



*The will to win,
The desire to succeed,
The urge to reach your full potential...
These are the keys that will unlock the door to personal excellence.
(Confucius)*

3025 W Sahara Ave # 200 Las Vegas NV 89102

Business Hours

Monday – Friday 8:00AM – 3PM

Telephone: 702-280-7599

FAX: 702-489-8323



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OUR FACILITIES

The School is located at
3025 W Sahara Ave #200, Las Vegas NV 89102.

BASIC ESTHETICS PROGRAM

- Perform proper infection control and prevention
- Basic knowledge of Anatomy, Physiology, Histology, Electricity, and Chemistry as they relate to Esthetics
- Perform a thorough client consultation, recognize contraindications, and recommend a customized home care routing
- Perform facial treatments, facial massage, and hair removal.
- Perform proper application of facial machines, makeup, eyelash enhancements, and lash/brow tinting/lifting
- Perform advanced treatments within the scope of basic esthetician - such as microdermabrasion, LED, etc
- Practice proper grooming and effective communication skills.
- Understand employment options and methods for running a successful business
- Pass comprehensive theory and practical exams assigned by State Board
- Understand their scope of practice and the regulations provided by State Board

ADMISSION REQUIREMENTS

To be able to enroll in the Basic Esthetics Program, the applicant must be at least 18 years of age and have a High School degree or equivalent. The school does not discriminate on the basis of race, religion, national origin, gender, or ethnicity.

The following documents are required:

1. High School Diploma or GED certificate or most recent education
2. 2 Copies of **SIGNED** Enrollment Agreement
3. 2 Passport Photos

TUITION FEES AND DESCRIPTION

Registration Fee - \$1000

Basic Esthetics Program (600 hours) - \$9700

Students must pay off the complete tuition before completing 60% of the class or within three months from the day they sign the contract, whichever comes first.

BOOK AND KIT:

Milady's Standard Esthetics Fundamentals and Foundations v12

Esthetics Starter Kit

REFUND & CANCELLATION POLICY

AMO School's Refund Policy follows NRS 394.449.

<https://www.leg.state.nv.us/NRS/NRS-394.html>

Right to Cancellation: Students have the right to cancel this enrollment agreement for three days from the date of signing the agreement for any reason. The student has the right to cancel the enrollment agreement and obtain a refund of fees paid. If the student cancels the enrollment before the start of the training program, the school shall refund all fees paid minus 10% of tuition agreed upon or the amount of registration fee, whichever is less. If the student withdraws or is expelled by the school after the start of the training program and before completion of more than 60% of the program, a refund will be granted to the student at a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement. If the student withdraws or is expelled by the school after more than 60% of the training program, the school is not required to refund to the student any money and will charge the student the entire cost of tuition agreed upon in the enrollment agreement. Cancellation or withdrawal by the student must be in written form and dated. Refunds will be paid within 15 business days after the school receives the written notice from the student.



STUDENT CONDUCT

Dress Code & ID Badge - Students are required to conform to the institution's dress code. If you are not in the proper dress code, you will be asked to clock out to go home and change. ID badges with the word "Student" must be worn within the school premise. The cost for a replacement ID badge will be \$15.00. Students will not be allowed to attend school without an ID badge. Hair and makeup must be clean, neat and professional. No hats or other head coverings are to be worn to classes or clinic floor.

Dress Code – Future Professionals who fail to maintain a professional image will be asked to leave the premise and return with appropriate attire. You cannot accrue hours until you have returned and are dressed appropriately. **NO** denim, beachwear, tennis shoes, open toe shoes or sleeve-less shirts are allowed. Instructors reserve the right to counsel students on appropriate attire.

School Proper Attire:

- a. School assigned uniform (must be clean and pressed).
- b. Black or blue shoes (without logo).
- c. Black or blue knit or woven undershirt.
- d. Black or blue socks or nylons (optional).

Clocking Hours - At time of arrival, all students must use the issued Student ID to clock in using the computer ID scanner located in the cosmetology classroom and clock out using the ID badge at the end of your scheduled day. Any student who does not clock out at the end of the day will not receive hours for that day.

Clinic & Classroom - Students are not allowed to enter a classroom that they are not assigned to without the permission from their instructor and the instructor in the other classroom. If you are in class, you must remain in class until your break or class is dismissed. If you are missing from the classroom, you will be counted absent (unexcused) at the time your instructor realizes you are gone. Please notify your instructor if you need to step outside of class during clinic or class time.

Makeup Policy - Any student who has been absent for any reason is required to make up any missed assignments or test before proceeding to the next course of study.

Equipment and Supplies - It is your responsibility to keep up with your books, workbooks, kits, manikins and all supplies. Do not lend your belongings to others. All equipment and supplies must be cleansed and disinfected after every use. Students receive kits on the first week of the program.



CREDIT FOR PREVIOUS TRAINING AND TRANSFERABILITY –

Transfer of Credits from Other Institutions (Letter of Credit Hours):

If you have previously accrued hours at another school, either within or outside of this state, you may be able to apply these hours to a new enrollment. To do this, first ensure that these hours are verified by the Nevada Board of Cosmetology. You can then request a Letter for Credit Hours, which will allow AMO School to apply these hours towards your new program. For verification, please bring your original transcripts, which include a detailed breakdown of hours, to the Nevada Board of Cosmetology.

Transfer of AMO Credits to Other Institutions:

The transferability of credits you earn at AMO School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn at AMO is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at AMO School is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your education goals.

Class Time

Day Time Class - 20 Week Program

Monday - Friday from 8:00 AM to 2:30 PM.

SCHOOL HOLIDAYS

New Year's Day (2 Days), Martin Luther King Day, Good Friday, Easter, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day (2 Days).

JOB PLACEMENT SERVICES

AMO School NV offers no formal employment placement services



ESTHETICS LICENSING BODY

In Nevada, licensing for Estheticians is regulated by:

Nevada State Board of Cosmetology

Las Vegas Office:

8945 West Russell Road, Suite 200,

Las Vegas, Nevada 89148

Las Vegas Office Phone: 702-508-0015

LANGUAGE OF INSTRUCTION

At this time the Basic Esthetics Program at AMO School NV is taught and conducted in English and Chinese.

STAFF AND FACULTY

AMO School NV is owned and operated by AMONV, LLC.

Director - Yip Sun

Manager – Yangyi Huang

Basic Esthetics English Instructor - Katie Raft

Basic Esthetics Chinese Instructor – Jiali Kan

Student Grievance Policy

Any student seeking to file a complaint or grievance should first contact the AMO School Academic Director in an attempt to reach an informal resolution of the issue.

The majority of complaints can typically be addressed at this initial, informal level, which serves as the first step in our grievance procedure. A written grievance should include, at a minimum, the student's name, the details and a written account of the complaint, the desired outcome, and any supporting documentation as specified in the grievance form. Upon receiving a written grievance, the School Academic Director will review the complaint, make contact with the student within ten business days to confirm receipt, clarify any details provided by the student, and request any additional information necessary for a comprehensive evaluation.