



Student Catalog

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Notice

Consumer Information

Student Catalog, Volume 1 © 2026
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Students are encouraged to consult with the Executive Director for the most current information and to verify the details contained in this catalog. This catalog does not confer any rights or privileges upon students, nor does it constitute an enrollment agreement.

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For the most current information, please call us or visit our website.

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The Visage Institute, Inc.

State Authorization New Mexico Higher Education Department
Private Postsecondary Schools Division
2044 Galisteo Street, Suite 4
Santa Fe, NM 87505
(505) 476-8400

License The Visage Institute, Inc. is licensed and authorized to operate as a Cosmetology school by:

The New Mexico Board of Barbers and Cosmetologists (NMBBC)
PO Box 25101, Santa Fe, New Mexico 87504
(505) 476-4690

Accreditation Not accredited at this time. Title IV funding not applicable.

Overview The Visage Institute is a post-secondary trade school offering beauty education and professional development through innovative curricula, tailored academic support, and strong community partnerships. We provide comprehensive learning experiences that go beyond the traditional bare-minimum, post-secondary models to ensure that our future professionals emerge as highly-skilled, highly-desired and marketable business professionals.

Mission Our mission is to deliver an elite learning experience, rooted in a strong culture of excellence and community partnerships, that empowers each student to unleash their full potential and emerge as highly-skilled and highly-desired future professionals.

Vision Our vision is to be one of the leading vocational trade schools and providers of professional development that equips all graduates to be experts in their craft and achieve successful, sustainable, and fulfilling careers.

Instructors Our instructors bring a wealth of knowledge, real-world experience, and a passion for teaching that fosters an inspiring and supportive learning environment for our students. Every instructor has extensive experience in their respective vocational fields, and they hold the necessary licenses and certifications required by the New Mexico Board of Barbers and Cosmetologists to practice their profession. All instructors participate in ongoing professional development to stay current with industry trends, techniques, and changes.

Career Opportunities

Graduates of The Visage Institute are well-prepared to embark on a variety of exciting and rewarding careers within the beauty industry. Our courses equip students with the skills, knowledge, and experience needed to succeed in diverse professional roles. Below are some of the career opportunities available to our graduates:

Hairstylist: Hairstylists are experts in cutting, coloring, and styling hair. They work in salons, spas, and other beauty establishments, helping clients achieve their desired looks. Hairstylists often build loyal client bases and may specialize in specific techniques or services.

Esthetician/Skin Care Specialist: Estheticians provide a range of skin care treatments, including facials, exfoliations, and hair removal. They work in spas, salons, and dermatology offices, focusing on improving and maintaining clients' skin health and appearance.

Nail Technician/Manicurist: Nail Technicians, also known as Manicurists, specialize in nail care services such as manicures, pedicures, and nail art. They work in nail salons, spas, and beauty parlors, creating beautiful and healthy nails for their clients.

Makeup Artist: Makeup Artists apply makeup for a variety of occasions, including weddings, photo shoots, film, television and theatrical productions, as well as special events. They may work independently, in salons, or with cosmetic brands, showcasing their creativity and technical skills.

Salon Owner/Entrepreneur: Entrepreneurial graduates may choose to open and manage their own salons or spas. As Salon Owners, they oversee daily operations, manage staff, and ensure high-quality service delivery, all while creating a unique and welcoming environment for clients.

Freelance Stylist: Freelance Stylists offer their services independently, working on location for events such as weddings, fashion shows, and photo shoots. They have the flexibility to set their schedules and often build strong networks within the industry.

Educator/Instructor: Experienced professionals may become Educators or Instructors, sharing their knowledge and skills with the next generation of beauty professionals. They work in beauty schools, vocational courses, and training centers, inspiring and mentoring students.

Brand Ambassador/Platform Artist: Brand Ambassadors and Platform Artists represent beauty brands at industry events, trade shows, and educational seminars. They demonstrate products, provide training, and promote the brand's image, often traveling extensively and gaining significant exposure.

Product Development Specialist: Product Development Specialists work with cosmetic and beauty product companies to create, test, and launch new products. They combine their industry expertise with creativity and technical knowledge to bring innovative products to market.

Fashion/Editorial Stylist: Fashion and Editorial Stylists work on photo shoots, fashion shows, and magazine editorials, creating stunning looks that align with the vision of designers and photographers. They often collaborate with a team of professionals to produce captivating visual content.

Retail/Sales Consultant: Retail Consultants and Sales professionals work in beauty supply stores, department stores, and boutiques, assisting customers with product selection and providing expert advice on beauty and skincare products. They use their product knowledge and customer service skills to drive sales and enhance the customer experience.

These are just a few of the many vocational career options available within the beauty industry. Depending on your personal interests, skills, and career goals, there are a myriad of opportunities within this dynamic and rewarding industry!

Career Considerations

As you embark on your educational journey, it's essential to explore the wide range of career opportunities available to you upon graduation. Here are some career considerations to keep in mind as you prepare for your future in the beauty industry:

Cosmetologists (39-5012.00) provide beauty services to clients, focusing on hair, skin, and nails. They typically work in salons, spas, or other beauty establishments, where they perform a variety of tasks such as cutting and styling hair, applying makeup, performing facial treatments, and providing nail care services. Cosmetologists also advise clients on beauty products and techniques, recommend treatments based on individual needs, and maintain cleanliness and sanitation standards in their work areas. Excellent communication and customer service skills are essential in this profession to ensure client satisfaction and repeat business.

Estheticians and Skincare Specialists (39-5094.00) provide skincare treatments and services to clients, focusing on improving and maintaining the health and appearance of the skin. They work in various settings such as spas, salons, dermatology offices, and wellness centers. Estheticians perform a range of tasks including cleansing, exfoliating, and moisturizing the skin, as well as providing facials, chemical peels, and other specialized treatments. They may also offer advice on skincare products and routines, perform hair removal procedures such as waxing or threading, and provide makeup application services.

Makeup Artists (39-5091.00) are skilled professionals who specialize in applying makeup for theatrical productions, film, television, and other live performances. They work closely with directors, producers, and performers to create the desired appearance for characters and enhance their features to suit the requirements of the production. Makeup artists may use a variety of techniques and materials to achieve different effects, such as prosthetics, special effects makeup, and airbrushing. They also collaborate with costume designers and hairstylists to ensure a cohesive overall look for the performers.

Manicurists and Pedicurists, also known as nail technicians (39-5092.00), provide nail care services to clients, specializing in manicures, pedicures, and nail enhancements. They work in beauty salons, spas, nail salons, and other personal care establishments, where they perform a variety of tasks such as cleaning, shaping, and polishing nails, applying nail extensions and artificial nails, and providing nail treatments such as moisturizing and exfoliating. Nail technicians may also offer nail art services, including intricate designs and embellishments, to enhance the aesthetic appeal of their clients' nails.

Vocational education teachers (25-1194.00), postsecondary, instruct students in a variety of vocational subjects and trades at the postsecondary level, typically in community colleges, technical schools, or vocational institutions. They develop and deliver lesson plans, lectures, and hands-on training activities to teach students the skills and knowledge required for specific trades or professions. Vocational instructors often have practical experience in their field of expertise, which they use to provide real-world insights and guidance to their students. They assess student progress, provide feedback, and may also assist students in securing internships or job placements in their chosen field.

For more detailed information, please refer to the Standard Occupational Classification (SOC) code descriptions provided by the Bureau of Labor Statistics (BLS).

Additional Considerations

Specialization: Consider which area of beauty interests you the most. Are you passionate about hair styling and coloring? Do you have a knack for skincare and esthetics? Are you drawn to the artistry of makeup application? Exploring different specializations within cosmetology can help you identify your strengths.

Industry Trends: Stay informed about the latest trends and developments in the beauty industry. Follow influential stylists, makeup artists, and estheticians on social media, attend industry events and trade shows, and subscribe to beauty magazines to stay up-to-date with current trends and techniques.

Continuing Education: Cosmetology is a continuously evolving field, so ongoing education is essential for career growth and advancement. Consider pursuing advanced training courses, workshops, and certifications to enhance your skills and stay competitive in the industry.

Networking: Building relationships with fellow students, instructors, industry professionals, and potential employers can open doors to exciting career opportunities. Attend networking events, join professional associations, and participate in industry forums to connect with others in the field.

Entrepreneurship: If you have a passion for business and a desire for creative freedom, entrepreneurship may be the right path for you. Consider starting your own salon, spa, or freelance beauty business, where you can showcase your talents, build your brand, and create a unique experience for your clients.

Professional Development: Invest in your professional development by seeking mentorship opportunities, participating in internships or apprenticeships, and seeking feedback and guidance from experienced professionals. Take advantage of resources and support services offered by your school or local industry organizations.

Licensing and Certification: Stay abreast of the licensing and certification requirements for cosmetology professionals in your state or country of practice. Ensure that you meet all necessary qualifications and maintain compliance with regulatory standards to practice legally and ethically within the beauty industry.

Career Growth Opportunities: Explore various career paths within the beauty industry, such as salon management, education, editorial work, product development, and more. Keep an open mind and be willing to explore different opportunities as you gain experience and expertise in your field.

It's important to recognize that the beauty profession can be physically demanding. Cosmetologists often spend long hours on their feet, performing repetitive tasks such as cutting, styling, and applying products. Additionally, exposure to chemicals and fumes may pose health risks. It's essential to prioritize self-care, ergonomics, and safety

Ergonomic Disclaimer

measures to minimize the risk of injury and maintain overall well-being throughout your career.

Remember that your vocational education is just the beginning of your journey in the beauty industry. By staying proactive, passionate, and committed to your professional growth, you can build a successful and fulfilling career that aligns with your goals.

Industry Growth

Consumer spending on beauty products and services continues to increase steadily. According to Statista, the global beauty and personal care market reached a value of \$511 billion in 2021 and is projected to grow to over \$716 billion by 2027. This growth is fueled by factors such as rising disposable incomes, changing beauty standards, and a growing emphasis on self-care. As the beauty industry continues to evolve, there is a growing demand for skilled cosmetologists and beauty professionals. According to the Bureau of Labor Statistics, employment of barbers, hairdressers, and cosmetologists is projected to grow 19 percent from 2020 to 2030, much faster than the average for all occupations.

Courses & Schedules

Course:	Esthetician	Hours:	600
Schedule:	24 hours / week	Duration:	6 months / 25 weeks
Curriculum:	Skincare, Facials, Chemical Peels, Makeup Application, Makeup Artistry, Color Theory, Hair removal, Spa therapies, Infection control, Skin disorders & diseases, Anatomy & Physiology, Chemistry, Electricity, Customer Service, Life skills, Business, State law, State Board Theory and Practical exam preparation.		

Program:	Instructor/Educator	Hours:	500
Schedule:	24 hours / week	Duration:	10 months/42 weeks
Curriculum:	Qualities & Responsibilities of an Effective Educator, Professional Ethics, Teaching Strategies & Presentation Techniques, Lesson Planning for Multiple Intelligences, Classroom Management, Goal setting, Time Management, Content Mastery, Achieving Positive Student Outcomes, State Law and State Board Theory and Practical Exam Preparation.		

Program Schedules:

- **Esthiology (3-Day)**
 - Monday, Tuesday & Wednesday: 9:00 am - 5:00 pm
 - Thursday, Friday & Saturday: 9:00 am - 5:00 pm
- **Instructor (3-Day)**
 - Thursday, Friday & Saturday: 10:00 am - 6:00 pm

Course & Schedule Changes

Students have the opportunity to change their course and/or schedule within the first 30 days of their enrollment. The request must be made in writing and submitted to the Executive Director. Course Changes will follow the standard institutional refund calculation and all fees will apply.

Admission, Enrollment & Registration

As a private institution of higher education, The Visage Institute maintains a very selective admissions process to ensure that each student is prepared to meet the academic and professional demands of their chosen field of study. Admissions decisions are based on factors such as an applicant's academic readiness, commitment to excellence, and ability to successfully complete the course.

The Visage Institute does not discriminate on the basis of age, race, color, ethnic origin, creed, religion, sex, financial status, area of origin, or residence in its admission, employment, instruction, or graduation policies.

Eligibility

To be considered for enrollment at The Visage Institute, all prospective applicants must meet the following requirements:

- Age:** Be at least 17 years old at the time of enrollment.
- Education:** Possess a high school diploma, state-issued diploma, or verified equivalent (GED). Any transcripts must bear the school's official seal and high school transcripts should confirm completion of at least the 10th grade.

Pre-Entrance Academic Assessment

To be considered for admission, every prospective student must pass the Pre-Entrance Academic Assessment (in-person or online).

The U.S. Department of Labor has deemed the skills assessed in this examination to be critical for satisfactory job performance across a broad range of occupations. The questions in this assessment have been adapted for prospective students wishing to enter the beauty industry.

This standardized assessment will measure your proficiency in basic skills including: reading comprehension, language, and math. There are 50 questions in total, with each question worth 2 points.

You will have 90 minutes to complete this assessment.

Pre-Entrance Academic Assessment Score: _____

RESULTS: Since the Pre-Entrance Academic Assessment is administered online. Pass/Fail results will be immediate:

90 -100% = Advanced, PASS - Eligible to apply for enrollment

80 - 89% = Proficient, PASS - Eligible to apply for enrollment. May require T2 interventions.

60 - 79% = Nearing Proficiency, PASS - Eligible to apply for enrollment. May require T3 interventions.

0 - 59% = Novice, FAIL - Ineligible for admission at this time.

Our Response to Intervention (RTI) includes three tiers:

- **Tier I (T1)** - All students are taught using Direct Instruction in the classroom with all projects tailored towards each student's personal learning style.
- **Tier II (T2)** - Students receiving Tier 2 interventions still receive Direct Instruction with the rest of the class, but they are pulled for small-group targeted instruction for a portion of theory time. Regular assessments are taken to measure skill levels. If a student has made progress towards proficiency, they may move to Tier 1. If a student has not made progress, they may require more intensive interventions to help them reach proficiency.
- **Tier III (T3)** - When students are struggling to meet proficiency and T1 and T2 supports are not helping, they are assigned Tier 3 interventions. This can include being pulled from clinic time for direct one-to-one instruction to work on a specific skill and provide differentiated support. Because students who are T3 are most at-risk, instructors will monitor, assess, and check in with them more frequently.

Enrollment Application

Application for Enrollment can be completed in-person or online.

A Letter of Intent is required with submission of Enrollment Application:

- Enrollment Application** (online)
- Letter of Intent** which expresses:
 - Your interest to study at *The Visage Institute*
 - Your alignment with our school culture, values and course of interest
 - Your desire to enter the beauty industry
 - Your aspirations and career goals
- Student Catalog Agreement Form** (p.45 - Signed)

Admission Results

All prospective applicants will be notified via email of their admission results within **48 hours** of Enrollment Application submission:

- **Accepted** - A letter stating that the applicant has been accepted for the declared course of study at The Visage Institute.
- **Deferred** - A letter stating that the review panel needs more time to consider the student applicant for enrollment. Additional documents may be requested to further determine applicant eligibility and course readiness.
- **Denied** - A letter stating that the applicant has been denied enrollment. This is not a poor reflection of the applicant in any way, but rather, a recognition that the Institution and the candidate are not in alignment at this time.

Registration Requirements

All accepted applicants must complete the following, or their registration will be considered incomplete:

- Proof of Secondary Education** (HS Diploma, GED, or Transcripts)
- Proof of Age** (Driver's License, State ID, or Birth Certificate)
- Registration Fee** (\$100 - Cash, Card, Check, or Money Order)

For any questions or concerns, please contact our Admissions office:

enrollment@thevisageinstitute.com

Transfer, Re-entry and Credits

Transfer

Students transferring from other institutions or re-entering after a leave of absence must meet with the Executive Director to assess transfer credits and develop an academic plan. The evaluation may consist of theoretical and practical assessments to prove competency.

The Visage Institute may recognize credit for all or part of the applicant's previous training or work experience provided it is recognized by the New Mexico Board of Barbers and Cosmetologists (NMBBC).

All Transfer/Re-entry students must meet all entrance requirements and must comply with the placement level assigned as a result of the academic evaluation. If approved for enrollment, tuition will be charged at a prorated rate of \$10/hour for the course of study at the time of enrollment plus registration fee and kit fee if applicable.

Future professionals who have had prior training outside the State of New Mexico must provide proof of the number of hours of training by submitting an official transcript and obtain approval from the New Mexico Board of Barbers and Cosmetologists (NMBBC).

It is the school's policy not to recruit or enroll students already attending/admitted to another school offering a similar course of study.

Transfer of Credits

Transfer of credits to clock hours courses

Continuity of the course is essential to the development of the student's content mastery and professional skill set. Therefore, The Visage Institute may not accept clock hour transfers unless approved by the Executive Director that the hours are consistent with the School's course descriptions and objectives.

The Executive Director will evaluate an official copy of the transfer student's transcript for any possible transfer of clock hours. In addition to compatibility of prior courses, accreditation and other pertinent factors are taken into consideration.

Transfer of clock hours to credit hours

Students who wish to continue their education at another school must not assume that their clock hours will be accepted by the receiving institution. It is the student's responsibility to research the requirements of that school and it is ultimately the discretion of the receiving school if the clock hours will be accepted.

Students must be aware that all hours attempted / completed will be applied to the Title IV quantitative requirements of 150% attempted.

If a student withdraws prior to the posting of grades at the end of each month, the student will receive a "W" for withdrawal and the GPA shall not be affected. If a student withdraws after posting of grades at the end of the month and no work has been submitted/evaluated by the instructor,

the student will receive a “WF” for withdrawal-fail and shall receive zero points. This will be calculated into the GPA.

Re-Entry

Former students of The Visage Institute who wish to re-enter, must request approval from the Executive Director. The request will be reviewed and a decision made in writing within thirty (30) days of the request. Students who re-enter within thirty (30) days of the original official withdrawal date will be charged for all hours remaining. The settlement calculation for the former enrollment will be adjusted to reflect charges for scheduled hours attended.

Students who re-enter more than 30 days after the original exit date may be evaluated academically in the same manner as a transfer student to determine placement level. Current tuition rates at the time of re-entry will apply. Arrangement for satisfactory payment of any applicable balance owed under the previous enrollment(s) must be made prior to re-entry. Students who have withdrawn from enrollment twice may not be considered for re-enrollment. Contract periods and attendance percentages will be calculated based on hours remaining in the re-entry contract.

Course Curriculum

All courses offered by The Visage Institute follow similar instructional methods and grading procedures.

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 within the industry. Programs are presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstrations, master classes, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are also used for course delivery.

Grading Procedures

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a theory grade average of 80% and pass at least two final written and practical exams prior to graduation. Students must make up any failed or missed tests and incomplete assignments prior to graduation. All grades are issued according to the following scale:

90-100	A – (4) Advanced	70-79	C – (2) Making Progress
80-89	B – (3) Proficient	60-69	D – (1) Beginning
		0-59	F – (0) No Progress

Distance Learning

Students will use their school provided laptop to access the Digital Learning Platform. Software (Internet Browser and Free Zoom Account) should be the latest versions to accommodate security updates and best functionality.

Units of Instruction & Hours

The contents of the units of instruction in each course, along with the applicable hours devoted to each unit, are listed in the following section of the Curriculum Program Outlines: 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. Students learn career and employment

information including professional ethics, effective communications and the fundamentals of business management applicable to the course.

Reporting

Progress reports are provided monthly to review academic progress and attendance. Grades will be posted at the end of each month.

**Reference
Materials**

A comprehensive library of resources including: books, audio/video tapes, periodicals, texts, and technology for reference material are available to support the courses of study and supplement the students' training.

Esthetician Course Requirements

HOURS	SUBJECTS
125	THEORY - CLASSROOM INSTRUCTION (a) limited to orientation; (b) state laws and regulations; (c) professional image; (d) first aid; (e) chemistry; (f) electricity; (g) job seeking; and (h) ethics
75	STERILIZATION, SANITATION, BACTERIOLOGY (a) related theory and safety; (b) preparation, procedures and practice; (c) products, materials and implements; (d) public sanitation; (e) methods of sanitation and sterilization; (f) chemical agents; (g) types and classifications of bacteria; (h) bacterial growth; (i) infections; (j) infection control and safety standards
350	FACIALS (a) related theory; (b) anatomy; (c) physiology; (d) preparation, procedures and practice; (e) products, materials and implements; (f) theory of massage; (g) facial treatments and makeup application; (h) use of electrical appliances, currents and specialized machines for treatments; (i) artificial eyelashes; (j) removal of unwanted hair; (k) eyelash and brow tinting; (l) light therapy; (m) client consultation and recommendations; and (n) client record keeping and safety
50	SALON BUSINESS, RETAIL SALES (a) related theory; (b) opening a salon and business plan; (c) written agreements; (d) regulations and laws; (e) salon operation, policies, practices, personnel, compensation, payroll deductions; (f) use of telephone, advertising, retail and salesmanship, client communications, public relations, insurance; and (g) salon safety
600	TOTAL HOURS

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

Required Hands-On Instructor-Approved Procedures:

- 50 basic facial procedures
- 40 machine facial procedures
- 30 waxing procedures
- 20 makeup procedures

Instructor Course Requirements

HOURS	SUBJECTS
75	THEORY (a) limited to orientation; (b) state laws and regulations; (c) employment and compensation information; (d) professional ethics and image; (e) effective communications; (f) first aid; (g) chemistry; (h) electricity; (i) job seeking; (j) ethics; (k) principles of teaching; (l) teacher maturity; (m) student learning principles; and (n) academic advising
75	COURSE DEVELOPMENT AND LESSON PLANNING (a) planning; (b) analysis; (c) implementation (d) benefits; (e) outline; (f) examples of lesson plans; (g) components of effective lesson plans; (h) principles of preparing lesson plans; and (i) practical course review
75	TEACHING METHODS (a) preparation; (b) presentation; (c) application; (d) testing; (e) lecture and workbooks; (f) demonstrations and return demonstrations; (g) discussion; (h) question and answer; (i) projects; and (j) field trips
25	TEACHING AIDS (a) films or videos; (b) charts; (c) mannequins; (d) reference materials; (e) chalkboards; and (f) overhead projectors and transparencies
75	TEACHING AND CLASSROOM MANAGEMENT (a) independent classroom instructing; (b) records and reports; (c) safety measures; (d) classroom conditions and maintenance; (e) class supervision and control; (f) classroom problems and solutions; and (g) academic advising
25	TESTING AND STUDENT EVALUATION (a) measurement of student ability/achievement; (b) diagnosis of student weaknesses; (c) motivation for study; (d) oral and written testing; and (e) development and use of testing/measurement Instruments
150	LABORATORY SUPERVISION (a) independent clinic supervision; (b) client communications/reception desk; (c) inventory control; (d) effective dispensary procedures; (e) supervision of clinic sanitation/client safety; and (f) technical skills ability
	500 TOTAL HOURS

Financial Investment

A Registration Fee of \$100 is due with submission of the Enrollment Application for all courses:

Course	Tuition	Student Kit	Fees	Total <i>Tax Excluded</i>
Esthetician	\$7,200	\$1,000	\$500	\$8,700
Instructor	\$4,000 Alumni \$6,000 N-A	N/A	\$500	\$4,500 Alumni \$7,000 N-A
State Board Refresher	\$1,500	N/A	\$200	\$1,700

Extra Instructional Charges

Each course has been scheduled for completion within an allotted time frame which is one hundred and ten percent (110%) of total course hours. If a student exceeds the amount of days after the contracted end date of their Enrollment Agreement, the student shall pay \$12 per clock hour accrued.

Financing Options

- **Cash/Check/ACH**
- **Credit Card**
 - Note: An additional card processing fee will be added to each transaction total:
 - Visa - 2.64%
 - Discover - 2.64%
 - Mastercard - 2.74%
 - American Express- 3.675%
- **Payment Plan**
 - 0% monthly interest payments while in school
 - A down payment of ten percent (10%) of total must be made prior to Orientation.
 - Interest at three percent (3%) will begin to accrue thirty (30) days post graduation, withdrawal, or termination on a monthly basis for all unpaid balances.
- **Private Student Loans**
 - Check with local credit unions for academic/student loans or personal loans:
 - College Ave Student Loan - 4.17-14.81% Fixed APR
 - LendKey Private Student Loan Program - 3.99-12.61% Fixed APR
 - MEFA Private Student Loan - 5.75-17.35% APR
 - Prosper Personal Loan - 6.2-35.99% APR and 1.85%-9.99% origination fee
 - SallieMae Student Loan - 4.25-14.85% APR
 - SoFi Private Student Loan - 4.19-14.83% Fixed APR
 - Upgrade Personal Loan - 7.74%-35.99% APR and 1.85%-9.99% origination fee
- **VA Benefits** – visit www.benefits.va.gov/gibill/
 - Provide copy of Certificate of Eligibility (COE)

NOTE: Tuition must be paid in full for all accrued hours of study or school may withhold the release of official transcripts.

Scholarships

The Visage Institute offers a range of merit, and financial need-based scholarships designed to support students who show strong potential, dedication to their craft, and a commitment to professional growth in the beauty and aesthetics industry. These awards help reduce financial barriers and recognize individuals who are serious about building a career in the beauty industry.

Award Levels

Each Fiscal Year (July 1, 20XX - June 30th 20XX) the following scholarships are awarded:

- **\$5,000 Scholarship**
- **\$2,500 Scholarship**
- **\$1,000 Scholarship**
- **\$500 Scholarship**

Eligibility Requirement

Applicants must:

- Be accepted into an eligible course at The Visage Institute (acceptance letter)
- Be at least 18 years of age or meet state enrollment requirements
- Submit a completed scholarship application by **June 30th** deadline.

Application Requirements

To be considered, applicants must provide:

- A completed scholarship application form (www.thevisageinstitute.com/scholarships)
- Two letters of recommendation (academic/professional and personal)
- Proof of financial need (most recent income taxes or copy of FAFSA application)
- Portfolio of work (optional; but encouraged for merit-based awards)

Selection Criteria

Scholarships are awarded based on:

- Commitment to education and career goals
- Passion and motivation for the industry
- Financial need (when applicable)
- Strength of recommendation and any submitted work

Additional Notes

- Scholarship amounts are applied directly to tuition and fees
- Recipients may be asked to participate in promotional or community outreach activities
- If a student does not complete the course, including all graduation requirements, or falls below 90% attendance average and 3.0 GPA, the scholarship may be forfeited.

Scholarship applications and questions can be submitted to:

scholarships@thevisageinstitute.com

Standards of Professional Conduct

At The Visage Institute, we are committed to fostering a positive learning environment that promotes professionalism, integrity, and respect. Our student standards of professional conduct outline the expectations and behaviors that contribute to a successful educational experience and prepare students for thriving careers in the beauty industry.

1. Professionalism:

- Students are expected to demonstrate professionalism at all times, both inside and outside of the learning environment.
- This includes punctuality, reliability, and a positive attitude towards learning and collaboration. (Arrive for class on time prepared with all materials needed to complete both theory and practical work. Attend all classes according to the course schedule.)
- Respectful communication with instructors, staff, fellow students, and clients.

2. Integrity:

- Students are expected to uphold high ethical standards and act with honesty and integrity in all academic and professional endeavors.
- Academic integrity is essential, and plagiarism, cheating, and other forms of academic dishonesty will not be tolerated.
- Maintaining confidentiality and respecting the privacy of clients and colleagues is imperative.

3. Personal Hygiene and Appearance:

- Students must maintain personal hygiene and grooming standards consistent with professional expectations in the beauty industry.
- Cleanliness, neatness, and appropriate attire contribute to a positive professional image.
- Adherence to the dress code policy is mandatory to ensure a polished and professional appearance.

4. Respect for Diversity and Inclusion:

- The Visage Institute celebrates diversity and fosters an inclusive environment where all individuals are valued and respected.
- Discrimination, harassment, or bullying based on race, ethnicity, gender, sexual orientation, religion, or any other characteristic is strictly prohibited.
- Students are encouraged to embrace and learn from the diverse perspectives and backgrounds of their peers and clients.

5. Client-Centered Approach:

- Students must prioritize the needs and satisfaction of clients, demonstrating empathy, active listening, and professionalism in all client interactions.
- Providing high-quality services and maintaining a welcoming and comfortable environment for clients is essential.
- Students should seek feedback from clients and instructors to continuously improve their skills and client satisfaction.

6. Safety and Hygiene Practices:

- Students are responsible for adhering to safety protocols and hygiene practices to ensure the well-being of themselves, their peers, and their clients.
- Following proper sanitation procedures, handling chemicals safely, and maintaining a clean and organized workspace are critical.
- Students should report any safety concerns or incidents to instructors or staff immediately.

7. Continuous Learning and Growth:

- Learning is a lifelong journey, and students are encouraged to actively engage in their education, seek out opportunities for skill development, and stay current with industry trends and best practices.
- Participating in workshops, seminars, and professional development activities enriches students' knowledge and enhances their career prospects.
- Students should demonstrate a growth mindset, embracing challenges and seeking feedback as opportunities for learning and improvement.

8. Professional Boundaries:

- Maintaining appropriate professional boundaries with clients, instructors, and colleagues is essential.
- Avoiding personal or romantic relationships with clients and refraining from sharing personal information beyond what is necessary for professional interactions is critical.
- Students should seek guidance from instructors or supervisors if they encounter situations that may challenge professional boundaries.

9. Conflict Resolution:

- Conflict is a natural part of human interaction, and students should approach conflicts with maturity, empathy, and respect.
- Utilizing effective communication, active listening, and problem-solving skills can help resolve conflicts constructively and promote positive relationships.
- Students are encouraged to seek assistance from instructors or staff if they need support in resolving conflicts or addressing concerns.

10. Representation of The Visage Institute:

- Students are ambassadors of The Visage Institute and should conduct themselves in a manner that reflects positively on the institution.
- Upholding the reputation of The Visage Institute through professionalism, excellence, and adherence to ethical standards contributes to the success of all students and alumni.

Conclusion:

By adhering to these student standards of professional conduct, students at The Visage Institute contribute to a positive learning environment, cultivate valuable skills for their future careers, and uphold the integrity and reputation of the beauty industry. We believe that by embracing these principles, students will not only excel academically but also thrive personally and professionally in their chosen paths within the beauty industry.

Attendance Policy

Purpose

Students are expected to maintain satisfactory attendance to ensure that they complete their training within the contracted course length.

Students are only allotted 10% of their course hours for absences whether excused or unexcused.

- Esthetician - 60 hours max
- Instructor - 50 hours max
- State Board Refresher - 10 hours max

Excused Absences

Notification before the start of the school day at 9:00am on the day of absenteeism or tardiness and/or providing of proper documentation shall be considered an "Excused Absence."

Unexcused Absences

Notification after the start of the school day at 9:00am on the day of absenteeism or tardiness, a no call/no show, or not providing documentation shall be considered an "Unexcused Absence."

Holiday School Closure (These dates do not count against the attendance policy so it is best to plan vacations and time-off during these dates)

- ★ **New Year's Eve & New Year's Day** (December 31st & January 1st)
- ★ **Spring Break** (last week of March)
- ★ **Memorial Day** (last Monday in May)
- ★ **Summer Break** (2 weeks in June or July; refer to Academic Calendar)
- ★ **Labor Day** (First Monday in September)
- ★ **Fall Break** (Fourth Thursday in November + Wed before & Fri after)
- ★ **Winter Break** (2 weeks: week of December 21st + week of January 1st)

We encourage all students to plan their personal schedules accordingly and to communicate with instructors and administration if there are any foreseeable conflicts or issues. Maintaining good attendance is essential to your success and to the integrity of the completion of your course.

Leave of Absence

We understand that a student may need to interrupt their course of study to take a leave of absence (LOA) due to personal, medical, or other significant reasons. This policy outlines the procedures for requesting and approving a leave of absence in adherence to the New Mexico Board of Barbers and Cosmetologists and the New Mexico Department of Higher Education regulations:

- **Eligibility for Leave of Absence:**
 - Students must be in good academic and financial standing to be considered eligible for a leave of absence.
 - The LOA must be requested for a legitimate reason, including but not limited to medical issues, family emergencies, or other significant personal matters.

- **Duration of Leave of Absence:**
 - The minimum duration for an LOA is one week, and the maximum duration is 180 days within a 12-month period.
 - Students may request an extension if the leave needs to exceed 180 days, subject to approval.
- **Requesting a Leave of Absence:**
 - Students must submit a written LOA request to the administrative office at least two weeks before the intended start date of the leave, except in emergency situations.
 - The request must include:
 - The reason for the LOA.
 - The start date and end date of the requested leave.
 - Any supporting documentation (e.g., medical certificates, family emergency details).
- **Approval Process:**
 - The LOA request will be reviewed by the Executive Director.
 - The student will be notified in writing of the approval or denial of the LOA within three (3) business days of the request submission.
 - Approved LOAs will be documented in the student's academic record.
- **Conditions During Leave of Absence:**
 - Students on an LOA are not permitted to attend classes or participate in any Institute activities.
 - Students are responsible for maintaining communication with the administrative office and providing updates if their return date changes.
- **Returning from Leave of Absence:**
 - Students must notify the administrative office of their intent to return at least one week before the end of their approved LOA.
 - Upon return, students must meet with an academic advisor to discuss their re-entry into the course and any necessary arrangements for making up missed coursework.
- **Impact on Financial Aid:**
 - An LOA may affect a student's financial aid status. Students are advised to consult with the financial aid office before requesting an LOA to understand the implications.
- **Non-Compliance:**
 - Failure to return from an LOA as scheduled will result in the student being considered withdrawn from the Institute. The student's last date of attendance before the LOA will be used for any applicable refund calculations.

Special Considerations

- **Medical Leave of Absence:** For medical LOAs, a physician's statement may be required, and a clearance from the physician may be needed for re-entry.
- **Military Leave:** Students called to active military duty may request a military LOA. The Institute will work with these students to ensure a smooth transition back into their course.

Disciplinary Policy

Purpose

The Visage Institute is dedicated to maintaining a positive and professional learning environment. This disciplinary policy outlines the procedures for addressing violations of the Standards of Professional Conduct.

Scope

This policy applies to all students enrolled at The Visage Institute and covers behavior both on campus and during school-sponsored off-campus activities.

Disciplinary Offenses

Violations of the Standards of Professional Conduct may include, but are not limited to:

- Academic dishonesty (e.g., cheating, plagiarism).
- Any action which causes or could cause bodily harm to a client, a student, or employee of the school
- Willful destruction to school property or theft.
- Non-compliance with attendance policy.
- Non-compliance with dress code policy.
- Non-compliance with infection control policy.
- Sexual or verbal harassment.
- Substance abuse (e.g., use of drugs or alcohol on campus).
- Unauthorized absence from classes (e.g., AWOL policy violations).
- Violence or threats of violence.

Disciplinary Procedures

1. **Informal Resolution:**
 - Minor offenses may be addressed through an informal resolution process, involving a discussion between the student and the instructor or staff member or mediation between students.
 - The goal is to resolve the issue promptly and amicably without formal disciplinary action.
2. **Formal Disciplinary Action:**
 - For more serious or repeated offenses, formal disciplinary action may be necessary. The steps include:
 1. **Investigation:** The incident will be investigated by a designated staff member or disciplinary committee.
 2. **Notice:** The student will be notified in writing of the alleged violation and the evidence supporting it. The student will be given an opportunity to respond to the allegations.
 3. **Hearing:** A hearing may be conducted to allow the student to present their case. The hearing will be fair and impartial.
 4. **Decision:** Based on the investigation and hearing, a decision will be made regarding the appropriate disciplinary action.

Disciplinary Actions

The following disciplinary actions may be imposed, depending on the severity and frequency of the offense:

- **Warning:** A formal written notice indicating that the student's behavior is unacceptable and further violations will result in more severe action.
- **Probation:** A period during which the student's behavior will be closely monitored. Any further violations may result in suspension or expulsion.
- **Suspension:** Temporary removal from the Institute for a specified period. The student may return after meeting certain conditions.
- **Expulsion:** Permanent removal from the Institute. The student will not be allowed to re-enroll.
- **Restitution:** Compensation for damage to property or costs incurred by the Institute due to the student's actions.

Disciplinary Appeals

- Students have the right to appeal disciplinary decisions. Appeals must be submitted in writing to the Director within three (3) business days of the decision.
- The appeal must include the reasons for the appeal and any supporting evidence.
- The Executive Director will review the appeal and make a final decision, which will be communicated to the student in writing within 48-hours.

Confidentiality

All disciplinary matters will be handled with the utmost confidentiality, respecting the privacy of all parties involved.

Reproduction of Copyrighted Works

The making of an electronic or paper copy of a copyrighted work by any means (photocopying, electronic reproduction, scanning, digitalizing, etc.) constitutes reproduction that is governed by copyright law. The copyright principles that apply to the use of copyrighted works in electronic environments are the same as those that apply to such use in paper environments.

The reproduction or copying of a work subject to copyright protection typically requires the permission of the copyright owner. However, the copyright law recognizes that in certain situations, copyrighted work may be reproduced without the copyright owner's consent. One such situation is where the doctrine of "fair use" applies.

The following four factors must be considered for determining "fair use"

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
- The nature of the copyrighted work.
- The amount and substantiality of the portion used in relation to the copyrighted work
- The effect of the use upon the potential market for or value of the copyrighted work.

The school distributes materials informing the community about the appropriate use of copyrighted materials. This information is included in the student catalog, codes of conduct, in addition to e-mail and/or paper disclosures. Any unauthorized distribution of copyrighted materials will be handled by the Executive Director and a disciplinary hearing may be called.

The school presently has installed on its computer server “Watchdog Software”, which monitors the traffic of computer usage. This software also restricts access to only those websites which are on a “safe list”. In addition, it prohibits the users from downloading restricted information without the consent of the administrators in charge of the course.

The Academic committee reviews the effectiveness of the plan to combat the unauthorized distribution of copyrighted materials on an outcome basis. A check of a “before and after” comparison of bandwidth, or relapsing into previous problem situations is a way to check on outcomes.

The institution provides an annual notice on a one-to-one basis through a direct notice to each enrolled student. Any student involved in a copyright situation will be referred to the Dean and the proper authorities.

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

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

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

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

For more information, visit www.copyright.gov

Dress-Code and Professional Image Policy

Purpose	The Visage Institute is dedicated to fostering a professional environment that prepares students for success in the beauty and wellness industry. Our dress code policy ensures that all students present themselves in a manner that reflects the high standards of our institution and the industry.
Required Uniforms	<ul style="list-style-type: none">• Students are required to wear the designated uniform provided by the Institute when performing clinical services on clients.• The school uniforms are designed to promote a cohesive and professional image.• Uniforms must be clean, well-fitted, and in good condition.• Shoes worn with uniforms must be black and appropriate for the clinic environment, typically black and closed-toe for safety.• Accessories, if worn, should be minimal and professional. Jewelry should be simple and not pose a safety hazard.
Grooming & Personal Hygiene	<ul style="list-style-type: none">• Hair: Hair must be clean, well-groomed, and styled professionally. Long hair should be neatly tied back or styled to avoid interference with services.• Makeup: If makeup is worn, it should be applied tastefully and professionally, reflecting industry standards.• Nails: Nails should be clean, well-manicured, and of a length that does not interfere with practical work. Bright or distracting nail colors should be avoided.• Fragrance: Use of fragrances should be minimal to avoid causing discomfort to clientele, particularly in a close-service environment.
Prohibited Attire	Unprofessional and prohibited attire includes: <ul style="list-style-type: none">• Clothing with brand/political/religious logos, profanity, or slogans• Activewear: leggings, tank tops, sports bras• Loungewear: sweatshirts, sweatpants, UGGs• Swimwear: swimsuits, open-toed shoes, flip-flops/sandals• Workwear: Cargo, Jeans
Enforcement	Students who do not comply with the dress code and professional image policy will be subject to disciplinary action. This may include being sent home to change, receiving a warning, or other appropriate actions as outlined in the Disciplinary Policy (p.29).
Exceptions	Any exceptions to this policy must be approved in advance by the Executive Director. This may include accommodations for religious or medical reasons, school spirit days, or particular school events.
Commitment to Professionalism	By adhering to this dress code and professional image policy, students at The Visage Institute demonstrate their commitment to professionalism and readiness to excel in the beauty and wellness industry. We appreciate your cooperation in maintaining the high standards of our institution.

Grievance Policy

Purpose The Visage Institute is committed to fostering a supportive and fair educational environment. This grievance policy provides students with a clear and structured process for addressing concerns and resolving issues that may arise during their time at the Institute

Scope This policy applies to all students enrolled at The Visage Institute and covers grievances related to academic and non-academic matters.

Definitions **Grievance:** A formal complaint by a student regarding a perceived injustice, unfair treatment, or violation of Institute policies.

Complainant: The student who files a grievance.

Respondent: The individual or entity against whom the grievance is filed.

Grievance Procedure

1. Informal Resolution:

Students are encouraged to resolve grievances informally by discussing the issue directly with the person(s) involved.

If the grievance involves an instructor or staff member, the student should first attempt to resolve the matter with the individual concerned.

2. Formal Grievance Submission:

If the issue is not resolved informally, the student may submit a formal grievance in writing to the administrative office.

The written grievance must include:

- The name and contact information of the complainant.
- A detailed description of the grievance, including dates, times, and individuals involved.
- Any relevant supporting documents or evidence.
- The desired resolution or outcome.

3. Grievance Review:

Upon receipt of a formal grievance, the administrative office will acknowledge the complaint in writing within five (5) business days.

The grievance will be reviewed by a designated grievance committee, which may include faculty and administrative staff.

The committee will conduct a thorough investigation, which may involve meeting with the complainant, respondent, and any witnesses, as well as reviewing relevant documents.

4. Resolution:

The grievance committee will make a determination and provide a written response to the complainant within fifteen (15) business days of receiving the grievance.

The response will include the committee’s findings, conclusions, and any recommended actions or resolutions.

If the complainant is satisfied with the resolution, the matter will be considered closed.

5. Appeal Process:

If the complainant is not satisfied with the committee’s decision, they may appeal in writing to the Director within ten (10) business days of receiving the decision.

The appeal must include the reasons for the appeal and any new evidence or information not previously considered.

The Executive Director will review the appeal and provide a final written decision within ten (10) business days. This decision is final and binding.

If a resolution has not been obtained and all steps have been exhausted, the complainant may contact a regulatory agency at:

New Mexico Higher Education Department
Private Post-Secondary Division
505-476-8400

External Review

Confidentiality & Non-Retaliation

All grievances and related proceedings will be handled with the utmost confidentiality, respecting the privacy of all parties involved.

The Institute strictly prohibits retaliation against any student who files a grievance or participates in the grievance process. Any act of retaliation will be subject to disciplinary action.

Infection Control Policy

Purpose The Visage Institute is committed to providing a safe and healthy environment for all students, staff, and clients. Adhering to strict infection control practices is essential in preventing the spread of infectious diseases and ensuring the well-being of our community.

Scope This policy applies to all students, faculty, staff, and clients within The Visage Institute, including all campus facilities and off-campus events.

Guidelines

- **Hand Hygiene:**
 - Wash hands thoroughly with soap and water for at least 20 seconds before and after each client interaction, after using the restroom, before eating, and after coughing or sneezing.
 - Use an alcohol-based hand sanitizer if soap and water are not available.
 - Avoid touching your face, especially eyes, nose, and mouth, with unwashed hands.
- **Personal Protective Equipment (PPE):**
 - Wear appropriate PPE, such as gloves, masks, and eye protection, as required for specific procedures.
 - Dispose of single-use PPE properly after each use. Do not reuse disposable gloves or masks.
 - Reusable PPE should be cleaned and disinfected according to the manufacturer's instructions after each use.
- **Cleanliness and Disinfection:**
 - Clean and disinfect all workstations, tools, and equipment before and after each use.
 - Use EPA-approved disinfectants effective against viruses and bacteria.
 - Ensure that all linens, towels, and capes are laundered after each use with hot water and appropriate disinfectant detergents.
- **Workstation and Equipment Maintenance:**
 - Keep all work areas clean and free of clutter to facilitate thorough cleaning and disinfection.
 - Regularly inspect equipment for cleanliness and functionality. Remove and repair or replace any equipment that is damaged or cannot be adequately cleaned.
- **Client Interaction:**
 - Screen clients for symptoms of illness before their appointment. Reschedule appointments for clients showing signs of infection or feeling unwell.
 - Encourage clients to practice good hygiene, such as washing their hands upon arrival and wearing masks if required.
 - Maintain a safe distance from clients when possible and minimize physical contact that is not essential for the service being provided.

- **Student and Staff Health:**
 - Do not attend school if you are feeling unwell or exhibiting symptoms of an infectious illness, such as fever, cough, or shortness of breath.
 - Report any signs of illness to the administration immediately and follow appropriate health guidelines.
 - Stay home until you are free of symptoms for at least 24 hours without the use of medication, or as recommended by healthcare professionals.
- **Education and Training:**
 - Participate in mandatory infection control training sessions provided by the Institute.
 - Stay informed about the latest infection control practices and guidelines issued by health authorities such as the Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO).

Compliance

Failure to adhere to these infection control guidelines may result in disciplinary action, including but not limited to, warnings, suspension, or dismissal from the course.

Policy Review

This infection control policy will be reviewed annually and updated as necessary to ensure compliance with current health standards and regulations.

For any questions or more information about this policy, please contact the administrative office.

No-Cellphone Policy

Purpose The Visage Institute is committed to creating a focused, professional learning environment that supports student success, safety, and skill development.

Research consistently shows that cellphone use in educational settings negatively affects student outcomes. Studies from institutions such as the University of Texas and the London School of Economics have found that even the presence of a phone can reduce attention span, working memory, and overall cognitive performance. Additional research indicates that frequent phone use during instruction is linked to lower grades, decreased retention of material, and reduced engagement.

In a hands-on training environment like The Visage Institute, distractions not only affect academic performance but can also impact safety, client experience, and professional standards. This policy is designed to help students build the habits, focus, and discipline expected in the profession.

Scope This policy applies to all students enrolled at The Visage Institute and covers all instructional settings, including:

- Classrooms/Theory Instruction
- Practical training/Clinic areas
- Master classes, workshops, demonstrations
- Any Institute-sponsored event

Policy Statement Students are expected to remain fully engaged and present during class, practical work, and client services. Cellphones and personal electronic devices must be silenced and stored away appropriately in designated protective pouches. Unauthorized use of cellphones is not permitted.

Permitted Use Cellphone use is allowed only under the following conditions:

- During scheduled breaks
- Before or after class hours
- For taking before/after pictures for graduate portfolio
- When explicitly authorized by an instructor for educational purposes

Professional Conduct in Clinic Settings The following are not allowed at any time during instructional activities, or when with a client:

- Texting, or calling
- Use of social media
- Recording video or taking photos without prior approval
- Use of earbuds, headphones, or smartwatches for communication

Emergency Situations

Students who are expecting an urgent or emergency communication must notify their instructor before class begins. In such cases:

- Phone may be kept readily accessible on silent mode
- Students must step out of the learning environment to respond to any private inquiries

In case of a campus emergency, students will be notified through official Institute channels.

Rationale

This policy is not only about minimizing distractions in the learning environment, it reflects real-world expectations. In professional salon, spa, and clinical environments, personal phone use is limited or prohibited while working with clients. Developing this discipline during training prepares students for long-term success in their careers.

Privacy and Access Policy

Purpose The Visage Institute is committed to protecting the privacy of student education records in accordance with the Family Educational Rights and Privacy Act (FERPA). This policy outlines the rights of students regarding their education records and the Institute's obligations to ensure their privacy and security.

Scope This policy applies to all students, faculty, and staff of The Visage Institute and pertains to all education records maintained by the Institute.

- Definitions**
- **Education Records:** Records that contain information directly related to a student and are maintained by the Institute or a party acting on behalf of the Institute.
 - **Personally Identifiable Information (PII):** Information that can be used to identify a student, such as name, address, Social Security number, or other personal identifiers.
 - **Directory Information:** Information that is not considered harmful or an invasion of privacy if released, such as a student's name, address, telephone number, email address, dates of attendance, and degrees or awards received.

Student Rights Under FERPA

1. **Right to Inspect and Review:**
 - Students have the right to inspect and review their education records within 45 days of submitting a written request to the Registrar's Office.
 - Requests should identify the specific records to be inspected. The Registrar will arrange access and notify the student of the time and place where records can be reviewed.
2. **Right to Request Amendment:**
 - Students have the right to request the amendment of their education records if they believe the records are inaccurate, misleading, or otherwise in violation of their privacy rights.
 - Requests must be made in writing to the Registrar's Office, clearly identifying the part of the record to be amended and explaining why it is inaccurate or misleading.
 - The Institute will notify the student of its decision and the student's right to a hearing if the request for amendment is denied.
3. **Right to Consent to Disclosures:**
 - The Institute will not disclose personally identifiable information from a student's education records without the student's written consent, except as permitted by FERPA.
 - Exceptions to the consent requirement include disclosures to school officials with legitimate educational interests, other institutions where the student is seeking to enroll, financial aid purposes, accrediting organizations, compliance with a judicial order or lawfully issued subpoena, and health or safety emergencies.

4. **Right to File a Complaint:**

- Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institute to comply with FERPA requirements:
 - Family Policy Compliance Office
 - U.S. Department of Education
 - 400 Maryland Avenue, SW
 - Washington, D.C. 20202

Disclosure of Directory Information

The Institute may disclose directory information without the student's prior consent unless the student has advised the Administrative Office, in writing, to the contrary.

Students who wish to opt out of the disclosure of directory information must submit a written request to the Administrative Office within the first thirty (30) days of course start date.

Security of Education Records

The school will take reasonable measures to protect the security and confidentiality of student education records, including physical security of records, secure electronic storage, and access controls.

Only school officials with legitimate educational interests will have access to education records.

Annual Notification

Students will be notified of their FERPA rights annually through the Student Handbook and the Institute's official website.

Policy Review

This policy will be reviewed annually to ensure compliance with FERPA and any other applicable laws and regulations.

For questions or more information about this policy, please contact the Admission Office.

Refund Policy & Withdrawal

Refund Policy

If a student cancels the enrollment more than three (3) business days after signing the Enrollment Agreement but prior to starting classes, a refund of all monies paid to the school less the applicable registration fee or fifteen percent (15%) of the tuition and fees, whichever is less will be made.

For students who enroll and begin classes but withdraw, or are terminated prior to course completion, after three (3) business days of signing the Enrollment Agreement, the school will apply the following refund calculation:

Percentage of Course Completion	Percentage owed to School (tuition)
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- Refund calculations are based on accrued hours of attendance NOT scheduled hours.
- Registration fee of \$100 is non-refundable.
- Applicants not accepted by the school shall be refunded all monies paid.
- Any monies due to the applicant or student shall be refunded within 30 days of formal cancellation or official withdrawal date.

Course Cancellation

If a course is canceled subsequent to a student's enrollment, and before instruction in the course and/or course has begun, the school will provide a full refund of all monies paid

If the school cancels a course and/or course and ceases to offer instruction after students have enrolled and instruction has begun, the school will participate in a Teach-Out Agreement.

If the school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students to participate in a Teach-Out Agreement.

Cooling off period

If a student/legal guardian if under age 18 cancels the contract after three (3) business days of signing, but prior to entering classes, a student is entitled to a refund of all monies paid to the school less the registration fee, if applicable.

**How to
Withdraw**

To officially withdraw, a student/legal guardian if under age 18, must complete and submit a Withdrawal Form, attend an Exit Interview, and complete any additional required exiting paperwork. The formal withdrawal date will be determined by the postmark or electronic date on the written notification, fourteen (14) days after the last day of attendance, or the scheduled return date from an approved Leave of Absence.

An official withdrawal form or any related questions can be submitted to:

records@thevisageinstitute.com

Student Services

Campus Security Act Disclosure Statement

Post-secondary institutions must, upon written request, disclose to the alleged victim of any crime of violence, or a no forcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim.

The Campus Security Act (public Law 102-26 requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution. There are no statistics to report as of this time.

Housing

The Visage Institute does not provide institutional housing for students at this time. However, if an applicant needs assistance in finding local housing, the school will refer the applicant to an appropriate agency.

Student with Disabilities

Students with disabilities may apply to The Visage Institute for consideration of reasonable accommodations. Under regulatory requirements The Visage Institute can provide reasonable accommodations for students with disabilities including intellectual disabilities. Accommodations can include: additional time for test taking, assistance with reading test questions, and/or one-to-one testing.

Student must make a request in writing to the Executive Director. The student must be able to provide documentation to support the requested accommodation(s) due to a disability. Documentation can be provided from a former assessment (IEP), doctor's note, or an internal assessment from an institutional instructor.

Once all supporting documentation has been received, the institution will evaluate requests within five (5) business days. Once a determination has been made it will be presented in writing as to the outcome of the students request as to whether the institution can make requested accommodations. If additional services are required as a result of granting a reasonable accommodation, an additional fee may be assessed.

NOTE: Student should also be aware that when they take the state licensing examination, these accommodations may not be granted by the state accrediting and licensing agency. It is the student responsibility to contact them to request any testing accommodations.

Drug Abuse Prevention

The unlawful manufacture, distribution, possession or use of a controlled substance or the unlawful possession and use of alcohol is harmful and prohibited by the The Visage Institute, or as part of any official school activities. Drug/alcohol abuse prevention and counseling is available to all students and staff upon request.

This policy strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs or controlled substances in the workplace, on its premises, or as a part of all school sponsored activities. A violation of this policy is considered a major offense, which may result in requirement for satisfactory participation in a drug or alcohol rehabilitation course, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the school. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy. Violations of applicable local, state and federal laws may subject a student or employee to a variety of legal sanctions including but not limited to fines, incarceration, imprisonment and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities.

For more information please contact: support@thevisageinstitute.com

OSHA

The United States Department of Occupational Safety and Health Administration requires schools to advise students of the chemicals used in cosmetology and related training. During Orientation, students will learn about the importance of safety in the workplace and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study students are apprised of the various chemicals used and safe practices that apply. In addition, a complete file containing MSDS for the chemicals used at the school is available in the administration office.

Gainful Employment Assistance Guarantee

The Visage Institute is committed to student success and supporting students as they transition from post-secondary education into the workforce. Graduates who meet all course, attendance, licensure, and job search requirements, and who do not obtain employment within twelve (12) months of graduation, may be eligible for a partial tuition reimbursement or extended training at no additional cost. All eligibility requirements must be met and documented.

Handicap Policy

The Visage Institute does not discriminate in its admissions or other policies against handicapped persons. The licensing requirements for courses offered at the Institute may restrict some applicants. Questions regarding licensing requirements and the physical demands of the industry may be answered by the campus administrator and the NM Board of Barber and Cosmetology.

Evaluations and Academic Advising

Students are advised regarding progress and achievement on a monthly or every two months depending on course. Advisement regarding licensing regulations, reciprocity, and continuing education opportunities is available to students. The administration office has a list of agencies for referral if a student needs assistance. Student strengths and areas needing improvement are identified and plans for needed improvement are discussed.

Licensure Requirement

Any person is eligible to receive a license as a Cosmetologist, Esthetician, Nail Technician or Instructor who: submits proof that they are at least 16 years of age; has an education equivalent to the completion of the second year of an approved high school; has completed the required clock hours in an approved school for the applicable course; has paid the required licensing fees; and has passed the state licensing examination conducted by PCSHQ, a contractor of the NM State Board of Barbers and Cosmetologists (NMBBC), to determine their fitness to receive a professional license.

Safety Requirements of the Profession

All candidates interested in the cosmetology profession should be aware that certain chemicals used in nail products, permanent waving, conditionings, straightening and relaxing are hazardous to the health. Those who feel they may have an allergy to one of these chemicals should seek the proper medical advice prior to entering the profession.

Prolonged exposure to some hair and nail chemicals may be hazardous and cause irritation, so special care must be taken. Industry professionals must also be aware of sanitation procedures concerning the use and care of instruments, sanitation and hygiene, chemistry, basic anatomy and physiology, and recognition of certain skin ailments.

Safety Requirements of the Profession (Instructor)

Certain safety requirements must be followed for the safety of all. The instructor at a school is responsible for instructing students on these requirements. Health and safety guidelines must be followed in accordance with OSHA regulations.

How to Vote

You may register at:

Office of the County Clerk
1 One Civic Plaza NW #6007
Albuquerque, NM 87102-2167
(505) 768-4085

<https://www.sos.nm.gov/voting-and-elections/voting-fags/voter-registration/>

You may request a voter registration application be mailed to your residence. These forms are available at the county clerk's offices or at the Secretary of State's Office. Pursuant to the Help America Vote Act, if the voter registration application is submitted by mail and it is the first time you have registered in this county or the state of New Mexico, you must submit a copy of a current valid photo ID or a copy of a current utility bill, bank statement, paycheck or other government document that shows your name and address in this county. Submitting this identification information will allow you to avoid being required to show personal identification at the polling place on Election Day.

You may register to vote when applying for a new or renewed driver's license, when applying for certain public assistance or services, at public libraries, colleges and universities.

You may register at any organized voter registration drive or with any Third-Party Voter Registration Agent.

Student Catalog Agreement

I acknowledge that as a prospective student of The Visage Institute, I have read this Student Catalog prior to enrollment.

I understand that this Student Catalog serves as a comprehensive guide to the policies, procedures, curriculum, and expectations of the school including, but not limited to: admissions, enrollment, registration, attendance, course curriculum, course schedules, financial obligation, physical demands and safety requirements of the profession, graduation requirements, licensing requirements, and career opportunities within the beauty industry.

I agree to abide by all rules, regulations, guidelines and policies outlined in the catalog, as well as any subsequent updates or amendments made by the school administration.

I understand that it is my responsibility to familiarize myself with the contents of the catalog and to seek clarification from school administration if I have any questions or concerns.

I acknowledge that the school reserves the right to modify or update the contents of the catalog at any time, and that it is my responsibility to stay informed of any changes.

I understand that my enrollment and continued attendance are contingent upon my compliance with the policies and procedures outlined in this catalog.

Student Name (Printed): _____

Student Signature: _____ Date: _____

If student is under 18 years old (age of majority) a parent/guardian must also sign:

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____

Note: This agreement page must be signed and returned to the school administrator at time of enrollment. Failure to do so may delay the processing of your enrollment or may impact your eligibility to attend classes.