

Kan Moriah International



School of Beauty

STUDENT CATALOG AND HANDBOOK

Massage Therapy- January 2026



MISSION STATEMENT

Our mission is to consistently provide up-to-date, quality training to all students with optimal learning experiences in a diversity of settings which prepares a student in acquiring a license and entry level skills to be successful in the workforce.

VISION AND GOALS

- ❖ To provide up-to-date, hands-on training geared toward preparing students to become highly employable through their incorporation of knowledge and experiences.
- ❖ To provide knowledgeable and skilled Massage Therapist who will be an asset to any salon, spa, or beauty school.
- ❖ Aspect of the beauty industry the students wish to pursue.
- ❖ To maintain a program that is continually updated so that students will acquire a thorough knowledge of the latest professional techniques.
- ❖ To foster and promote the educational growth of the faculty and student through teaching traditional and current methods and techniques.

Kay Moriah International School of Beauty is a training college specializing in **Massage Therapy**.

It is important that you read this **Catalog** and keep it handy. It contains important information on student code of conduct.

ACADEMIC POLICIES

Weekly Schedule

All Massage Therapists training must be under the supervision of a licensed instructor. A student enrolled in a Beauty Culture School must be taught theory and principles of Massage Therapists and must pass a floor entry evaluation with a live model before he/she is permitted to engage in the practice of beauty culture on the public.

The weekly schedule is as follows:

Full-Time Day Schedule: Tuesday through Friday 8:30 to 2:00pm with one (1) 30-minute lunch break and two (2) 15-minute breaks: Saturday 8:30am to 5:00pm (Same Break Times) - 30 hours per week

Part-Time Morning Schedule: Tuesday through Friday 8:30 to 12:00pm with two (1) 15-minute breaks: Saturday 8:30am to 5:00pm with (1) 30-minute lunch break and two (2) 15-minute breaks: - 22 hours per week

Part-Time Evening Schedule: Tuesday through Thursday 5:00pm to 9:00pm with two (2) 15-minute breaks Saturday 8:30am to 5:00pm with (1) 30-minute lunch break and two (2) 15-minute breaks: - 20 hours per week

ACADEMIC INTEGRITY

Academic dishonesty includes cheating on tests or assignments, submitting work completed by others, using the same work to fulfill requirements for multiple classes, plagiarizing or unauthorized collaboration on any academic work that is intended to be completed individually. All completed work must be in the student's own words and must cite the source of the idea where applicable.

Any student who acts dishonestly will be required to meet with the school administrator and the course instructor and may be subject to the following actions: A grade of zero for the work in question, a failing grade for the course or expulsion from school.

If a student wishes to appeal disciplinary actions such as these, they must follow the grievance policy found in this handbook.

ACADEMIC PROGRESS EVALUATION

Full-time and Part-time Student Academic Progress (i.e., evaluation on theory, practical and clinical works (however, clinical work is graded on a pass/fail basis only and will not be considered as part of the overall GPA) will be evaluated during the same time periods as stated above in the “Attendance Progress Evaluation”. Each student is expected to achieve a minimum grade point average of 75%.

Grading System

A = Excellent (91-100)

B = Good (81- 90)

C = Average (70 -80)

F = Failing (Below 70)

W = Withdraw Probation

Students who meet only one of the evaluation requirements attendance or academic, will be considered to be making satisfactory progress but shall be placed in a probationary status for a maximum of two (2) times. In order to be taken off of probationary status, a student must achieve a 75% rate of attendance and/or academics. If a student is placed on a second, consecutive probation, the student will be determined as not making satisfactory progress and will be considered for dismissal.

RE-ENTERING STUDENT

Acceptance into the Massage Therapist program is contingent on course offering, space availability, and the scheduling of an appointment with the school Administrator for advising, possible theory remediation and any diagnostic or skills testing as required. Students will be notified in writing if reinstated in the Program. Students will be required to purchase any textbooks, supplemental material, tool kit, or mannequins required. Discipline issues will require the student to wait one at least 6 months before reinstatement will be granted. Possible counseling may be required based on individual circumstances.

TRANSFER STUDENT POLICY

Transfer students are accepted after careful evaluation and review. All transfer students are required to schedule an appointment with the school Administrator. Both written and skills testing is mandatory prior to acceptance into the program. Before testing, the student must provide the Department with an official transcript of hours from a cosmetology school, and a copy of skills and theory from previous school. This policy applies to all Academic programs. Transfer students will have to wait at least 6 months to be accepted into the program.

***Transfer student transcripts will only be accepted from the approval of the administrator and based on written and skills testing.**

RECIPROCITY

For the State of Indiana

Reciprocity is granted in Indiana on a case-by-case basis, depending on whether your home state has equivalent or more demanding education and licensing requirements.

- If you want to transfer to Illinois

For the State of Illinois

If you want to transfer your license to Illinois, you may be able to bypass the testing requirements of the license by applying for endorsement. You must submit proof of your education to demonstrate that your home state's training requirements are at least as extensive as those in Illinois. You must also submit proof of work experience and proof of your current massage therapy license.

***Additional information can be discussed with the school administrator.**

GRADUATION REQUIREMENTS

Students must meet the following requirements in the applicable program of study to qualify for graduation, receive a final transcript of hours and qualify to take the state board exam.

- (1)** Successfully completing all levels of study, required tests and practical assignments
- (2)** Passing a final written and practical examination
- (3)** Completing the program of study according to regulatory requirements
- (4)** Complete all exit paperwork and attended an exit interview
- (5)** Complete all required theory hours scheduled for the duration of the program of study regardless of whether all required tests have been taken and passed
- (6)** Fulfill all financial obligations owed to the school

After all graduation requirements have been met and the scheduled program has ended, the graduate will be eligible to pay the required examination fee and file an application for the state licensing exam. Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation.

ADMISSIONS

The Beauty school is committed to quality admissions practices. Kay Moriah International School of Beauty does not discriminate on the basis of race, creed, or color.

- Must have a high school diploma or equivalent (state mandated)
- Must be at least 18 years of age
- Apply to Kay Moriah International School of Beauty
- Non-Refundable \$100 Enrollment fee
- Covid-19 Vaccinated card optional
- Acceptance will be based on the above criteria
- Valid Id & Proof of US citizen (Driver's license, US Passport, Birth certificate, & Social security)

TRAINING KITS

Training kits, and books; are purchased by the student prior to enrollment at Kay Moriah International School of Beauty unless a payment plan has been arranged. These items are required for use throughout the program of study. All Training kits are required to be brought to school during the course of study as it is a requirement for meeting program completion, as well as being prepared at all times to provide outstanding customer service to our clients.

A Student is required to be prepared each day with their complete student kit. Refusal of a client due to not being prepared or missing kit items will result in being sent home for the day. The school is not responsible for missing, lost, or stolen personal, kit or trolley items.

Students are responsible for their kits, and at any time if an item is missing a student has the following options:

- Purchase a new or used item from the school if the school has one in stock. The item must be paid for at the time of purchase, no charges or postponement of payment is acceptable.
- Clock out. The student must obtain a replacement kit item (same brand or model) as the missing item and obtain instructor approval before clocking in (same day or following days).

Massage Therapists Program Outline

Massage Therapists Course Objective

The 625- clock hour 5-month Massage Therapists program offers an extensive exploration of massage theory, including historical contexts, ethical considerations, and fundamental aspects of anatomy and physiology. It outlines both indications and contraindications for various massage techniques. The course highlights key types of massage such as clinical, spa, athletic, and lymphatic massage.

Massage Therapy Course Description

The primary purpose of the program is to introduce contemporary terminology and insights into research literacy and highlight key types of massage such as clinical, spa, athletic, and lymphatic massage, business administration, and equip students with essential knowledge and skills for a successful career in massage therapy.

Massage Therapists Course Completion

Upon completion of the course of training and all course requirements the determined graduate will:

- ❖ Gain the foundational knowledge and practical skills required for a massage professional.
- ❖ Through the curriculum students will gain a comprehensive understanding for a successful career in the massage therapy field.
- ❖ Gain a comprehensive understanding of the human body and its systems.
- ❖ Gain a comprehensive understanding of language of medicine that is relevant to massage therapy.
- ❖ Gain a comprehensive understanding of the necessary practices for maintaining a clean and safe therapeutic environment.
- ❖ Gain a comprehensive understanding of the ethical standards of conduct for massage practitioners.
- ❖ Students will learn to recognize conditions that may make a massage technique unsafe for a client.

Instructional Methods

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

Academic Progress Evaluation

Full-time and Part-time Satisfactory Academic Progress (i.e., evaluation on theory, practical and clinical works (however, clinical work is graded on a pass/fail basis only and will not be considered as part of the overall GPA) will be evaluated during the same time periods as stated above in the “Satisfactory Academic Progress”. Each student is expected to achieve a minimum grade point overall average of 75%.

Grading System

A = Excellent (100-90)

B = Good (89-80)

C = Average (79-70)

D= Fair (69-60)

F = Poor (59 and under)

Students who meet only one of the evaluation requirements attendance or academic, will not be considered to be making satisfactory progress and will be placed on a warning status and if the student is still not meeting SAP will have the option of going through an appeal process and if approved shall be placed in a probationary status for a maximum of two (2) times but probations cannot be back-to-back. In order to be taken off probationary status, a student must achieve a **67%** rate of attendance and an overall **75%** of academics. If a student is placed on a second, consecutive probation, the student will be determined as not making satisfactory progress and will be considered for dismissal.

TEXTBOOKS: Milady's Theory & Practice of Therapeutic Massage 6th Edition

Massage Therapists Topics

1. Historical Overview of Massage
2. Requirements for the Practice of Therapeutic Massage
3. Professional Ethics for Massage Practitioners
4. Overview of Human Anatomy and Physiology and Medical Terminology
5. Human Anatomy and Physiology
6. Effects, Benefits, Indications, and Contraindications of Massage
7. Equipment, Products, and Environment
8. Infection Control and Safety Practices
9. Consultation and Documentation
10. Classification of Massage Movements
11. Preparations for the Practitioner
12. Procedures for Complete Body Massages
13. Cold, Heat, and Hydrotherapies
14. Massage in the Spa Setting by Steve Capellini
15. Clinical Massage Techniques
16. Lymph Massage
17. Therapeutic Procedures
18. Athletic/Sports Massage
19. Massage for Special Populations
20. Massage in Medicine
21. Other Therapeutic Techniques
22. Business Practices

COURSE CONTENT/UNITS

Massage and bodywork techniques. **200 Hours**

Use of thermal modalities, topical preparations, and mechanical assistive devices/appliances. **10 hours**

Stretching and gymnastics that lengthen and shorten soft tissues. **30 Hours**

Posture and movement assessment. **20 Hours**

Anatomy and physiology of the human body. **100 Hours**

Kinesiology of the human body. **25 Hours**

Pathology of the human body. **25 Hours**

Cultural competency. **50 Hours**

Body mechanics. **20 Hours**

Somatic education. **10 Hours**

CPR/first aid. **8 Hours**

Sanitation, communicable disease control, and universal and standard precaution. **55 Hours**

Medication. **7 Hours**

Research in the field of the massage therapy profession. **5 Hours**

Professional ethics, boundaries, safety, or communication. **50 Hours**

Indiana state law and rules as it pertains to the massage therapy profession. **10 Hours**
Management, administration, or supervision of a business practice. **10 Hours**

TOTAL

625 HOURS

TOTAL 625 HOURS

Full-Time Student Massage Therapists

625 Hours = 21 Weeks = 5.1 months

Part-Time Student Massage Therapists

625 Hours = 31.5 Weeks = 8 months - Evenings

Current Fees:

Tuition & Fees:

Tuition:	\$ 8000.00
Books and Kits:	\$1250.00
Application Fee: (Non-Refundable)	\$50.00
Enrollment Fees:	\$100.00
MBLEX examination Fee:	\$260.00
Apply for Initial State license (After MBlex State Exam is passed)	\$100.00
CPR/First Aid Certification	\$65.00
Background Check Fee:	\$55.00
Early Withdrawal/Termination	\$150.00
Exceeded Maximum Timeframe	\$25.00 per additional hour needed

Office for Career and Technical Schools

Refund Policy

The post-secondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the Office for Career and Technical Schools (OCTS). The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the United States Department of Education (USDOE) Title IV refund policy, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon the request of OCTS, that its refund policy is more favorable to the student than that of OCTS.

The following refund policy applies to each postsecondary proprietary educational institution as follows:

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:

- (a) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
 - (b) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
 - (c) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
 - (d) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
 3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

Student Protection Fund

IC 22-4.1-21-15 and IC 22-4.1-21-18 requires each educational institution authorized by the Office for Career and Technical Schools to submit an institutional surety bond and contribute to the Career College Student Assurance Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, or loss of authorization by an institution. To file a claim, each student must submit a completed "Student Complaint Form."



OCTS Refund Policy Revised
May 2023

KMI School of Beauty Administration & Faculty

Owner/CEO/Administrator/Beauty Culture Instructor

Mrs. Rolonda Bartnicki (Ms. Lonnie)

License Nail Technician Illinois; Reciprocity Indiana; License Beauty Culture Instructor

Massage Therapists Instructor

Kyle Feck- License# **MT21705996**

License Massage Therapists Indiana

PRACTICAL AND CLINICAL CONSENT

1. It is understood and agreed that all students will permit other students and instructors to perform and practice services on them during practical and clinical classes.
2. Students not allowing others to practice on them will not be permitted to practice on others, which may result in academic failure.
3. The student hereby releases Kay Moriah International School of Beauty, which includes but is not limited to students, instructors, or more persons that perform any services on the student free from any liability.
4. The student hereby releases responsibility for any accidental or other mishap, which may occur during any procedure performed while the student is in training.
5. The student hereby releases Kay Moriah International School of Beauty to use Video and or Photographic images that may be taken during the course of their studies at the Beauty School. The student consents to have such images posted through social media and advertising mediums such as our corporate website, Facebook, or Instagram only. The Beauty School will immediately remove any such images at any student's request.
6. During some of the aspects of our practical study, students may have a medical condition that may prevent them from participating in the class, such conditions are to be revealed prior to your start date, i.e., back problems, phobias, hypersensitive skin, nerve or muscle disorder, product sensitivity etc., You will be required to bring in a physicians release letter containing the medical condition and that you are capable of attending school and participating in all procedures before attending class.
7. The required number of hours for your internship/clinical/practicum is detailed in the course outline provided to you during your enrollment.

TESTS AND FINAL EXAMINATIONS

Tests and/or exams are given at regular intervals. The scheduling of additional in-class tests or quizzes is left to the discretion of the Administrator and Instructor.

1. Students may not ask questions during an exam.
2. Students are not permitted to leave the classroom during a quiz, test, or exam. They may do so once the examination session is concluded or when they have submitted the exam. In case of emergencies, the Beauty school will interpret the exam.
3. No time extensions will be granted on a test or exam
All tests and exams must be completed within the official time allotted. No additional time will be given for a test or exam if the student arrives late (Exception: Information is given during enrollment of the diagnoses of ADHD or a Learning disability which will allow additional testing time.)
4. A student who is absent for a test or exam without sufficient reason will receive a grade of zero for the examination. If the student can provide adequate proof, i.e., a doctor's note, the instructor may provide a make-up test/exam. The make-up test/ exam will be given at the end of the school day and may be subject to 5% penalty. Only one date will be arranged for makeup tests/exam. Failure to write a makeup test/exam as scheduled will result in a test/exam grade of zero.
5. All final exam retests (theory and practical) are subject to a charge of \$150 each for incurred administrative costs.
6. Should any examination be cancelled due to extreme weather conditions; the beauty school will make every effort to contact each student and make alternate arrangements.

LOCKERS

Lockers are assigned for textbooks and or personal items. Each locker must have a lock and **MUST** be locked at all times. Lockers are the property of Kay Moriah International School of Beauty and are subject to search at any time without prior consent. Maintenance of the locker is the responsibility of the student. On completion or interruption of training all personal belongings must be removed. If contents are not removed, the school will attempt to contact the student to remove their property. If unsuccessful, the school will remove contents of the locker within five (5) class days. Items remaining in the locker will become the property of Kay Moriah International School of Beauty.

NON-BEAUTY SCHOOL ITEMS

Items that are non-beauty school such as, but not limited to cell phones, laptops, tablets, lunch items, purses, and makeup bags must be stored in the student's locker. Water is allowed in the classroom provided it is in a standard 12oz – 16oz water bottle. No exceptions. Food and drink (other than water) is only allowed in classroom/lab during designated breaks.

WORKPLACE SANITATION

- Workspace and laboratory area must be sanitized prior to and after completion of a client service.
- All products and / or supplies must be returned to the dispensary. At the conclusion of class, sanitation procedures will be assigned by the instructor.

UNIFORMS REQUIREMENTS / HYGIENE

- **1 set of Scrubs tops and bottoms** will consist of: A V-neck or round, washable white fabric with armpits covered without a collar. Scrub tops should be basic with no zippers, buttons, or accessories. Uniform pants, washable white fabric. Must not be too tight fitting, too long, frayed, or touching the floor.
- **1 pair of White Gym Shoes and White Socks.** Shoes should be comfortable and professional.

***You may wear a long sleeve white t shirt under your uniform**

Undergarments must be black in color because white can sometimes be shown through.

If student is not in required uniform, the student will be dismissed from class and a loss of clock hours until the uniform is corrected. The time missed will count toward the attendance policy.

As part of the uniform requirement, students must maintain proper personal hygiene at all times. Hair must be clean, with a professional appearance. Makeup must be applied prior to class. Bad breath or body odors are unacceptable. Failure to maintain proper hygiene, clean and styled hair, and makeup will result in dismissal from class and a loss of hours until corrected. The time missed will count towards the attendance policy. (No exception)

*** UNIFORMS AND HYGIENE WILL BE DISCUSSED DURING ENROLLMENT**

ELECTRONIC DEVICES

- Cell phones or other personal communication devices such as I-Pads, computers, etc. should be in silent mode and put away during lecture and clinical hours.
- They may be used only during designated breaks and lunch.
- If you are expecting a very important telephone call, or requiring making a call, you must notify the instructor prior to class regarding the nature of the situation (You are to clock out during an important or emergency phone call.)
- Keep phone on vibrate and if you receive a call, leave the room quietly and clock out before the call is taken.
- Cell phones must be placed on the instructors desk during tests and quizzes and must be turned off or on vibrate.
- If disruptions from devices become a distraction the instructor is authorized to require the student to remove the device from class or lab and sent home for the rest of the day losing clock hours.
- Students may not charge cell phones during class time. Break time is acceptable.
- Students using a cell phone other than break time or without permission will not be allowed to bring the cell phone to school anymore. If an emergency occur the student will be allowed to use the schools telephone.

DRUG FREE

Kay Moriah International School of Beauty is committed to fostering a drug-free environment for its students and employees. Except for drugs prescribed by a physician, no student may use, possess, sell, or distribute alcohol or other types of “illegal” or controlled substances, or use or possess drug paraphernalia on the school premises. Additionally, the illegal use of prescribed drugs and the inappropriate use of over-the-counter drugs are also prohibited. Any sign of drug use will be an automatic dismissal from school.

SMOKING

According to the State of Indiana law, the use of tobacco products is prohibited at Kay Moriah International School of Beauty.

SUSPENSIONS AND EXPULSIONS

Kay Moriah International School of Beauty reserves the right to suspend or expel any student who does not respect and/or adhere to the policies implemented Kay Moriah International School of Beauty.

HARASSMENT AND DISCRIMINATION POLICY

Kay Moriah International School of Beauty is committed to providing a learning environment where the individual differences of all students and employees are valued and respected. The Beauty school does not condone and has a (zero tolerance) policy regarding any discrimination or harassment that undermines the dignity, self-esteem, and productivity of any student or employee. Kay Moriah International School of Beauty considers harassment and/or discrimination by any employee or student to be a serious breach of human rights, which requires immediate resolution. Such resolution may include disciplinary measures up to and including dismissal or expulsion.

ADDITIONAL ACTS OF MISCONDUCT

Kay Moriah International School of Beauty has a zero-tolerance policy. Please see below the **ADDITIONAL ACTS OF MISCONDUCT** that will not be tolerated at any time while on the premises of Kay Moriah International School of Beauty. The following acts of misconduct will not be tolerated:

1. Acts of dishonesty, including but not limited to:
 - a) Giving false information to any official, or staff member.
 - b) Forgery, alteration or misuse of any document, record, or instrument of identification.
 - c) Computer piracies--copying software, copyright infringement and unauthorized computer entry.
2. Disruption of teaching, administration, disciplinary proceedings, and any other activities.
3. Poor attitude, physical abuse, verbal abuse, threats, intimidation, bullying, harassment, including but not limited to sexual harassment, coercion and/or other conduct which threatens the health and safety of any person or student’s ability to learn.
 1. Expressions of discrimination, bias, or racism will not be tolerated. Certain jokes (even if found humorous to some) that are based on negative stereotyping or are racial can be hurtful to someone and will not be tolerated.
 2. Attempted or actual theft of (and/or damage to equipment) property of Kay Moriah International School of Beauty, a staff member, other students, or public property.
 3. Unauthorized possession, duplication, or use of keys belonging to Kay Moriah International School of Beauty.

4. Use, possession, or distribution of controlled substances (e.g., drugs and/or alcohol. Students in violation of federal, provincial, or other local regulations may face both criminal prosecution and disciplinary action.
5. Conduct which is disorderly, lewd, or indecent including but not limited to breach of peace or aiding, or abetting, another person to violate the Student Code of Conduct. Kay Moriah International School of Beauty.
6. The use of profane language, rowdiness, fighting, or other disturbances on Beauty school grounds will not be tolerated. Such behaviors will result in suspension or expulsion.
7. After-class use of classroom facilities and equipment is at the discretion of the Kay Moriah International School of Beauty officials. Students found utilizing equipment without proper permission will be subject to disciplinary action.
8. Visitors are not permitted to attend, observe, spend time waiting in classes, or use any part of the facility (unless they are a model or client.) Permission must be obtained from Kay Moriah International School of Beauty administrator to bring a friend or family member to any area of the Beauty school as a model or client. The student is wholly responsible for the conduct of the visitor while on the premises.
9. Children are not permitted to attend classes for any reason (unless they are a model or client.)
10. Any student absent for more than 3 days in any academic program without a doctor's note or previous written consent may be suspended or expelled.
11. Failure to attend a scheduled exam without medical notification will result in a grade of zero, and possible academic suspension or expulsion.
12. Damage to school property or equipment due to student negligence will result in a financial penalty to be determined accordingly.

DISCLOSURE OF PERSONAL INFORMATION

Kay Moriah International School of Beauty will not sell or rent your personal information to third parties.

Kay Moriah International School of Beauty will only disclose your personal information to third parties:

- Where you have specifically given us your consent to disclose your personal information for a designated purpose.
- Who are acting on our behalf as our agents, suppliers, or service providers, solely to enable us to provide you more efficiently with the training and other services that you have requested.
- To facilitate the provision of training and services that you have requested.
- For access to your personal information, please contact our Administrator. A request should be in writing and should include specific information so that we can expeditiously locate your personal information.

TUITION

FINANCIAL OBLIGATIONS

General Information

Kay Moriah International School of Beauty is a For Profit beauty school providing equal opportunities to students at lower costs. Kay Moriah International School of Beauty expects all students to pay their tuition on time and according to the Payment Plan Schedule.

1. Students are financially responsible for all charges incurred after the enrollment contract has been signed.
 2. All fees are payable as specified in the Payment Plan Schedule.
 3. A fee of \$50 will be levied for any returned payments regardless of the reason it is returned.
 4. Academic credit and release of official documents and other things pertaining to the class will be withheld until all financial obligations to Kay Moriah International School of Beauty have been met.
 5. Textbooks, Training Kits and Application/Enrollment fees are not included in tuition fees.
 6. Under no circumstances are students to discuss scholarships, discounts, or fees with one another. Tuition Payments is due according to the terms, and conditions of the Payment Plan Schedule.
- (Payments can be made through Square, PayPal, Zelle pay, & Cash App) Cash payments are allowed only during school days between the hours of 8:30am and 2:00pm Monday-Friday only (No Saturdays). No cash is accepted in the evening classes.**
7. Students are required to make payments on time. If your payment falls on a school break or Holiday, tuition is still required in order to keep your payments on schedule and in order to return back to school.
 8. A Student may be suspended from scheduled classes if payment is late in excess of 3 days and charged \$10 per day for everyday that they are late with their payment. Students will also lose all options of discounts and payment plans after 3 times being late and will require payment up front to finish school.
 9. Students who default on any tuition payments before they have successfully completed a program are subject to 1.5% interest on any outstanding monies owed. The student is also responsible for any legal fees incurred.
 10. Kay Moriah International School of Beauty can provide you with current information on your tuition account.
 11. A copy of your account can be requested at any time.
 12. Tuition receipts for income tax purposes will be available by January 31st each year. Students who do not pay fees as agreed to or who do not make satisfactory arrangements to pay tuition and other charges (textbooks, etc.) will be dismissed from the Kay Moriah International School of Beauty.

WITHDRAWL PROCEDURES

Students wishing to withdraw from their program must:

- 1) Meet with a member of the Administrator
- 2) Submit a letter of withdrawal delivered personally, by registered mail to the Beauty school. ***Please note that non-attendance does not constitute notice of withdrawal.
- 3) A student is responsible for all charges up to the time that the Beauty school receives written notification of withdrawal within 30 days.
- 4) Kay Moriah International School of Beauty will refund 85% of the students tuition within 60 days of the start of school after the withdrawal guidelines have been followed. 15% is the retention fee based on the student's attendance from the course start date that will not be refunded to the student.
- 5) It is your responsibility to ensure that you follow the correct procedure if you choose to withdraw from your program of study.

- 6) If the student fails to provide Kay Moriah International School of Beauty with an official notice based on the withdrawal procedures within 30 days from the start of school, the student will continue to be obligated to the contract even after no longer being in attendance beginning day 31.
- 7) Kay Moriah International School of Beauty will refund the full 60% tuition only to the student who paid the full tuition fee up front within 60 days if the student fails tests and quizzes, has too many absents from school, and if homework is not completed. Kay Moriah International School of Beauty will then withdraw the student from the Beauty school based on not meeting the academic and attendance requirements.
- 8) The beauty school administrator will determine the student's date of withdrawal. This is the date on which the beauty school determines that the student is not returning to their scheduled classes and the student's academic and financial accounts will be closed.
- 9) The student will receive a statement of charges in the mail.
- 10) All fees stated in the enrollment contract are due and payable.

NON- REFUND POLICY FOR CERTIFICATE CLASSES, WORKSHOPS OR SEMINARS

There is no refund on any certificate classes, workshops, or seminars

Student Records

- All student records are confidential and are kept at Kay Moriah International School of Beauty.
- Written permission from a student is required before any information is released.
- Where a student has an agreement with an agency, a copy of the agreement or release must be obtained before information is given.
- Kay Moriah International School of Beauty will cooperate, where it deems appropriate, with police or other government agencies in the investigation of a crime.
- Kay Moriah International School of Beauty will, upon presentation of a subpoena, release a student's file (or copies of the contents, paper or electronic) to the Court.

Changes of Address and/or Personal Data

It is the student's responsibility to inform Kay Moriah International School of Beauty of any changes in name, address, telephone number, or other pertinent information.

AMERICANS WITH DISABILITIES ACT (ADA) of 1990

Disabilities/ADA Statement

Any student who may require special arrangements in order to meet course requirements because of a disability should contact Disability Services as soon as possible to make necessary arrangements. Once that process is completed, appropriate verification from Disability Services will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification from Disability Services has been provided. For additional information, please visit <https://www.dol.gov/general/topic/disability/ada>

IMMUNIZATION AND COVID-19 VACCINATION

- All students are required to be up to date on all immunizations (a copy maybe requested from your doctor)
- All students are required to have the Covid- 19 vaccinations (If the school is given a fake vaccination certificate, the school will report you to law enforcement)

CHILDREN

Children of students are welcome to the school if they are here for appointments on the clinic floor. If the child is here while the student is clocked in, the child will need to be accompanied by another adult. This is an educational environment where children might be in harm's way and may alter the focus of the student's education.

CLINIC FLOOR

- All services performed on the clinic floor are required by state regulations to have a consultation by an instructor before the service.
- Checked during the service.
- Checked upon completion of the service before the client leaves the clinic area.

***Students failing to have services checked will receive a written notice.**

- All services or work performed by a student must be supervised and evaluated by an instructor within the educational process.
- Students who are assigned to the clinic floor and are not performing on clients are required to work on quotas or other assigned projects.

All Academic Programs

- A student is to stay with or near the client at all times. If an emergency occurs and you need to leave your client, notify your clinic floor instructor immediately so another student may be assigned to take over the client and continue with the service in progress.
- Students are not to discuss religion, politics, sex, and other controversial topics with clients or fellow students while working on clients. These sensitive subjects are not considered professional work environment topics.
- If students need assistance, they are to ask an instructor.
- Students are asked to seek the help of an instructor if having difficulty with clients.
- Students are not allowed to turn a client away.
- Students on the clinic floor will have the opportunity to work on a variety of massage techniques. Students are encouraged to use this opportunity to enhance their skills and customer service level by accepting all clients assigned to them.
- Students who refuse a client or assigned service may be required to clock out for the day.
- Students on the clinic floor are striving to perfect the quality of their performance and improve the time it takes to complete the service. A student falling behind on the timing of performing a service must notify the instructor.

Adjustments by the instructor may be made to ensure efficient service delivery for the benefit of the client.

- Any student challenged with efficient service delivery is expected to improve this skill to better prepare for certification and employment.
- All kit items not in use are to be stored inside the students' locker or clinic floor station. Any equipment left out at the end of the day/evening will be deposited in the lost and found.
- The lobby is used for receiving clients who have appointments for services. Students are asked to stay on the clinic floor until the front desk notifies them of a client arrival. At that time, the student may enter the lobby area to greet and guide the client to the clinic floor.

CLOSINGS/DELAYS (DUE TO INCLEMENT WEATHER)

In the event of a closing due to weather, an announcement will be made through email to each student, All other scheduled closings (in-services and holidays) are located in the calendar section of the school catalog. If the school is closed due to bad weather, the day will be added to the student's contractual end date if the student was scheduled to be in school that day. All adjustments will be made at one time at the end of the student's program.

Holidays/School Closures

New Year's Day- January 1, 2026 MLK Day – January 19, 2026 President's Day – February 16, 2026 Memorial Day – May 25, 2026 Juneteenth Day – June 19, 2026 Fourth of July – July 4, 2026 Labor Day – September 7, 2026 Thanksgiving – November 26, 2026 Christmas Eve – December 24, 2026 Christmas Day – December 25, 2026 New Year's Eve – December 31, 2026	Spring Break – May 26-30, 2026 Fall Break – September 2026 TBA NACCAS Workshop – September 2026 TBA Holiday Break – November 27-28, 2026 Holiday Break – December 23-31, 2026 Continued Holiday Break- January 1-4, 2027
---	--

EMERGENCY INFORMATION

Kay Moriah International School of Beauty follows the emergency guidelines in situations such as severe weather, fire, or intruder.

- (1) Remain calm
- (2) Walk, don't run If weather looks threatening, campus staff will monitor the appropriate weather media sources/news for the latest information.
- (3) If a tornado warning is issued, take cover immediately. Instructors and staff members will be present to assist students while they wait in a secure location. Sit with your knees drawn to your chest, rest your head on your knees, and cover your head with your arms.
- (4) If the fire alarm sounds, the building should be evacuated immediately and once outside keep moving away from the building. Stay with your group; this makes it easier to account for everyone. Students will be advised when it is safe to re-enter the building.
- (5) Refer to posted floor plans and procedures for evacuation.

AMERICAN HEART ASSOCIATION (AHA)

- All students will be required to be CPR, First Aid & AED certified before graduating school.
- If students are already certified, their skills will be testing before graduating from school.
- Class will take place with a certified Basic Life Support Instructor.

GRIEVANCE POLICY

It is important for each student to be satisfied with Kay Moriah International School of Beauty services. Part of achieving this satisfaction requires the quick and amicable resolution of any dispute between a student and the school. The best way this can be accomplished is through informal discussion between the parties or by using the School's internal dispute resolution procedures. A student always has the right to contact the State office of higher education, state board of cosmetology, the accrediting agency regulating the school, or the federal department of education to request assistance in resolving a dispute.

Kay Moriah International School of Beauty has established the following policy and procedure to assist students with grievances:

1. A student is encouraged to make every effort to resolve a grievance directly with the staff or faculty members involved.
2. If the student feels unable to resolve the difference in that way, the student may state the grievance to the school administrator and instructor.
3. An appeal and/or grievance not resolved to the student's satisfaction at that level may be submitted in writing to the school administrator for resolution.
4. If resolution cannot be reached at this level, the student may submit an appeal to the school.

LOST AND FOUND

A found item should be given to the instructor and a lost item should be reported to the instructor. Kay Moriah International School of Beauty is not responsible for losses resulting from theft or damage to students' personal belongings. Photo I.D. must be presented to recover an item from the lost and found.

This institution is regulated by:

**Indiana Department of Workforce Development
Office for Career and Technical Schools**

10 N Senate Avenue, Suite SE 308

Indianapolis IN 46204

OCTS@dwd.in.gov

<http://www.in.gov/dwd/2731.htm>

ORIENTATION

Orientation sessions are mandatory. These sessions provide students with information Kay Moriah International School of Beauty policies, procedures, and available services. Students are responsible for the information provided at orientation and the policies and procedures published in the student handbook and catalog.

I hereby acknowledge receipt of Kay Moriah International School of Beauty Student Handbook & Catalog. I understand that it is my continuing responsibility to read and know its contents. I have read, understand, and agree to all of the above in the Kay Moriah International School of Beauty Student Handbook & Catalog.

Signature _____

Print Name _____

Email _____

Date _____

CEO/Administrator- Rolonda Bartnicki