



School Policies

225 Main Street, Middletown, CT 06457 • 860-346-5274
www.chilashtheschool.com • chilashtheschool@chilashtheschool.com

Admission Policy:

The Students must be of 16 years of age or older and have graduated 9th grade of high school in order to enroll and attend Ch'i Lash the School. Students must provide proof of age and completion of 9th grade. Students medical form must be completed to enroll at Ch'i Lash the School. Prior criminal records may prevent students from obtaining employment and/or state license. Please refer to Department of Public Health website to obtain information regarding employment and licensing.

Re-Admission Policy:

Students who have withdrawn from the Eyelash Technican Licensure Program, Nail Technician Program, and Esthetics Program may return within one year from the first date of withdrawal. If students return after one year from date of withdrawal, students will be required to pay the full cost of the education and restart the program(s) enrolled.

Dress Code Policy:

Ch'i Lash the School requires the student to be in appropriate dress attire. No pajamas and slippers. This includes shorts no higher than 3" above the knee. No clothing with inappropriate language. All inappropriate tattoos must be covered. No open toed shoes during clinical. Esthetics students must keep their finger nails clean, filed, no longer than their finger tips, and well manicured polish. A smock must be worn during clinical services.

Attendance Policy:

Students must be in class at 9:00am for the On Campus Day Program(s) and 5:30pm for the On Campus Evening Program(s) during the week and 9:00am on Saturday for both On Campus Day Program(s) and On Campus Evening Program(s). Students must attend class at 9:00am for the Hybrid Program that is scheduled to be On Campus for the Day Program. Students must attend class at 5:30pm for the Hybrid Program that is scheduled to be On Campus for the Evening Program. Students are required to log in online for the off campus scheduled days of the Hybrid Day and Evening Program(s). Students arriving late to class must contact and inform the campus director 15 minutes prior to the class time. Students who need to leave before the end of class must inform the instructor and the campus director. All absences and missed hours must be made up upon availability of the instructor and student. Students are required to provide a written request to the Campus Director for all make up time. All make up time must be approved by the Campus Director and Instructor, which includes a **signed** agreement by the student, Campus Director, and Instructor. Students must provide a 48 hour notice to the Campus Director and Instructor to change any make up time request. Students who fail to attend the make up time, will result in termination. Students who request to make up hours on non operating hours/days are required to pay an additional fee of \$75 per day and must be paid by the end of the program end date. Students who are absent more than 14 consecutive days without a Doctor's Note are placed on probation for one week. Students must attend class during the probation period. Failure to attend class during the probation period will result in termination. Students who are tardy for 10 consecutive days without a Doctor's Note will be placed on probation for one week. Students must arrive on time during the probation period. Failure to arrive to class on time during probation period will result in termination.

Progress Report Policy:

A progress report is required every 4 weeks for students enrolled in the Esthetics Program. A progress report is required every 2 weeks for students enrolled in the Nail Technician Program. A progress report is required every week for students enrolled in the Lash Technician Licensure Program. Ch'i Lash the School requires a Progress report assessment for all students who are behind in the program or requires additional guidance and assistance within the program. The Progress Report shall include the student's performance, areas needed for improvement and steps to take for improvements. Students will be informed of their grade and progress report halfway through their program. Students receiving two consecutive unsatisfactory progress reports will be placed on a two week probation period. Studentd are to work on achieving a satisfactory progress report during the probation period. Failure to achieve a satisfactory progress report during the probation period will result in termination.

Student Withdrawal Policy:

Students may choose to withdrawal from the program before the start of the program or during the program. Students should inform the campus director upon immediate decision to withdrawal from the program. Ch'i Lash the School requires the student to notify the Campus Director of withdrawal in writing and any withdrawal will be based on the last date of verifiable attendance.



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Refund Policy:

Ch'i Lash the School provides 95% refund of the cost of education minus the \$75 application fee if the student withdrawals or cancels within 72 hours of the first day of the program start date if 100% of the cost of education has been paid in full. 95% of deposit or first payment minus the \$75 application fee and \$200 service fee if the student withdrawals within 71 hours of the first day of the program start date. 75% refund of the cost of tuition if the student withdrawals within 1-5 hours after the program start date if 100% of the cost of education has been paid in full. 50% refund of the cost of tuition if the student withdrawals within 5-10 hours after the program start date if 100% of the cost of education has been paid in full. 25% refund of the cost of tuition if the student withdrawals within 10-15 hours after the program start date if 100% of the cost of education has been paid in full. There will be no refund if the student withdrawals within 15-20 hours after the program start date. There is no refund on any payment plan agreement. There is no refund on the student kit after the program start date. The lab fee, application fee, textbooks, and sales tax are nonrefundable. Refund will be issued within 60 days of the cancellation. Ch'i Lash the School will hold the Certificate of Completion and Official Transcript until full balance of the Cost of Education is fulfilled.

Student Kit, Supplies, & Book Policy:

Students who have not fulfilled their financial responsibility will not receive their student kit. Students will receive their student kit when 75% of the cost of education has been fulfilled. Student kit, supplies, book & lab fee are non-refundable. Students are to bring their books and kit to class during clinical time. Failure to adhere to this policy will result in probation and/or termination.

Code of Conduct Policy:

The use of Drugs or Alcohol before or during school hours will result in immediate dismissal. There will be no use of Drugs or Alcohol on or around the school premises. Students carrying any weapon(s) including guns, knives, sharp or unidentifiable objects that is dangerous and potentially harmful to the staff and other students will result in immediate termination and dismissal.

Termination Policy:

All violence including verbal or non verbal threats to the school, staff members, and other students conducted by the student results in immediate termination. All violent acts at school will result in immediate termination. The use of any drugs or alcohol during school hours will result in immediate termination. Unacceptable disrespectful behavior including use of profanity, racism, sexual harassment, and arguments with other students or staff members will result in immediate termination. Theft of any kind on the school property will result in termination. All theft including stealing school records, school passwords, school products and equipment. Failure to meet conduct, grading policy, attendance, and payment obligation will result in termination. Failure to meet conduct, grading policy, attendance, progress report policy, payment plan agreement, and student kit, supplies, and books policy will result in termination.

Placement Information / Employment Policy:

Ch'i Lash the School assists in helping our students with job placement yet Ch'i Lash the School will not guarantee job placement. Ch'i Lash the School does not guarantee employment.

Non-Discrimination Policy:

It is the policy of Ch'i Lash the School to provide equal educational and employment opportunities for all people regardless of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity and expression, family responsibilities, political affiliation, disability, source of income, place of residence or business, and veteran status.