictly limited to designated kitchen break areas during scheduled break and lunch periods.
- **Prohibited Areas:** Food and beverages are strictly prohibited in all practical classrooms.
- **Beverages in Theory Classrooms:** In theory classrooms, beverages are permitted only in containers with tightly closed, spill-proof lids.
- **Waste Disposal:** Students are responsible for the proper disposal of all food and beverage-related waste in designated receptacles.

## SMOKING AND VAPING

To maintain a healthy and respectful learning environment for all, the Academy has implemented the following policy regarding smoking and vaping:

- **Designated Area:** Smoking and vaping are strictly prohibited within the Academy building. The designated smoking/vaping area is located 25 feet from the front of the building.
- **Proper Disposal:** All smoking materials must be extinguished completely and disposed of properly in designated receptacles within the smoking/vaping area.
- **Hygiene Protocol:** Upon returning to the building after smoking or vaping, individuals must adhere to the following hygiene protocol:
  - Thoroughly wash hands with soap and water.
  - Rinse mouth with mouthwash to minimize residual odors.
  - Use hand sanitizer provided at the building entrance.

**Note:** Students who repeatedly violate this policy may be subject to disciplinary action.

## STUDENT PARKING

To ensure the efficient and orderly use of parking facilities, all students are expected to comply with the following parking regulations:

- **Designated Parking Zones:** Student parking is available in designated areas at the front, side, and back of the Academy premises located at 42 Hemingway Dr, Riverside, RI 02915.
- **Accessibility Parking:** Parking spaces designated with the International Symbol of Access are strictly reserved for vehicles displaying a valid handicapped placard issued by the State of Rhode Island.
- **Temporary Parking Accommodations:** Students with temporary medical conditions necessitating closer proximity to the building (may request temporary authorization to utilize accessibility parking spaces. For example, a student with a broken leg may require temporary use of these spaces. Such requests must be submitted to the Director's office, accompanied by appropriate medical documentation from a licensed healthcare provider.

### General Parking Guidelines:

- Vehicles parked in unauthorized locations or in violation of parking rules are subject to citation or towing at the vehicle owner's expense.
- The Academy assumes no liability for any damage to, or theft of, vehicles parked on its property.

## COACHING AND ADVISORY

ANLI ACADEMY is committed to supporting student success through a comprehensive coaching and advising program. This program is designed to provide guidance, address concerns, and correct non-compliant or inappropriate behavior.



### Coaching Process:

- **Purpose:** Coaching sessions are conducted by the Academy Administration to provide students with individualized support and guidance in areas where improvement is needed.
- **Grounds for Coaching:** Coaching sessions may be initiated for various reasons, including but not limited to:
  1. Non-compliance with uniform and dress code policies.
  2. Malicious gossip or disruptive behavior.
  3. Failure to notify the Academy of tardiness or absence.
  4. Excessive tardiness or absenteeism.
  5. Incomplete or unsatisfactory academic work.
  6. Failure to meet attendance or examination requirements.
  7. Parking violations.
  8. Unauthorized use of cell phones.
  9. Smoking on Academy premises.
  10. Violation of internet and social media policies.
  11. Delinquency in tuition payments.
  12. Unsatisfactory attendance records.
  13. Violation of the Student Guidelines.
  14. Breach of confidentiality policies.
- **Consequences of Non-Compliance:** Students who fail to respond positively to coaching interventions or who demonstrate a pattern of non-compliance may be subject to disciplinary action, up to and including termination from the program.

### **ZERO-TOLERANCE POLICY AND GROUNDS FOR IMMEDIATE TERMINATION**

ANLI ACADEMY maintains a zero-tolerance policy for certain behaviors that severely compromise the safety, integrity, and well-being of the Academy community. Engaging in any of the following actions may result in immediate termination from the program without prior warnings or coaching sessions:

1. **Substance Use and Possession:** Use or possession of drugs and/or alcohol, including prescription marijuana, on Academy premises or at any Academy-sponsored event.
2. **Fraudulent Attendance:** Clocking or signing in/out for another student, falsifying attendance records, or otherwise engaging in fraudulent attendance practices.
3. **Theft and Dishonesty:** Stealing, cheating, or engaging in any form of academic dishonesty.
4. **Insubordination:** Willful disobedience or defiance of authority, including refusal to comply with reasonable directives from Academy staff.

5. **Threats and Violence:** Making threatening statements or engaging in any form of physical violence, bullying, or altercations towards staff, students, or guests.
6. **Off-Campus Misconduct:** Violation of Academy standards or Code of Conduct at any Academy-sponsored event, off-campus event, or field trip.
7. **Weapons Possession:** Possessing any type of weapon on Academy premises or at any Academy-sponsored event. Weapons include, but are not limited to, firearms, knives, brass knuckles, tasers, and any other item designed to inflict harm or threaten safety.

## **WEAPONS POLICY**

The safety and security of our students, guests, and staff are paramount. ANLI ACADEMY strictly prohibits the possession of any type of weapon on its premises or at any Academy-sponsored event. This policy is in effect at all times and extends to all individuals within the Academy community.

### **Finality of Termination**

Termination due to any of the above-listed offenses, or any other serious misconduct as determined by the Academy, is final and may not be appealed.

## **DRUG-FREE POLICY**

ANLI ACADEMY is committed to providing a safe, healthy, and productive learning environment for all students. To this end, the Academy maintains a strict policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol.

### **Prohibited Conduct:**

The following actions are strictly prohibited on Academy premises, as part of any Academy-sponsored activity, or at any Academy-related event:

- Unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs.
- Unlawful possession, use, or distribution of alcohol.

### **Consequences of Violation:**

- **Possession or Use:** Students found in possession of or using illicit drugs or alcohol will be subject to immediate termination from the Academy.
- **Distribution or Sale:** Students involved in the distribution or sale of illicit drugs will be subject to immediate termination from the Academy.

### **Additional Provisions:**

- The Academy reserves the right to conduct searches of student lockers, backpacks, and personal belongings if there is reasonable suspicion of drug or alcohol possession.
- The Academy will cooperate fully with law enforcement authorities in the investigation of any drug-related offenses.

## SOCIAL MEDIA POLICY

This policy outlines ANLI ACADEMY's expectations for student use of social media. While the Academy respects students' rights to utilize social media platforms during their personal time, it also seeks to ensure that online behavior reflects the Academy's values and commitment to a safe and respectful learning environment.

### Scope

This policy applies to all students enrolled at ANLI ACADEMY and encompasses any form of publicly accessible communication, including but not limited to:

- Written and verbal content (including podcasts and video uploads)
- Electronic communications (e.g., discussion groups, forums, newsgroups, email distribution)
- Social networking sites (e.g., Facebook, Instagram, Snapchat, Twitter, YouTube, TikTok)

### Student Responsibilities

Students are personally accountable for the content they publish online. They are expected to adhere to the following guidelines:

- **Respect and Courtesy:** Engage with others online in a manner that is respectful, considerate, and consistent with the Academy's values.
- **Responsible Representation:** Refrain from any online activity that could reasonably be construed as unbecoming of an ANLI ACADEMY student or that misrepresents the Academy's brand. This includes, but is not limited to:
  - Posting about illegal activities
  - Sharing sexually suggestive or explicit content
  - Promoting violence, hatred, or discrimination
  - Disclosing confidential school information
  - Using the school logo or branding without authorization
- **Cyberbullying and Harassment:** Students are prohibited from engaging in any form of cyberbullying or online harassment. This includes making derogatory or threatening comments, spreading rumors, and sharing private information without consent.

### Academy Authority

ANLI ACADEMY reserves the right to:

- Request the removal of any online content that violates this policy.
- Take appropriate disciplinary action, which may include warning or termination, in response to violations of this policy.
- Access student social media accounts if there is reasonable suspicion that a student has violated this policy or engaged in behavior that threatens the safety or well-being of the school community.

## Privacy

Students are reminded to be mindful of their own privacy and the privacy of others when using social media. Exercise caution when sharing personal information and consider the potential consequences of online posts.

## Policy Review

This policy will be reviewed and updated periodically to reflect changes in social media platforms, trends, and relevant laws.

## WIRELESS INTERNET USER AGREEMENT

### Wireless Access

ANLI ACADEMY provides complimentary wireless internet access in designated areas across its campus. This Service is intended for the limited use of students and guests.

### User Responsibilities

- **Device Configuration:** Users are responsible for configuring their own devices to access the wireless network. Due to the variety of devices and operating systems, ANLI ACADEMY staff cannot provide technical support for individual devices. Please consult your device documentation or manufacturer for assistance.
- **Security:** The ANLI ACADEMY wireless network is an open network. **Use of this Service is at your own risk.** ANLI ACADEMY and its internet service providers cannot guarantee the privacy or security of your data and communications while using this network. Take precautions to protect your personal information and online activity.
- **Availability:** The Service is provided "as available". ANLI ACADEMY does not guarantee continuous, uninterrupted, or error-free access.

### Acceptable Use

Users must comply with all applicable laws and regulations while using the Service. Prohibited activities include, but are not limited to:

- Unauthorized access to ANLI ACADEMY systems or resources
- Illegal activities, including downloading or sharing copyrighted material without permission
- Transmission of viruses, malware, or other harmful code
- Activities that disrupt or interfere with the network or other users

### Consequences of Violation

Any violation of this agreement may result in termination of your access to the ANLI ACADEMY wireless network. ANLI ACADEMY reserves the right to take further disciplinary action as appropriate.

## CONFIDENTIALITY POLICY

ANLI ACADEMY respects your privacy. This policy explains how we protect your information.

### What's Confidential?

- Your school records (grades, test scores, etc.)
- Private talks with teachers and counselors
- Anything you tell us in confidence

### Who Can See It?

- Only ANLI ACADEMY staff who need it to help you learn.
- We may have to share information if required by law or to keep people safe.

### How We Protect It:

- We keep your information secure.
- We train our staff to protect your privacy.

### Questions?

Talk to ANLI ACADEMY Administration if you have questions about this policy

## OSHA REQUIREMENTS

We care about your safety! We follow all OSHA rules to make sure you know about and are protected from any chemical hazards in our programs.

Here's how we do it:

- **Information:** We tell you about the chemicals we use and give you easy access to Safety Data Sheets (SDS) that explain how to handle them safely.
- **Training:** We teach you how to use chemicals safely, including what to do in an emergency.
- **Equipment:** We make sure all equipment is safe and teach you how to use it properly.

### Your Role:

- Please follow all safety instructions and use equipment correctly.
- Let us know right away if you have any questions or concerns about safety.

**Important Note:** While we do everything, we can't keep you safe, we can't be responsible for injuries if safety rules aren't followed.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

FERPA is a federal law that protects the privacy of your education records. Here's what you need to know:

- **Access:** You have the right to see your records. To do so, just make a written request to the administrative office.
- **Accuracy:** If you find something in your records that's not correct, you can ask us to fix it.
- **Privacy:** We can't share your personal information with anyone else without your permission (or your parents' permission if you're under 18).

### **When can the school share my information without my permission?**

There are some exceptions where we can share your information without getting your consent. These include:

- **School staff:** Teachers and other school staff who need the information to do their jobs.
- **Transferring schools:** If you transfer to another school, we can share your records with them.
- **Financial aid:** We can share information needed to process your financial aid applications.
- **Health and safety emergencies:** We can share information if it's necessary to keep you and others safe.

### **Directory Information:**

Some basic information, like your name, address, and awards, is considered "directory information" and may be shared without your consent. However, we'll let you know what we consider directory information and give you a chance to tell us if you don't want us to share it.

**Want to learn more about FERPA?** You can visit the administrative office or check out the official FERPA website for detailed information.

**ANLI ACADEMY'S FACULTY AND STAFF:**

**ADMINISTRATION:**

Hangcheng An - Owner/President  
Cherie Chaves - COO/Director of Education  
Kelsey Jennings- Financial/Student Services Coordinator  
Melissa Pinelli- Administrative Assistant

**NAIL TECHNOLOGY EDUCATORS:**

Dawn Albanese (MI00015)  
Nancy Manso (MI00032)

**ESTHETICS EDUCATORS:**

Victoria Polidoro (EI00034)  
Taylor Coelho (EI00044)  
Michayla Currie (EI00045)

**MENTOR/MAKEUP SPECIALIST:**

Monica Bostic (EST02613)

**I HAVE READ AND UNDERSTAND THE TERMS OF THIS STUDENT CATALOG, AND I HAVE BEEN PROVIDED A COPY.**

**NOTE: THIS STUDENT CATALOG IS NOT BINDING UNTIL SIGNED BY THE STUDENT AND COUNTERSIGNED BY THE DIRECTOR OF THE ACADEMY.**

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If applicant is a minor)

Director: \_\_\_\_\_ Date: \_\_\_\_\_