



# Nail Technician Orientation

NAIL 0000

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**Advisement Hours:**

Before and after class, by appointment

**Classroom Hours:**

7am – 3pm

**NAIL Program Faculty:**

[https://www.davistech.edu/  
/programs/nail-technician#faculty](https://www.davistech.edu/programs/nail-technician#faculty)



Faculty

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## Introduction

Welcome to the Nail Technician program at the Davis Technical College (Davis Tech). The purpose of this program orientation is to acquaint you with information specific to the program and its unique policies and procedures. You are required to read this document thoroughly and discuss any unclear sections with your instructor or a Career and Academic Advisor. You may also review College policies on the Davis Tech website ([www.davistech.edu](http://www.davistech.edu)), or in Student Services. Please note that program orientation and policy adjustments may occur; however, you will be notified of any updates.

## Program Description

The Nail Technology program provides the skills needed to work in a beauty or nail salon performing services such as natural nail care, including manicures and pedicures, and nail enhancements. Instruction also includes sanitation, salon safety, nail and skin disorders, professional ethics and salon management, and licensing laws and rules. Upon completion of the program, students have the knowledge and skills needed to take the state written and practical examinations required for licensure.

## Program Objectives

Students in this program will be required to demonstrate competency in the following:

- Demonstrate client protection, safety, and infection control procedures, including first aid.
- Recognize various diseases and disorders of skin and nails.
- Demonstrate various nail enhancement techniques.
- Evaluate professional behavior within the beauty industry.
- Demonstrate safe use of industry equipment.
- Demonstrate competency to pass nail technology state examinations.

## Course Length (300 hours)

1408	Nail Tech 1	120 hours
1507	Nail Tech 2	90 hours

Approved: 07/27/2023

## Course Materials

- Name tag and apron
- Nail Kit
- *Milady Standard Nail Technology with Standard Foundations*. 8th. Cengage, 2021. ISBN: 9780357446867
- *Milady Workbooks for Milady Standard Nail Technology*. 8th. Cengage, 2021. ISBN: 9780357482865

## Additional Expenses not included in student nail kit:

- State board practical kit supplies (\$20-50)
- Personal services and mannequin supplies (\$0-100)
- State written and practical exams
- Utah state licensure

These costs can vary depending on the number of supplies consumed during class. If a student opts to do mannequin work instead of working on live guests this will dramatically increase the number of supplies needed to finish the clinical course. The clinical is designed to have students perform most of the services on live guests.

We recommend that students plan to set aside the additional funds to cover tests and licensure for Utah.

## General Information

You can access this orientation on the Davis Tech program web site, as well as current information on the following items:

- Admission Requirements
- Classroom Availability
- Training Location
- Graduation Requirements
- Graduation Requirements
- Program Requirements
- Gainful Employment Disclosures
- Estimated Cost (tuition, fees, program, and course materials)
- Financial Aid
- Credentials
- Job Outlook
- Transfer Options
- Academic Agreements
- Industry Licensing and Certification

## Advisement

You will be assigned an advisor at the beginning of your program to assist you through your



program. Your instructor/advisor will:

- Review performance and attendance
- Define and clarify training and career goals
- Discuss professional work ethics in performance, attendance, attitude, dress, behavior, and communication
- Discuss challenges and Davis Tech support services that can help improve your success

Advisement appointments are made through email.

## **Scheduling**

NAIL 1408 Nail Tech I and NAIL 1507 Nail Tech II courses have a defined start and end date. You must be finished with all course requirements before the end date. If you fail meet course grade and attendance requirements, you will be required to **re-enroll and repay for that course**.

NAIL 1602 Nail Clinical is the 3<sup>rd</sup> and final portion of the nail tech program. You will be scheduled into three-hour blocks for a minimum of 15 hours per week. The clinical requirements need to be completed within the time frame provided and with the required competency and professionalism.

## **Campus Technology**

Each time that you attend class, you will log in to and out of the NorthStar login station using your 10-digit student ID number. Student ID numbers are used to access the Student Portal and Canvas. You were given this number when you completed the Davis Tech enrollment process.

Official hours for professional licensure are calculated through NorthStar. These hours must be accurate for program completion and licensure.

You can access Canvas from any internet-connected computer at the following URL:

<https://davistech.instructure.com/login>. If you have problems logging in to Canvas, email [online.support@davistech.edu](mailto:online.support@davistech.edu). If you encounter technical problems while in Canvas, use the help button in Canvas and the "Report a Problem" link. A general orientation to Canvas can be found in the New Student Orientation, but faculty will also offer an orientation specific to technology in your program on your first day of class.

You will learn more about GuestVision, a salon management system during your time in this program. Your instructor will provide an orientation to this system during your first course. This program is utilized for appointments only (model and clinical). On model days, students will need to clock into both GuestVision and NorthStar.

## **Learning Resources**

### **Student Resource Center**

The classroom includes a Student Resource Center where you will find industry publications, periodicals, manuals, media materials. In addition, you will be given opportunities to use equipment and materials, such as computers with Internet access and software applications that are currently being used in industry.

### **Electronic Student Resources**

Your Canvas orientation course contains electronic learning resources that can be used throughout your time in the program. Each canvas course links to these resources, and they will



be updated regularly. If you find a frequently used resource (website, video, tutorial, etc.) that you think would be helpful for other students in your program, consider sharing the link with your instructor.

### **First Aid Supplies**

The classroom also includes a first aid kit, and other supplies needed in case of emergency. Personal protective equipment (i.e., gloves, facial masks, etc.) are available in all student areas of the salon. Evacuation maps can be found in strategic locations throughout the college.

### **Instructor Response Time**

Your instructor will respond to any question regarding the program, assignments, or assessments in 24 hours within the Davis Tech operational schedule. Please confirm your question by email if you believe follow-up is necessary.

### **Student Policies and Procedures**

You may find further information on institutional student policies and procedures at <http://www.davistech.edu/policies-and-procedures/>

### **Students with Disabilities**

If you have a disability and have questions about the process of obtaining accommodations or need further explanation of these requirements, please meet with your program counselor at Student Services to discuss your concerns.

### **Performance Standards**

#### **Competency-Based Training**

Davis Tech courses are competency based, requiring you to demonstrate your knowledge and skill according to industry-based objectives and performance standards.

### **Course Lengths**

Course lengths are based on class clock hours and clinical clock hours. Missed class days need r to be made up, both coursework and clock hours to meet the 300-hour state licensure requirement. At the beginning of each course, you will receive course curriculum information which provides guided learning modules to follow. This will help you meet industry time standards and complete coursework in an appropriate amount of time.

### **Progress**

Progress is calculated by the number of scheduled hours versus the amount of coursework completed. Program progress must be maintained at 67 percent or better to be eligible for financial aid. It is recommended that progress be maintained at 85 percent or better. This will ensure that you can complete the program in a timely manner. If you have difficulty meeting 85 percent progress, please meet with your instructor. If you do not complete a course by the scheduled end date, you will be required to **re-enroll and repay for that course**. You will need to meet with a faculty member and together develop a Student Success Plan to ensure your success before a second attempt.

### **Attendance**

Attendance must be maintained at 67 percent or better to be eligible for financial aid. However,



he Nail Technician program requires 85 percent minimum attendance to ensure students can stay on track for timely completion of each course. Attendance is calculated using the number of scheduled hours versus the number of hours you are present in the classroom. To meet this requirement, you must be in class on the days and times that you are scheduled. Your attendance requirement may be higher depending on any sponsorship or financial aid stipulations that apply to you. You must log in and out of Northstar each time you attend class, so your attendance is documented.

Talk to your instructor when an absence is necessary. Excused absences will be given for job interviews, Davis Tech sponsored activities, major illness and or major life events, off-site training, or approved high school activities. If you require an extended absence from the program, consult with your instructor prior to the absence. If necessary, a counselor in Student Services may assist you in this process.

Students are expected to attend class for the hours they are scheduled. If you are absent for ten consecutive scheduled days, you will be withdrawn from Davis Tech. Per the College Student Records Policy, student attendance information may be released to potential employers.

Per Division of Occupational and Professional Licensing (DOPL) guidelines, students are required to be present for a minimum of 300 hours.

**The following attendance guidelines apply:**

- Clock-in window is 10 minutes before and after the hour.
- If you clock-in 10-15 minutes late, you will be marked tardy.
- If you clock-in 16 or more minutes late, you will be marked absent and sent home.
- If you forget to clock out at the end of the day, you may not get credit for the hours you attended.
- If you need to leave the classroom, please notify your instructor. If you are gone more than 10 minutes, you will be marked “N” for non-productive. If you are gone for more than 20 minutes, you will be marked absent for that day.
- During your clinical, you may leave for five minutes or less without clocking out. If you will be gone for a longer amount of time, please notify your instructor and clock out of both Northstar and GuestVision.

**Grading**

For all courses, you are required to achieve an 80 percent average or higher on assignments and tests. You must pass skill demonstrations with 80 percent competency. The specific details for each course can be found in the course curriculum.

The grading scale used throughout this program will be:

A	94 - 100%	A-	90 - 93%		
B+	87 - 89%	B	85 - 86%	B-	80 - 84%
C+	77 - 79%	C	74 - 76%	C-	70 - 73%

*\*Please note that some high schools do not use a letter grade from our program and will only accept a pass or fail. See your CTE Coordinator at your high school for questions.*



The grading policy is outlined below:

- Grades will be posted two days before the end of the term.
- Progress reports are available to you at any time.
- The criteria that you will be graded on is as follows:

Criteria	Percent of Grade
Assessments and Tests	50%
Practical Skill	50%

### Citizenship

The grading for citizenship will be based upon attendance rates.

Attendance %	Citizenship Grade
100% to 95%	Honorary
94% to 90%	Satisfactory
89% to 85%	Needs Improvement
84% or below	Unsatisfactory

### Testing

You will be required to take a test after each chapter. To pass the course, your test scores must average 80% or better. You are allowed 3 attempts on three tests to bring your average to 80% or better. Test retakes need to be prearranged with your instructor to select tests that will be the most beneficial to raise your overall score.

### Practical Skill Demonstration

In your hands-on practical work, an instructor will demonstrate each skill to you. Instructors will also require you to view some demonstration videos prior to class to ensure you have a clear understanding of the skill you will be performing. As you observe, practice, and then master a skill, you will demonstrate it to the instructor. Skills must be demonstrated at the required competency. If you demonstrate the skill at a low competency, it will be considered practice. Your practical work will not be signed off until the required competency level is reached. It is your responsibility to schedule an appointment with an instructor to make up any missing work. Each practical assignment prepares you for the next one and is necessary for your progress.

A Certificate of Program Completion is awarded to those who complete the entire Nail Technician program (300 hours). When you are near completion, please see your advisor who will assist with documentation and the process required to receive the certificate.

### Partner, Client, and Model Program requirements:

- Students will be required to have nail services performed on their hands and feet throughout all courses in the Nail Tech program.



- Students will be required to provide a model for each service. Models will get a 50% discount on these services. **All models must be at least 16 years old.** (No additional guests may accompany class models).
- During the clinical phase of the Nail Tech Program, students are required to bring in guests to perform services. 80% of the clinical services need to be performed on a live guest. These guests must be able to receive all steps of the service to receive credit, so please review the service protocol prior to booking.

## Academic Probation and Termination

Your success in this program is important to us. We will work with you to help you succeed, but if you are not meeting the minimum standards as described in this orientation, we are committed to taking appropriate actions to help you improve.

Probation, termination, or retaking of a course is based on the following:

- Failure to maintain an average of 80% or better on assignments/practical skills and tests
- Failure to achieve 85% attendance
- Dishonesty, cheating, stealing or falsifying program documents
- Clocking fraudulent hours toward a state licensure

Dishonesty that would benefit a student's progress, grades, or hours will not be tolerated. Any documented episode of cheating or stealing will result in a write-up. Students are prohibited from clocking in for other students or falsify an instructor's signature or sign-off.

If you are unable to meet the required performance standards for the program, you will meet with your advisor to create a Student Success Plan. You will have 30 days to improve. The plan will include details of the unsatisfactory performance, a plan and timeframe for performance improvement, and a description of the process that will be used to monitor and evaluate future performance. This plan will be submitted to Student Services to become part of your student record. The plan will be signed by you and the instructor. The instructor and a college counselor may also evaluate what barriers might prevent your success in the program and whether other training options should be considered.

If you fail to meet the performance standards outlined in the Student Success Plan, you will be required to participate in a Committee Review to continue as a student at Davis Tech. The committee will be composed of you, the instructor, the program director, an impartial program director, and a college counselor. The committee will evaluate the corrective actions taken by the college, the program, and you to determine a mutually beneficial course of action. Possible options may include but are not limited to continued academic probation, additional assessment, recommended change to another educational program, suspension, or termination from the program.

If you fail to appear for the Committee Review, you may be considered for disciplinary termination. If you have received a Student Success Plan or have been placed on academic probation and subsequently leave the institution, you may be considered for disciplinary termination. If you are terminated for academic performance, you must meet with a Career and Academic Advisor to discuss a plan for correction before being permitted to re-enroll at Davis



Tech.

If performance standards do not improve, you may be terminated from the program. Termination will be a minimum of ten weeks. After that period, you will be eligible to re-enter the program subject to the availability of an opening in the class. Only one termination will be allowed.

Students who are on academic probation may lose federal financial aid, scholarship eligibility, or sponsorship and benefits, as determined in accordance with college Financial Aid requirements and Department of Education regulations.

### **Problem Resolution**

If you have a concern with classroom management, grading, or academic disciplinary actions taken, discuss your concerns with your instructor and/or the Cosmetology Instructional & Salon Manager, Sheresa Tebbs. If a reasonable solution cannot be reached, you may exercise your right to express grievance under the Student Grievance Policy and Procedures, which can be found on the college website.

### **Off Campus Learning**

During the practical coursework, you may have opportunities to complete hands-on activities off campus. The same Davis Tech performance/attendance rules apply to all our "off-campus" learning opportunities.

### **Placement Services**

Placement services are available to you when you complete your program. These services include resume review, interview skills and job placement assistance.

### **Student Follow-up**

Your success in finding employment is an indication of the quality of our instruction. To evaluate the effectiveness of our programs, we ask that you notify your instructor if you are already employed, you become employed, or your employment status changes. You may also report current military service, the pursuit of additional education, or reasons that may prevent you from completing your program or finding employment. If we do not receive a response from you, a Davis Tech employee will contact you to request your employment status.

### **Program Safety**

You be expected to always follow the following safety standards that will be taught during your first course.

- If you cut yourself or a client, you will be required to complete a blood exposure procedure. You are required to always have a complete blood exposure kit in your cart/bag.
- Students may not endanger the health or safety of students or staff in any way.

### **Course Evaluations**

At the end of each course your curriculum will guide you to an online evaluation with questions





about instructional content and your primary instructor. We appreciate and value your feedback. Although you will be asked to enter your student number, this is simply to verify the evaluation is completed only once per student. Feedback is used for program improvement and professional development.

## **Employer Advisory Committee**

The Nail Technician Employer Advisory Committee is made up of local industry professionals who meet once a year. During the meetings, the advisory committee reviews the program, courses, equipment, materials, facilities, and the learning environment to ensure that what is being taught aligns with industry practices. They also provide information about the employment outlook in the field and specific changes that help us to better meet their employment needs.

## **Student Conduct/Program Policy**

### **Professionalism**

Professionalism is as essential as nail technician enters into the salon workplace. The rules we have in place are to help prepare you for your professional career. We need to avoid negative behaviors, be accepting of others, and show respect to clients, students, other instructors, and ourselves. It is important to remember that healthy relationships are not based on judging or ridiculing people when they are different or seem unfriendly. Instead, find a way to create a respectful relationship with them and all people with whom you associate.

### **Dress Code**

#### **Why do we need a dress policy?**

There is a direct correlation between how one dresses and how one thinks, feels, and behaves, as well as how others perceive you. According to Dr. Jeffrey Magee, a consulting research psychologist who surveyed 500 firms ranging from small businesses to Fortune 500 companies, businesses that lowered the dress standard reported:

- Relaxed attitudes that lead to relaxed performance.
- An increase in tardiness, absenteeism, early departures, foul language, and inappropriate conversation.
- A decrease in polite and mannerly behavior, productivity, overall quality of work, and commitment and company loyalty.

#### **What is our dress policy?**

Our policy is to dress professionally and well groomed. Our objective is to maintain a professional work/study environment.

#### **What to wear**

- Always attend class looking clean and professional and observe the rules of good hygiene. Hair and nails should always be neat and fashionable.
- Aprons must be kept clean with nametag visible while on campus. (Aprons and nametags must be purchased from the Davis Tech Bookstore.)
- All clothing must be solid black. You may accessorize with any color.



- Excessive jewelry and makeup are not appropriate. No hats or bandannas are allowed. Accessories should not affect your ability to perform services (shoes, jewelry, headbands, belts, scarves, etc.)
- You may wear professional slacks. No exercise pants, sheer leggings, or worn-out articles.
- No tank tops, spaghetti straps, crop tops, or printed tops. There should be enough of a sleeve that your underarms are covered. All areas of the torso need to be covered. No low-cut shirts or any shirt not long enough for a student to raise their arms and not have the midriff exposed.
- You must wear closed-toe professional shoes. These can be any color. They must be clean with no writing on them. Shoes that are too worn are not acceptable. Please keep safety in mind as you choose your shoes and choose a quiet shoe while you are in the spa area.
- You are allowed to wear jeans on designated days. Denim blue jeans must be professional looking—no holes, frays, and/or odd colors.
- Body art and piercings must not be overly distracting or offensive. If your body art contains anti-political features, vulgarity, and/or nudity you will be asked to keep it covered.
- If you are uncertain about a particular garment, check with your instructor *before* wearing it to class.

There may be days where you will be allowed to wear items not in the dress code as a fundraiser or special event. Your instructors will give details. If a student is out of dress code, they will be given a written warning, sent home, and marked absent for that day.

### **Food and Drink Policy**

In keeping with federal guidelines, OSHA (Occupational Safety and Health Administration) **no food or drinks will be allowed in the salon area** except on those days when we have a special event. You are not allowed to leave food or drinks anywhere in the classroom. A water bottle with a tightly closed lid is acceptable. Arrangements may be made with an instructor in case of special circumstances such as health reasons.

### **Clean-up**

At the end of each service, you will clean and sanitize your work area and implements. Plan your time so you have ten minutes to do a general clean up before you leave. We take pride in providing a clean, relaxing environment for our salon guests and may assign additional cleaning/organization projects as needed.

### **Services**

When performing student-to-student services, students must have it first approved by their instructor and have a ticket. To accommodate the flow of our salon guests, there may be days that student-to-student services are limited or are not allowed.

Please check with your instructor prior to performing these services. Please note that if your progress is not maintained at the minimum standard, you will not be allowed to participate in student-to-student services.



## Visitors/Children in the Classroom and Clinic Floor

Uninvited, additional guests or children are NOT allowed in the classroom.

## Cellphone/ Portable Electronic Devices Use

With the growing use of technology in all aspects of life, it is vital that we learn to use these technologies in an appropriate and professional manner. Cellphones/tablets/computers may be utilized in our Business Technology Center to do research for class projects, continuing education, turning in assignments, etc.

- Cellphones may be allowed on the salon floor only in times deemed appropriate by your instructor. This includes, but is not limited to timing processes, showing your guest your portfolio, taking before and after photos, etc.
- Texting, playing games, taking phone calls, or any other unprofessional behavior is never appropriate or allowed while on the salon floor or in the classroom. Should you need to take a phone call or text message, you may step into the hallway. Failure to comply with this policy will result in a write up and/or disciplinary action that is appropriate.

## Parking

Students are only allowed to park in designated parking stalls on campus. There are parking stalls designated for Salon guests. They are in the west parking lot marked “Cosmetology Patrons Only.” **Students are not allowed to park in these stalls**—they are there for the convenience of our salon guests. We lose these guests due to poor parking availability. If your car is found in one of these parking stalls or anywhere else on campus where parking is not allowed, your car may be towed at your expense.

## Restroom

The restroom located in the Cosmetology Salon is for instructor and salon guest use only. Students must go down the hall to use the public restroom.

## Special Events

The Davis Tech Salon and Spa hosts a variety of special events throughout the year to provide additional learning experiences and opportunities. To create success at these events, your participation is required. You will be given dates for these events by your instructor in advance to so you can be present for these events.

## Social Media

One of our favorite methods of communication is through our social media sites. Please be sure to follow us on Facebook, Instagram, and Pinterest. Invite your friends to follow us as well! This is a great way to promote yourself, build your clientele, and keep up with what is happening in the program. We love to show off your work and give credit where credit is due!

Your online presence is an extension of your personal self. Therefore, it is important that you adhere to the school policies and procedures and remain professional in your social media interactions just as you would in person. ***Please note that any form of online bullying will not be tolerated.*** If you are having problems, please take appropriate actions with your instructor or



the Cosmetology Instructional & Salon Manager, Sheresa Tebbs.



## Statement of Responsibility

### Code of Conduct

- I understand that I need to show all instructors courtesy and respect.
- I agree to be respectful and courteous of others by not using foul language, having inappropriate conversations, or spreading rumors.
- I agree to not use, possess, distribute, or be under the influence of alcohol or controlled substances.
- I understand the confidentiality I have toward my clients, and I will not repeat any information they give me.
- I will not spread “rumors” that I hear in the salon/classroom about other students/instructors since this causes a hostile atmosphere. If I have any issues or hear something that is of concern, I will talk to my instructor.

### Acknowledgement of Responsibility (Student Copy)

After you have read the policies and rules of this program, the instructor will answer any questions or concerns you may have. You will then be asked to read this form **and initial each statement**, complete the required signatures, and return the form to your instructor.

1. \_\_\_\_ I understand that acceptance into the Nail Technician program will require that I attend classes and clinicals at a minimum of 15 hours per week.
2. \_\_\_\_ I understand that the Nail Technician program will require an 80% average on both testing and practical skills to pass.
3. \_\_\_\_ I have read and understand the attendance requirements.
4. \_\_\_\_ I have read and understand the progress and academic performance requirements.
5. \_\_\_\_ I have read and understand the testing/skills demonstration policy of this program.
6. \_\_\_\_ I have read and understand the grading policy of this program.
7. \_\_\_\_ I have read and understand the probation and termination policy of this program.
8. \_\_\_\_ I have read and understand that I will be professional and treat others with respect.
9. \_\_\_\_ I have read and understand the dress code and agree to strict compliance.
10. \_\_\_\_ I have the responsibility to maintain personal hygiene. Poor hygiene could result in being asked to go home for the day.
11. \_\_\_\_ I have read and understand the food and drink policy of this program.
12. \_\_\_\_ I understand that I may not bring children/friends to the classroom/clinic floor.
13. \_\_\_\_ I understand that the use of cellphones and portable electronic devices is limited to specific use as directed by your instructor. I agree to utilize technology to benefit my education and will remain professional while using these devices at all times.
14. \_\_\_\_ I understand that I will only park in designated parking areas and that I will not park in the “Cosmetology Patron Only” area.
15. \_\_\_\_ I understand that I will not use the restroom in the salon—it is for salon guests and instructors only.



16. \_\_\_\_ I agree to participate in the program's social media pages. I understand that my social media presence is an extension of my personal self and agree to abide by the school policies in my online presence. I understand that online bullying will not be tolerated.
17. \_\_\_\_ I have read and understand the rules of conduct and policies for this program and understand that if a violation occurs, I am subject to the penalties that apply.
18. \_\_\_\_ I agree to maintain safety and sanitation standards. I will participate in environmental control and take pride in the salon as if it were my own.
19. \_\_\_\_ I have read and understand the student-to-student services policy. I agree to get approval from my instructor prior to giving or receiving any student-to-student service. I understand I may not be allowed to receive a service due to salon guest needs or failure to maintain minimum standards.
20. \_\_\_\_ I understand that in this program I will work with certain chemicals. If I am allergic to any of them, I will utilize appropriate precautions (i.e. using gloves) so I may still provide services or I will seek Career Advisement to look at other program options.
21. \_\_\_\_ I have read all the rules of the Code of Conduct and Customer Service Conduct and agree to comply with them.
22. \_\_\_\_ I fully understand that it is against Utah Rules and Regulations to perform any services without a license. I will not perform services outside of school.
23. \_\_\_\_ *For parents of minors under 18 only:* I understand that once my child has turned 18 or graduated from High School, due to privacy laws the school will be unable to communicate about the student's education unless the student has given approval through completion of the appropriate waiver. Students may get a copy of this form from Student Services.

If I fail to abide by any of the rules, code of conduct, or dress code, disciplinary action will be taken as follows:

- **First offense:** Written warning and meet with your advisor for any other disciplinary action/success planning. (For dress code violation you will be sent home marked absent.)
- **Second offense:** You must meet with a college counselor and your faculty advisor to create a Student Success Plan.
- **Third offense:** You will be required to participate in a Committee Review to continue as a student at Davis Tech. The committee will be composed of you, the instructor, the program director, an impartial program director, and a college counselor. The committee will evaluate the corrective actions taken by the college, the program, and you to determine a mutually beneficial course of action. Possible options may include but are not limited to continued academic probation, additional assessment, suspension, or termination from the program.
- Further offenses may result in termination from the program.

\_\_\_\_\_  
Student Signature/Date

\_\_\_\_\_  
Parent Signature/Date (for minors under 18)

\_\_\_\_\_  
Student Name Printed

\_\_\_\_\_  
Parent Name Printed



## Service Liability Waiver

I fully understand that the Cosmetology Program at the Davis Technical College, which operates this salon, is a training program and that all services are performed by students in supervised training. Therefore, I agree and understand that I will in no way hold the school, its proprietors, officers, agents, or any of its operators accountable for any injury that may occur to me as a result of work performed on me in the school.

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Student Signature/Date

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Parent Signature/Date (for minors under 18)

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Student Name (Printed)

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Parent Name (Printed)

## Photography/Media Release

I hereby give Davis Tech permission to use my picture and I authorize the use and reproduction thereof. I grant Davis Tech, all licensees, and assignees the unrestricted right to copyright, publish and use the photograph(s) of me described above and any other reproductions or adaptations thereof, in whole or in part, without restrictions as to changes or alterations, in any media for advertising, art and exhibition, editorial or any other purpose whatsoever and without further compensation to me. I understand that unless I agree that my name is published, used, or referred to in connection with the photograph(s), the photograph(s) or words published with them will not be attributed to me personally. I hereby release and discharge Davis Tech, all licensees, and assignees from any liability whatsoever, by reason of any alteration or use in composite or in any other form, whether intentional or otherwise, that may occur in any publication, sale, or use of the photographs. I hereby waive any right that I may have to inspect or approve the finished product(s) and the advertising copy or other matter that may be used in connection therewith or the use to which it may be applied. All negatives and positives, together with the prints shall constitute the sole property of Davis Tech.

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Student Signature/Date

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Parent Signature/Date (for minors under 18)

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Student Name (Printed)

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Parent Name (Printed)

