



# INSTITUTIONAL CATALOG

## Main Campus

3271 NW 7th Street Suite 106  
Miami, Florida 33125  
Phone: (305) 643 3360  
Lic. # 1393

## Branch Campus

500 West 49th St, 2nd Floor  
Hialeah, Florida, 33012  
Phone: 305 557 3017  
Lic #2074

**Licensed by**  
**Commission for Independent Education,**  
**Florida Department of Education**  
325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
Phone: (888)224-6684

## Accredited by

National Commission for the Accreditation of Arts and Sciences Careers (NACCAS)  
3015 Colvin Street Alexandria, Virginia 22314  
Phone: (703) 600-7600

## Owned by:

Montano Pabón & Associates, Inc.  
Incorporated under the Corporate Business Laws of the State of Florida

***Revised***  
***January 7, 2026***

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#### MESSAGE FROM THE PRESIDENT

Dear Students,

I am honored to warmly welcome you to Nouvelle Institute, where dreams come true and passions come to life. By choosing our beauty and massage therapy programs, they have taken the first step towards a career full of creativity, innovation, and success. Here, they will learn the technical skills needed to excel in the beauty industry and develop the confidence and professionalism that will set them apart in their career path. We are committed to providing them with a quality education, with experienced instructors and world-class resources, which will enable them to achieve their goals and exceed their expectations. We understand that each of you arrives with a unique vision and an extraordinary dream. We want you to know that we are here to support you every step of the way. Their dedication, effort, and passion are the key ingredients for success, and we are excited to be a part of their personal and professional transformation. Make the most of every opportunity that comes your way, actively participate in your classes, practice enthusiastically, and never stop believing in your ability to succeed. Remember that every challenge is an opportunity to gain experience and that every achievement, no matter how small, brings you one step closer to your dreams. I wish you the greatest success in this new stage of your lives, together we will make the educational experience unforgettable and the future in the beauty industry bright and promising. Welcome to our academic family. Let's make this an extraordinary year!

With gratitude and enthusiasm,

Carlos R. Montaño  
President  
Nouvelle Institute

#### **MISSION & OBJECTIVE**

The mission of the Nouvelle Institute is to provide quality education in the Field of Beauty and Therapeutic Massage taught by experienced instructors through a successful Study Plan that incorporates the element of distance education.

Curricula are structured and planned to use an environment that simulates a current occupational model.

**Our main objective** is to prepare students in the achievement of occupational and personal skills that allow them to have adequate Professional and Work Planning, offering them the necessary guidance and help in obtaining the license of the State of Florida and in achieving an effective job interview that will allow them to achieve successful employment in the beauty industry and other related industries.

#### **ACCREDITED BY**

National Accrediting Commission for the Professional Arts and Sciences (NACCAS) 3015 Colvin Street, Alexandria, Virginia 22314

Phone: 703 600-7600

#### **LICENSE**

The Commission for Independent Education, Florida Department of Education. 325 West Gaines Street, Suite 1414 Tallahassee, Florida 32399-0400 – Toll Free (888)224-6684 – Fax Number (850)245-3234

#### **PROPERTY**

Nouvelle Institute is owned by Montano, Pabón & Associates, Inc. (Florida State Corporation) located at 3271 NW 7th Street, #106 Miami, Florida 33125.

#### **LOCATION**

**Miami Main Campus** 3271 NW 7th St, Miami, Florida. Approximately 8,500 square feet.



**Palm Spring Mall on the Hialeah Branch Campus**, 2nd Floor, 500 West 49th Street, Hialeah, Florida. Approximately 8,605 square feet.



Both locations are easily accessible by public and private transportation, with adequate parking for teachers and students, including parking for people with disabilities.

**FACILITIES AND EQUIPMENT:** Our facilities in Miami and Hialeah offer a friendly atmosphere in each of our modern facilities, ensuring the time each student must complete and develop the practical skills that define each program of study on campus. Our institutional facilities are used exclusively for training during regular operating hours. Nouvelle Institute is approved to offer 60 percent of its program in face-to-face classes on campus, designed solely to be developed through faculty supervision. These required skills showcase the perfection that distinguishes our graduates.

The institution's facilities in the City of Hialeah comprise 8,600 square feet and like the main campus, it consists of administrative offices to offer services to students, modern practice rooms, water fountains, reference area and library with internet service and a recreation area for students and others. Both facilities, with easy access to public and private transport and ample parking, offer students all the opportunities to practice in an environment similar to the one they would work in once they have completed their study programs and obtained their licenses, as well as to practice their chosen profession.

#### **CORPORATE DIRECTORS OF NOUVELLE INSTITUTE ARE:**

Carlos Montano - President

Gerardo Vallejo - Vice President and Secretary

Lourdes Rivera - Treasurer

**ADMISSIONS STAFF REQUIREMENTS:** All staff members involved in the enrollment or admission of prospective students have completed and passed an Admissions Training Program.

## **FACULTY & STAFF (MIAMI)**

|                  |   |
|------------------|---|
| Gerardo Vallejo  | General Director  |
| Lesbia Aguirre   | Director of Financial Aid   |
| Sahily Correa    | Accounting  |
| Ibis Oliva       | Academic Director   |
| Yoanka Ramírez   | Register  |
| Martha Padrón    | Administrative Assistant and Employability  |
| Carmen L. Oliva  | Reception   |
| Laura Leyva,     | Administrative Activities Assistant and Director of Admissions                          |
| Maura Guardado   | Admissions Officer  |
| Claudia González | Admissions Officer and Student Assistant of the reference area (Library and technology) |

### **MIAMI INSTRUCTOR CREDENTIALS**

#### **VITA MASTROLONARDO**

Degrees / Diplomas. Awarded by: *Nouvelle Institute, City of Miami, Florida*

Diploma: *Skin Care & Body Treatment*

Course(s) taught *Skin Care & Body Treatment*

No. By Lic: *FS928827*

#### **DORIS LISETTE CABRERA**

Degrees/Diplomas Awarded By: *Nouvelle Institute, City of Miami, Florida*

Diploma: *Cosmetology*

Course(s) taught: *Cosmetology*

Bachelor's Degree No.: *CL1168832*

#### **LUIS F. GOURAIGE**

Degrees/Diplomas awarded by *Nouvelle Institute, City of Miami, Florida*

Diploma: *Cosmetology*

Course(s) taught: *Cosmetology*

No. Lic: *CL1247965*

#### **NORMA CASTRO**

Degrees/Diplomas awarded by; *Nouvelle Institute, City of Miami, Florida*

Diploma: *Skin Care & Body Treatment*

Course(s): *Skin Care*

Bachelor's Degree No.: *FS918547*

#### **CARIDAD CARRALERO**

Degrees / Diplomas. Awarded by: *Nouvelle Institute, City of Miami, Florida*

Diploma: *Manicure & Pedicure& Nail Extension.*

Course(s) taught: *Manicure & Pedicure& Nail Extension*

Bachelor's Degree No.: *FV0581808*

#### **EXGLIS RIVAS CRASTO**

Degrees/Diplomas awarded by: *Nouvelle Institute, City of Miami, Florida*

Diploma: *Skin Care & Body Treatment*

Course(s): *Skin Care*

Bachelor's Degree No.: *FB9776288*

## **FACULTY AND ADMINISTRATIVE STAFF (HIALEAH)**

|                   |   |
|-------------------|---|
| Gerardo Vallejo   | Managing Director   |
| Sahily Correa     | Campus Director / Accounting  |
| Lesbia Aguirre    | Director of Financial Aid   |
| Ibis Oliva        | Academic Director   |
| Taimi Orosepa     | Academic Assistant  |
| Briseis Batista   | Register  |
| Alba Rosa López   | Administrative Assistant/Job Placement  |
| Yanisleyds Rivero | Financial aid assistant   |
| Caridad Freyre    | Reception   |
| René Landa        | Admissions Officer and Student Assistant of the reference area (Library and technology) |
| Mayelin Ruffin    | Admissions Officer  |
| Yensy Fajardo     | Admissions Officer  |

### **HIALEAH INSTRUCTOR CREDENTIALS**

#### **MAYRA BATTLES**

Degrees/Diplomas Awarded By: *Nouvelle Institute, City of Hialeah, Florida*

Diploma: *Cosmetology*

Course(s) taught: *Cosmetology*

Lic. No.: *CL1 255492*

#### **RAFAEL OSVALDO CARRAZANA**

Degrees/Diplomas awarded by: *Nouvelle Institute in the city of Hialeah, Florida*

Diploma: *Cosmetology*

Course(s) taught: *Cosmetology*

Lic. No.: *CL1166881*

#### **LIZETTE TRAVIESO**

Títulos/Diplomas otorgados por: *Nouvelle Institute, Ciudad de Hialeah, Florida*

Diploma: Cosmetology  
Curso(s) impartido(s): Cosmetology  
Lic. No.: CL1179610

#### **BELKIS HORTA**

Degrees/Diplomas Awarded By: Nouvelle Institute, City of Hialeah, Florida

Diploma: "Skin care & Body Treatment

Course(s): Skin Care

Lic. No.: FS873730

#### **TAIMI OROPEZA**

Degrees/Diplomas Awarded By: Nouvelle Institute, City of Hialeah, Florida

Diploma: Skin care & body Treatment

Course(s) taught: Taught: Skin Care & Body Treatment

Lic. No.: FS930915

#### **DAYANA BAEZ GALERA**

Degrees/Diplomas awarded by: Nouvelle Institute in the city of Hialeah, Florida

Diploma: "Skin care & Body Treatment

Course(s): Skin care & Body Treatment

Lic. No.: FS941264

#### **YANICEL MENDOZA ALMAGUER**

Degrees/Diplomas awarded by: Nouvelle Institute in the city of Hialeah, Florida

Diploma: "Skin care & Body Treatment

Course(s): Manicure & Pedicure & Nails Extension

Lic. No.: FS937047

#### **GLAMYS RODRIGUEZ**

Degrees/Diplomas Awarded By: Nouvelle Institute, City of Hialeah, Florida

Diploma: "Skin care & Body Treatment

Course(s) taught: Manicure & Pedicure & Nails Extension.

Lic. No.: FS887874

#### **ADMISSIONS POLICY. ADMISSION REQUIREMENTS FOR ALL PROGRAMS.**

**The applicant must have a high school or equivalent diploma (GED) to be admitted. The Institution does not participate in Ability to Benefit (ATB).**

##### **All applicants must:**

1. Complete the application and admission agreement.
2. Minimum age to study: 16 years old, except in the Therapeutic Massage Program where the applicant must be at least 18 years old and show evidence through: driver's license, birth certificate and/or certificate of citizenship or residence.
3. Provide a high school diploma or one of these alternatives: evidence of homeschooling, GED, or a transcript showing that the applicant completed high school or at least two years of a college program leading to a bachelor's degree. Have evidence that a foreign student's high school diploma has been verified by a third-party agency qualified to translate documents into English and confirm academic equivalency with a high school diploma.
4. Pay the non-refundable admission cost of \$100.00.
5. If the applicant is 18 years of age or younger, the signature of the applicant's parent or legal guardian is required.
6. Start of classes: It is the policy of the institution to begin classes once the registration process has been completed, and all admission requirements have been met. Admitted applicants can start as soon as the principal approves it.
7. Nouvelle Institute does not participate in any training agreement with a government agency, school district, or other entity.
8. The applicant should note that all study programs have a distance education component that accounts for 40 percent of the duration of the program intended to cover the teaching of theory in its entirety and the remaining 60 percent of the program is allocated to face-to-face practical classes. The student must complete in the physical facilities (on the Campus) the completion of all the internships that the professor will evaluate as competencies required by the profession. You should also know that all transcripts or other documents (official or unofficial) listing academic achievements received will be identified with the distance education component and even if you receive your diploma for academic achievement, they may not be accepted by reciprocity or eligible for licensure in other states. A signed and dated copy of this release must be in the student file.

#### **TRANSFER POLICY**

Nouvelle Institute admits students from other beauty institutions, including those with synchronous online teaching. Validations or transfers from institutions that offer online education for more than 40% of the duration of the programs taught are not accepted. Prospective students must attend an orientation session to determine grades based on admission requirements and the institution's rules. Transfer students will earn credit for training completed at the above institution as long as such training has been passed with a grade point average of not less than 75% (2.0 = C) and the Commission adopts the Independent Education Institution (CIE), the Florida Department of Education, and/or a federal agency accrediting beauty schools. Hours will not be validated if the student has attended another institution where the training is incompatible with ours. An official transcript will be required, and the student will be evaluated by the Academic Director, who will determine transfer eligibility based on the compatibility of the training. **In the case of the student who does not qualify, he or she may request an interview with the academic director to reconsider this regulation and demonstrate sustainable evidence and theoretical and practical knowledge of the program of study that is requesting accreditation; You will be offered a written assessment opportunity similar to those provided to graduates upon completion of graduation requirements. The institution could validate if it passes with more than 95%.**

A student financial aid transcript will be requested if the student intends to seek financial aid at our institution. Transfer students must complete at least 50% of the clock hours required for graduation to receive a Diploma accredited by our school. Transferred hours will also count as attempted and completed to determine when the maximum time allowed to complete the course has expired. However, satisfactory academic progress will be based on clock hours completed at our Institution. Transferred hours will also count as attempted and completed to determine when the maximum time allowed to complete the course has expired. However, satisfactory academic progress will be based on clock hours completed within our Institution.

#### **REINSTATEMENT POLICY**

The student who withdraws from the Institution may manage the Re-entry by requesting to be evaluated by the Academic Director and/or the Registry office. The following aspects will be considered:

1. Academic Progress
2. Payments (Treasurer)
3. The Registrar's Office will evaluate applications for readmission and notify students within ten (10) business days. The student who is not approved will also receive a communication explaining the reasons for non-admission. In this case, if the student believes that he or she is entitled to reinstatement, he or she may initiate an appeal process before the executive director, who has the power to revoke the decision of the secretary or Academic Director if he or she considers that the student meets the requirements for readmission.

Readmitted students will obtain credits according to the units previously taken, which will be valid for five (5) years. They will also receive financial aid credit for units already paid for, as long as they are not included in their current curriculum and the curriculum remains unchanged while the student is kept out of school. If the curriculum undergoes any change, its content and the duration of the modified units will be evaluated to determine if they can be accredited. A student applying for readmission will be required to pay the full amount of the \$100.00 admission fee.

#### **DISTANCE LEARNING REQUIREMENTS**

The applicant should know that all study programs have a distance education component that represents 40 percent of the duration of the program intended to cover the teaching of theory in its entirety and that the remaining 60 percent must be completed in the physical facilities of the Campus for the realization and evaluation of all the competencies and skills required in the profession. All transcripts or other documents (official or unofficial) listing academic achievements received will be identified with the distance education component. Even if you receive your diploma for academic achievement through distance education, you may not be accepted for reciprocity or eligible for licensure in other states.

**These devices must be able to download the ZOOM and CANVAS programs that require a camera and microphone. All iPhone-compatible devices running iOS 13.0 or higher and devices running Android OS must ensure that they are 8.0 or higher to use them for this purpose. Students will receive technical assistance from administrative staff if needed to download and learn how to use the apps on their devices.**

The attendance policy applied to distance education will be the same as in face-to-face classes. The interaction between the instructor and the students will be validated through ZOOM software programs. This platform allows you to record the interaction between the teacher and the student in clock hours. This information will be processed by the registrar's office and certified by the professor. These hours will be considered to establish the time of attendance and absences of each student as part of the information necessary to calculate satisfactory progress. In the same way, the attendance of students to their face-to-face classes will be considered to comply with their practices. The sum of both aspects of teaching will form the hours necessary to complete the hours per unit. The student will be responsible for registering with the identification number assigned at the beginning of each section of distance classes, only then will the teacher be able to recognize his/her attendance. The system will recognize as attended time from the moment it connects to the section until it disconnects you with a maximum time stipulated by the duration of the class. If it is found that the student during the online class does not answer the teacher or show himself on camera, he or she can disconnect and therefore, it will be considered as unattended time.

#### **DISTANCE EDUCATION POLICY**

Nouvelle Institute established the distance education policy to ensure the maintenance and control of programs approved by the NACCAS accreditation agency, under the condition of including only the distance education component but maintaining the duration and content of the curriculum. This change allows us to permanently offer our students the ability to receive 40 percent of their curriculum synchronously with the flexibility and benefits that distance education highlights by providing them with a reciprocal interaction in which students engage in teaching and learning with instructors through direct, real-time instruction, which gives students the opportunity to receive information and/or answer questions about the academic content they are receiving. It also facilitates group discussion about course content and real-world interactions with the student on a scheduled basis. This component has been specifically aimed at teaching the theory through well-structured planning that ensures control of the parameters that allowed the authorization for the change to be received. The remaining 60 percent corresponds to the development of skills and practical assessments on campus under the supervision of the professor. This policy must always be in unison with the objective and institutional philosophy that is aimed at ensuring that the graduate at the end of his or her study program, in addition to having the necessary knowledge to obtain a license and be able to practice the profession of his or her choice, has developed the professional and personal competencies essential for his or her professional performance.

The following elements define the procedures used by the institution and are strictly governed by state, federal, and NACCAS accrediting agency regulations: The interaction between the instructor and the students will be validated through ZOOM software programs. This platform allows you to record the interaction between the teacher and the student in clock hours. This information will be processed by the registrar's office and certified by the professor. Hours will be considered to establish each student's time of attendance and absence as part of the information needed to calculate their satisfactory progress. In the same way, the attendance of students to their face-to-face classes will be taken into account for the realization of their practices and evaluations, the sum of both aspects of teaching will be equivalent to the hours required to complete each unit.

#### **Below are 17 aspects observed in the Distance Education Policy:**

1. The institution verifies the identification of each student participating in the program by assigning an identification code provided at the time of the enrollment process; To do this, the prospective student must present, as an admission requirement, an identification that proves their identity. The identification code will be included in the study contract and in the institution's system database. The student will be responsible for registering with the identification number assigned at the beginning of each section of distance education classes on the ZOOM platform. Only then will students be able to prove their attendance at online courses. The system will recognize as attended time from the time you connect to the section until you disconnect, with a maximum time stipulated for the duration of the class.
2. When the student does not respond to the teacher or show himself on camera, the online connection time can be verified and discounted as time attended.
3. The student cannot connect to another section without the teacher's permission.
4. The teacher may disconnect any student who does not maintain acceptable discipline.
5. All students must have their camera and microphone turned on and participate in classes as required by the teacher.
6. It will be required on occasions when the teacher indicates the use of a second device while connected to CANVAS. This additional device will be the opening of the CANVAS platform, which will allow the student to carry out evaluations or written work under the supervision of the professor as part of the requirements of each unit.
7. The attendance policy applied to distance education will be the same as that used in face-to-face classes. This policy is published in the catalog.
8. All assessments that will be used to calculate a student's GPA must be taken while the student is physically on campus.
9. Nouvelle Institute has structured study programs with 40 percent distance learning and 60 percent on-campus. For 60 percent On campus, the student must attend the institution for five business days, a minimum of 2 times per week.
10. All transcripts or other documents (official or unofficial) listing academic achievements received must identify the component of distance learning.
11. Prior to enrollment, students must sign a liability waiver that specifies that even upon receiving their diploma for academic achievement. With distance learning, they may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this release must be in the student file.
12. This policy must be part of the student enrollment agreement and be signed on every page.

13. The institution reserves the right to make changes to class schedules when required by a closure order in the event of a pandemic and/or situation beyond our control and offer a class schedule for distance learning only up to 40 percent. After opening, time Teaching in the classrooms will be compensated with a schedule that allows a return to normality with 60 percent of face-to-face classes.
14. The distance education component does not integrate as a method of clinical instruction where the student can perform hands-on services in a model and/or live client. These internships can only be carried out in face-to-face classes supervised by the professor at the campus facilities.
15. Methods by which assessments can be conducted: questions and answers, discussion, demonstration, cooperative learning, resolution of problems, interactive lectures, student and classroom presentations, labs, and activities in the student lounge. Such evaluations may be calculated within the student's grade point average at the discretion of the institution.
16. At the end of each unit, the institution must evaluate the student's qualitative academic performance with a qualified instructor.
17. The student must pass a theoretical and practical exam upon completion of all the curricular requirements established in each unit. In addition, after Completely all units will need to pass a comprehensive final exam that includes applicable competencies required by the state licensing agency. before graduating from the program.

#### **LANGUAGE USED TO TEACH PROGRAMS OF STUDY**

Nouvelle Institute uses Spanish to teach all its programs and to draft the enrollment contract, catalog and/or any other document that is given to the student. The document translated into English can be obtained if a student requests it. The regulation establishes that the language used in teaching must be the same as that which appears in any documentation offered to the student, including the Study Contract. The institution always has a faithful and accurate translation of the current catalog in English available for use in any procedure with the accrediting or government agencies that request it.

#### **FACULTY CREDENTIALS**

All instructors at the Nouvelle Institute are certified by the Florida Board of Cosmetology. Each teacher receives 12 hours of continuing education annually in teaching methods and frequently participates in professional development seminars on topics related to the programs they teach.

#### **RATING SYSTEM**

The school bases its grades on the results of theoretical and practical exams. The professionalism and conduct of the students are also taken into account. The following is the academic value system that the school uses to grade:

|           |                |           |
|-----------|----------------|-----------|
| Excellent | 100% - 90% 'A' | 4 points  |
| Not bad   | 89% - 80% 'B'  | 3 points  |
| Approved  | 79% - 75% 'C'  | 2 points. |
| Failed    | 74% - 0% "F"   | 0 points. |

Students can retake failed exams to improve their grades (this requires instructor approval). The school's academic procedures include periodic examinations, theoretical and practical classes. Academic level exams are mandatory at the end of each academic term.

**STUDENT RECORDS:** All earned credits, grades, and services are recorded and available for student review. If a student is not accepted or cancels their enrollment, their transcript will be retained by the school for 1 year.

At Nouvelle Institute, student records are kept permanently. If the school closes, they will be turned over to the Commission on Independent Education, Florida Department of Education.

#### **SATISFACTORY ACADEMIC PROGRESS POLICY**

Federal Law 34 CFR 668.34, published on October 29, 2010, governs the Satisfactory Academic Progress (SAP) policy. This policy applies equally to each student enrolled in NACCAS-approved programs on a consistent basis and in the specific schedule and particular category of attendance (part-time/full-time) set forth in their tuition agreement and regardless of their study time, follow-up will be made mid-term each academic quarter. Our catalog and pre-enrollment information provided prior to the enrollment agreement include a detailed description of this policy to ensure prospective students can access it. It is also available through the Institution's website: [www.nouvelleinstitute.com](http://www.nouvelleinstitute.com).

Satisfactory Academic Progress uses qualitative and quantitative factors that are assessed cumulatively during designated assessment periods throughout the program of study until successful completion of the program. The first assessment should not occur after the middle of the academic year or program of study. Where appropriate, Nouvelle Institute establishes assessment periods similar to the payment periods established by the U.S. Department of Education for Title IV funding purposes; at the end of each academic term, satisfactory academic progress (Qualitative and Quantitative) will be assessed. The evaluation will be applied taking into account the actual hours completed in the scheduled time with the following structure:

For courses or programs with a total duration of one academic year (900 hours/36 weeks or less) the total duration is divided into two equal assessment periods, in which the first assessment period is where the student completes half of the clock hours or competencies and half of the academic weeks, while in the second evaluation period the student completes the course or program; examples are the programs: ( Skin Care (224 hours)/ 9 weeks with two evaluation periods equal to 112 hours/ 4.5 weeks; the Manicure & Pedicure & Nails Extension program with (224 hours)/9 weeks with two 112-hour evaluation periods and the Therapeutic Massage Program with a duration of 500 hours would be two periods of 250 clock hours. For courses or programs with a total duration of more than a 900-hour academic year (36 weeks), the time is longer than 900 hours divided into two assessment periods or only one, depending on whether:

Time greater than 900 hours/36 weeks is less than or equal to half of the academic year (450 hours)/18 weeks, then it will be treated as a single assessment period. In this category, we have the program (Skin Care & Body Treatment) with a duration of 1125 hours (43.36 weeks) where the first 900 hours (2 periods of 450 hours each) are divided equally and the remaining hours of the program (225 hours) would be considered as a single period since they represent less than half of an academic year (450 hours)18 weeks. For the 1500-hour Cosmetology program, the remaining 600 hours after the first 900 hours (two periods of 450) are considered as two periods of 300 each; in the Therapeutic Massage and Body Treatment Program (1184 hours) after the first 900 hours (two periods of 450) the rest (284 hours/11.36 weeks) in a single period.

All students at the end of each term receive an assessment of academic progress. In the last period, the final evaluation is received to determine if they have met all the requirements to be declared graduates. These evaluations must be completed within seven school business days of the established evaluation periods. The table illustration shown in this policy shows each program in more detail, including its evaluation periods and established requirements.

The Office of the Registrar and the Office of Financial Aid are responsible for monitoring each student's academic progress throughout the program to determine each student's chances of graduation during the established period in accordance with the academic index required by the Institution and the federal and state policies governing the financial management of students.

Any evaluation affecting eligibility for financial aid must be notified; a student who does not meet the minimum criteria may not be eligible for Title IV programs unless the student is warned or has prevailed through an appeal resulting from the placement on academic probation.

#### **DETERMINATION OF ACADEMIC PROGRESS:**

**Quantitative (Attendance)** The quantitative measure of the time spent on training received is defined in clock hours. A clock hour is defined as a minimum of fifty (50) minutes of instruction per sixty (60) minute period. This measure is used in face-to-face classes and distance education. Each program has a maximum of four academic periods. Satisfactory academic progress will be monitored mid-term. At the end of each term, an official assessment is conducted to determine whether students satisfactorily meet the 67% minimum attendance of the quantitative measure. This percentage is obtained by dividing the number of clock hours completed by the number of clock hours the student attempted.

**Qualitative: (Academic Performance)** The qualitative measure is based on the Institution's Scoring Scale. To earn credit for assessments of completed subjects or units, the student must earn a grade of **at least 75%** (2.00 points on the 4.00 scale).

Below is the table of the numerical grading system used to measure the academic performance of students in each unit in terms of theoretical exams, practical work and clinical work.

|           |                |           |
|-----------|----------------|-----------|
| Excellent | 100% - 90% 'A' | 4 points  |
| Not bad   | 89% - 80% 'B'  | 3 points  |
| Approved  | 79% - 75% 'C'  | 2 points. |
| Failed    | 74% - 0% "F"   | 0 points. |

**ASSESSMENT PERIOD:** Satisfactory academic progress is monitored mid-term and assessed at the end of the academic term based on scheduled hours/weeks. All students will be evaluated once they complete the program to determine if they are candidates for graduation. The academic year of each program offered by the institution is 900 hours/36 weeks. This policy applies equally to all students.

**Meeting the minimum attendance and academic performance requirements** in the assessment will allow consideration to be given to whether the student has successfully met their academic progress through the next scheduled assessment. Students will receive a copy of their academic progress during each review. Below is a table with all the evaluation periods expressed in hours/weeks. Evaluations must be discussed and signed by the students at the Registrar's Office within seven business days of the institution.

**When evaluating student progress if the Institution determines that the student has not achieved the minimum score for satisfactory academic progress. In that case, the student will lose eligibility for financial aid (Title IV, HEA Funds, if applicable) unless the student is warning or initiates an appeals process and is placed on probation.** The Institution will notify students who achieve assessments that may adversely influence their eligibility for financial aid.

**The following table shows how academic progress is assessed:**

| PROGRAMMES   | DURATION          | Evaluation Point (Hourly) | NUMBER OF WEEKS PER PERIOD DAY / NIGHT | MAXIMUM HOURS ATTEMPTED | MINIMUM HOURS 67% Quantitative | MINIMAL AVERAGE REQUIRED 75% Qualitative |
|--|-------------------|---------------------------|--|-------------------------|--------------------------------|--|
| <b>Cosmetology</b>                                   | <b>1500 HOURS</b> |                           |  |                         |                                |  |
| 1ST PERIOD   | 450               | 450/1500=30%              | 18/28                                  | 450                     | 301                            | 75/2.00                                  |
| 2ND PERIOD   | 900               | 900/1500=60%              | 36/56                                  | 900                     | 603                            | 75/2.00                                  |
| 3rd PERIOD   | 1200              | 1200/1500=80%             | 48/75                                  | 1200                    | 804                            | 75/2.00                                  |
| 4TH PERIOD   | 1500              | 1500/1500=100%            | 60/94                                  | 1500                    | 1500                           | 75/2.00                                  |
| <b>Skin Care &amp; Body Treatment</b>                | <b>1125 HOURS</b> |                           |  |                         |                                |  |
| 1ST PERIOD   | 450               | 450/1125=40%              | 18/28                                  | 450                     | 301                            | 75/2.00                                  |
| 2ND PERIOD   | 900               | 900/1125=80%              | 36/56                                  | 900                     | 603                            | 75/2.00                                  |
| 3rd PERIOD   | 1125              | 1125/1125=100%            | 45/70                                  | 1125                    | 1125                           | 75/2.00                                  |
| <b>Skin Care</b>                                     | <b>224 HOURS</b>  |                           |  |                         |                                |  |
| 1ST PERIOD   | 112               | 112/224=50%               | 4.5/7                                  | 112                     | 75                             | 75/2.00                                  |
| 2ND PERIOD   | 224               | 224/224=100%              | 9/14                                   | 224                     | 224                            | 75/2.00                                  |
| <b>Therapeutic Massage and Body Treatment</b>        | <b>1184 HOURS</b> |                           |  |                         |                                |  |
| 1ST PERIOD   | 450               | 450/1184=38%              | 18/28                                  | 450                     | 301                            | 75/2.00                                  |
| 2ND PERIOD   | 900               | 900/1184=76%              | 36/56                                  | 900                     | 603                            | 75/2.00                                  |
| 3rd PERIOD   | 1184              | 1184/1184=100%            | 49/76.5                                | 1184                    | 1184                           | 75/2.00                                  |
| <b>Manicure &amp; Pedicure &amp; Nails Extension</b> | <b>224 HOURS</b>  |                           |  |                         |                                |  |
| 1ST PERIOD   | 112               | 112/224= 50%              | 4.5/7                                  | 112                     | 75                             | 75/2.00                                  |
| 2ND PERIOD   | 224               | 224/224=100%              | 9/14                                   | 224                     | 224                            | 75/2.00                                  |
| <b>Therapeutic Massage</b>                           | <b>500 HOURS</b>  |                           |  |                         |                                |  |
| 1ST PERIOD   | 250               | 250/500=50%               | 10/16                                  | 250                     | 167.5                          | 75/2.00                                  |
| 2ND PERIOD   | 500               | 500/500=100%              | 20/31.25                               | 500                     | 500                            | 75/2.00                                  |

#### Program Schedule Information

**Daytime Hours** Days: Monday to Friday

**Hours per day:** 5 hours **Total hours per week:** 25 hours

**Evening Hours** Days: Monday to Thursday

**Hours per day (nights):** 4 hours **Total hours per week:** 16 hours

**WARNING:** It is awarded to students who do not meet the minimum requirements for academic progress in the first instance (Monitoring). This warning status will last for one (1) evaluation period, during which the student may continue to receive financial aid. Students who complete the warning period without satisfactorily achieving their academic progress will lose eligibility for federal funds unless an appeal process is initiated that places them on probation. The student who maintains the Warning period will be advised on the consequences and academic aspects that need to be improved and will be accompanied by a Study Plan to help them regain academic progress. At the end of the evaluation, it will be determined whether or not the student will be able to maintain academic progress in case of NO, the student will remain in a probation period until the next evaluation period and will lose their eligibility unless they successfully appeal.

#### **PROBATION**

The condition is obtained if the student does not meet the minimum requirements at the end of the Warning period. An appeal process will be initiated to reverse the negative criterion and if the result is favorable, you will be placed on probation, which influences the determination of satisfactory academic progress. The Institution will evaluate and determine if the student can meet satisfactory academic progress standards at the end of the subsequent evaluation period or a recovery plan will be designed to achieve academic progress for a certain period within the maximum period established according to their need, the requirements of which must be met before the next evaluation. Those students who experience progress in full compliance with the prescribed recovery plan will be considered to be in satisfactory academic progress.

Lack of academic progress at the end of the probation period will have a negative impact on future financial aid eligibility.

#### **APPEAL PROCEDURE:**

Upon determination that the student has not made satisfactory academic progress, the student will have the right to initiate an appeal process within ten calendar days to reverse the negative criteria and obtain the probation period and reinstatement of financial aid eligibility.

#### **DOCUMENTATION REQUIRED IN THE APPEAL APPLICATION.**

The student must submit a written appeal to the school using a designated form describing why they did not meet satisfactory academic progress standards and supporting documentation of the reasons for the determination. The following reasons may be considered extraordinary situations that may have affected the student's

ability to achieve satisfactory Academic Progress: illness of the student (present verifiable medical evidence), natural disasters, death or serious illness of a close family member, economic situations that contribute to the economic destabilization of the family nucleus, problems of violence and/or domestic abuse or any other circumstance mitigating or special.

This information should include what has changed in the student's situation that will allow them to achieve Satisfactory Academic Progress for the next assessment point, i.e., the reasons why the result should be favorable. Appeal documents will be reviewed, a decision will be made, and the student will be informed within 30 calendar days. Appeal and decision documents will be kept in the student file.

If the appeal is favorable, the adverse decision will be reversed and your eligibility for financial aid will be reinstated.

#### **RESTORATION OF SATISFACTORY ACADEMIC PROGRESS.**

The Institution will cancel the enrollment agreement of any student who does not meet the requirements of our Satisfactory Academic Progress policy. If that student wishes to re-enroll, they will be readmitted to the same progress status they had at the time of withdrawal. Students may restore satisfactory academic progress and Title IV aid, as applicable, by meeting the minimum attendance and academic requirements at the end of the probation period. The student will receive financial assistance when satisfactory academic progress is restored.

#### **MAXIMUM TIME TO COMPLETE.**

As stated in the tuition agreement, all students can complete studies within 150% of the approved program duration at no additional charge. The calculation will be based on 100% of attendance measured in clock hours completed.

#### **POLICY ON THE STATUS OF STUDENTS WHO EXCEED THE MAXIMUM TIME.**

A student who exceeds the maximum time will be expelled, but has the right to request reinstatement, which will be evaluated. If the student is accepted, they will not qualify for Title IV Funds; You may only re-enroll in the Program with cash payment by and/or as set forth in the institutional admissions policy. See the Readmission Policy.

#### **PURPOSE OF THE SATISFACTORY ACADEMIC PROGRESS ASSESSMENT.**

The Institution evaluates the student based on the student's clock hours and the probability of graduation in the maximum time allowed. The number of clock hours attempted, and the academic performance of each period are also evaluated.

Satisfactory Academic Progress is verified through partial and final evaluations of the evaluated academic period. In this way, it is determined if the student meets the minimum graduation requirements, considering attendance and academic performance according to their Study Plan.

#### **ATTENDANCE, TARDINESS AND RECOVERY POLICY.**

Nouvelle Institute recognizes that regular and punctual attendance at class is critical to acquiring knowledge and developing skills required in the curriculum. In addition, it contributes to creating a sense of responsibility and punctuality that, in the future, impacts the performance of students within the work environment and in their social interactions with other people. Students whose absences and tardiness are reflected in teacher records are responsible for making up their absences and catching up on overdue academic content. To do this, it is advisable to establish a substitution plan in a close relationship with the teacher. This applies to Distance Education, where the student must connect at the established start time and keep interacting during the class being fully verifiable by the teacher. Therefore, you must be attentive to the microphone and active during the class, otherwise, you may be disconnected and must recover all the hours that have not been considered present. All present and absent time recorded under the Zoom system will be certified by the Professor and used to calculate the student's Satisfactory Progress.

#### **JUSTIFIED AND UNJUSTIFIED ABSENCES.**

If the student is unable to attend class, he/she must present an excuse and notify his/her professors and the institution of the reason for the absence. Students will need to obtain material covered in class from their peers and professors to keep up with the program. If a student is unable to attend classes and fails to provide notice of the reason for their absence, it will be considered an unexcused absence and referred to by a counselor.

In both cases, the absence will be recorded, and the students will have to make up their time.

#### **LEAVE OF ABSENCE POLICY**

A leave of absence (LOA) is a temporary pause in a student's program of study. LOA refers to the specific period in which the student does not attend. The student will not be granted an LOA if it, along with any additional LOAs previously granted, exceeds a **total of 180 calendar days** in any 12-month period. The following circumstances are considered appropriate to apply for extended leave: extended illness, COVID-19, maternity, death of a close family member, drastic change in the family's financial situation, military service, court appearance, or any other extenuating circumstance. The student must request the LOA in advance in writing, which must include the student's signature and must provide the necessary evidence such as medical certificates or a written statement signed by the student containing the reasons for the request, unless unforeseen circumstances prevent it. The institution may grant an LOA to a student who was unable to apply before the circumstances; In this case, the institution documents the reason for its decision and collects the student's excuse later. The institution determines that the approved LOA start date is the first date the student was unable to attend classes due to the reason for the leave.

The student must follow the institution's policy when applying for an LOA. There must be a reasonable expectation that they will return from the LOA. This authorization will be granted at the discretion of the Registry or the Academic Director considering the justification or reason for the request and including the fact that the request is by policy of the institution.

A leave of absence (LOA) extends the contract period and maximum time by the same number of days in LOA. The student is expected to be able to resolve any situation within this time frame in order to return successfully. Upon returning from the LOA, the student will be reinstated in the same state of progress as before their departure. The LOA will not add any charges to the cost of admission. **A student will be withdrawn if the student takes an unapproved LOA or does not return before the expiration of the LOA.**

As per the institution's policy, the LOA period is not considered a leave, and no refund will be calculated. For students who do not return to school after the leave period, the withdrawal date for the calculation of the return will be the student's last date of attendance. Changes to the graduation date must be in an addendum signed and dated by all parties.

#### **DEFINITION OF WITHDRAWALS:**

Status that affects the percentage of clock hours attempted and passed to meet the requirements for satisfactory academic progress. Nouvelle Institute recognizes two types of casualties:

**Administrative Withdrawal:** The Institution determines the administrative leave according to the following circumstances:

- Separation from the center for inappropriate behavior, sale, possession and/or consumption of controlled substances, crime, risk to safety and/or violation of the code of conduct and regulations of the Institution, for which the Institution reserves the right to apply disciplinary measures to the student that may include expulsion from the school.
- Not achieving satisfactory academic progress by following school policies.
- Absences that exceed the period established by the school and/or the authorized time limit for the leave of absence.

**Official Withdrawal:** Occurs when the student voluntarily requests the completion of their academic program at the time of their choice. The request must be made by writing, in person, by telephone or through any other official means that notifies the Registry Office or the administrative staff. The official withdrawal date for calculating reimbursement will be the last day of attendance recorded by the school. A student who withdraws without completing the course and decides to return will be placed in the same state of satisfactory academic progress as he or she had at the time of withdrawal.

**INCOMPLETE.**

A student who does not meet the requirements of a unit/subject within the time established in the study plan may request an incomplete provisional grade. An incomplete grade in any subject does not influence the achievement of satisfactory academic progress, but the student is required to complete the unit/subject.

**REPEATED COURSES.**

A grade of (R) on a unit means repeating the unit because the final value of the unit will have a value of (0) which will affect the final percentage of hours attempted and passed. Once the unit has been repeated, a grade will be awarded. Students are required to repeat failed units prior to completing the syllabus. Only the new grade will be considered, discarding the previous one, and the highest grade obtained in the repeated unit will be included in the calculation of the academic index. The repetition of a unit does not negatively impact the fulfillment of the satisfactory academic progress requirements because its control and evaluation process are based on the proportion of units attempted and completed within the academic period evaluated. Nouvelle Institute does not offer remedial courses; therefore, they do not affect the fulfillment of satisfactory academic progress.

**TRANSFER POLICY**

The Nouvelle Institute admits students from other beauty institutions, including those with synchronous online teaching. Transfer validations from institutions offering online education for more than 40% of the duration of the taught programs are not accepted. Prospective students must attend an orientation session to determine grades based on admission requirements and the institution's rules. Transfer students will earn credit for training completed at the above institution, provided that such training has been passed with a grade point average of not less than 75% (2.0 = C) and that the Commission adopts the Independent Education Institution (CIE), the Florida Department of Education, and/or a federal agency that accredits beauty schools. Hours will not be validated if the student has attended another institution where the training is incompatible with ours. An official transcript will be required, and the student will be evaluated by the academic director, who will determine eligibility for transfer based on compatibility with training. **In the case of students who do not qualify, they may request an interview with the academic director to reconsider this regulation and demonstrate sustainable evidence and theoretical and practical knowledge of the program of study they are applying for. The institution could validate if it is approved with more than 95%.** A student financial aid transcript will be requested if the student intends to seek financial aid at our institution. Transfer students must complete at least 50% of the clock hours required for graduation to receive a Diploma accredited by our school. Transferred hours will also count as attempted and completed to determine when the maximum time allowed to complete the course has expired. However, satisfactory academic progress will be based on clock hours completed at our Institution. Transferred hours will also count as attempted and completed to determine when the maximum time allowed to complete the course has expired. However, satisfactory academic progress will be based on clock hours completed within our Institution.

END OF THE SATISFACTORY ACADEMIC PROGRESS POLICY

**6E-1.0032 CONSUMER PRACTICES.**

Prior to enrollment, tuition, and other charges, each prospective student will be provided with a written copy and/or electronic access to the institution's catalog. The Institutional Catalog complies with the disclosures of subsections 6E-2004(11) and (12) F.A.C. (i), which essentially sets forth the Student Reimbursement Policy and the minimum guidelines required by the Commission (CIE) for authorized institutions. The Refund Policy for students receiving federal Title IV aid is consistent with applicable federal regulations.

**REFUND POLICY**

**RETURN POLICY: INSTITUTIONAL REFUND**

**The purpose of the refund policy is to comply with the mandatory policy** that ensures that every student receives a fair and equitable refund. **All refunds are based on scheduled hours in the enrollment period for which funds have been allocated. The institution will apply the following policy to all cancellations for any reason or by any party, including the student's decision, cancellation of the course or program, or closure of the school.**

The Institution is committed to ensuring that refunds are accurately calculated and processed on time, in compliance with the regulations of the State of Florida (Rule 6E-10032(6)(i)), which states that any monies owed to students will be refunded within 30 days of cancellation or withdrawal. Student attendance is monitored monthly, and a fair settlement is applied if an applicant is not accepted, refunding the full amount of funds paid.

**If a minor student or their parent/guardian of a dependent minor student** cancels enrollment in writing within three business days of signing the agreement. In that case, all money collected will be refunded, except for the non-refundable application fee. The date of cancellation will be determined based on the postmark of the notification, personal delivery, expulsion for academic non-compliance, or the last date of attendance if the student does not return. If the cancellation occurs after the initial three days before the start of classes, the full amount paid minus the admission fee will be refunded.

In the event of cancellation or official withdrawal, the date shall be determined by the postmark of the written notice or by the date on which such notice has been personally delivered to an administrative officer of the institution.

If the student has been expelled, the determination date will be whichever occurs earlier between the scheduled return date or the date the student notifies that he or she will not return.

A refund schedule based on expected hours will be applied for students who enroll and begin classes but withdraw after three business days of contract signing and prior to program completion. All refunds will be handled in a transparent and fair manner.

**ENROLLMENT ADJUSTMENT CALENDAR**

COMPARED TO THE BILLING PERIOD OF THE CONTRACT.

| <b>Percentage earned by the institution.</b> |                              |
|--|------------------------------|
| 0.01% - 40.00%                               | Equal to cost                |
| 40.01% - 50.00%                              | 50% of the cost of the study |
| 50.01% - 60.00 %                             | 60% of the cost of the study |

|   |                               |
|---|-------------------------------|
| 60.01 % -100 %  | 100% of the cost of the study |
| The institution undertakes to guarantee that any monies owed to the applicant or student will be refunded within 30 days of the official or administrative date of cancellation or withdrawal, as defined in the regulations. |                               |

#### REFUND SITUATIONS.

1. **Cancellation of the course before starting the instruction:**
  - If the course is cancelled after a student's enrolment and before instruction has begun, a full refund of all monies paid will be provided.
2. **Course Cancellation After Starting Instruction:**
  - If the course is canceled after students have enrolled and instruction has begun, a prorated refund will be provided for all students transferring to another school based on the hours accepted by the receiving school.
3. **Definitive Closure of the Institution:**
  - If the institution permanently closes and ceases offering instruction after the student enrolls and instruction has begun, the student will receive a prorated refund of all monies paid to complete the course agreement.

#### Additional institutional costs:

Other costs, such as books, equipment, and materials, will be calculated separately at the time of the reimbursement calculation.

#### COMMITMENT TO REFUND TRANSPARENCY.

The institution is dedicated to handling all refunds in a fair and transparent manner, ensuring that students' rights are respected and that all applicable regulations are followed.

If promissory notes or enrollment contracts are sold or discounted to third parties, the third party must comply with the institution's cancellation and liquidation policy.

The institution's reimbursement calculation is based on scheduled hours. Refunds must be made within 30 days of discharge. If the student is not officially withdrawn per the stated policy, the school will determine the last day of attendance for reimbursement after administrative discharge. This will be processed no later than 14 days after the student's last day of attendance.

The institution maintains evidence that the recipient receives institutional reimbursements in a timely manner, such as canceled checks, bank reconciliation, a signed delivery receipt, or documentation that the funds were disbursed in accordance with applicable federal or state regulations.

#### CALCULATION OF ASSISTANCE IN THE REFUND POLICY.

The institution has clear policies for calculating absence-related reimbursements based on scheduled hours during the student's enrollment period.

#### Calculation of attendance and reimbursement

1. **Attendance control:**
  - The institution is required to keep an attendance record.
  - If the student does not officially withdraw per the stated policy, the last day of attendance will be determined for administrative leave reimbursement purposes.
2. **Processing Time:**
  - A refund should not be processed until 14 days after the student's last day of attendance.
3. **Larger refund in extenuating circumstances:**
  - The institution may agree to a more significant reimbursement than that stipulated in the policy in extenuating circumstances, such as:
    - Disabling illness or injury.
    - Death of a member of the student's immediate family.
    - Other documented mitigating circumstances.
4. **Time of Attendance:**
  - It is defined as the time between the start date of classes and the last day of physical attendance at the institution.
5. **Refund Deadline:**
  - Any monies owed to the student will be refunded within 30 days of the processing of the withdrawal and/or cancellation.

#### SPECIAL CASES

- In situations of illness, accident, family tragedy, or any other circumstance that prevents the student from completing his or her education, the institution may reach a reasonable agreement with the acceptance of both parties.

#### COMMITMENT TO EQUALITY

The institution is committed to handling all refunds in a fair and reasonable manner, ensuring that each student's circumstances are considered.

#### TITLE IV: RETURN POLICY

The institution has adopted a reimbursement policy under the Postsecondary Education Regulations (HEA Amendment of 1998) that uniformly adjusts tuition and other related expenses for students who withdraw or do not complete the enrollment period.

#### RETURN OF FUNDS TITLE IV (R2T4)

- **Proportional Calculation:** The amounts accrued by the calculation of Title IV funds are proportional to the days served within the payment period.
- **100% Funds:** After 60% of each pay period, the student earned 100%. Of the funds.

#### BOOKS AND MATERIALS

- **Provision of materials:** Nouvelle Institute believes that students should be provided with books and materials necessary to achieve their academic goals.
- **Costs included:** The cost of the study includes all necessary materials, equipment and books and there is no percentage of profit on them.
- **Non-Refundable:** If the student decides to withdraw, the return of books and materials will not be allowed as they are considered for personal use. This will not be included in the calculation of the Title IV refund.

- **Teacher Supplies:** Each teacher receives products for demonstrations and hands-on.

#### R2T4 REGULATIONS

- **Calculation Formula:** Federal regulations require the Financial Aid Office to apply a formula titled R2T4 to determine the amount of federal financial aid earned as of the student's WITHDRAWAL date.
- **Federal Aid Repayment:** The amount of federal financial aid returned to aid programs is determined by the time spent on academic activities. After 60% of the term, students have earned 100% of the federal financial aid disbursed.

#### RETURN OF UNEARNED FUNDS.

- **Refund Time limit:** Once federal programs have been reimbursed in direct proportion to your original contribution, a refund will be issued within 45 days from the date of withdrawal.
- **Late Repayment Procedure:** If the student has received less financial aid than the estimated amount at the time of withdrawal, the institution will complete the late disbursement procedure specified by the U.S. Department of Education.

#### APPLICATION OF REFUND POLICY.

- **Payment Limit:** A student will not be required to pay more than the amount set forth in the contract. All refunds are based on scheduled hours in the enrollment period.

#### EXPULSION BY LA INSISTUCIÓN.

The institution may withdraw or withdraw a student for the following reasons:

- Unsatisfactory academic progress.
- Consecutive absences.
- Late payment.
- Failure to comply with rules or regulations.

The Academic Director or Executive Director may waive the enrollment agreement for disciplinary reasons, including but not limited to drug sale or possession, crime, harassment, or any act that endangers safety.

#### COLLECTION POLICY.

- **No Use of Collection Agencies:** The institution does not use collection agencies or third parties to guarantee timely payments.
- **Staff Accountability:** Office of Administrative Affairs staff are responsible for following a professional and ethical collection procedure. In sales to third parties, the institution's cancellation and liquidation policies must be complied with.

----- END OF REFUND POLICY -----

#### NON-DISCRIMINATION POLICY.

Nouvelle Institute admits students without regard to race, ethnicity, color, sex, age, national origin, disability, religion, sexual orientation, or political opinions. In this sense, all students have the same rights and privileges to participate in the programs and activities available. This non-discrimination policy also applies when considering candidates to work at the Institution.

#### ANTI-HAZING POLICY" (Policy against manifestations of abusive initiation)

The Institution does not allow organizations, agencies, or associations of students or others to influence the physical and mental health of our students voluntarily or carelessly. The Institution prohibits the existence or imposition of any group or action that in any way induces initiation within these groups. Violation of this policy will result in disciplinary action against the violator.

#### GRIEVANCE/APPEALS POLICY.

##### PROCEDURE FOR FILING AN INSTITUTIONAL COMPLAINT

Any student who believes that their rights have been violated or believes that they are not being served as agreed may file a complaint directly with the Academic Director, the Executive Director and/or the President of the institution.

Once the institution's officials have received the complaint, it will be reviewed within a maximum period of 10 days. If, after careful evaluation, the situation cannot be resolved, the complaint should be submitted to the institution's complaints and discipline committee. This committee will meet and review allegations no later than 21 calendar days after receiving the complaint. If additional information is required, the student will be notified by letter.

Once the committee has all the necessary information, it must send a letter to the student within 15 calendar days setting out the steps to remedy the problem or showing that the allegations have no merit based on the information presented.

**For complaints not resolved by the institution, please contact:**

**Commission for Independent Education, Florida Department of Education**

325 W. Gaines Street, Suite 1414 | Tallahassee, FL 32399-0400 | 850-245-3200 | [www.fl doe.org/cie](http://www.fl doe.org/cie)

#### CAMPUS SAFETY POLICY

Nouvelle Institute requires all employees and students to immediately notify the school principal of any criminal activity in the vicinity or within the institution so that local law enforcement can be notified.

Below is a non-exhaustive list of criminal activities that should be reported:

|                              |                                 |
|------------------------------|---------------------------------|
| 1. Murders                   | 2. Thefts                       |
| 3. Armed robberies           | 4. Kidnapping or attempted rape |
| 5. Disturbances of the peace | 6. Motor Vehicle Thefts         |

The office should also be notified if anyone is observed using or distributing drugs or alcoholic beverages in or around the school. If the school principal is not present, any administrative staff available at the time must be notified.

The principal or staff member will notify local law enforcement so that the incident can be investigated immediately and if appropriate, a complaint can be filed. The institution will document each of these situations so that corrective measures can be taken and annual statistics can be kept.

#### **SEXUAL HARASSMENT POLICY**

Sexual harassment or harassment in the workplace and in academia is an illegal and discriminatory practice that is not in the best interests of the institution. It will not be allowed regardless of the rank or position of the people who may be involved. Under no circumstances will any staff be allowed to engage in conduct that directly or indirectly configures a work, administrative or academic environment where aspects of sexual harassment in any of its forms are present.

In the application of this institutional policy, it must be considered that:

- Sexual harassment can occur between people of the same sex or a different sex.
- No person in this institution is obligated to allow, accept, submit to, or tolerate acts or advances of an unwanted sexual nature.
- As defined by the Act, sexual harassment consists of any unwanted approach, requests for favors and any other verbal or physical conduct of a sexual nature when one or more of the following circumstances are present:
- By submitting to such conduct, it implicitly becomes a term or condition of a person's work or study environment.
- When the submission or rejection of such behaviors by people becomes the basis for decision-making in the employment or academic evaluation of students.
- When that conduct has the effect or purpose of unreasonably interfering with the performance of that person's work or academic work or when it creates an intimidating, hostile, and offensive work-study or work environment.

The student or employee who engages in sexual harassment will go through an investigation process.

The Board of Directors of the Institution will make the final decision based on the results of this investigation.

Sanctions can and are not limited to:

- Written reprimand.
- Indefinite suspension
- Separation of duties in the case of being an employee and suspension of classes in the case of a student.
- The employee or student shall have the right to appeal against this decision. The appeal must be made in writing no later than five days after notification of the Board's decision. The Management Board shall respond to this appeal in writing no later than ten days after its receipt.

#### **POLICY FOR HIGH SCHOOL DIPLOMA VALIDATION AND TRANSCRIPTS:**

Nouvelle Institute requires, as proof of completion of secondary education, an official transcript or diploma attesting to the degree obtained in the Baccalaureate or its equivalent (GED). The copy of the official documents will be certified with an exact and exact copy of the original documents. In the case of requesting accreditation of the degree by post directly to the school of origin, it will be used as official proof of the processing. To protect the integrity of the admissions process, Nouvelle Institute will verify that any diploma or transcript of secondary education credits that an applicant provides to the institution is in good faith by verifying high school diplomas and transcripts of secondary education academic records. For more details, please request a copy [of the high school diploma and transcript validation policy](#) available from the financial aid office.

If any questions arise, the Institution will have at its disposal the telephone numbers of the relevant agencies, [namely the Tallahassee Department of Education: 850-245-3200](#)

**POLICY AGAINST MISREPRESENTATION:** Nouvelle Institute certifies that all information appearing in the institutional catalog and/or in the enrollment agreement must be strictly followed. Any questions or notices of non-compliance with posted provisions should be addressed to the campus director and/or the president of the institution in writing. The procedure for filing a complaint is on page

#### **BOOKS AND MATERIALS.**

Nouvelle Institute believes that students who complete the admission and financial eligibility requirements should receive the books and materials necessary to achieve their selected academic goals.

Nouvelle Institute recognizes the importance of books and materials in the training and learning of students. All materials, equipment and books that the student will need will be included in the cost of study as a measure that guarantees theoretical education and the development of supervised practical skills. This value is calculated from what the institution pays without any percentage of the profits from them. Suppose the student decides to withdraw for any reason. In that case, they will not be allowed to be returned as they are considered personally used by each student and therefore will not be included in the refund of Title IV funds. The total cost will be what the student will have to pay throughout their studies, allowing them to fulfill their academic responsibilities in each internship and evaluation of the selected program. Any other equipment or material that the student wants to add will be optional to the one submitted. Each teacher is provided with products for demonstrations and practices.

The school is committed to having a sufficient inventory of academic materials and equipment on hand as of the start dates of each program.

#### **BOOKS AND EQUIPMENT CANNOT BE RETURNED. (NOT INCLUDED IN AN R2T4 CALCULATION)**

**R2T4:** Federal regulations require the Office of Financial Aid to apply a formula established by the U.S. Department of Education, titled R2T4, which determines the amount of federal financial aid a student has earned as of the student's DISCHARGE date. The amount of federal financial aid that is returned to federal aid programs is determined by the amount of time a student spends on an activity related to the Programs of Study. After 60% of the study period, students have invested 100% of the federal financial aid disbursed.

**The student must have a device that guarantees receiving distance education. This device must meet the requirements established to download the ZOOM program and is not provided by the institution.**

#### **CURRICULUM REVIEW AND IMPROVEMENT POLICY.**

Nouvelle Institute sets out a plan to improve academic programs. The curriculum review of all programs is based on suggestions offered by faculty and our Advisory Committee, which meets at least once a year. These suggestions should be based on new trends in the beauty field and changes in the job market.

#### **PRIVACY POLICY AND ACCESS TO EDUCATION.**

Federal Education Laws protect the privacy of student information and prevent unauthorized disclosure. In addition, access to information by the student and/or legal guardian and the accrediting agency is regulated.

Students and parents of dependent students have the right to review their education records, request any amendments, and not consent before disclosing personally identifiable information in education records. They also have the right to file a complaint with the U.S. Department of Education if these rights are violated. To access education records, the parent or legal guardian of the minor dependents or student must request written permission. This opportunity will be granted, and an appointment will be made.

Personal information may not be disclosed to third parties without the student's written consent (for dependent students, the parent or legal guardian of the dependent minors must consent) unless the person or entity requesting the information has an explicit exception under Federal Law and provides evidence. When disclosure of information is requested, it shall be recorded in the file, which shall include the name of the person requesting the information and the legitimate purpose for which the requested information will serve.

**OTHER RULES AND REGULATIONS:**

**ADDITIONAL ELEMENTS**

Remedial courses, incomplete courses, and course repetitions do not affect the "standards" of the Institution's satisfactory progress policy.

**WITHDRAWAL.**

If a student receives a grade of "W" (Warning) in the event of a Drop at the beginning of the program, this will not count towards the final grade and the class will not be considered passed.

**REPETITION THEMES/UNITS.**

All repetitions will count toward grades. The completed topics/units will be reviewed, and the higher grades will be credited. In the event of repetition due to previous withdrawal, the student's grade for repetition will be the final grade.

**REPETITION OF EXAMS.**

Any student who does not take an exam at the designated time and date will receive a grade of "0" for the exam. The student can retake the exam, and the teacher will pass it with the authorization of the Academic Director using the CANVAS Platform.

**PROCEDURE FOR EVALUATING AND DETERMINING THE DEGREE OF THEORETICAL AND PRACTICAL KNOWLEDGE.**

Theory grades are assigned based on tests and assignments assigned by the Zoom and CANVAS platforms. Practical and laboratory (clinical) work will be assessed taking into account the level of application of the theory and the professional skills and abilities of the students on campus. We may ask a student to repeat the service to strengthen their skills.

**COUNSELING**

Each teacher will refer any student who needs or requests help and advice to the academic director. Once the administrative staff of the institution has attended to the student, it will be determined if it is necessary to refer or assist the student in the search for a professional outside the institution who will provide specialized professional help in the area where the student shows the need for assistance.

**REFERENCE AREA:** The school has a library of books, magazines and professional periodicals. It also provides computer equipment for searching for academic material on the Internet. Students are encouraged to use these facilities to expand their experiences.

**Class and office schedule:** Monday to Thursday, 9:00 a.m. to 10:00 p.m.  
Friday 9:00 a.m. to 4:30 p.m.

**ACCOMMODATION.**

The Institution does not have boarding schools for its students.

**GRADUATION REQUIREMENTS FOR ALL PROGRAMS**

Students will be declared graduates once they have completed the total hours of the selected program of study and have met the satisfactory academic progress policy. In addition, they must have taken and passed with a minimum of 75% all the theoretical and practical exams required in each study plan.

**DIPLOMAS**

The student will receive their diploma after meeting all graduation requirements and meeting their financial obligations.

**SCHOOL CALENDAR AND CLASS SCHEDULE.**

The school operates uninterruptedly from Monday to Friday (except during the Christmas period). Admitted applicants can begin as soon as the principal approves the start of the class.

**THE SCHOOL WILL BE CLOSED ON THE FOLLOWING PUBLIC HOLIDAYS IN 2025.**

January 19, 2026 / Martin Luther King Day  
February 16, 2026 / Christopher Columbus Day  
April 2, and 3 2026 / Holy Thursday and Good Friday  
May 25, 2026 / Memorial Day  
June 19, 2026 / Juneteenth Day  
July 2026 (one week) Break  
September 7, 2026/ Labor Day  
October 12, 2026/ Christopher Columbus Day  
November 11, 2026 /Veterans Day  
November 26 & 27, 2026 / Thanksgiving Day  
December 15, 2026, to January 7, 2026/ Christmas Holidays

***Note: The school has the right to change its schedule and/or dates if there is a better interest in the education of the students.***

**DAILY CLASS SCHEDULE**

Monday to Friday 9:00 am to 2:00 pm  
Monday to Thursday 6:00 pm to 10:00 pm

**TRANSCRIPTS.**

A transcript of student records may be issued at the student's request or at the request of the student's designated representative, provided that all financial obligations have been met. The school keeps transcripts in permanent fire-resistant cabinets. Transcripts or other documents (official or unofficial) listing academic achievements

received will be identified with the distance education component. Upon receiving the academic diploma with the distance education component, you may not be accepted for reciprocity or may not be eligible for licensure in other states.

#### **DEFINITION OF CLOCK TIME.**

A clock is 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor. This definition also applies to online classes.

#### **SYNCHRONOUS DISTANCE LEARNING.**

All Nouvelle Institute study programs are offered in synchronous distance education mode, which allows real-time interaction between students and instructors through digital platforms. This model has included specific procedures for identity verification, registration and monitoring of attendance during clock hours, as well as the control of artificial intelligence, guaranteeing academic integrity and excellent training.

#### **PAYMENTS.**

All payments must be made in accordance with the school's and students' enrollment agreement.

#### **SUSPENSION BY THE INSTITUTION (EXPelled)**

The institution may withdraw any student for at least one of the following reasons:

- Unsatisfactory academic progress
- b. Consecutive absences
- c. Late Payment
- d. Failure to comply with the rules or regulations established by the institution.

In addition, the Academic Director or Executive Director may terminate the student's TUITION agreement before the student completes the program of study for disciplinary reasons, sale or possession of drugs and/or controlled substances, crime, safety, dereliction of duties or obligations, insubordination, harassment, immorality, dangerous actions, theft, or any other act that damages or endangers the safety or good name of Nouvelle Institute.

#### **PERSONAL PROPERTY**

Students should identify their materials and equipment appropriately. The school is not responsible for their loss or theft.

#### **UNIFORMS, BOOKS AND MATERIALS**

The school requires all of its students to attend properly and in uniform. Nouvelle Institute provides each student with one (1) jacket with the name of the institution to use as a uniform at no additional cost, as well as books and materials. Cosmetology students will wear it in black, and Skin Care, Skin Care & Body Treatment and Manicure & Pedicure & Nails Extension students will wear it in white. Therapeutic Massage students will receive a functional uniform to have the comfort and flexibility required for the practices to be performed. The use of the uniform, in addition to being easy to comply with, allows the institution to identify the student in the facilities, for this reason its use is mandatory. Shoes must be closed as a protective measure in case of an accident. The institution has no restrictions on clothing that will complement the uniform, jacket, hairstyle, fragrance, or perfume; however, excessive use of jewelry could limit the ability to move and professional projection.

Students who wish to purchase an additional jacket to the one they were given can obtain it in the reception area for a cost of \$35.00. The uniform and equipment are considered non-reusable for health reasons. They cannot be considered towards the reimbursement of Title IV funds (R2T4 calculation).

**R2T4:** Federal regulations require the Office of Financial Aid to apply a formula established by the U.S. Department of Education, R2T4, to determine the amount of federal financial aid a student has earned as of the student's DISCHARGE date. The amount of federal financial aid that is returned to federal aid programs is determined by the amount of time a student spends in an academic program. After 60% of the program, students have invested 100% of the federal financial aid disbursed.

#### **CIGARETTES, BEVERAGES AND FOOD.**

Eating is not allowed (this includes chewing gum, drinking, or smoking in classrooms or in the clinic area. Designated areas should be used for this purpose. Students are expected to always keep all school areas clean.

#### **EQUIPMENT.**

Students are responsible for their materials and equipment. They must use personal and school equipment in a safe and professional manner. Any damaged equipment will be reported immediately. Each student must have a device that guarantees distance learning. This device must meet the requirements set forth to download the ZOOM program.

#### **PRACTICAL SERVICES.**

All students are expected to perform all hands-on services as assigned. Any student who refuses to perform the service will be expelled from the class for the day. Valid medical excuses for not performing a service may be accepted if accompanied by a medical certificate.

#### **HYGIENE.**

All students must maintain high standards of hygiene, including the shampoo bowl, mirrors, counters, personal equipment, and floors. Floors should be swept after each haircut.

#### **SERVICES IN THE SEARCH FOR EMPLOYMENT IN THE PROFESSION STUDIED.**

The school's placement office; Provides job search assistance to all graduates. Services include job search counseling, resume development, interviews, referrals, and job placement assistance. These services are free of charge and available to all graduates of the institution, regardless of graduation date or previous employment. The school follows up with the students employed.

#### **THE SCHOOL DOES NOT GUARANTEE EMPLOYMENT**

Nouvelle Institute trains and trains beauty professionals in the art of cosmetology to compete for gainful employment in the beauty field. Some of the jobs available in the beauty industry are:

- Hair Specialist
- Skin Specialist
- Make-up specialist
- Permanent Wave Specialist

Manicure  
Pedicure  
Cosmetologist  
Therapeutic masseuse

**CODE OF CONDUCT AND/OR RESPONSIBILITIES in online and face-to-face classes on campus**

Nouvelle Institute establishes a code of conduct that all students must abide by. Any student who fails to comply with this code will be subject to disciplinary action or expulsion, as determined by the Institution's disciplinary committee.

- a. Students will bring their equipment and materials to school each day.
- b. Students must arrive at their classes daily and be punctual.
- c. If the student is unable to attend class, he/she must notify his/her professors and the Institution of the reason for his/her absence.
- d. In case of absence, the student must obtain the material covered in class through peers or professors to keep up with the progress of the program.
- e. Students must remain on the premises of the Institution during class hours.
- f. The hours in which the student is not present in the classes will not be considered as attended and must be made up.
- g. In case of absence due to illness, a doctor's note is required.
- h. The school has a Satisfactory Academic Progress Policy, which is part of these regulations and must be known by the student.
- i. The break will be for 20 minutes.
- j. The work area should always be kept clean and tidy.
- k. Students should clean their work area at the end of the day.
- l. Equipment that is institutional property will be returned to its place of origin after use.
- m. The hygiene and sanitation principles learned at the beginning of each program should always be observed.
- n. Recommendations through the suggestion box will be welcome. These go directly to the director of the Institution for the response.
- o. The use of inappropriate language and conduct in the Institution's facilities is prohibited.
- p. Students must carry out the internships required in each Program.
- q. Students must comply with the payment agreement.
- r. It is not allowed to bring children or guests into the school premises.
- s. School property will always be respected. Any destruction or damage to any property will immediately result in the expulsion of the student from the institution.
- t. Students may go to the administrative offices only for matters related to their studies.
- u. Admission documents are part of the student's file and will not be returned to the student.
- v. No sales, promotions, or other commercial activity are allowed within the Institution through Distance Education. Students and/or employees who participate in this non-permitted activity will be suspended or expelled from the Institution.

### Study Program

#### **COSMETOLOGY**

**1500 hours**

**40% of Distance Education is synchronous and 60% of Laboratory or Practical Classes are face-to-face.**

**PROGRAM OBJECTIVE:** This program is designed to provide the student with a comprehensive training that combines theoretical knowledge through distance education (40%) and practical skills through face-to-face classes in the laboratory or campus (60%). The main objective is to train the student with the knowledge, skills, and abilities necessary to obtain the state of Cosmetology license from the state of Florida, allowing them to perform effectively in the field of beauty as a Cosmetologist or Administrator of Beauty Salons, among other related positions.

**PROGRAM DESCRIPTION:** The Cosmetology program consists of 1500 hours, distributed in study units of 37.5 hours each. It is structured to offer balanced training between theory and practice. The theoretical portion, which is taught remotely, covers essential fundamentals such as skin chemistry, color theory, product and equipment handling, and Florida-specific regulations and laws. The face-to-face practical part places special emphasis on the development of practical skills such as hair cutting and styling, hair coloring, professional makeup, manicures, pedicures and advanced techniques in skin and hair care.

**NATURE OF THE PROGRAM:** The program is eminently educational and formative, comprehensively preparing the student in all the fundamental aspects of Cosmetology. It combines modern pedagogical methods, taking advantage of distance education technologies for theoretical teaching, with rigorous face-to-face practical training in specialized laboratories, thus ensuring that students acquire real and applicable skills for their future professional performance.

**EXPECTED OCCUPATION LEVEL:** The occupational level of this program primarily includes the positions of Cosmetologist, Colorist, and Salon Administrator. This implies that graduates will be able to exercise advanced techniques directly and to assume administrative and managerial roles within the beauty industry and other related industries, thus guaranteeing a wide range of job opportunities in this professional sector.

**JOB REQUIREMENT:** Cosmetology license.

**THE TYPES OF FINANCIAL AID FOR ALL THOSE WHO QUALIFY ARE: Pell Aid, Federal Supplemental Aid, and Federal Work-Study Program**

**THE NUMBER OF HOURS PER WEEK REQUIRED FOR EACH TIME OFFERED TO COMPLETE THE PROGRAM IS:**

- a. **Daytime schedule:** a total of 25 hours, (5 hours each day) 60 weeks, = 15 months. **Maximum completion time:** 22.5 months
- b. **Night Hours:** Total 16 hours, 4 days a week, 93.75 weeks, 23 months

The maximum time to complete it is 35 months.

**CAPTION:** The institution uses one, two, or three acronyms to identify the name of the unit and two or three acronyms to identify the name of the program. This system is a legend to facilitate the understanding of the content of the program.

**EXAMPLE CAPTION: HIP-CO (HIP) VITAL SKILLS & PROFESSIONAL IMAGE: UNIT NAME (CO) PROGRAM NAME PROGRAM FORMAT**

**TOTAL SERVICES/PRACTICAL SKILLS: 695**

**CONTENTS OF INSTRUCTIONAL UNITS:** Each unit of study lasts between 37.5 and 40% (15 hours) of synchronous distance education and 60% (approximately 22.5 hours) of on-campus laboratory or practical classes.

|               |   |
|---------------|---|
| <b>HIP-CO</b> | <b>LIFE SKILLS AND PROFESSIONAL IMAGE (37.5 hours)</b> The unit will provide the student with knowledge of the meaning of Cosmetology and its different employment alternatives, learn how to communicate effectively with co-workers, define professional ethics, and learn about the guidelines that will help you maintain a healthy body and mind.                    |
| <b>BSP-CO</b> | <b>BACTERIOLOGY AND PUBLIC SAFETY (37.5 hours / 5 services required)</b> This unit teaches students about the different types of bacteria, their growth, and the importance of sterilization in preventing the spread of diseases such as AIDS (HIV). It will be defined what a healthy professional is, as well as the health problems for the cosmetology professional. |
| <b>CI-CO</b>  | <b>INFECTION CONTROL (37.5 hours)</b> You will learn the importance of having a clean salon by eliminating germs and other agents that cause serious illness to your employees and customers. State and federal regulatory bodies will be known, and safety precautions will be discussed.  |
| <b>PC-CO</b>  | <b>HAIR PROPERTIES (37.5 hours)</b> The purpose of this unit is to provide students with basic knowledge about the structure of hair, its properties and its characteristics.   |
| <b>TCC-CO</b> | <b>HAIR AND SCALP DISORDERS (37.5 hours)</b> This unit aims to inform students about hair and scalp disorders, their causes, and their origins.   |
| <b>CE-CO</b>  | <b>SHAMPOO &amp; RINSE (37.5 hours/100 services required)</b> This unit will provide all the information necessary for the student to develop theoretical and practical skills in performing hair washing services and covering procedures.   |
| <b>DP-CO</b>  | <b>STYLING SKILLS (37.5 hours / 50 services required)</b> This unit seeks to develop students' necessary skills and training in hairstyle design, allowing them to gain the knowledge necessary to provide their clients with an image that accentuates positive physical traits while disguising negative traits.  |
| <b>PE-CO</b>  | <b>WIGS &amp; EXTENSIONS (37.5 hours / 50 services required)</b> This unit will teach students how to develop the skills needed to apply wigs and hair extensions.  |
| <b>PH-CO</b>  | <b>WET COMBING (37.5 hours /10 services required)</b> This unit introduces the theory of the art of wet hairstyling using waves and rings as the basis of many artistic hairstyles.   |
| <b>RT-CO</b>  | <b>CURLS AND STYLING TECHNIQUES (37.5 hours/ 20 services required)</b> This unit introduces the theory and practice of curling service, teasing, hair wrapping, and other natural hairdressing techniques.  |
| <b>PT-CO</b>  | <b>THERMAL HAIRDRESSING (37.5 hours / 60 services required):</b> By the end of the unit, the student will learn how to define the purpose of thermal curling and waving and blown styling using the correct techniques and procedures for different types of thermal styling.   |
| <b>AT-CO</b>  | <b>THERMAL SMOOTHING (37.5 hours/ 60 Required Services)</b> In this lesson, students will learn about the different types of pressing and their ironing procedures.   |

|        |   |
|--------|---|
| LPT-CO | <b>THE SKIN AND ITS DISORDERS (37.5 hours)</b> Through the knowledge that they will acquire in this chapter, the student will be able to develop knowledge that will allow them to Create an effective program in skin care and treatment. In addition, they will gain knowledge about human anatomy and physiology, which is necessary to train cosmetology professionals. |
| TFM-CO | <b>FACIALS AND MASSAGES (37.5 hours / 10 services required).</b> By the end of the chapter, the student will be able to acquire knowledge and skills about facials and massages.  |
| ES-CO  | <b>ELECTRICITY AND EQUIPMENT SAFETY (37.5 hours)</b> By the end of the chapter, the student will gain knowledge about the different types of electricity, their uses, and safety standards.   |
| EP-CO  | <b>UNWANTED HAIR REMOVAL (37.5 hours / 10 services required)</b> Upon completion, the student will learn to identify the methods and techniques necessary to remove unwanted hair, whether permanent or temporary, in areas of the face or other unusual parts.   |
| ECU-CO | <b>STRUCTURE AND GROWTH OF NAILS. (37.5 hours/)</b> By the end of the unit, students will have learned about the structure and different types of nail diseases and disorders.  |
| MA-CO  | <b>MANICURE (37.5 hours / 10 services required):</b> This chapter teaches the student the theoretical and practical aspects of manicuring.  |
| PE-CO  | <b>PEDICURE (37.5 hours/10 services required):</b> This chapter will help the student gain theoretical and practical knowledge of pedicure.   |
| TU-CO  | <b>NAIL TECHNIQUE (37.5 hours/ 10 Services Required.</b> Through this credit, students will learn the procedures of advanced nail techniques.   |
| ECB-CO | <b>BASIC CUTTING ELEMENTS (37.5 hours):</b> In this unit, the student will learn to analyze the type of hair and the tools with which different cuts can be made.   |
| TCB-CO | <b>BASIC CUTTING TECHNIQUES (37.5 hours/50 Services Required.</b> Through this unit, the student will learn different basic cuts and will be able to explain why a professional haircut is the basis of hairstyle in the beauty salon.  |
| TC-CO  | <b>COLOR THEORY (37.5 hours/</b> Students will enter the fabulous world of color and its light effects and reflections at a basic level.  |
| TPC-CO | <b>TYPES OF COLORING (37.5 hours/30 Services Required):</b> In this unit, students will identify the different types of color and learn about the importance of true consultation in Color Service.   |
| CC-CO  | <b>HAIRCUT (37.5 hours / 25 services required)</b> This unit will provide students with the theoretical and practical knowledge necessary to complete training in hair cutting and shaping techniques with normal scissors and thinning scissors.   |
| TT-CO  | <b>TEXTURING TECHNIQUES (37.5 hours / 25 services required).</b> By the end of the unit, students will have gained knowledge about the different texturing techniques.  |
| EC-CO  | <b>COLOR ELEMENTS (37.5 hours / 20 services required):</b> Students will learn about the different color procedures and techniques.   |
| CL-CO  | <b>COLOR (37.5 hours /20 services required)</b> Students will enter the fabulous world of color and its effects of light and reflections. They will understand the involvement and importance of millennial colorists in changing people's image through color theory and its levels.   |
| DEC-CO | <b>BLEACHING (37.5 hours / 20 services required):</b> In the end, the student will learn procedures, techniques, and products for use in hair lightener applications from the perspective of customer safety.   |
| TEE-CO | <b>TONING AND SPECIAL EFFECTS (37.5 hours/ 20 Services required.</b> The student will learn how to achieve different shades and color effects.  |
| QS-CO  | <b>CHEMISTRY AND SAFETY (37.5 hours).</b> This chapter will provide you with information about the composition and concepts of chemistry, forms of matter, elements, components, and mixtures.  |
| QP-CO  | <b>PRODUCT CHEMISTRY (37.5 hours)</b> This unit will provide information on the use and safety of chemicals and cosmetics used in a beauty salon.   |
| TTQ-CO | <b>CHEMICAL TEXTURE TECHNIQUES (37.5 hours)</b> This unit allows the student to develop theoretical knowledge about permanent undulations and the safety measures that must be observed for this type of service.   |
| OP-CO  | <b>PERMANENT WAVY (37.5 hours / 35 services required)</b> This unit allows students to develop practical procedures for permanent exemptions. They will also learn how to create different waves according to customer expectations through various products, methods, and effects.   |
| AQC-CO | <b>CHEMICAL HAIR STRAIGHTENERS (37.5 hours)</b> In this unit, students will gain theoretical knowledge about chemical hair relaxers.  |
| AQ-CO  | <b>CHEMICAL SMOOTHING (/37.5 hours /30 services required)</b> In this unit, the student will acquire skills and knowledge that will allow them to perform different hair relaxation services according to the safety measures and the needs and preferences of the client.  |
| CM-CO  | <b>COSMETICS FOR MAKEUP (37.5 hours)</b> This unit will provide the student with theoretical skills about cosmetics used in makeup.   |
| MQ-CO  | <b>MAKEUP (37.5 hours / 15 services required)</b> This unit will teach the student practical makeup skills, highlighting the most attractive facial features and reducing the less interesting ones.  |
| ENS-CO | <b>SALON EMPLOYMENT AND BUSINESS (37.5 hours)</b> This unit will enable the student to acquire knowledge about insurance, sales, accounting, and administrative regulations, including deductions from employees' wages for mandatory tax payments as mandated by the government and describe how the transition from school to work, marketing, and clientele occurs.      |
| PLF-CO | <b>FLORIDA CAREER PLANNING &amp; LAW (37.5 hours)</b> This unit will allow the student to acquire knowledge about career planning, preparation for the Florida state exam, creation of a resume, presentation in a job interview, among other topics of interest  |

**GRADUATION REQUIREMENTS:** Students will be declared graduates once they have completed the total hours of the selected program of study (1500 hours) and have met the satisfactory academic progress policy. In addition, they must have taken and passed all the required theoretical and practical exams with a minimum of 75%.

**DIPLOMAS:** The student will receive his/her diploma after meeting all graduation requirements and meeting his/her financial obligations.

**DESCRIPTION OF THE TECHNOLOGIES REQUIRED FOR THE DISTANCE EDUCATION MODALITY (HARDWARE AND SOFTWARE):** To complete the distance education program, students must have devices that meet the following requirements.

**Hardware:**

- Devices compatible with iPhone running iOS 13.0 or later.
- Devices with Android operating system, version 8.0 or later.
- Functional camera and microphone for participating in video conferences.

**Software:**

- Ability to download and install the Zoom and Canvas apps.
- Settings to accept cookies from the Canvas website, which are necessary for the proper functioning of the platform.

**Technical support:**

- Administrative staff will provide technical assistance to students who need help downloading and using the apps on their devices.

**LANGUAGE:** This program is offered exclusively in Spanish. However, a qualified instructor is available to assist in English when needed. Completing an academic program in a language other than English may limit career opportunities in work settings where English proficiency is required.

**INSTRUCTIONAL METHODS USED IN THIS COSMETOLOGY PROGRAM ARE AS FOLLOWS:**

**To. Distance education:** Methods that use Zoom and Canvas to deliver theoretical content.

**B. Readings:** Use of PowerPoint presentations through the Zoom platform.

**C. Audiovisual Materials:** Videos available on the Zoom platform.

**D. Face-to-face practices and theory through the Zoom platform.**

**and. Written assessments:** They are carried out in Canvas, with face-to-face assessments.

**F. Practical Demonstrations:** Carried out on the educational premises.

**G. Illustrations:** Use of images and graphics to support learning.

These methods are designed to offer a complete educational experience, combining distance learning with classes and practice on campus.

**GRADING SYSTEM:** The school bases its grades on the results of theory and practice, considering written exams and practical assessments. Professional conduct and discipline are also taken into account. We use the following academic evaluation system to award grades:

|           |                |           |
|-----------|----------------|-----------|
| Excellent | 100% - 90% 'A' | 4 points  |
| Not bad   | 89% - 80% 'B'  | 3 points  |
| Approved  | 79% - 75% 'C'  | 2 points. |
| Failed    | 74% - 0% "F"   | 0 points. |

Students may retake failed exams to improve their grades (this requires instructor approval). The school's academic procedures include periodic examinations, lectures (theory), and practice. Academic level exams are mandatory at the end of each academic term.

**STUDENT RECORD:** Cumulative units, services, and grades are recorded, filed, and made available for student review. If the student is not accepted or cancels their enrollment, their transcript will remain with the school for one year.

Nouvelle Institute permanently preserves student records. In the event of closure, the records will be turned over to the Florida Department of Education's Independent Commission.

**ADMISSIONS POLICY. ADMISSION REQUIREMENTS FOR ALL PROGRAMS.** The applicant must have a high school diploma or equivalent diploma (GED) to be admitted. The Institution does not participate in the ability to benefit.

**STUDY PROGRAMS**

**SKIN CARE & BODY TREATMENT**

**1125 HOURS**

***40% of Distance Education is synchronous, and 60% of Laboratory Classes or Practices are face-to-face.***

**PROGRAM OBJECTIVE:** The Skin care & body treatment program aims to train highly qualified aesthetic professionals. It is designed to provide students with the competencies and knowledge necessary to excel in personal care and beauty, developing advanced technical skills and an in-depth understanding of aesthetic practices.

**PROGRAM DESCRIPTION:** This program offers comprehensive training that combines theoretical foundations with advanced practices in esthetics. It focuses on fundamental areas such as skincare, manicures, pedicures, and body treatments, providing students with detailed knowledge and technical skills essential to excel in the esthetics sector.

**NATURE OF THE PROGRAM:** The Program is academic and professional, focused on the thorough teaching of aesthetic principles through a practical and theoretical approach. 40% of the theoretical content will be taught through distance education, using synchronous methods that allow real-time interaction with instructors and students, facilitating dynamic and collaborative learning. Practical and clinical teaching will be carried out in person at the physical facilities of the institution, ensuring that students acquire direct and supervised practical experience.

**OCCUPATIONAL LEVEL:** This program is designed to prepare students to become licensed as a "Full Specialist," a professional credential that allows them to access various job opportunities in the beauty and wellness sector. Graduates will be trained to work as skincare technicians, body treatment specialists, manicurists, and pedicurists in beauty salons, spas, and wellness centers. In addition, this certification allows them to establish themselves as independent consultants in the aesthetic industry, expanding their professional scope and job opportunities.

**JOB REQUIREMENT:** Full Specialist

**THE TYPES OF FINANCIAL AID FOR ALL THOSE WHO QUALIFY ARE: Pell Aid, Federal Supplemental Aid, and Federal Work-Study Program**

**THE NUMBER OF HOURS PER WEEK REQUIRED FOR EACH TIME OFFERED TO COMPLETE THE PROGRAM is:**

- a. **Schedule in the total daytime** 25 hours (5 hours each day) 45 weeks, = 11.25 months. **Maximum Completion Time:** 16.8 months
- b. **Night Hours:** Total 16 hours, 4 days a week, 70.3 weeks, 17.5 months

**The maximum time to complete it is 26.25 months.**

**CAPTION:** The institution uses one, two, or three acronyms to identify the name of the unit and two or three acronyms to identify the name of the program. This system is a legend to facilitate the understanding of the content of the program.

**EXAMPLE CAPTION: AH-SKB HUMAN ANATOMY (SKB) PROGRAM NAME**

**TOTAL SERVICES/PRACTICAL SKILLS: 160**

For all those who qualify, the types of financial aid are **Pell Aid, Federal Supplemental Aid, and Federal Work-Study Program**.

**CONTENTS OF THE INSTRUCTIONAL UNITS: 40% of Distance Education is synchronous and 60% of Practical Laboratory Classes are on campus.**

|                |  |
|----------------|--|
| <b>AH-SKB</b>  | <b>HUMAN ANATOMY (37 hours):</b> After this unit, the student will learn the major muscles of the body, the circulatory system, and the philosophy of blood circulation.   |
| <b>NU-SKB</b>  | <b>NUTRITION 37 hours)</b> By the end of this unit, the student will learn the importance of nutrition in health and beauty.   |
| <b>PE-SKB</b>  | <b>AESTHETIC PROCEDURES (37 hours/</b> This The unit will allow the student to learn about the different types of cosmetic surgery, the postoperative process necessary to obtain successful results, and the safety measures when performing a body treatment service.  |
| <b>AT-SKB</b>  | <b>AROMATHERAPY (37 hours / 5 services required)</b> This unit will allow you to learn about the history of aromatherapy, its products, methods and benefits when performing a body treatment service.   |
| <b>EL-SKB</b>  | <b>ELECTRICITY (37 hours/</b> In this unit, the student will learn the definition and concept of electric current, functions, and safety measures.   |
| <b>AE-SKB</b>  | <b>AESTHETIC APARATOLOGY (37 hours/ 10 services required.</b> You will learn the requirements and concepts of how to handle and use the various types of equipment needed in body treatments.  |
| <b>TCE-SKB</b> | <b>AESTHETIC BODY TREATMENTS (37 hours / 10 services required)</b> By the end of this unit, the student will have acquired the general concepts of the different types of aesthetic treatments and massage therapy.  |
| <b>AEC-SKB</b> | <b>BODY AESTHETIC ALTERATIONS (38 Hours/services required n/a)</b> They will learn the concept and definition of circulatory disorders, obesity, cellulite, and sagging.   |
| <b>EPC-SKB</b> | <b>BODY HAIR REMOVAL (38 hours / 10 services required)</b> This unit will allow you to learn how to remove unwanted hair permanently or temporarily in areas of the body or other unusual parts.   |
| <b>AC-SKB</b>  | <b>COMBINED APARATOLOGY (38 hours / 10 services required)</b> At the end of the unit, the student will be able to define and identify the different results offered by the machines in in-cabin body treatments.   |
| <b>HM-SKB</b>  | <b>HYGIENE, MAINTENANCE (38 hours / Required Services N/</b> To the at the end of the unit, the student will be able to define and understand the concept of good hygiene and maintenance in the work cabin, using cleaning techniques and procedures.   |
| <b>MC-SKB</b>  | <b>METHODOLOGY IN CABIN (38 hours/ Required Services N/A</b> By the end of the unit, the student will be able to define and understand the concept of methodology and its use in the cabin and the different machines.   |
| <b>MSC-SKB</b> | <b>CABIN SAFETY MEASURES (38 hours/services required n/a)</b> Upon completion, students will understand the rules and regulations necessary to create a safe workplace for themselves and their clients.   |
| <b>TE-SKB</b>  | <b>TYPES OF WRAPS (38 hours/10 services required)</b> This equipment will provide the student with theoretical and practical knowledge about the different types of wraps and the devices that can be used to obtain effective results in the appearance of cellulite, reduction, flaccidity and other alterations of body aesthetics  |
| <b>AE-SKB</b>  | <b>APARATOLOGY &amp; WRAPS (38 hours / Services required: 5)</b> By the end of the unit, the student will be able to identify and learn about the types of machines used in wrapping procedures.   |
| <b>TP-SKB</b>  | <b>TREATMENTS AND PROTOCOLS (38 hours/ Services required. n/a</b> This unit will provide the student with theoretical knowledge about the different treatments and protocols that can be used to obtain efficient results in the appearance of cellulite, reduction, flaccidity and other body aesthetic alternatives.   |
| <b>ES-SKB</b>  | <b>EXFOLIATION &amp; SPA (38 hours/5 services required)</b> This The unit will provide the student with theoretical knowledge about exfoliation, considerations, procedures, and benefits at the spa.  |
| <b>IS-SKB</b>  | <b>INDUSTRY AND SPA (38 hours. Required Services N/A)</b> Upon completion, the student will be able to understand the rules and regulations that specifically regulate SPAs, such as: Business practices, company formation, licenses and permits, business law, insurance, sales, psychology and accounting, among other topics of interest that characterize the SPA industry.   |
| <b>HS-SKB</b>  | <b>HYGIENE &amp; HEALTH (32 hours/5 Services required)</b> This unit will allow the student to learn about the different types of bacteria, their growth, and importance in sterilization as an alternative to prevent the spread of diseases. The topic and definition of AIDS (HIV) will be widely discussed. The student will learn the true importance of having a clean beauty salon from the perspective of eliminating germs and other disease-causing agents, recognizing that a negligent act can result in serious injury or illness to your employees and customers. The basics of chemistry and electricity will be discussed extensively. |

|         |   |
|---------|---|
| PAF-SKB | <b>SKIN, ANATOMY AND PHYSIOLOGY (32 Hours/services required n/a)</b> This The unit will allow you to study the structures of the human body, its functions, and compositions, using as a basis for the study of the cell as the basic unit of all living organisms. Knowledge of the structure, disorders, skin diseases, analysis, and contraindications will allow you to develop an effective program of care.   |
| PP-SKB  | <b>SKIN AND PRODUCT ANALYSIS (32 hours/5 services required)</b> Skin analysis to identify skin types and products will be explained. Healthy habits for their care will be described.   |
| FM-SKB  | <b>FACIALS &amp; MASSAGES (32 hours / 10 services required)</b> This unit will enable the student to understand the importance of properly preparing the treatment room and the professional appearance of the beautician, the environment, the furniture, and the equipment. You will also understand ergonomics and how the treatment room should be prepared to offer services. The unit will explain how to properly clean and disinfect and describe the basic procedures for easy massages.   |
| TA-SKB  | <b>ADVANCED TREATMENTS (32 hours/. Required Services 10)</b> This Unit will allow the student to develop facial treatments with advanced techniques, distinguish and apply different products and equipment, and demonstrate and analyze different advanced treatments such as chemical peels, microdermabrasion and its effects, phototherapy and its benefits, ultrasound, microcurrents, lymphatic drainage, and other clinical procedures.  |
| MD-SKB  | <b>MAKEUP AND HAIR REMOVAL (32 hours/services required: 10)</b> This unit will provide the student with theoretical and practical makeup and hair removal skills. The student will learn to highlight the most attractive facial features and reduce the less interesting ones. General waxing procedures will be demonstrated.   |
| DCP-SKB | <b>BUSINESS SKILLS AND PROFESSION (32 hours. Required Services N/A)</b> The development of aesthetics as a different and specialized profession will be explained, and the professional options available to licensed aestheticians will be named and described. This unit will teach the student the meaning of "Skin Care" and its different employment alternatives, effective communication with co-workers, professional ethics, and accounting and management regulations, including deductions from employees' salaries for the mandatory payment of contributions as established by the government.   |
| SPS-SKB | <b>PUBLIC SAFETY &amp; HEALTH (32 hours / Services Obligatory 5)</b> Through the development of the unit, the definition of nail salon and SPA will be explained from a perspective of federal and state regulations as regulatory bodies of the profession to ensure the health of their employees and clients.  |
| MP-SKB  | <b>MANICURE &amp; PEDICURE (32 hours. Required services 10)</b> . This unit will show knowledge about the equipment, implements, and supplies needed in nail care technology in spas. Manicure and pedicure services. It will also allow the development of theoretical and practical skills in the knowledge applied to the art of pedicure service, with attention to elderly clients, using the required disinfection measures.  |
| QE-SKB  | <b>CHEMISTRY AND ELECTRICITY (32 hours. Required Services 5)</b> In At the end of the unit, the student will learn the concepts of chemistry, the definition and concept of electricity, and the safety of electrical equipment. Apply chemical concepts and safety aspects with chemical substances. Summarize neutralization and oxidoreduction reactions. Electrical archiving and chemicals will be analyzed.   |
| UPM-SKB | <b>FALSE NAILS AND MOLDS (32 hours. Required Services 10)</b> East The unit will allow the student to develop the necessary knowledge to make the different types of false nails and acrylic extensions, as well as the art of nail sculpting and how to proceed with texture appliqués and their removal, among others.  |
| GSR-SKB | <b>NAIL GEL, RESIN SYSTEM (32 hours. Required Services 10)</b> . The unit will enable the student to develop and acquire skills in procedure, service and, and maintenance of the different types of gel nails. You will also learn about the various methods of removing artificial nails, and the latest techniques. The chemical composition of gels, the difference between LED and UV lights, and the classification of gel types and necessary inputs, among other topics, will be described.   |
| PN-SKB  | <b>PROFESSION AND BUSINESS. (32 hours. Required Services 5)</b> The development of the nail technician as a different and specialized profession will be explained. The principles that favor personal and professional success from the perspective of image and ethics will be listed. It will define ethics and image, and how to create a curriculum vitae and its presentation in a job interview, among other topics of interest, to achieve professional success. They will also learn basic and essential management knowledge about accounting, business law, and administrative regulations, including deductions from employees' salaries for the mandatory payment of government taxes. They will delve into online searches and the use of platforms for research. |
| AU-SKB  | <b>NAIL ART. (32 hours. Necessary Services 10)</b> The unit will showcase the impact of nail art on the nail care technology industry. The use of color theory in nail art will be identified by demonstrating how to use nail polish to create art and liquid monomers and powdered polymers to make 3D designs. UV gel and LED will be used to embed the nail art, and the advantages of stencils and prints will be explained. The immersion technique and the benefits generated by the competence in nail art will be illustrated.   |

**GRADUATION REQUIREMENTS:** Students will be declared graduates once they have completed the total hours of the selected program of study (1125 Hours) and have met the policy of satisfactory academic progress. In addition, they must have taken and passed all the required theoretical and practical exams with a minimum of 75%.

**DIPLOMAS:** The student will receive his/her diploma after meeting all graduation requirements and meeting his/her financial obligations.

**DESCRIPTION OF THE TECHNOLOGIES REQUIRED FOR THE DISTANCE EDUCATION MODALITY (HARDWARE AND SOFTWARE):** To complete the distance education program, students must have devices that meet the following requirements.

**Hardware:**

- Devices compatible with iPhone running iOS 13.0 or later.
- Devices with Android operating system, version 8.0 or later.
- Functional camera and microphone for participating in video conferences.

**Software:**

- Ability to download and install the Zoom and Canvas apps.
- Settings to accept cookies from the Canvas website, which are necessary for the proper functioning of the platform.

**Technical support:**

- Administrative staff will provide technical assistance to students who need help downloading and using the apps on their devices.

**LANGUAGE:** This program is offered exclusively in Spanish. However, a qualified instructor is available to assist in English when needed. Completing an academic program in a language other than English may limit career opportunities in work settings where English proficiency is required.

#### **INSTRUCTIONAL METHODS USED IN THIS COSMETOLOGY PROGRAM ARE AS FOLLOWS:**

- To. **Distance education:** Methods that use Zoom and Canvas to deliver theoretical content.
- B. **Readings:** Use of PowerPoint presentations through the Zoom platform.
- C. **Audiovisual Materials:** Videos available on the Zoom platform.
- D. **Face-to-face practices and theory through the Zoom platform.**
- and. **Written assessments:** These are conducted in Canvas, along with hands-on, face-to-face assessments.
- F. **Practical Demonstrations:** Carried out on the educational premises.
- G. **Illustrations:** Use of images and graphics to support learning.

These methods are designed to offer a complete educational experience, combining distance learning with classes and practice on campus.

**GRADING SYSTEM:** The school bases its grades on the results of theory and practice, considering written exams and practical assessments. Professional conduct and discipline are also taken into account. We use the following academic evaluation system to award grades:

|           |                |           |
|-----------|----------------|-----------|
| Excellent | 100% - 90% 'A' | 4 points  |
| Not bad   | 89% - 80% 'B'  | 3 points  |
| Approved  | 79% - 75% 'C'  | 2 points. |
| Failed    | 74% - 0% "F"   | 0 points. |

Students may retake failed exams to improve their grades (this requires instructor approval). The school's academic procedures include periodic examinations, lectures (theory), and practice. Academic level exams are mandatory at the end of each academic term.

**STUDENT RECORD:** Cumulative units, services, and grades are recorded, filed, and made available for student review. If the student is not accepted or cancels their enrollment, their transcript will remain with the school for one year. The Nouvelle Institute permanently preserves student records. In the event of closure, they will be delivered to the Independent Commission of the Florida Department of Education.

**ADMISSIONS POLICY. ADMISSION REQUIREMENTS FOR ALL PROGRAMS.** The applicant must have a high school diploma or equivalent diploma (GED) to be admitted. The Institution does not participate in the ability to benefit. More information on page 8 of this catalogue.

#### **STUDY PROGRAMS**

##### **SKIN CARE**

**224 HOURS**

***40% of Distance Education is synchronous, and 60% of Laboratory Classes or Practices are face-to-face.***

**PROGRAM OBJECTIVE:** The Skin Care program is designed to equip students with the theoretical knowledge and practical skills necessary to become skincare specialists. Through a combination of distance learning using the Zoom platform and hands-on classes on campus, participants will acquire the essential competencies to register and perform professionally in the field of esthetics.

**PROGRAM DESCRIPTION:** This program offers rigorous and detailed training, focused on the development of skincare experts. Through an innovative curriculum that integrates theory and practice, students will delve into new aesthetic concepts, developing advanced skills in skin analysis, facials, and massage techniques, among others. Each unit of the program is carefully designed to inspire and challenge students, allowing them to gain an in-depth understanding of the anatomy and physiology of the skin and the latest technologies and advanced treatments in the sector. With a focus on professional practice and personal development, the program educates and empowers students to become leaders in the beauty industry.

**NATURE OF THE PROGRAM:** The Skin Care program offers a balanced academic and practical structure, with 40% of education delivered at a distance and 60% in laboratory classes and on-campus practices. The extreme planning and training of the teachers turns each online class into an enriching experience of knowledge, moving to a virtual classroom that uses all the available teaching methodologies. This careful planning ensures that the online courses are well structured and perfectly complemented by the face-to-face sessions, thus achieving excellent and comprehensive training. Distance education fosters the development of crucial technological skills, preparing students for an increasingly digitized professional environment. Time management skills and self-discipline are strengthened, skills that are critical to success in any career. Students have access to a wide range of up-to-date educational resources, allowing them to delve deeper into topics based on their needs.

**OCCUPATIONAL LEVEL:** The program aims to prepare students for Facial Specialist licensure, allowing them to practice as professional estheticians. Graduates will be prepared to perform roles within beauty salons, spas, and wellness centers and explore job opportunities in aesthetics, including entrepreneurship and independent consulting options.

##### **JOB REQUIREMENT: FACIAL SPECIALIST**

The type of financial aid for all those who qualify is N/A

##### **THE NUMBER OF HOURS PER WEEK REQUIRED FOR EACH TIME OFFERED TO COMPLETE THE PROGRAM IS:**

- a. **Total daytime schedule** 25 hours, (5 hours each day) 8.96 weeks, = 2.24 months. **Maximum Completion Time:** 3.36 months
- b. **Night Hours:** Total 16 hours, 4 days a week, 14 weeks, 3.5 months

**Maximum time to complete: 5.25 months.**

**LEGEND:** The institution uses one, two, or three acronyms to identify the name of the unit and two or three acronyms to identify the name of the program. This system is a legend to be easily understood Ex: HS-SK HYGIENE AND HEALTH. UNIT NAME

(SK) PROGRAM NAME: 224 HOURS

**CONTENT OF THE INSTRUCTION UNITS. EACH UNIT OF STUDY OF THIS PROGRAM HAS A DURATION OF 40% (12.8 Hours) of Distance Education and 60% (19.2 Hours) of laboratories of face-to-face Practical Classes.**

**SERVICES – 40**

|        |   |
|--------|---|
| HS-SK  | <b>HYGIENE AND HEALTH (32 Hours/Services Required 5)</b> This unit will allow the student to learn about the different types of bacteria, their growth, and their importance in sterilization as an alternative to prevent the spread of disease. The topic and definition of AIDS (HIV) will be widely discussed. The student will learn the true importance of having a clean beauty salon from the perspective of eliminating germs and other disease-causing agents, recognizing that a negligent act can result in serious injury or illness to your employees and customers. The basics of chemistry and electricity, as well as knowledge of product chemistry, will be discussed extensively. |
| PAF-SK | <b>Skin, Anatomy and Physiology (32 Hours/services required n/a)</b> This unit will allow you to study the structures of the human body, its functions and compositions, using as a basis the study of the cell as the basic unit of all living organisms. Knowledge of the structure, disorders, skin diseases, analysis, and contraindications will allow you to develop an effective program of care.  |
| PP-SK  | <b>Skin and Product Analysis (32 hours/services required) 5</b> This course explains how to perform skin analysis to identify skin types and products. It also describes healthy skincare habits.   |
| FM-SK  | <b>Facials &amp; Massages (32 hours / 10 Services Required)</b> This unit will enable the student to understand the importance of properly preparing the treatment room and the professional appearance of the beautician, the environment, the furniture and the equipment. They will understand ergonomics and how the treatment room must be prepared to offer services. It will explain how it should be properly cleaned and disinfected, and the basic procedures of easy and massage will be described.  |
| TA-SK  | <b>Advanced Treatments (32 hours /. Required Services 10)</b> This Unit will enable the student to develop facials with advanced techniques, distinguish and apply different products and equipment, and demonstrate and analyze different advanced treatments such as chemical peels, microdermabrasion and its effects, light therapy and its benefits, ultrasound, microcurrents, lymphatic drainage, and other clinical procedures. Online searches and research work will be deepened.   |
| MD-SK  | <b>MAKEUP AND HAIR REMOVAL (32 hours / Services required: 10)</b> This unit will provide the student with theoretical and practical makeup and hair removal skills. The student will learn to highlight the most attractive facial features and reduce the less interesting ones. The general procedures for removing unwanted hair will be demonstrated.   |
| DCP-SK | <b>BUSINESS SKILLS AND PROFESSION (32 hours. Required Services N/A)</b> The development of esthetics as a distinct and specialized profession will be explained, and the career options available to licensed aestheticians will be named and described. This unit will provide the student with knowledge of the meaning of "Skin Care" and its different employment alternatives, effective communication with co-workers, defining professional ethics, accounting and management standards, including deductions from employees' salaries for the mandatory payment of contributions as established by the government.  |

**GRADUATION REQUIREMENTS:** Students will be declared graduates once they have completed the total hours of the selected program of study (224 hours) and have met the policy of satisfactory academic progress. In addition, they must have taken and passed all the required theoretical and practical exams with a minimum of 75%.

**DIPLOMAS:** The student will receive his/her diploma after meeting all graduation requirements and meeting his/her financial obligations.

**DESCRIPTION OF THE TECHNOLOGIES REQUIRED FOR THE DISTANCE EDUCATION MODALITY (HARDWARE AND SOFTWARE):** To complete the distance education program, students must have devices that meet the following requirements:

**Hardware:**

- Devices compatible with iPhone running iOS 13.0 or later.
- Devices with Android operating system, version 8.0 or later.
- Functional camera and microphone for participating in video conferences.

**Software:**

- Ability to download and install the Zoom and Canvas apps.
- Settings to accept cookies from the Canvas website, which are necessary for the proper functioning of the platform.

**Technical support:**

- Administrative staff will provide technical assistance to students who need help downloading and using the apps on their devices.

**LANGUAGE:** This program is offered exclusively in Spanish. However, a qualified instructor is available to assist in English when needed. Completing an academic program in a language other than English may limit career opportunities in work settings where English proficiency is required.

**INSTRUCTIONAL METHODS USED IN THIS PROGRAM ARE AS FOLLOWS:**

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**D. Face-to-face practices and theory through the Zoom platform.**

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These methods are designed to offer a complete educational experience, combining distance learning with classes and practice on campus.

**GRADING SYSTEM:** The school bases its grades on the results of theory and practice, considering written exams and practical assessments. Professional conduct and discipline are also taken into account. We use the following academic evaluation system to award grades:

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| Approved  | 79% - 75% 'C'  | 2 points. |
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#### STUDY PROGRAM

#### **MANICURE & PEDICURE & NAILS EXTENSION 224 HOURS**

***40% of Distance Education is synchronous, and 60% of Laboratory Classes or Practices are face-to-face.***

**PROGRAM OBJECTIVE:** The main objective of this program is to train students with the theories and practices necessary to enroll and work professionally as a Nail Specialist. Through a comprehensive approach, students will acquire the competencies to excel in the beauty industry, developing technical skills and a deep understanding of trends and best practices in nail care.

**PROGRAM DESCRIPTION:** This program is meticulously designed to provide students with a solid foundation of theoretical knowledge along with essential practical skills. Students will learn advanced manicure, pedicure, and nail extension techniques and the hygiene and safety principles needed to operate in professional settings. The structure of the program combines 40% of theoretical classes at a distance, which allows flexibility and accessibility, with 60% of face-to-face practical sessions on campus. These hands-on sessions are supervised by experienced teachers and are designed to develop the manual skills and dexterity needed to perform high-quality procedures. In addition, the program offers opportunities for students to participate in workshops and seminars, where they can interact with industry experts and receive direct feedback on their progress.

**NATURE OF THE PROGRAM:** The nature of the program is academic and focuses on a dual approach that integrates distance education and face-to-face practical training. This educational model allows students to acquire theoretical knowledge at their own pace through the distance education component that represents 40% of the program, while face-to-face classes, which represent 60%, focus on the development of practical skills supervised by teachers. The institution has implemented a separate numerical system for each course, aligned with the specific requirements of the program. This system is designed to identify and categorize classes, clearly differentiating the level of study and ensuring that students progress in an orderly and logical manner through the curriculum. Courses are numbered sequentially and assigned to a letter prefix corresponding to the program title, making it easy to identify and track students' academic progress.

**OCCUPATIONAL LEVEL:** Upon completion of the program, graduates will be fully prepared to register and operate as specialists in manicure, pedicure, and nail extension. This occupational level will allow them to work in various settings, including beauty salons, spas, and specialized nail care studios. In addition, the knowledge gained during the program provides them with a solid foundation to start their businesses in the beauty and personal care sector. Students will also be equipped to adapt to new market trends and respond to changing customer demands, thus ensuring a successful and sustainable career in this vibrant industry.

**JOB REQUIREMENT: License of: Nail Specialist**

The type of financial aid for all those who qualify is N/A

**THE NUMBER OF HOURS PER WEEK REQUIRED FOR EACH SCHEDULE OFFERED TO COMPLETE THE PROGRAM IS:**

- a. **Daytime Schedule:** 5 hours a day, 5 days a week = 8.96 weeks = 2.25 months **Maximum time to complete:** 3.36 months
- b. **Night Hours:** 4 hours a day, 4 days a week – 14 weeks = 3.5 months

**Maximum time to complete:** 5.25 months.

**LEGEND: SPS-MP (SPS) SPS-MP PUBLIC SAFETY AND HEALTH** The institution uses one, two, or three acronyms to identify the name of the unit and two or three acronyms to identify the name of the program. This system is a legend to facilitate the understanding of the content of the program.

**Services – 55**

**CONTENT OF THE INSTRUCTION UNITS. EACH UNIT OF STUDY OF THIS PROGRAM HAS A DURATION OF 40% (12.8 Hours) of Distance Education and 60% (19.2 Hours) of laboratories of face-to-face Practical Classes.**

**SPS-MP** **PUBLIC HEALTH AND SAFETY (32 Hours/Services required 5)** Through the development of the unit, the definition of nail salon and SPA will be explained from a perspective of federal and state regulations as regulatory bodies of the profession to ensure the health of their employees and clients: online search and research.

**MP-MP** **MANICURE & PEDICURE (32 hours. Services Required 10)** This unit will demonstrate knowledge about the equipment, implements, and supplies needed in nail care technology in Spa manicure and pedicure services. It will also allow the development of theoretical and practical skills in the application of knowledge to the art of pedicure service and care for elderly clients, using the required disinfection measures, deepening online searches and research.

**QE-MP** **CHEMISTRY AND ELECTRICITY (32 hours. 5)** At the end of the unit, the student will learn the concepts of chemistry, the definition and concept of electricity, and the safety of electrical equipment. Apply chemical concepts and safety aspects with chemical substances. Summarize neutralization and oxidoreduction reactions. Electrical archiving and chemicals will be analyzed.

**UPM-MP** **FALSE NAILS AND MOLDS (32 hours. Required services 10)** This unit will allow the student to develop the necessary knowledge to make the different types of artificial nails and acrylic extensions, as well as the art of nail sculpting and how to proceed with texture appliqués and their removal, among other things.

**GSR-MP** **NAIL GEL, RESIN SYSTEM (32 hours. Required Services 10)** This unit will enable the student to develop and acquire skills in the procedure, service, and maintenance of the different types of gel nails. You will also learn about the variety of methods for artificial nail removal. The chemical composition of gels, the difference between LED and UV lights, and the classification of gel types and necessary inputs, among other topics, will be described.

**PN-MP** **PROFESSION AND BUSINESS. (32 hours. Required services 5)** The development of the nail technician will be explained as a different and specialized profession. The principles that favor personal and professional success from the perspective of image and ethics will be listed. It will define ethics and

image, and how to create a curriculum vitae and its presentation in a job interview, among other topics of interest, to achieve professional success. They will also learn basic and essential management knowledge about accounting, business law, and administrative regulations, including deductions from employees' wages for mandatory payment of government taxes, and develop practical skills in online searches.

**AU-MP NAIL ART (32 hours. Required Services 10** The unit will showcase the impact of nail art on the nail care technology industry. The use of color theory in nail art will be identified by demonstrating how to use nail polish to create art and liquid monomers and powdered polymers to make 3D designs. UV gel and LED will be used to embed the nail art, and the advantages of stencils and prints will be explained. The immersion technique and the benefits generated by the competence in nail art will be illustrated.

**GRADUATION REQUIREMENTS:** Students will be declared graduates once they have completed the total hours of the selected program of study (224 hours) and have met the policy of satisfactory academic progress. In addition, they must have taken and passed all the required theoretical and practical exams with a minimum of 75%.

**DIPLOMAS:** The student will receive his/her diploma after meeting all graduation requirements and meeting his/her financial obligations.

**DESCRIPTION OF THE TECHNOLOGIES REQUIRED FOR THE DISTANCE EDUCATION MODALITY (HARDWARE AND SOFTWARE):** To complete the distance education program, students must have devices that meet the following requirements:

**Hardware:**

- Devices compatible with iPhone running iOS 13.0 or later.
- Devices with Android operating system, version 8.0 or later.
- Functional camera and microphone for participating in video conferences.

**Software:**

- Ability to download and install the Zoom and Canvas apps.
- Settings to accept cookies from the Canvas website, which are necessary for the proper functioning of the platform.

**Technical support:**

- Administrative staff will provide technical assistance to students who need help downloading and using the apps on their devices.

**LANGUAGE:** This program is offered exclusively in Spanish. However, a qualified instructor is available to assist in English when needed. Completing an academic program in a language other than English may limit career opportunities in work settings where English proficiency is required.

**INSTRUCTIONAL METHODS USED IN THIS PROGRAM ARE AS FOLLOWS:**

**A. Distance education:** Methods that use Zoom and Canvas to deliver theoretical content.

**B. Readings:** Use of PowerPoint presentations through the Zoom platform.

**C. Audiovisual Materials:** Videos available on the Zoom platform.

**D. Face-to-face practices and theory through the Zoom platform.**

and. **Written assessments:** These are conducted in Canvas, along with hands-on, face-to-face assessments.

**F. Practical Demonstrations:** Carried out on the educational premises.

**G. Illustrations:** Use of images and graphics to support learning.

These methods are designed to offer a complete educational experience, combining distance learning with classes and practice on campus.

**GRADING SYSTEM:** The school bases its grades on the results of theory and practice, considering written exams and practical assessments. Professional conduct and discipline are also considered. We use the following academic evaluation system to award grades:

|           |                |           |
|-----------|----------------|-----------|
| Excellent | 100% - 90% 'A' | 4 points  |
| Not bad   | 89% - 80% 'B'  | 3 points  |
| Approved  | 79% - 75% 'C'  | 2 points. |
| Failed    | 74% - 0% "F"   | 0 points. |

Students may retake failed exams to improve their grades (this requires instructor approval). The school's academic procedures include periodic examinations, lectures (theory), and practice. Academic level exams are mandatory at the end of each academic term.

**STUDENT RECORD:** Cumulative units, services, and grades are recorded, filed, and made available for student review. If the student is not accepted or cancels their enrollment, their TRANSCRIPT will remain with the school for one year. Nouvelle Institute permanently preserves student records. In the event of closure, they will be turned over to the Florida Department of Education Independent Commission.

**ADMISSIONS POLICY. ADMISSION REQUIREMENTS FOR ALL PROGRAMS.** The applicant must have a high school diploma or equivalent diploma (GED) to be admitted. The Institution does not participate in the ability to benefit.

**STUDY PROGRAMS**

**\*\*THERAPEUTIC MASSAGE**

**500 hours**

**40% of Distance Education is synchronous, and 60% of Laboratory Classes or Practices are face-to-face.**

**PROGRAM OBJECTIVE:** The Therapeutic Massage Program aims to prepare students with the essential skills and competencies to develop a career as a professional massage therapist. Through the integration of distance education with practical training, participants will develop a comprehensive theoretical understanding (40%) and practical skills (60%) under the guidance of qualified instructors.

**PROGRAM DESCRIPTION:** The Therapeutic Massage Program is meticulously designed to offer in-depth knowledge about the history and evolution of therapeutic massage. Students will gain skills in both theory and practice of therapeutic massage modalities, as well as human physiology and anatomy. The curriculum encompasses a variety of therapeutic massage techniques, spends time understanding the equipment needed, and emphasizes the prevention of medical errors. Key topics include Trigger Point Therapy, Muscle Energy, Deep Tissue Massage, Lymphatic Massage, Massage for Special Populations and Massage Center Management, providing information on legal, business, professional ethics and prevention of medical errors, with specific time allocated to each area (2 Hours minimum)

**NATURE OF THE PROGRAM:** The program is academic and is characterized by its dual focus. It integrates a distance education component that represents 40% of the theoretical content and 60% of the face-to-face training focused on supervised practical application. This model allows students to gain theoretical knowledge, while

face-to-face sessions are dedicated to developing pragmatic skills under the guidance of qualified instructors. The course structure is designed to ensure orderly and logical progression, facilitating the transition from theoretical learning to practical application.

**OCCUPATIONAL LEVEL:** Upon completion of the program, students will be prepared to sit for the licensing exam and apply for the therapeutic massage board exam. This accreditation will allow them to practice as professional therapeutic massage therapists in various settings, such as clinics, spas, and wellness centers, ensuring a successful and sustainable career in the health and wellness sector. Graduates will have the knowledge and skills to adapt to market demands and customer needs, ensuring their professional success.

**JOB REQUIREMENT:** Therapeutic Massage License.

**THE TYPES OF FINANCIAL AID THAT QUALIFY ARE:** N/A

**THE NUMBER OF HOURS PER WEEK REQUIRED FOR EACH TIME OFFERED TO COMPLETE THE PROGRAM IS:**

**Daytime Schedule:** 5 Hours a day 5 days a week = 20 Weeks = 5 months

**Maximum time to complete:** 7.5 months

**Evening Schedule:** 4 hours a day 4 days a week = 31.25 weeks = 7.8 months.

**Maximum time to complete:** 11.7 months.

The Institution uses 1 to 3 acronyms to identify the name of the Unit and the Program. It is an easy-to-understand legend of the System that is used to determine the content of the Program.

**Services-55**

**CONTENT OF THE INSTRUCTION UNITS. EACH UNIT OF STUDY OF THIS PROGRAM HAS A DURATION OF 40% of Distance Education and 60% of laboratories of face-to-face Practical Classes.**

**ME-TM HISTORY OF MASSAGE AND ETHICS. 32 hours.** The unit will allow students to learn about the theory and history of massage evolution, employment opportunities in massage, and the professional ethics of the massage therapist. How to obtain licenses and the requirements to request massages will be analyzed; The regulations of the profession of masseurs will be known.

**AFK-TM ANATOMY, PHYSIOLOGY AND KINESIOLOGY. 32 hours.** By the end of the unit, the student will be able to define the anatomy and physiology of the human body and identify the cells, tissues, and organs of the body. They will take their first steps towards becoming a successful massage therapist by putting their theoretical knowledge into practice and applying it in the field of massage. By studying the unit, students will delve deeper into the study of kinesiology, define the relationship of muscle testing, and learn to recognize when an imbalance occurs. They will learn about the relationship between movements, muscles, and each other.

**CHI-TM SYSTEMS OF THE HUMAN BODY I. (32 hours. Required services are N/A.** Upon completion of the unit, the student is able to identify and explain the structures and functions of the human body's systems, applying their skills competently to promote the client's well-being.

**CHII. TM SYSTEMS OF THE HUMAN BODY II 32 HOURS.** Upon completion of the unit, the student can identify and explain the structures and functions of the human body's systems in order to apply their skills competently and promote client well-being.

**NPT-TM BUSINESS, LAW AND PROFESSION OF THERAPISTS. 32 hours. Required Services N/A.** At the end of the unit, the student will be able to explain the development of the profession of the therapeutic masseur as something different and specialized. The professional options available to licensed massage therapists will be described and the principles that favor personal and professional success will be listed. The laws and permits for establishing therapeutic massage businesses, as well as knowledge of the rules and regulations in Florida, will be other topics of interest that will be taught. Regulations and laws in the therapist's profession will be discussed. (Chapters 456 and 480)

**MCI-TM MASSAGE, EQUIPMENT, AND INFECTION CONTROL. HIV (3 hours) (32 hours 5 Required Services).** At the end of the unit, the student will understand the benefits and effects of massage and its contraindications as the main reason for practicing massage therapy, identifying when massage is contraindicated. Equipment and products will be defined as the tools that the therapist will use in their profession, as well as their use and care. The safety practices that should be applied in a massage booth and the basics in cleaning and disinfection practices will show how to help and protect the client by preparing him and the masseur himself, thus preventing the spread of diseases. 3 hours will be dedicated to HIV/AIDS of the total unit, and its meaning, prevention and control to avoid the disease caused by the virus will be explained.

**CCM-TM CONSULTATION AND CLASSIFICATION OF MOVEMENTS. 32 hours. Required services 5.** At the end of the unitary study, the professional, through consultation, will be able to evaluate the possible contraindications and design the massage session that best suits the needs of the clients. Knowledge of documentation will help achieve excellent communication with members of the health care team and insurance companies. The therapist will know that massage movements are the foundation of most massage modalities, and by understanding the effects of the movements, the practitioner can create better treatment routines to offer clients.

**HFC-TM HYDROTHERAPIES, HOT & COLD. 32 hours. Required services 5.** The unit will enable the student to understand the effects of heat and cold therapy as services that complement massages with clients. He will also explain the purpose of hydrotherapy, considering its benefits for circulation, relaxation, and pain relief when combined with traditional massage therapy. The contraindications of hydrotherapies will be known, as well as the definition of thermotherapy and the effects of contrast therapy, among others.

**MCP-TM FULL BODY MASSAGE. 32 hours. Required services 10.** This unit teaches the student the proper preparation of the massage therapist and the importance of acquiring proper ergonomic practices to reduce the chances of injury and improve the practices and ways of applying massage techniques. The unit will be able to work with clients from the moment they enter until they leave the massage cabin. Coverage techniques and a professional massage sequence will ensure that services meet the needs and expectations of the client and massage therapist.

**MP-TM PROFESSIONAL BODY MASSAGE 32 hours. Required services 5.** The unit will demonstrate the ability to work professionally with clients by offering massage sequences using professional techniques and ensuring that services meet the needs and expectations of the client and massage therapist.

**TN-TM NEUROPHYSIOLOGICAL THERAPIES. 32 hours. Required services 5.** The unit trains the student to perform therapeutic massage techniques and treat areas of tension, limited range of motion, pain, stiffness, and injuries in chronic or subacute stages. Neuromuscular therapy, trigger point therapy, muscle energy techniques, and myofascial and craniosacral therapies effectively meet client needs and are goals discussed in this unit.

**ML-TM LYMPHATIC MASSAGE. 32 hours. Required services 5.** By the end of the unit, the student will understand the basic functions of the lymphatic system and how they apply to the principles of lymphatic massage. Understanding the circulation of fluids through the body and the functioning of the lymphatic system will contribute to the therapist's overall knowledge of the effects of different types of massage.

**TP-TM THERAPEUTIC PROCEDURE. 32 HOURS. Required services 5.** By the end of the unit, the student will understand how the client's pre-assessment is the basis for selecting techniques when addressing specific problems. They will be able to develop a treatment plan to help clients understand the goals of each treatment session.

**DPE-TM SPORTS MASSAGE AND SPECIAL POPULATIONS. 20 hours Required services 5.** By the end of the unit, the student will define sports massage and its purpose, understand why it has been incorporated into the training of many athletes, and understand how many of its techniques are applied in other areas of massage practice. The contraindications of sports or athletic massage, which may characterize massage with certain specific populations: pregnant women, infants, youth, adults, and others, will be discussed. It will be understood how massage in specific populations offers more job opportunities to therapeutic professionals.

**MM-TM MASSAGE AND MEDICINE. 32 HOURS (2 HOURS OF Medical Errors and Prevention). Required Services N/A** This unit shows the student the importance of massage in medicine. The requirements for performing medical massages are to communicate with medical staff and understand the file system and security protocols for treatment practices. Medical **terminology** is studied as an essential requirement for understanding how massage-related terminology derives from healthcare and medicine. Knowledge about insurance billing as a necessary complement to massage therapy will be analyzed in the unit. Understanding the context of medical errors is essential to minimizing their occurrence and providing strategies by implementing appropriate organizational and systemic changes. These contents will be assigned at least 2 teaching hours.

**TT-TM OTHER THERAPEUTIC TECHNIQUES. .32 hours. Required services 5.** In this Unit, you will teach various contact therapies related to the maintenance of physical, mental, and emotional health, such as chair massage, stone massage, reflexology, acupuncture, shiatsu, and healing techniques through the chakras. You will also explain other modalities of Massage Therapy.

**GRADUATION REQUIREMENTS:** Students will be declared graduates once they have completed the total hours of the selected program of study (500 HOURS) and have met the policy of satisfactory academic progress. In addition, they must have taken and passed all the required theoretical and practical exams with a minimum of 75%.

**DIPLOMAS:** The student will receive his/her diploma after meeting all graduation requirements and meeting his/her financial obligations.

**DESCRIPTION OF THE TECHNOLOGIES REQUIRED FOR THE DISTANCE EDUCATION MODALITY (HARDWARE AND SOFTWARE):** To complete the distance education program, students must have devices that meet the following requirements:

**Hardware:**

- Devices compatible with iPhone running iOS 13.0 or later.
- Devices with Android operating system, version 8.0 or later.
- Functional camera and microphone for participating in video conferences.

**Software:**

- Ability to download and install the Zoom and Canvas apps.
- Settings to accept cookies from the Canvas website, which are necessary for the proper functioning of the platform.

**Technical support:**

- Administrative staff will provide technical assistance to students who need help downloading and using the apps on their devices.

**LANGUAGE:** This program is offered exclusively in Spanish. However, a qualified instructor is available to assist in English when needed. Completing an academic program in a language other than English may limit career opportunities in work settings where English proficiency is required.

**INSTRUCTIONAL METHODS USED IN THIS PROGRAM ARE AS FOLLOWS:**

A. **Distance education:** Methods that use Zoom and Canvas to deliver theoretical content.

B. **Readings:** Use of PowerPoint presentations through the Zoom platform.

C. **Audiovisual Materials:** Videos available on the Zoom platform.

D. **Face-to-face practices and theory through the Zoom platform.**

and. **Written assessments:** These are conducted in Canvas, along with hands-on, face-to-face assessments.

F. **Practical Demonstrations:** Carried out on the educational premises.

G. **Illustrations:** Use of images and graphics to support learning.

These methods are designed to offer a complete educational experience, combining distance learning with classes and practice on campus.

**GRADING SYSTEM:** The school bases its grades on the results of theory and practice, considering written exams and practical assessments. Professional conduct and discipline are also taken into account. We use the following academic evaluation system to award grades:

|           |                |           |
|-----------|----------------|-----------|
| Excellent | 100% - 90% 'A' | 4 points  |
| Not bad   | 89% - 80% 'B'  | 3 points  |
| Approved  | 79% - 75% 'C'  | 2 points. |
| Failed    | 74% - 0% "F"   | 0 points. |

Students may retake failed exams to improve their grades (this requires instructor approval). The school's academic procedures include periodic examinations, lectures (theory), and practice. Academic level exams are mandatory at the end of each academic term.

**STUDENT RECORD:** Cumulative units, services, and grades are recorded, filed, and made available for student review. If the student is not accepted or cancels their enrollment, their transcript will remain with the school for one year. Nouvelle Institute permanently retains student records. In the event of closure, they will be turned over to the Florida Department of Education Independent Commission.

**ADMISSIONS POLICY. ADMISSION REQUIREMENTS FOR ALL PROGRAMS.** The applicant must have a high school diploma or equivalent diploma (GED) to be admitted. The Institution does not participate in Ability to Benefit (ATB).

**\*\*This program will begin to be offered once we receive final approval from the Therapeutic Massage board**

**STUDY PROGRAMS**  
**\*\*THERAPEUTIC MASSAGE AND BODY TREATMENTS**  
**1184 HOURS**

*40% of Distance Education is synchronous, and 60% of Laboratory Classes or Practices are face-to-face.*

**PROGRAM OBJECTIVE:** The Therapeutic Massage and Body Treatments Program is meticulously designed to equip students with the essential skills and competencies to begin a professional career in therapeutic massage and body treatments. Participants will develop an in-depth understanding of theoretical concepts and practical skills, which will position them for success in the industry.

**PROGRAM DESCRIPTION:** This program offers an in-depth exploration of history and advancements in therapeutic massage, human physiology, and anatomy. Students will receive training in therapeutic massage techniques, including trigger point therapy, muscle energy, deep tissue massage, lymphatic massage, and specialized massage for diverse populations. The curriculum provides comprehensive training that covers technical and theoretical aspects of therapeutic massage. Students will learn how to assess client needs and apply appropriate techniques to promote physical and mental well-being. In addition, they will be instructed in the management of massage centers, focusing on compliance with legal frameworks, professional ethics and the prevention of medical errors. The program also includes training in advanced body treatment techniques, such as wraps, scrubs, and spa therapies, ensuring that graduates are well-prepared to offer a wide range of services in the health and wellness sector. Emphasis is placed on the development of interpersonal and communication skills, which are essential for establishing a relationship of trust and professionalism with clients.

**NATURE OF THE PROGRAM:** The academic program is characterized by a comprehensive approach that combines theory with supervised practical applications. This structure ensures a smooth transition from theoretical knowledge to practical experience, fostering complete and structured training.

**OCCUPATIONAL LEVEL:** Upon completion of the program, students will be prepared to sit for the licensing exam and apply for the therapeutic massage board exam. This accreditation will allow them to practice professionally in various settings, such as clinics, spas, and wellness centers. Graduates will be equipped with the knowledge and skills necessary to meet market demands and customer needs, ensuring their success in the health and wellness sector.

**JOB REQUIREMENT: THERAPEUTIC MASSAGE**

**THE TYPES OF FINANCIAL AID FOR ALL THOSE WHO QUALIFY ARE:** Pell Aid, **Federal Supplemental Aid, and Federal Work-Study Program**

**THE NUMBER OF HOURS PER WEEK REQUIRED FOR EACH TIME OFFERED TO COMPLETE THE 1184 HOUR PROGRAM:**

- a. **Daytime schedule:** total 25 hours, (5 hours each day) 47.36 weeks, = 11.84 months. **Maximum Completion Time:** 17.72 months
- b. **Night Hours:** Total 16 hours, 4 days a week, 74 weeks, 18.5 months

**The maximum time to complete it** is 27.75 months.

**CAPTION:** The institution uses one, two, or three acronyms to identify the name of the unit and two or three acronyms to identify the name of the program. This system is a legend to facilitate the understanding of the content of the program. **EXAMPLE CAPTION:** ME-TMC **History of Massage and Ethics (MTC) =PROGRAM NAME**

**TOTAL SERVICES/PRACTICAL SKILLS: 120**

**EMPLOYMENT REQUIREMENT:** Therapeutic Massage License.

**LICENSING REQUIREMENTS:** Pass the final exam supplied by the Office of Academic Affairs, complete the application for the Florida Board of Therapeutic Massage exam, which the licensee must accompany.

-A check or "money order" for \$155.00

-Valid HIV certificate

**CONTENT OF THE INSTRUCTION UNITS. EACH UNIT OF STUDY OF THIS PROGRAM HAS A DURATION OF 40% of Distance Education and 60% of laboratories of face-to-face Practical Classes.**

**ME-TMC HISTORY OF MASSAGE AND ETHICS. 32 hours.** The unit will allow students to learn about the theory and history of massage evolution, employment opportunities in massage, and the professional ethics of the massage therapist. How to obtain licenses and the requirements to request massages will be analyzed; The regulations of the profession of masseurs will be known.

**AFK-TMC ANATOMY, PHYSIOLOGY AND KINESIOLOGY. 32 HOURS.** By the end of the unit, the student will be able to define the anatomy and physiology of the human body and identify the cells, tissues, and organs of the body. They will take their first steps towards becoming a successful massage therapist by putting their theoretical knowledge into practice and applying it in the field of massage. By studying the unit, students will delve deeper into the study of kinesiology, define the relationship of muscle testing, and learn to recognize when an imbalance occurs. They will learn about the relationship between movements, muscles, and each other.

**CHI-TMC HUMAN BODY SYSTEMS I. (32 hours.** Required services are N/A. Upon completion of the unit, the student is able to identify and explain the structures and functions of the human body's systems, applying their skills competently to promote the client's well-being.

**CHII. TMC HUMAN BODY SYSTEMS II 32 hours.** Upon completion of the unit, the student can identify and explain the structures and functions of the human body's systems in order to apply their skills competently and promote client well-being.

**NPT-TMC BUSINESS, LAW AND PROFESSION OF THERAPISTS. 32 hours.** Required Services N/A. At the end of the unit, the student will be able to explain the development of the profession of the therapeutic masseur as something different and specialized. The professional options available to licensed massage therapists will be described and the principles that favor personal and professional success will be listed. The laws and permits for establishing therapeutic massage businesses, as well as knowledge of the rules and regulations in Florida, will be other topics of interest that will be taught. Regulations and laws in the therapist's profession will be discussed. (Chapters 456 and 480)

**MCI-TMC MASSAGE, EQUIPMENT, AND INFECTION CONTROL. HIV (3 hours) (32 hours 5 Required Services).** At the end of the unit, the student will understand the benefits and effects of massage and its contraindications as the main reason for practicing massage therapy, identifying when massage is contraindicated. Equipment and products will be defined as the tools that the therapist will use in their profession, as well as their use and care. The safety practices that should be applied in a massage booth and the basics in cleaning and disinfection practices will show how to help and protect the client by preparing him and the masseur himself, thus preventing the spread of diseases. 3 hours will be dedicated to HIV/AIDS of the total unit, and its meaning, prevention and control to avoid the disease caused by the virus will be explained.

**CCM-TMC CONSULTATION AND CLASSIFICATION OF MOVEMENTS. 32 hours. Required services 5.** At the end of the unitary study, the professional, through consultation, will be able to evaluate the possible contraindications and design the massage session that best suits the needs of the clients. Knowledge of documentation will help achieve excellent communication with members of the health care team and insurance companies. The therapist will know that massage movements are the foundation of most massage modalities, and by understanding the effects of the movements, the practitioner can create better treatment routines to offer clients.

**HFC-TMC HYDROTHERAPIES, HOT & COLD. 32 hours. Required services 5.** The unit will enable the student to understand the effects of heat and cold therapy as services that complement massages with clients. He will also explain the purpose of hydrotherapy, considering its benefits for circulation, relaxation, and pain relief when combined with traditional massage therapy. The contraindications of hydrotherapies will be known, as well as the definition of thermotherapy and the effects of contrast therapy, among others.

**MCP-TMC FULL BODY MASSAGE. 32 hours. Required services 10.** This unit teaches the student the proper preparation of the massage therapist and the importance of acquiring proper ergonomic practices to reduce the chances of injury and improve the practices and ways of applying massage techniques. The unit will be able to work with clients from the moment they enter until they leave the massage cabin. Coverage techniques and a professional massage sequence will ensure that services meet the needs and expectations of the client and massage therapist.

**MP-TMC PROFESSIONAL BODY MASSAGE 32 hours. Required services 5.** The unit will demonstrate the ability to work professionally with clients by offering massage sequences using professional techniques and ensuring that services meet the needs and expectations of the client and massage therapist.

**TN-TMC NEUROPHYSIOLOGICAL THERAPIES. 32 HOURS. Required services 5.** The unit trains the student to perform therapeutic massage techniques and treat areas of tension, limited range of motion, pain, stiffness, and injuries in chronic or subacute stages. Neuromuscular therapy, trigger point therapy, muscle energy techniques, and myofascial and craniosacral therapies effectively meet client needs and are goals discussed in this unit.

**ML-TMC LYMPHATIC MASSAGE. 32 hours. Required services 5.** By the end of the unit, the student will understand the basic functions of the lymphatic system and how they apply to the principles of lymphatic massage. Understanding the circulation of fluids through the body and the functioning of the lymphatic system will contribute to the therapist's overall knowledge of the effects of different types of massage.

**TP-TMC THERAPEUTIC PROCEDURE. 32 hours. Required services 5.** By the end of the unit, the student will understand how the client's pre-assessment is the basis for selecting techniques when addressing specific problems. They will be able to develop a treatment plan to help clients understand the goals of each treatment session.

**DPE-TMC SPORTS MASSAGE AND SPECIAL POPULATIONS. 20 hours Required services 5.** By the end of the unit, the student will define sports massage and its purpose, understand why it has been incorporated into the training of many athletes, and understand how many of its techniques are applied in other areas of massage practice. The contraindications of sports or athletic massage, which may characterize massage with certain specific populations: pregnant women, infants, youth, adults, and others, will be discussed. It will be understood how massage in specific populations offers more job opportunities to therapeutic professionals.

**MM-TMC MASSAGE AND MEDICINE. 32 hours (2 hours of Medical Errors and Prevention). Required Services N/A** This unit shows the student the importance of massage in medicine. The requirements for performing medical massages are to communicate with medical staff and understand the file system and security protocols for treatment practices. **Medical terminology** is studied as an essential requirement for understanding how massage-related terminology derives from healthcare and medicine. Knowledge about insurance billing as a necessary complement to massage therapy will be analyzed in the unit. Understanding the context of medical errors is essential to minimizing their occurrence and providing strategies by implementing appropriate organizational and systemic changes. These contents will be assigned at least 2 teaching hours.

**TT-TMC OTHER THERAPEUTIC TECHNIQUES. 32 hours. Required services 5.** In this Unit, you will teach various contact therapies related to the maintenance of physical, mental, and emotional health, such as chair massage, stone massage, reflexology, acupuncture, shiatsu, and healing techniques through the chakras. You will also explain other modalities of Massage Therapy.

**AH-TMC HUMAN ANATOMY. (38 hours):** After this unit, the student will learn the major muscles of the body, the circulatory system, and the philosophy of blood circulation.

**NU-TMC NUTRITION. (38 hours)** By the end of this unit, the student will learn the importance of nutrition in health and beauty.

**PE-TMC AESTHETIC PROCEDURES. (38 hours)** This unit will allow the student to learn about the different types of cosmetic surgery, the postoperative process necessary to obtain successful results, and the safety measures when performing a body treatment service.

**AT-TMC AROMATHERAPY (38 hours / 5 services required)** This unit will allow you to learn about the history of aromatherapy, its products, methods and benefits when performing a body treatment service.

**EL-TMC ELECTRICITY. (38 hours)** In this unit, the student will learn the definition and concept of electric current, functions, and safety measures.

**AE-TMC AESTHETIC APARATOLOGY (38 hours/ 10 services required)** You will learn the Requirements and concepts of how to handle and use the various types of equipment needed in body treatments.

**TCE-TMC AESTHETIC BODY TREATMENTS (38 hours / 10 services required)** By the end of this unit, the student will have acquired the general concepts of the different types of aesthetic treatments and massage therapy.

**AEC-TMC BODY AESTHETIC ALTERATIONS. (38 Hours/services required n/a)** They will learn the concept and definition of circulatory disorders, obesity, cellulite,

|         |   |
|---------|---|
|         | and sagging.  |
| EPC-TMC | <b>BODY HAIR REMOVAL (38 hours / 10 services required)</b> This unit will allow you to learn how to remove unwanted hair permanently or temporarily in areas of the body or other unusual parts.  |
| AC-TMC  | <b>COMBINED APARATOLOGY (38 hours / 10 services required)</b> At the end of the unit, the student will be able to define and identify the different results offered by the machines in in-cabin body treatments.  |
| HM-TMC  | <b>HYGIENE, MAINTENANCE (38 hours / Services Required N/H</b> At the end of the unit, the student will be able to define and understand the concept of good hygiene and maintenance in the work cabin, using cleaning techniques and procedures.  |
| MC-TMC  | <b>METHODOLOGY IN CABIN (38 hours/ Required Services N/A</b> By the end of the unit, the student will be able to define and understand the concept of methodology and its use in the cabin and the different machines.  |
| MSC-TMC | <b>CABIN SAFETY MEASURES (38 hours/services required n/a)</b> Upon completion, students will understand the rules and regulations necessary to create a safe workplace for themselves and their clients.  |
| TE-TMC  | <b>TYPES OF WRAPS (38 hours/10 services required)</b> This equipment will provide the student with theoretical and practical knowledge about the different types of wraps and the devices that can be used to obtain effective results in the appearance of cellulite, reduction, flaccidity and other alterations of body aesthetics |
| AE-TMC  | <b>APARATOLOGY &amp; WRAPS (38 hours / Services required: 5)</b> By the end of the unit, the student will be able to identify and learn about the types of machines used in wrapping procedures.  |
| TP-TMC  | <b>TREATMENTS AND PROTOCOLS (38 hours/ Services required. n/</b> This unit will provide the student with theoretical knowledge about the different treatments and protocols that can be used to obtain efficient results in the appearance of cellulite, reduction, flaccidity and other body aesthetic alternatives.                 |
| ES-TMC  | <b>EXFOLIATION &amp; SPA (38 hours/5 services required)</b> This The unit will provide the student with theoretical knowledge about exfoliation, considerations, procedures, and benefits at the spa.   |

**IS-TMC INDUSTRY AND SPA (38 hours. Required Services N/A)** Upon completion, the student will be able to understand the rules and regulations that specifically regulate SPAs, such as: Business practices, company formation, licenses and permits, business law, insurance, sales, psychology and accounting, among other topics of interest that characterize the SPA industry

**GRADUATION REQUIREMENTS:** Students will be declared graduates once they have completed the total hours of the selected program of study (1184 hours) and have met the policy of satisfactory academic progress. In addition, they must have taken and passed all the required theoretical and practical exams with a minimum of 75%.

**DIPLOMAS:** The student will receive his/her diploma after meeting all graduation requirements and meeting his/her financial obligations.

**LANGUAGE:** This program is offered exclusively in Spanish. However, a qualified instructor is available to assist in English when needed. Completing an academic program in a language other than English may limit career opportunities in work settings where English proficiency is required.

**DESCRIPTION OF THE TECHNOLOGIES REQUIRED FOR THE DISTANCE EDUCATION MODALITY (HARDWARE AND SOFTWARE):** To complete the distance education program, students must have devices that meet the following requirements:

**Hardware:**

- Devices compatible with iPhone running iOS 13.0 or later.
- Devices with Android operating system, version 8.0 or later.
- Functional camera and microphone for participating in video conferences.

**Software:**

- Ability to download and install the Zoom and Canvas apps.
- Settings to accept cookies from the Canvas website, which are necessary for the proper functioning of the platform.

**Technical support:**

- Administrative staff will provide technical assistance to students who need help downloading and using the apps on their devices.

**INSTRUCTIONAL METHODS USED IN THIS PROGRAM ARE AS FOLLOWS:**

**A. Distance education:** Methods that use Zoom and Canvas to deliver theoretical content.

**B. Readings:** Use of PowerPoint presentations through the Zoom platform.

**C. Audiovisual Materials:** Videos available on the Zoom platform.

**D. Face-to-face practices and theory through the Zoom platform.**

**and. Written assessments:** These are conducted in Canvas, along with hands-on, face-to-face assessments.

**F. Practical Demonstrations:** Carried out on the educational premises.

**G. Illustrations:** Use of images and graphics to support learning.

These methods are designed to offer a complete educational experience, combining distance learning with classes and practice on campus.

**GRADING SYSTEM:** The school bases its grades on the results of theory and practice, considering written exams and practical assessments. Professional conduct and discipline are also taken into account. We use the following academic evaluation system to award grades:

|           |                |           |
|-----------|----------------|-----------|
| Excellent | 100% - 90% 'A' | 4 points  |
| Not bad   | 89% - 80% 'B'  | 3 points  |
| Approved  | 79% - 75% 'C'  | 2 points. |
| Failed    | 74% - 0% "F"   | 0 points. |

Students may retake failed exams to improve their grades (this requires instructor approval). The school's academic procedures include periodic examinations, lectures (theory), and practice. Academic level exams are mandatory at the end of each academic term.

**STUDENT RECORD:** Cumulative units, services, and grades are recorded, filed, and made available for student review. If the student is not accepted or cancels their enrollment, their TRANSCRIPT will remain with the school for one year. Nouvelle Institute permanently retains student records and in the event of closure, they will be turned over to the Florida Department of Education's Independent Commission.

**ADMISSIONS POLICY. ADMISSION REQUIREMENTS FOR ALL PROGRAMS. The applicant must have a high school or equivalent diploma (GED) to be admitted. The Institution does not participate in the ability to benefit. More information on page 7 of this catalogue.**

**\*\*This program will begin to be offered once we receive final approval from the Therapeutic Massage board**

#### **CURRICULAR AND EXTRACURRICULAR ACTIVITIES.**

The school holds social activities each year where students, teachers, and staff bond, share, and further develop their relationships in a friendly, informal environment.

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

The Family Educational Rights and Privacy Act of 1974 (FERPA) gives students certain rights regarding their education records.

1. The right to inspect and review educational records must be made within 45 days of the date the institution receives the request for access, the student must submit to the registrar, head of the academic department, or other relevant officials a written request identifying the documents they wish to inspect.

The official of the Institution that receives the request will make the necessary access arrangements and will notify the student of the time and place where he/she can be inspected. If the application submitted cannot be attended to by the official to whom the request was addressed, he or she will inform which official must attend and notify the student of the requirement.

2. It is a student's right to amend educational records when they are believed to be inaccurate or misleading. They must write to the registrant clearly about the part of the file they wish to amend and specify why it is inaccurate or misleading on the part of the institution. Suppose the institution decides not to modify the transcript or document as requested by the student. In that case, the institution will notify students of the decision and inform them of their right to the modification request. Additional information about hearing procedures will be provided to students when they are notified of the right to a hearing.

3. It is right to consent to the disclosure of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent.

One exception that allows disclosure without consent is disclosure to school officials with legitimate educational interests. The institution releases education records without consent to officials at another school in which the student seeks or attempts to enroll.

NOTE: FERPA requires that the institution make a reasonable attempt to notify the student of the transcript request, unless the institution submits the application states in its notice that it intends to submit records in accordance with the student's request.

4. A school may disclose personal information without student consent to the following parties:

-Accrediting Agencies-Alleged victim of a crime-Authorized organizations conducting educational research-The parent of a dependent student as defined by the IRS

- The parent of a student under the age of 18 regarding violation of a law related to alcohol or abuse
- School officials with legitimate educational interests
- Comptroller General of the United States, Attorney General, Department of Education.
- State and local officials

5. The right to file a complaint with the U.S. Department of Education about alleged noncompliance by the state institution with FERPA requirements. The name and address of the office that administers FERPA is:

#### **Office of Family Policy Compliance**

**U.S. Department of Education**

**400 Maryland Avenue, SW**

**Washington, DC 20202-5901**

**FERPA website: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>**

#### **OTHER STUDENT SERVICES**

**Nouvelle Institute** offers the following services to its students.

Prior orientation on the Zoom and CANVAS platforms used by the Institution before registering for classes by the Admissions Office staff.

Guidance on financial aid programs.

Academic guidance from the Academic Director and/or the guidance of the Institution.

**REGISTRY.** The Registrar's Office processes the following documents:

|                       |                      |
|-----------------------|----------------------|
| Student Certification | Diplomas             |
| Credit transcripts    | Student Certificates |
| Academic Progress     | Student withdrawal   |

**GRADES OBTAINED:** This documentation may only be requested by the student or legal guardian if he or she is a minor.

#### **FINANCIAL AID OFFICE**

The Financial Aid Office has trained financial aid professionals following the criteria set by the U.S. Department of Education for students who qualify. The institution currently offers financial assistance through the Title IV Program as:

**Pell Grants      S.E.O.G      Work and study**

This office operates full-time and after hours by appointment.

#### **GUIDANCE SERVICES.**

The Institution has a Guidance Office that offers the following services:

1. Personal guidance that offers help to students to cope with different issues that may affect their academic progress.
2. Guidance services in the advice provided by a counselor.
3. Guidance services on accommodation or housing, the institution does not have adequate equipment for such purposes.
4. Opportunities for the student to make up missed classes at a different class time. How Zoom Works in Distance Learning
5. Educational seminars and conferences related to class subjects.
6. Access student files for inspection without removing them from their area.
7. The Institution respects the right to privacy and does not disclose any information about any student unless there is written authorization.
8. Orientation to retake the exams of the cosmetology program and give them the application form.

**EMPLOYMENT SERVICES:** The main cause of employment services is to contact companies and agencies that have jobs available with those students who are applying for jobs. As part of this service, we help students organize and write their resumes, complete job applications, and forms of behavior in a job interview and on the job. The institution will assist students in their search for their desired employment but cannot guarantee that they will get the job.

**EDUCATIONAL COUNSELING:** The institution considers instructors to be an important part of academic support and advising students when they need it. In the event that the instructors determine that the administrative staff should intervene, they refer the student to the Academic Director and/or the Registrar's Office, who evaluate and advise the student in the academic follow-up, enforcing the established Academic Progress Policy.

**FINANCIAL AID COUNSELING:**

The Financial Aid Offices, through their highly qualified officers, would guide all prospective and/or students by providing the necessary information about available financial aid and eligibility requirements. This office will provide support during the program of study and according to the duration of the aid students receive.

**COUNSELING:** Students who need professional assistance will be attended by the Academic Director who will provide information about the various options of professional services existing in Miami and Hialeah, which offer occasional or professional therapies according to the needs of each applicant.

**JOB SEARCH ASSISTANCE:** Office of Job Placement staff offer graduates assistance in identifying employment opportunities. Services include communication with potential employers, as well as referrals of graduates or employers applying for employees. This service is provided at no cost to our alumni and graduates, regardless of how much time has passed since graduation to the time of placement. Students will be followed once they are employed. However, the Institution does not guarantee employment to students.

Nouvelle Institute prepares professionals in the art of beauty and cosmetics. They can compete and get great jobs in beauty-related fields. Some of these positions are:  
-Hair specialist, -Skin specialist, -Makeup specialist, -Cosmetologists, -Permanent wave specialist, -Manicurist, -Masseuse.

**OTHER EVENTS RELATED TO THE INSTRUCTIONAL PROGRAM ARE LIKELY TO AFFECT A STUDENT'S DECISION TO ENROLL IN IT.**

**EXPECTED FINANCIAL COMPENSATION FOR THE SUCCESSFUL GRADUATE**

Graduate students with good academic performance and who meet all the rules and regulations set by law for good job performance can expect to earn an average salary of \$1500.00 or more per month. According to the Florida Bureau of Labor Statistics, mass therapy graduates could earn \$3,800 per month or more.

**PHYSICAL DEMANDS:** Prospective students are advised that cosmetology, esthetics, body treatments, and therapeutic massage can be expected to be standing and with the arms raised for a substantial amount of time. Nail technicians, on the other hand, are seated most of the time but exposed to chemicals with strong fumes. Students in these programs should always exercise proper posture to prolong their ability to stay healthy in the profession.

**SAFETY PRECAUTIONS:** Safety precautions in the profession require sterilization equipment and implements, good personal care, and the occasional use of gloves and masks.

**COMPLEMENTARY TRAINING:** Nouvelle Institute establishes additional hours in each unit depending on the contents taught to deepen the curricula and the description of the established topics, both theoretical and practical. At the end of each program of study, the student will have received additional study time corresponding to the minimum established by the Commission on Independent Education of the Florida Department of Education. This additional training time facilitates the academic achievement necessary for the professional success of each graduate. The student will receive a written breakdown of the additional hours for each unit in the pre-registration orientation.

**LICENSING REQUIREMENTS FOR ALL ACADEMIC PROGRAMS:**

1. Complete the selected Program of Study.
2. Pass the final exam administered by the Office of Academic Affairs.
3. Complete the application for the Board examination, meeting the following requirements:
  - Check or money order for a cost of \$45.00 for Cosmetology students.
  - \$75.00 check or money order for students in the Skin Care and Manicure & Pedicure & Nails Extension Program.
  - Valid HIV certificate
  - For students of the Therapeutic Massage Program: Money Order a fee of \$155.00 payable to the Florida Massage Therapy Board

**40% OF DISTANCE EDUCATION IS SYNCHRONOUS AND 60% OF LABORATORY OR PRACTICAL CLASSES ARE FACE-TO-FACE:**

The applicant should note that all study programs have a SYNCHRONOUS *distance education* component that accounts for 40% of the duration of the programs intended to fully cover the teaching of theory and that the remaining 60% are allocated to face-to-face instruction. The student must attend the physical facilities to carry out all the practices that will be evaluated and develop the skills required by the profession.

You should note that all transcripts or other official or unofficial documents listing academic achievements received will be identified with the distance learning component and that even if you receive your diploma for academic achievement, you may not be accepted by reciprocity or eligible for licensure in other states. A signed and dated copy of the authorization must be in the student file.

Before enrolling, the prospective student should know that they must have a device that guarantees distance learning and meet the requirements to be able to download the Zoom program.

**PAYMENT METHODS:** School accepts payments by cash, certified check or manager's check, credit card, Apple Pay, and Google Pay

**FORMS OF PAYMENT:** The student has the option at the time of enrollment to make the full payment of the amount due or request a Payment Plan. Payment plans are available to students who request and meet the established requirements. The balance due will be divided into payments that can be made on a weekly or biweekly basis, depending on the option chosen by the student. The duration of the plan will depend on the academic program selected.

The student must complete the Payment Plan prior to completing the program. If the student does not comply with his or her obligation, he or she will be referred to the Office of Administrative Affairs.

**FINANCIAL AID OFFERED BY THE INSTITUTION:** Types of financial aid for those who qualify: Pell Grant, SEOG, and Work-Study funds.

The Institution offers financial aid for all those who qualify for the **Pell Grant, SEOG, and Federal Work-Study Program (FWS. Federal Grants)**

Scholarships do not have to be repaid and are based on the need presented by the student. Applying for grants is made by completing the FAFSA application in the Financial Aid department. The three types of scholarships that can be awarded are the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant (FSEOG), and the Federal Work-Study Grant (FWS).

**Federal PELL Grant:** A Federal Pell Grant is a free grant that does not have to be repaid. The student must complete the FAFSA to determine eligibility for the Federal Pell Grant.

FAFSA applications for the 2025-2026 award year are accepted beginning January 1, 2025, through June 30, 2026.

**Federal Supplemental Educational Opportunity Grant (FSEOG):**

A limited amount of FSEOG program funds is available to students with the lowest Expected Student Aid Index (SAI). The information provided on the FAFSA application will be used to determine the student's eligibility. Grants vary based on financial need and availability of funds.

**Federal Work-Study (FWS) Program:** A limited amount of FWS program funds is available to students with the lowest Expected Student Aid Rate (SAI). The information provided on the FAFSA application will be used to determine the student's eligibility. Grants vary based on financial need and availability of funds.

#### PROGRAM COSTS

| Program                                 | Hours      | *Admission Fee | Registration | * Additional Institutional Cost: (materials, equipment and books,) | Total       |
|---|------------|----------------|--------------|--|-------------|
| COSMETOLOGY                             | 1500 HOURS | \$100.00       | \$15,678.00  | \$400.00   | \$16,178.00 |
| THERAPEUTIC MASSAGE AND. BODY TREATMENT | 1184 HOURS | \$100.00       | \$14,775.00  | \$300.00   | \$15,175.00 |
| SKIN CARE & BODY TREATMENT              | 1125 HOURS | \$100.00       | \$12,573.00  | \$300.00   | \$12,973.00 |
| THERAPEUTIC MASSAGE                     | 500 HOURS  | \$100.00       | \$10,775.00  | \$300.00   | \$11,175.00 |
| MANICURE & PEDICURE & NAIL EXTENSION    | 224 HOURS  | \$100.00       | \$2,525.00   | \$300.00   | \$2,925.00  |
| SKIN CARE                               | 224 HOURS  | \$100.00       | \$2,525.00   | \$300.00   | \$2,925.00  |

#### \* ADDITIONAL INSTITUTIONAL COSTS

Materials, equipment, and books are classified as "additional institutional costs" because they are excluded from the calculation of Title IV reimbursement when a student is withdrawn. As these items are personal and irrecoverable, they are not included in the cost applied during the provision of the scheduled hours. Although these additional costs are part of the total price of the program, they are not considered refundable under federal financial aid regulations, regardless of when students withdraw.

#### ADDITIONAL NON-REFUNDABLE COST.

The school provides ID cards at a cost of \$3.00 once issued they will no longer be refundable.

#### ADDITIONAL INSTRUCTION CHARGES.

Students have no additional charges upon completion of the academic program up to 150% of its duration.

Note: Changes to this catalog should not be made without prior notification to students.

I certify that this catalog is accurate to the best of my knowledge and belief regarding its contents and policies as published herein.

A copy of this catalog is given to each student, faculty member, and staff.

Carlos Montano  
President  
January 7, 2026