POLISHED
PREP ACADEMY

SCHOOL CATALOG

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POLISHED PREP ACADEMY

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Polished Prep Academy Licensing & Approvals

Polished Prep Academy is licensed by:
Georgia Professional Licensing Board
237 Coliseum Drive
Macon, GA 31217-3858
Phone: 478-207-2440

Polished Prep Academy complies with guidelines and regulations established by all appropriate governmental agencies.

WELCOME

Dear Future Professional,

Please let me be among the first to welcome you to Polished Prep Academy… and to the fabulous beauty industry. This catalog is designed to provide you as much information as we can about your course offerings, rules, regulations, and listings of the student services at your disposal. We have made every effort to make this information relevant and understandable in order to answer any questions you might have about your school experience here at Polished Prep Academy. If there are any further questions, your school's Director or any member of our Educational Team will be glad to answer them.

I truly hope that you will work to get the most out of your Polished Prep Academy education. There will be a lot of great educational opportunities available to you in the next few months and I urge you to take full advantage of it. I think you will find our exclusive online textbooks, and our team of amazing educators teaching with our Polished Prep Academy Methodology to be very helpful to your learning. I hope you will really focus on your career while you are with us. Remember, while it is important to learn great technical skills... it is even more essential for you to learn about how to communicate with and sell to your future clients… and to work with your team of fellow professionals. If you master those skills, you will find that the "sky's the limit" on your future success.

Finally, I urge you to really get involved with your school's culture. Learning can be really fun when you're involved. I wish you the best of luck and success in the coming months… and for the rest of your career. I look forward to meeting you in the future and personally welcoming you into the best part of the beauty industry. Remember everything is better when your nails are done!

Warm regards,

Tiffani Byrum

Tiffani Byrum
Director

MISSION STATEMENT

Our mission at Polish Prep Academy is to maintain our commitment to excellence in our programs. We strive to become the leading beauty academy for high school age students and adults seeking training in the nail technology field. Here at PPA we create a supportive and energetic learning environment by emphasizing short term progress, individualized attention, progressive teaching methods and "Hands on" education. We're going to assist each student in facilitating the knowledge, skills and confidence necessary to attain job placement and economic success in the beauty industry. We will work on his/her own professional goals by helping to match these existing personal, technological and economic conditions. Learn from the very best at Polished Prep Academy!

ADMINISTRATIVE STAFF & FACULTY

Tiffani Byrum is the owner and Director of Polished Prep Academy.

Director & Financial Officer.....……...Tiffani Byrum
Marketing.....TBA
Administrator……..Angela Phelps
Instructor…….....Tiffani Byrum
Instructor……..Tenative

FACILITIES AND EQUIPMENT

Our educational institution includes classroom, office and modern clinic in which the students practice “hands on”customer service. Polished Prep Academy occupies approximately 2400 square feet of space and it is divided into 1 Administrative Office, 1 Classroom/Clinic Floor, 1 Storage Area, 2 Restrooms, and 1 Locker Room Area. The school is centrally air-conditioned and heated to provide a comfortable learning environment.

HOLIDAY AND SCHOOL CLOSINGS

The following holiday schedule will be observed and does not count as absent days for students. These holidays will be posted on the student bulletin board. School closings due to inclement weather or any other type of emergency will not count against the student. We also follow all Cobb county school district breaks.

Events	2026 Closings	2027 Closings	2028 Closings
New Years Day	Jan 1-2	Jan 1-2	Jan 1-2
Winter Break	Feb 14-21	Feb 15-20	
Spring Break	Apr 6-11	Apr 5-10	Apr 6-11
Memorial Day	Memorial Day	Memorial Day	Memorial Day
Summer Break	July 4-11	July 4-10 & 29-31	July 4-14
Labor Day	Labor Day	Labor Day	Labor Day
Fall Break	Sept 21-26	Sept 20-25	
Thanksgiving Break	Nov 26-28	Nov 25-27	Nov 23-28
Christmas Break	Dec 15-31	Dec 13-31	Dec 16-31

Asynchronous Week* (No in class school, work online)

START DATES

Enrollment Deadline	Orientation Date	Program Start Date	Completion Date
Full Time Class			
December 27, 2026	January 9, 2027	January 14, 2027	May 21, 2027
February 20, 2027	February 27, 2027	March 2, 2027	July 23, 2027
April 26, 2027	May 1, 2027	May 4, 2027	September 17, 2027
July 25, 2027	July 31, 2027	August 5, 2027	Dec 10, 2027
September 26, 2027	October 2, 2027*	October 5, 2027*	March 10 2028*
Part Time Class			
January 4, 2027	January 7, 2027	January 7, 2027	July 23, 2027
May 1, 2027	May 4, 2027	May 4, 2027	November 14, 2027

** Pending Class** *Only 2 Night Classes a Year*

DAY SCHEDULE

9:00am – 10:14am	Theory/Practical
10:15am – 10:30am	Break (Optional)
10:30am	Clinic Floor Opens
10:31am – 1pm	Demo/Clients/Cont'd Theory
1:00pm-1:30pm	Lunch & PT Day Sanitation – PT Day Depart
NO LUNCH after 1pm unless you were servicing a client.	
1:30pm– 3:45pm	Clients/Practical/Demonstration
3:45pm – 4:00pm	FT Sanitation
4:30pm	End of Day

Classes are Monday-Friday, 32 hrs a week (20 weeks/or 4.5 mths) 4 min. Saturdays

NIGHT SCHEDULE

5:30pm-6:15pm	Theory/Practical
6:15pm-6:30pm	Break (Optional)
6:30pm	Clinic Floor Opens
6:30pm- 9:30pm	Clients/Practical/Demonstration
9:30pm-10:00pm	Sanitation
10:00pm	End of Day

Classes are Tuesday & Thursday-Friday 20 hrs a week (28 weeks/or 6.5 mths)
6 min. Saturdays

HIGH SCHOOL DUAL ENROLLMENT
2 day Class Tuesday & Thursday or Customized schedule. Call for details

Clinic/Make Up Day is Saturday 8:30am-4:00pm- Students required to do 1-2 a month

ADMISSIONS REQUIREMENTS

To enroll in our programs, an applicant must have a high school diploma or a GED certificate. The state law requires a photocopy of the following items that has to be maintained in the student's file at all times. Foreign education credentials must be translated and certified as equivalent to a U.S. High School diploma by an outside credentialing agency.

*High School Diploma or a GED
* Photocopy of birth certificate or driver's license;
*All students are required to submit an application and must be at least 17 years of age.

ENTRANCE TO FOREIGN STUDENTS

Non US residents must submit either an alien registration card or a recognized Visa (I94), applicants must be beyond the compulsory school age, minimum of 16 years of age. A student qualifies if he/she provides one of the following:: - has a high school diploma (this can be from a foreign school if it is equivalent to a US High School diploma); - has the recognized equivalent of a high school diploma, such as a GED certificate, or other state sanctioned test or diploma-equivalency certificate; - provides a sealed or official transcript; - has completed homeschooling at the secondary level as defined by state law; or - has completed secondary school education in a home school setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a home-schooled student to receive a credential for their education. Applicants must possess an understanding of the English language, which will be assessed during the entrance interview, they must sign a contract/ enrollment agreement with the school and obtain a class start date.

RIGHT TO PRIVACY AND INFORMATION RELEASE

NACCAS and governing agencies have access to student files. Record information will not be released to unauthorized persons or agencies without written consent from the student or parent/guardians of dependent minor students for each request. The release information policy also applies to parents or guardians in the event the student is still a minor.

REQUESTING FINANCIAL OR EDUCATIONAL RECORDS

Academic and financial records will be kept in the School's Administrative Office in locked file cabinets at all times. Students and their parents or guardians (if a student is a dependent minor) will be provided access to their records upon requesting an appointment with the main office personnel. Requests for an appointment for access to their file will be honored within three (3) business days of the request. During the review a member of the staff will be present. A student may receive copies of any record pertaining to him/her that is contained in the file. Student records are maintained by the school for six years after the student completes or withdraws from the program. Transcripts are maintained indefinitely and can be issued for a fee. Third party access to records is given to any Government Agency (ex: court officials, sheriff, police, attorneys), Georgia State Board Representatives, Administrative Staff of Polished Prep Academy, NACCAS and Accrediting Agencies. All other parties only upon written release from students per request.

TRANSCRIPTS

Upon completing all graduation requirements, the student will be issued one transcript without charge. Any additional transcripts will be provided for $50.00 each. In the event the student withdrawals or is terminated, all financial obligations must be met before an official transcript will be released. Students may request a transcript to be mailed to another institute provided he/she submits the proper request form with the institute's physical address and phone number along with any fees required by Polished Prep Academy. The transcript will be sent out within 3-5 business days of the request.

LIBRARY

The school strives to maintain the latest supplementary information and reference materials to be used in conjunction with the curriculum. The library is provided for sole use and benefit of our students and faculty. The library is housed in the instructor break room.

TUITION & FEES

Current tuition costs, fees, class schedules and start dates are located in the appendix of the catalog. Tuition and fees are subject to change without notice. New classes begin every 4-8 weeks throughout the school year. Program end dates vary based on start date, enrollment status, & program.

SCHOOL COSTS

Subject to change without notice & additional fees are students responsibility

NAIL TECHNOLOGY PROGRAM

REGISTRATION FEE	…….	$100.00*
CIMA/BOOKS	…….	$500.00*
TECH/SUPPLIES FEES	…….	$750.00*
TUITION	…….	$6650.00
TOTAL COST	…….	$8000.00

*non-refundable

ALL DEPOSITS ARE NON-REFUNDABLE
IN HOUSE PAYMENT PLANS ALL REQUIRE $2500* DEPOSIT

ALL CLASSES ARE HYBRID (IN-CLASS & ONLINE)

NAIL INSTRUCTOR PROGRAM

REGISTRATION FEE	…….	$100.00**
CIMA/BOOKS	…….	$500.00*
TECH/SCHOOL FEES	…….	$400.00*
TUITION	…….	$4000.00
TOTAL COST	…….	$5000.00

*non-refundable

OVERTIME CHARGES POLICY

(1) Each course has been contracted for a specific number of hours/days for instruction and under a prescribed schedule for completion within the time frame defined on the enrollment agreement. (2) Students are provided a graduation date based on contracted hours and the defined attendance schedule. Any student, by virtue of absences or other non-attended hours issue, that remains in school beyond their contracted or amended graduation date will have to pay per day/hour for each additional hour beyond their scheduled completion date according to the enrollment agreement. (3) Students who require additional training to satisfy the required clock hours of their program will be billed at $75 a day or the hourly rate of $10 per each hour of required attendance. (4) In the event that a student exceeds the maximum allowable absences as outlined by institutional policy, an extension contract may be required in order to fulfill program completion requirements. (5) Any student with unpaid overtime charges will be reported to the State Board as a non-completer. All overtime charges must be paid before hours will be completed.

REFUND POLICY

When refunds are due, they will be made within thirty (30) business days of the last day of attendance if written notification has been provided to the institution by the student on or before the last day of attendance. All refunds shall be made without requiring a request from the student and within thirty (30) business days from the date that the institution terminates the student or determines withdrawal by the student. In any event, all refunds will be made within thirty (30) business days of the student's last day of attendance. Any unused portion of fees and other institution charge shall be refunded. Refunds are processed by the Business Office, and are paid to students by check. Checks are mailed to each new student at their residence on file at the start of the term.

Any unused portion of fees and other institution charge shall be refunded.

1. Classes Canceled by the Institution: If tuition and fees are collected in advance of the start date of a program and the institution cancels the calls, 100% of the tuition and fees collected will be refunded. The refund will be made within (30) business days of the planned start date.
2. Failure of Student to Commence Class: If tuition and fees are collected in advance of the start date and the student does not begin classes, the institution will retain only the registration fee, online, deposit & supplies fees. Appropriate refunds for a student who does not begin classes will be made within thirty (30) business days of the class start date.
3. Students Enrolled Prior to Visiting the Institution: Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.
4. Withdrawal After Class Commences: Refunds apply to students who have paid in full not those on payment plans.

a) Students Receiving Title IV Funds:(PPA is Not a Title IV school) During the first period of enrollment the Federal Prorated Refund Policy will apply to all first-term students receiving Title IV funds. b) Non-Title IV students and subsequent periods of enrollment for students receiving Title IV funding:

i. After the first day of classes and during the first 0-10% of the period of financial obligation, the institution will refund 90% of the tuition
ii. After the first 10% of the period of obligation and until the end of the first 25%, the institution will refund 50% of the tuition.
iii. After the first 25% of the period of obligation and until the end of the first 50%, the institution will refund 25% of the tuition.
iv. After the first 50% of the period of obligation, the institution retains all of the tuition.

Any student who drops out or withdraws prior to completion will be charged a $100 administration fee. Books and supply costs that have not been issued will not be refunded. Programs longer than 4 months that financially obligate the student for any period beyond 4 months do not release the student of the obligation to pay beyond the 4 months if the student withdraws during the first 4-6 months. Funds granted through Title IV federal assistance programs will be refunded in the order required by federal regulations. The effective date of the termination for refund purposes will be the earlier of the following:

1. The last day of attendance if student is dismissed by the institution
2. The date of receipt of written notice from the student
3. 30 business days following the last day of attendance

No REFUNDS for any student dismissed for failure to follow policies or keep grades 75% or higher.

AFFIRM & IN HOUSE PAYMENT PLANS & REFUNDS

All Payments through Affirm a 3rd party will not be refundable. You are going into a 3rd party repayment contract, PPA does not have your repayment terms with said 3rd party. In house payment plans collected by TFC will also not be refunded. TFC payments can be cancelled if a student withdraws from the program. The payments will stop being collected once the current month is satisfied and officially un-enrolled. If you are late on your payments there will be late fees added and it will be reported to all 3 credit bureaus. Any student that has a delinquent account 7 days past due won't be allowed to attend class until balance is paid. All delinquent payments past 30 days the student will be dropped from the course and will have to Re-enroll. If defaulted on payments after completion of course the State Board will be notified of the lien placed on your licensing application. All accounts delinquent 90 days will be sent to Collections & will seek Judgement through form of lawsuit.

MAKE UP WORK & CLINIC SATURDAYS

Students must complete all required assignments and exams when assigned. All Cima work is due every Friday of every week. Make-up work is done on your own time or make-up hours are limited and at the discretion of the School Director. Saturdays will be for Clinic hours. If make up work is approved you have until the following week to complete. All students will be required to come in to a minimum 1-2 Clinic Saturdays a month. Saturdays do not replace absences. Part Time- min. 6 , Full Time- min 4

SCHOOL BEHAVIOR

Polished Prep Academy is dedicated to providing superior educational services to its students, and a quality work environment for its employees. Students and staff are

expected to act in a professional manner at all times while on the premises or while representing the school at any public function. Upholding a professional attitude is paramount to the successful career of any nail technician. Graduates of PPA will exemplify this tradition. Polished Prep Academy has a strict zero tolerance policy for certain behaviors such as:

◇ Profanity ◇ Gossip ◇ Bullying ◇ Verbal Abuse
◇ Fighting ◇ Yelling ◇ Negativity ◇ Poor Attitude

Students and staff members of Polished Prep Academy are trusted to behave in a respectful, professional manner at all times while attending. Any student or staff member found betraying this trust may be in jeopardy of immediate dismissal and/or termination. This published statement will serve as the only warning for infractions thereof.

ADVISING SERVICES

The college provides a support system for each individual student. Our faculty and staff are concerned and caring. Each is here to assist in resolving student needs and concerns. Regularly scheduled advising sessions are held on the first Tuesday of each month; however, students requiring additional or emergency advising are encouraged to contact their assigned advisor for an appointment.

COUNSELING SERVICES

All students may contact the off-campus organizations for counseling opportunities, alcohol and drug abuse education, crime prevention education, and sexual assault prevention that are provided in orientation.

STUDENT TEACHER RATIO

IS ONE Teacher PER TWENTY STUDENTS (1:20).

TUTORING

If any student has a need for academic tutoring, he/she should speak with the instructor or administration for assistance. Polished Prep Academy will attempt to provide suitable tutoring as needed.

LOCKERS

Polished Prep Academy has lockers available for the student to use. If a student wishes to utilize a locker, he/she will be responsible for bringing in either a combination or pad lock for the locker. (Lockers are located in the back by the classroom.)

REFERRAL SERVICES

Polished Prep Academy does not have the capacity to offer professional counseling for students with particular personal challenges. However, the school director maintains a listing of local referral services to attempt to help students with needs in child care, physiological counseling,

substance abuse, abuse and crisis shelters, and other services. The institute is not affiliated with any of the referred businesses, nor will it be held responsible for any actions of such. Information regarding these businesses is provided solely to assist the student in locating a referral for a demonstrated need, and should not be misconstrued as an endorsement by Polished Prep Academy. The institute does not maintain any institution housing referrals.

EVACUATION PROCEDURES

During new student orientation, the student will have a walk through of the school which includes the location of all exits and fire extinguishers. There are exit signs posted, as well as diagrams of the school posted throughout. Evacuation procedures will be thoroughly explained in orientation.

BOMB THREAT: In case of bomb threat, the school building will be evacuated immediately. Instructors are responsible for making sure all students and clients are accounted for. Lead instructor is in charge of calling proper authorities.

FIRE: In case of a fire on the premises in the school building, staff will make sure all students and clients are out and away from the building staff will precede the nearest exit. Lead instructor is in charge of calling 911.

TORNADO: In case of a tornado, students and clients will be alerted. Building occupants will proceed away from windows, doors and glass. Individuals are to gather in the classroom, hallway or bathrooms. Staff will canvas the school area to make sure all students and clients are in the proper area.

HOSTAGE SITUATION: Remain calm. Cooperate with offenders. When an opportunity arises, proper authorities will be called.

ROBBERY: Safety comes first. In case of robbery, staff and students will cooperate with the offenders. When an opportunity arises, proper authorities will be called.

RAPE: If a rape situation should occur, the proper authorities will be called immediately. Any needed medical assistance will be obtained. The victim will be encouraged to seek proper counseling concerning the incident.

PROBLEM STUDENT OR CLIENT: If a problem situation arises with a student or a client, the instructor would first be called to resolve the problem. If the problem cannot be resolved at that point, the Lead Instructor will be consulted. If the problem is still unresolved, the School Director will be consulted. If a person is out of control, the School Director has the option of calling local law enforcement to have the person-removed from the school premises.

ACCIDENTS & EMERGENCY MEDICAL CARE

If and when an accident occurs at Polished Prep Academy, medical assistance will be obtained if necessary. If an emergency medical situation arises, a plan of action will be taken up with the instructor and proper authorities will be notified. Emergency phone numbers are kept in the Admission office.

SAFETY REQUIREMENTS

Safety requirements are taught in depth on a daily basis, not only on a personal hygienic level, but also as to the laws that govern this profession. You will find yourself aware of safety, not only for yourself, but also for your clientele. The following procedures will be part of your education and will be emphasized in your orientation.

1.Sanitation, Disinfection and Decontamination - your instructor will guide you as to the most effective as well as efficient method.
2. Clients & technician wash hands before services
3.Ask client to remove any jewelry on hands before performing services
4.Wear gloves while handling chemicals, etc.
5.Keep any chemicals away from the eyes. In case of eye contact with chemicals, thoroughly rinse with cold water.
6. Nail dust & debris on the floor is unsanitary and could cause slipping
7.Containers must be properly labeled and closed.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 85% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. Although satisfactory attendance requires an 85% minimum, any student whose cumulative attendance falls below 75% at any evaluation period will be subject to immediate termination of their enrollment agreement. This threshold is established to ensure that students are able to successfully complete the program within the maximum time frame allowed by the institution.

REPORTING A TARDY OR ABSENCE

Being on time is essential to being professional.You need to be at school 10 mins before class starts to be on time. You are late at the start of class at 9am/5:30pm. There is a 15 minute grace period before you are marked Tardy. Same Day: A Future Professional needs to text their instructor prior to the start time of your class. If you leave a message or send a text, you must include:

- ✔ Your full name
- ✔ The current Date and Time
- ✔ The hours and dates you will be absent Example: “Hello, this is Charles Riser, I will not be in today until 11am. Thank You.” In Advanced: A Future Professional that knows they will be gone on specific days must fill out a Leave Request Form. This form must be filled out and turned in at least ONE WEEK before the requested time off. This form is turned into the Administraton

EXCESSIVE ABSENCES WITHOUT NOTIFICATION

Students who miss five days of school in a 30-day period without notification, will be removed from the program. A $250 reinstatement fee will be required for reentry. A second reentry opportunity will not be provided.

EXCUSED AND UNEXCUSED ABSENCES

Documented Excused absences that are acceptable to prevent unexcused absences are:

- Personal Sickness for self or children.. (Dentist or Doctor's note required).
- Death in immediate family members.
- Documentation of court appearances and Jury Duty.
- Documentation of Work Trip
- Documentation of Social Service appointments.
- Military reserve service/military job duties.

EVERYTHING else is deemed an UNEXCUSED absence

ATTENDANCE/WORK CONSEQUENCES & FINES

- ✔ 1 Unexcused Monday Asynchronous Day- Write up & $75
- ✔ Late without calling or texting- Write Up
- ✔ 2 Late return from Lunch- Write Up & Fine $50
- ✔ 3 Lates in one month- Write Up & Fine $50
- ✔ 3 missed classes per month- Write Up & Fine $75
- ✔ No call, no show- Write Up & Fine $75
- ✔ Leaving early without prior approval/ 3 early leaves a month -Write Up & Fine $50
- ✔ 2 Write Ups- on Probation
- ✔ 4 Write Ups- Removal from the program
- ✔ 2 Incomplete/Late Friday Homework Checks-Write Up

CHANGE SCHEDULE REQUEST

Students who need to request a schedule change must submit a written request application form to the administration at least 1 week before the desired change date. A non-refundable $50 fee is required upon submission of the request. Schedule change requests will be reviewed by the administration. Approval is contingent upon class availability and the student's academic standing. Incomplete work or low academic standing may result in a denial. Students must maintain perfect attendance on the current schedule until a decision is made, which will be communicated within five business days. Each student is permitted a maximum of 1 schedule change per academic term. Please note that if the course is not completed on time, additional

charges will apply at a rate of $10 per credit hour or $75 per day.

MAXIMUM TIME FRAME

Maximum time frame for Students is 150% of the Enrollment Period. If, due to attendance or academic problems, a student must attend additional program hours beyond the 150% Maximum Program Length in order to complete the Program, the Student's Enrollment Agreement will terminate. The student may be permitted to complete the program on a cash-pay basis by submitting a request for re-enrollment. Anytime after original course lengths there will be a daily and or weekly fee until the course is complete. This fee is additional to the original tuition. The fee is determined by the Director but it will be a minimum of $25 per day or a fee of $10 per hour remaining. A leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence. *Overtime Charges* Each course has been contracted for a specific number of hours for instruction. Any student with unpaid overtime charges will be reported to the State Board as a non-completer.

COURSE	**MAXIMUM TIME**
Nail technology 600 hrs/20 weeks	900 hrs/7.5 months
Nail Instructor 250 hrs/16 weeks	375 hrs/6 months

The maximum time allowed for transfer students who need less than the full course requirements or part- time students will be determined based on 67% of the scheduled contracted hours.
A student who exceeds the maximum time frame will be dropped from the program.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress based on actual hours as follows:

Program Hours Evaluation Period

250 Hr.....125
600 Hr.....300

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING/WRITE-UP

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised with a write up on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation if the student has prevailed upon an appeal and if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing on any potential impact on their financial aid eligibility and of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student’s contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. We accept hours at other institutions provided that such are accepted by the State Board of Cosmetology. Tuition for transfer students is charged by the hour.

LEAVE OF ABSENCE POLICY

All requests for leaves of absence must be submitted in advance in writing, including the reason for the student's request and the student's signature. A student must apply in advance for a LOA unless unforeseen circumstances prevent the student from doing so, they may call the school. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident. We will extend the student's maximum time frame and the contract period by the same number of days taken in the LOA. The withdrawal date is always the student's last day of attendance. The student will not be assessed any additional charges as a result of the LOA. The LOA together with any additional leaves of absences must not exceed 180 days in any 12-month period. Students on Payment Plans will have to continue payments during the LOA. A student granted a LOA that meets these criteria is not considered to be withdrawn, and no refund calculation is required at that time.

MEDICAL LEAVE REQUIREMENT

If a student is absent due to a medical reason for more than 2 class sessions, they must submit a doctor's note via email from their provider to info@polishedprepacademy.com within 72 hours of notifying the school of their absence. If a doctor's note is not provided within this timeframe, the original attendance policy will apply. The absences will be considered unexcused, which may result in termination per the school's attendance policy.

RE-ENTRY

Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time the individual left, regardless of how much time has elapsed. Students who want to reenter school must contact the school office and receive written approval. Determination for reentry will be made on an individual basis. Any hours accumulated and paid for will be honored for a period, any remaining hours will be charged at the current tuition rate. Each student will be charged a $250.00 reentry fee.

POLICY AND PROVISIONS

The provisions in this publication are not to be regarded as an irrevocable contact between the student and the school. The school reserves the right to change provisions including fees; at any time and without notice. The school considers existing enrollment agreements regarding fee structures, binding as they are signed and may not be altered without consent of all applicable parties involved. The school further reserves the right to terminate a student from the school for cause at any time. All final decisions are at the sole discretion of the school.

RIGHTS RESERVED

Polished Prep Academy reserves the right to make changes in the policies, procedures, schedules and other provisions in this catalog in order to enhance the educational quality and effectiveness of the Institute. Students will always be given notification of any policy change.

EMPLOYMENT ASSISTANCE & CO-OP PARTICIPATION

To be successful in the field of nails, one must demand high standards. Job preparation and planning should begin by the end of 600 clock hours. Employers often contact the school for references, transcripts and student knowledge, skills and abilities. The school provides assistance to students by posting job information on the bulletin boards and responding to requests for information about students and making referrals. The academy does not guarantee employment. This depends entirely upon each student. All graduates of our school are encouraged to request our staff to assist them in securing a position. Those students, who are highly motivated, serious and are ready to work towards really learning this profession, are in demand. The majority of the students attending will secure employment due to their education received at the academy. The academy has constant telephone inquiries from employers about our graduates. Due to the ever increasing dollars spent in the beauty industry, students have an excellent opportunity to obtain a position. Polished Prep Academy does not offer Co-Op Participation.

CAREER OPPORTUNITIES

There are many opportunities for individuals entering the industry under the realm of Beauty Field. Employment opportunities are available through privately owned salons/shops or department stores. By successfully achieving a Georgia Nail License in this field, a student has the opportunity to become the following: technician, salon owner, platform artist, salon manager, retail sales technician, product representative, specialist in certain areas of the field, or editorial technician. Instructor Trainees have the opportunity to teach in privately owned schools or technical colleges related to the field of Nails. In the Nail field, you have chosen a career path with endless opportunity. In this profession, you are guaranteed flexibility in areas such as, work

hours, independence, and practice location and types. There are many variations. Both full-time and part-time work hours are acceptable. With such flexibility you may choose to work for yourself or someone else. Nail Technicians and Instructors practice in a variety of settings and locations. Listed below are some examples: cruise ships, office, in-home, dermatologist offices, clinics, franchises, hospitals, nursing homes, resorts, private & public institutions, hotels, salons, spas, resorts, & movie industry.

GUEST SPEAKERS & SPECIAL EVENTS

As a part of the school's effort to provide a wide range of experiences, guest speakers, stylists and salon owners are included in the curriculum. Schedules for special events are a part of the training program. Occasional field trips to malls, high schools, salons and hospitals help students develop skills.

STANDARD CODE OF CONDUCT

Polished Prep Academy is a professional Trade School and will hold students accountable for their compliance with the STANDARDS as set forth. All students are required to conduct themselves as responsible members of the campus and in accordance with standards of common decency, with recognition and respect for the personal and property rights of others and the educational missions of the school.

NON-DISCRIMINATION POLICY

As an equal opportunity nail school, the school will not deny any person admission, graduation, or any other rights and privileges of the school due to age, race, color, sex, religion, creed, handicap or ethnic origin. The school does not recruit students already attending or admitted to another school offering a similar program of study.

SEXUAL HARASSMENT POLICY

Sexual harassment is conduct of sexual nature that makes someone uncomfortable or embarrassed. According to the federal Equal Employment Opportunity Commission (EEOC) sexual harassment is sexual attention that is: Unwelcome and Unwanted, Harmful, or Illegal.

MISCONDUCT

All students are governed and must adhere to state, or federal laws and regulations. These Standards of Conduct are applicable to all students on and off the school property if that behavior is deemed to be incompatible with the school's educational environment and mission statement. A student may be disciplined, up to and including a write up, probation and expulsion, if in violation of the Standards of Conduct, for the violations of any of the following offenses:

1. Dishonesty to include cheating, plagiarism of furnishing false information to the school, faculty or staff of the school.
2. Forgery, misuse of school documents, records or identifications.
3. The issuance of a valueless check to the school.
4. Threats of physical abuse, violence, intimidation, hazing, harassment or any act that causes harm to another person.

5. Destruction, damage or misuse of school property.
6. Theft, burglary, accessory to the acts and/or possession of stolen property.
7. The illegal manufacture, distribution, dispensation, or possession of a controlled substance.
8. The use or possession of alcohol or drugs.
9. The participation of gambling
10. The use, possession or distribution of any type of firearms, explosives, fireworks, or incendiary device.
11. Disorderly conduct in any form.
12. Lewd, indecent, obscene behavior or profanity in class room or clinic floor.
13. Unauthorized entry or trespassing on school property.
14. Unauthorized use of school services such as computers, phones, copy machines, fax machines, etc.
15. Unauthorized possession of school keys.
16. Any other activity or conduct that impairs or endangers any person, property or the educational environment of the school.
17. Libel or slander against the school or staff on any type of social media

SOCIAL MEDIA POLICY

Polished Prep Academy does respect the rights of students to use social media during their personal time. Social media includes all forms of publicly accessible communications, which include, but are not limited to, written and verbal communications, including podcast and video uploads, and all forms of electronic communication including discussion groups, forums, news groups, e-mail distribution, blog postings, and/or social networking sites (such as Facebook, Instagram, Twitter, YouTube, Tik Tok, Google, Yelp, etc.). Students are personally responsible for the content they publish on social networking sites. Students are expected to treat each other with fairness and respect, consistent with the Polished Prep Academy culture. Polished Prep Academy does not permit ethnic slurs, personal insults, obscenity, intimidation, cyberbullying, violence, drug use or engaging in conduct that would be unbecoming of any Polished Prep Academy students and misrepresent Polished Prep Academy. Polished Prep Academy reserves the right to request the removal of any posts at its discretion and take necessary disciplinary action as appropriate.

GENERAL RULES & REGULATIONS

1. Professional conduct is the only level of conduct expected from students. The student is required to treat clients, instructors and fellow students with professional courtesy and awareness.
2. All absences must be reported. Student attendance is monitored closely so that students maintain Satisfactory Progress.
3. Tardiness is considered unexcused time as it is deemed unprofessional behavior. Students not physically present in class, per their class start time, are considered tardy. After 15 minutes after the start time you will not be able to gain entry to the school and will be marked absent.
4. Special permission must be obtained for days off and/or irregular hours. Time off must be obtained in advance through the Academic Director.
5. Students are not allowed behind the desk unless given permission, or assigned desk duties.

6. The school assumes no responsibility for equipment or personal items.
7. Only emergency phone calls are allowed.
8. Students not in proper uniform as described in school's published policies will not be allowed to attend class and will be sent home.
9. Students must exhibit a professional attitude and appearance while attending school.
10. Students must obey all rules of personal hygiene, sanitation, and decontamination.
11. The use of profanity, slang or gossiping will not be tolerated.
12. Smoking is permitted outside in your vehicle or away from the building only. This includes VAPES.
13. Food and Beverages are not allowed on the clinic floors or in the classrooms.
14. Any student under the influence, smells and or in possession of drugs or alcohol will be terminated from the school immediately. Polished Prep Academy IS A DRUG- FREE ZONE.
15. No cell phones, pagers, radios, headphones will be permitted in school during class time.
16. Students are assigned a work station and are responsible for its sanitation and the sanitation of the school.
17. No student or personal beauty services allowed unless approved by the instructor.
18. No social visitor.
19. Bullying or harassment on any level.
20. Failure to be prepared for class & bring your kit/supplies every day can/will result in dismissal of class for the day. Resulting in an absence.
21. Failure to follow instructions given by instructors or staff members.
22. No type of libel or slander against the school or staff on any type of social media.
23. No personal relations with the student / Instructor. Must report to director immediately

Note: school regulations are subject to change at any time. The student will be notified of any changes and will be asked to sign documentation acknowledging any such changes.

CELL PHONE POLICY

All cell phones, mobile devices, pagers, and all media players are prohibited from being used in classrooms or clinics at any time during school hours. This includes all Bluetooth and/or hands free devices. All such devices must be placed in "silent" mode. Use is permitted only in break rooms and outside of the building during assigned break times. If an emergency situation should arise you may receive permission from your instructor to step outside and use the phone.

GROUNDS FOR STUDENT DISMISSAL

1. 10 consecutive days of unexcused absences
2. Non-payment of tuition- thirty (30) days
3. Violations of the Standards of Conduct
4. Continual tardiness/absence
5. 3 weeks of missed homework
6. Low grades – below 75%

STUDENT SELF SERVICES

Students wishing to receive a service in this school must have permission from the instructor to give or receive any service. Student self-services are considered a privilege, and are awarded

only to students who maintain satisfactory progress for both attendance and grades. Services are not free to students. They are required to pay a fee for services. Fees are subject to change.

KITS, BOOKS & SUPPLIES POLICY

Once you receive your books, kit, and supplies, you are responsible for them. Polished Prep Academy will issue you these items, you will sign a waiver, and you will be held responsible for any items damaged or misplaced. The school will not be held accountable for replacing any items once you receive and sign for them.

STUDENT RESPONSIBILITIES

It is a student's responsibility to:

1. Review and consider all information about a school's program before you enroll.
2. Carefully read and understand all forms that you are asked to sign and keep copies of them.
3. Accept responsibility for all agreements that you sign.
4. Understand and comply with your school's refund procedures.
5. Follow your assigned or chosen schedule on a weekly basis. Don't be late be 5 mins early
6. Keep up with what course you will be transitioning into based on your schedule and group assignments.

UNIFORM POLICY

All students are expected to follow the dress code for the course in which they are enrolled. All students are required to dress professionally for the career chosen. A student not in uniform will not be permitted to attend classes, and will be asked to change into proper attire or risk being dismissed for the remainder of the day. (Ultimately resulting in incomplete hours for that day.)

This rule will be enforced beginning on the first day, and will be carried out until the day of graduation. This policy will be reviewed during new student orientation. If you have any questions regarding the uniform policy, you may address them during that time.

The **DRESS CODE** for students enrolled at Polished Prep Academy is as follows:

1. Nail students (black & red scrubs, black or white smock, and/or PPA apparel)
2. Shoes must be supportive and closed all the way around. (No boots, pumps, wedges, mesh or see through. No part of the foot should be visible.)
3. A name tag will be issued to you on the first day of class and must be worn every day. You will be given one. DO NOT lose it!
4. You are expected to maintain a professional appearance while in the building, or while attending any school related event. (Personal hygiene included.)
5. Hair should be groomed. Clean shaven (men).
6. Make-up must look professional. (Nothing dramatic or radical, remember you will be dealing with clients.)
7. No hats, bandanas, scarves, bonnets or excessive headwear. (Unless otherwise given permission by the administration, i.e. religion permitting.)
8. No jackets, sweaters or sweatshirts over uniform. (You may wear a long sleeved shirt under your black scrub top as long as it is solid black or solid white and has no holes,

stains or other markings.)

ADDITIONAL STUDENT EXPENSES

When a student enrolls in any course at Polished Prep Academy, each program necessitates books, a kit, and supplies (relating directly to the course of study), are included in the cost of the program, and provided by the institution. There are, however, a few other items to consider that will be necessary to the program at the student's cost. The following are some examples of such items:

1. A student may elect to use specialty products not included in the kit provided. Such items may be purchased by the student and may be used in The School.
2. If a student should damage or misplace any items in his/her kit, the student will be responsible for replacing that item.
3. Each student is expected to wear the proper assigned uniform every day. Uniform cost may vary upon brand and store pricing from which student purchase from.
4. Each student is expected to wear the appropriate footwear every day. (The cost will vary for each student. Closed toed, flat, concealed footwear must be worn at all times.)
5. Transportation costs.
6. School supplies such as notebooks, pens, pencils, and any other items the student wishes to use for classes and assignments. (Cost may vary upon student preference.)
7. A student may purchase his/her own books and/or kit but the items must be State Board items and approved by the School Director prior to use.
8. A student must pay for Theory, Practical Exams and license application after completing program $109 + State board Practical kit (ranges)- We rent for $75
9. The school will supply all supplies needed for clients on clinic floor, the student is responsible to replace any supplies they use on their own for none clinic uses
10. Purchasing additional practices hands
11. Graduation Fees- $50 (includes Cap, Stole, Transcripts, & Accommodations)

GRADING SYSTEM

Student Academic Progress (i.e. evaluation on theory, practical and clinical work will be evaluated throughout the program and reviewed at specific clock hour mid-points specific to each program. Each student is expected to achieve a minimum grade point and attendance average of 75%.

The grading system shall be:

100-90%	A (Excellent)
89.9-80%	B (Above Average)
79.9-75%	C (Satisfactory)
74-0%	or below F (Failing

Student grades will be calculated based on a combination of theory and practical exam scores earned in each unit of study.

GRADUATION REQUIREMENTS

Documented attendance for the total hours of instruction contracted in the program pursuant to state law requirements have an overall GPA of 75% or above tuition contract and course costs are fulfilled (payment plan established, if necessary). Completed 600 hours of combined theory & practical. 20 Theory Exams with an average 80% & 10 Practicals.

PHYSICAL DEMANDS

Consist of sitting for long periods and consistent long term use of arms and hands.

METHODS OF INSTRUCTION

Instruction techniques include classroom instruction, lessons, lecture, directed discovery, demonstrations, and the use of audio visual and printed materials. Cima by Milady for online work. Instructors supervise students as they practice their operations on a live model or mannequin. The use of practical testing criteria and written material are utilized to evaluate student progress.

LICENSING REQUIREMENTS

Once the course is completed, must have 2 picture ID and money order for $109.00 to be submitted to PSI, Inc. so that a test can be scheduled. The graduate is then sent a letter from the testing agency, which informs him or her of where and when the test is scheduled based on the noted preference when the form was submitted. Once the test is completed, the results are sent to the graduate, the board, and to the school.



NAIL TECHNICIAN SYLLABUS (600 Hours)

NAIL TECHNICIAN CURRICULUM (CIP #12.0410, SOC # 39-5092)

The curriculum for students enrolled in the Nail Technician program consists of 600 clock hours of Practical Operations and Technical Instruction in the art and science of spa manicuring, which will include at a minimum the State mandated subject hours listed in the chart below and expanded practice. The first 140 hours are Theory and the remaining 460 are clinic hours. This program of study satisfies the requirements of the Georgia State Board of Cosmetology and Barbers.

THIS COURSE EXCEEDS THE STATE REQUIREMENT BY 75 HOURS. WE BELIEVE THAT ADDITIONAL HOURS IN SANITATION AND DISINFECTION PRACTICES AND NAIL ENHANCEMENTS ASSIST OUR GRADUATES IN PASSING THE STATE EXAM AND SECURING EMPLOYMENT.

NAIL TECHNICIAN OBJECTIVES

Acquire a general theory knowledge, understanding, skill and appreciation in the theory and operation of nail arts & sciences. Also, to engage in optimal sanitation routines during routine practice in order to protect clients from unnecessary exposure to harmful microorganisms. Students will master various basic and advanced nail care techniques to meet industry standards, demands, and new treatments. Gain an understanding of the importance of the client relationship and individualized treatment. We will help the student to prepare for the state board examinations in order to obtain a license to practice, and prepare students for entry level jobs in their professional career.

Unit of Study *Shall include, but is not limited to the following

Course #	Course Name	Description	Clock Hours
NAIL 100	Basic Theory	Orientation a. Personal hygiene, professional ethics, and customer relations; b. Cleansing and disinfection, public health and safety, infection control and bacteriology c. AIDS, HIV, and other communicable diseases d. EPA, OSHA, other government standards, blood spill procedure;	35
NAIL 101	Basic Theory I	a. Physiology and anatomy b. Nail composition and structure, nail disorders and nail disease	40
NAIL 102	Basic Theory II	a. Chemistry b. Basics of Electricity c. Methods and procedures and implements d. The art of massage and massage techniques, introduction to reflexology	35
NAIL 103	Basic Theory III	a. Salon business; b. Salon development and business operations; c. Client consultations; d. Business development; e. Marketing, advertising, and retailing; f. Career/business planning; g. GA State Board laws and rules	
		Level 1 TOTAL HOURS	**140**

Level 2 (141-600 clock hours)

Course #	Course Name	Description	Clock Hours
NAIL 200	Advance Theory	Sanitizing and Disinfection of Tools, implements, and Equipment – 10 hours/20 applications a. Implements (brushes, tools, and nail care implements) – 6 hours/12 applications b. Manicure stations, pedicure spas, beds and equipment – 4 hours/8 applications	10
NAIL 300	Manicuring	Cleansing and caring of the hand including basic manicures, hot oil manicures and massage techniques – 60 application/1hour	60
NAIL 301	Pedicure	Cleansing and care of the feet including basic pedicures spa service and massage techniques – 60 applications/1hour c. Methods and procedures and implements	60
Nail 302	Nail Sculpting	Acrylic applications on forms or natural nails teach the technique of handling product with consistency molding and forming the acrylic base on the nails filing and buffing the nail – 30 applications/3hours	90
NAIL 303	Artificial Tips App	How to apply acrylic to nail tips and handling of product to file shape and buff, Artificial tips – 45 applications/2hours, Fill in - 40 applications/1hours, Nail wraps – 20 applications/1hours	150
NAIL 401	Advance Techniques I	UV Gel, color techniques, gel polishes – 20 Applications/hours	20
NAIL 402	Advance Techniques II	a. Nail repair / Nail removal correct techniques to removing & repairing artificial tips – 10 hours/20 applications b. Professional E-File usage with a professional nail drill – 10 hours/20 app c. Nail Art techniques – 15 hours/15 applications d. Air brush nail art – 10 hours/10 applications e. Paraffin treatment on hands & feed – 5 hours/10 applications	50
NAIL 500	Student Competition Additional Advance Techniques	Student learns how to compete in completions creating nail designs and art with all the different advanced technique's they mastered additional instruction and advanced techniques 20-applications/20 hours	20
		Level 2 TOTAL HOURS	**460**
		TOTALS LEVEL 1 & 2	**600**

NAIL TECH INSTRUCTOR SYLLABUS (250 Hours)

NAIL TECH INSTRUCTOR CURRICULUM (SOC Code: 25-1194) | (CIP Code: 12.0413)

NAIL TECH INSTRUCTOR OBJECTIVES

The objective of the Nail Tech Instructor Program is to provide the Nail Instructor with the knowledge of teaching principles of Nails as a profession. Emphasis is placed on the aspects of theory and practice of Nails in the teaching of the skills. Instructor trainees will be under the direct supervision of a licensed instructor at all times. The curriculum in this school of Nails for the instructor training course shall be completed within four (4) months and totaling 250 clock hours of training as stated below:

NAIL INSTRUCTOR PROGRAM REQUIREMENTS

The Nail Instructor's course consists of 250 clock and credit hours. The first 100 hours are devoted to classroom workshops, where you learn principles, technical information and laws, rules and regulations of the State Board. The remaining 150 hours are spent in the clinic area, where you gain practical experience. Here you have the opportunity to put your talents into practice, as you work with teaching students under the close supervision of your instructors. The following is a list of the state of Georgia State Board of Cosmetology and Barbers requirements for technical and practical criteria.

Unit of Study *Shall include, but is not limited to the following

Course #	Course Name	Description	Clock Hours
NAILIN 910	Theory of General Education	Orientation a. Cosmetology Laws, Rules & Regulations (25 hours) b. Principles of Teaching Nail Care (75 hours)	100
NAILIN 920	Teaching Techniques & A/V Aids	a. Curriculum Development b. Lesson Plans & Presentations c. Demonstrations & Lectures d. Various Methods of Evaluation	75
NAILIN 930	Practice of Teaching	Students will be supervised in conducting actual lectures & demonstrations to the classroom of Nail Technician Students	75
		TOTAL HOURS	**250**

All Instructor Students will be supervised by a School Instructor at all times

SPECIFIC PROGRAM GRADUATION REQUIREMENTS: In addition to meeting the basic Polished Prep Academy graduation requirements, students are required to successfully complete 250 clock hours of Instructor training as described above.

LICENSING REQUIREMENTS

Applicants must be 18 years of age or older and have a GED or a high school diploma. Satisfactory as described above and passed the licensing exam (written and practical) with an overall 75%. Also applicants must have held their nail technician license for 2 years, and worked in a salon for at least 1 year.

CONFIDENTIALITY AGREEMENT

Upon enrollment each student is required to sign a confidentiality agreement. The confidentiality agreement states the following:

The student agrees to all terms set forth below by Polished Prep Academy (hereafter known as "The Academy"). The student understands he/she will have access to and knowledge of certain confidential information. This confidential information may include, but is not limited to student information, school information, pricing, customer information, data, supply sources, techniques, methods, product information, school standards, school policies, and other confidential and/or proprietary information belonging to The School or its employees, students, and customers (hereafter known as "Confidential Information"). Confidential Information may be in any form, including but not limited to; observation, data, written material, record, documentation, drawings, photographs, computer programs, software, discovery, development, improvement tools, machines, apparatus, appliance, design, work of authorship, logo, system, promotional idea, customer list, customer need, practice, pricing information, process, test, concept, formula, method, market information, product, business, and finances of The Academy, and its affiliates, students, employees, and/or customers. The student also understands that access to all Confidential Information is granted on a need-to-know basis. A need-to-know basis is defined as information access that is required in order to perform work. The student must affirm he/she will refrain from disclosing Confidential Information to any third party including but not limited to; friends, relatives, co-workers/peers except as permitted by The Academy pursuant to policies and applicable law.

The student must assert to protect all Confidential Information, while engaged by The School and after completion of services/hours. The student agrees all Confidential Information remains property of The Academy and may not be removed or retained by any student upon completion of hours unless otherwise approved by The Academy, policies, or specific agreements, or arrangements applicable to the obligations as a student at The Academy.
The student must refrain from any form of libel, slander, misuse, or misrepresentation of any kind pertaining to The Academy. All Confidential Information shall stay off any social media of any kind.

COPYRIGHT INFRINGEMENT AND PEER-TO-PEER SHARING

Copyright is a form of legal protection provided by U.S, law, Title 17 U.S.C. §512(c) (2), that protects an owner's right to control the reproduction, distribution, performance, display and transmission of a copyrighted work. The public, in turn, is provided with specific rights for fair use of copyrighted works.

Peer-to-Peer file sharing is a general term that describes software programs that allow computer users, utilizing the same software, to connect with each other and directly access digital files from one another's hard drives.

Students should be aware that the unauthorized distribution of copyrighted material, including unauthorized peer-to- peer file sharing, is subject to civil and criminal liabilities. Penalties may include monetary damages, fines and imprisonment. The Academy prohibits use of its computers and computer networks for the unauthorized downloading and uploading of copyright-protected material, or for maintaining or storing unauthorized copyright-protected material. Disciplinary action, up to and including expulsion from the school, will be taken against students who engage in unauthorized distribution of copyrighted materials using the school's information technology system.

Specific information on copyright law and fair use may be found at the following sites: • The U.S. Copyright Office: **copyright.gov**

• The Electronic Frontier Foundation fair use frequently asked questions: **eff.org**

VIOLATIONS AND PENALTIES

In addition to Polished Prep Academy sanctions under its policies as more fully described below, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages affixed at not less than $750 and not more than $30,000 per work infringed. For infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

LEGAL & COLLECTION FEES

In any legal action or arbitration between the parties arising out of this agreement, Polished Prep Academy, if it prevails, shall be permitted to recover its reasonable attorney fees in addition to any relief to which it may be entitled. Polished Prep Academy will also be entitled to recover any attorney or collection agency fees as well as interest associated with the collection of delinquent accounts of the student.

ARBITRATION

If a situation should arise that requires further investigation or additional testimony requiring outside influence, it may become necessary to resort to arbitration. At the written request of Polished Prep Academy, after the student has been served notice of that request, any controversy between the parties to this agreement or its breach shall be submitted to arbitration under the terms of the Federal Arbitration Association. Cost of the arbitration shall be borne equally. The judgment rendered shall be final and binding on both parties and may be entered in any court that PPA chooses..