



National Aesthetic Laser Institute

School Catalog 2019

8485 Bluebonnet Boulevard, Suite 200
Baton Rouge, Louisiana 70810

www.aestheticlasereducation.com

Publication Date September 26, 2018
Effective Date January, 2019

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National Aesthetic Laser Institute

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Volume I
Effective Date: January 2019

Institutional Background & Philosophy

National Aesthetic Laser Institute (NALI) is a leading provider of medical aesthetic training programs in the United States. Our courses provide students with the skills, knowledge and technical ability preparing them to work in the medical aesthetics industry.

In 2018 the Louisiana Board of Regents licensed National Aesthetic Laser Institute as a Proprietary School in the State of Louisiana. In 2019 we opened our new training facility in Baton Rouge, Louisiana.

We offer courses to not only students who are looking for a new career as a laser technician, but also to physicians, nurses and other health professionals desiring continuing education. The Louisiana State Medical Society has reviewed National Aesthetic Laser Institute's Continuing Medical Education (CME) courses and approved them for up to 66 prescribed AMA Category 1 credit.

Description of Available Space

National Aesthetic Laser Institute operates in a 5,000 square foot facility in Baton Rouge, Louisiana equipped with 6 clinical rooms, a large classroom, and administrative offices.

List of Key Staff and Faculty

Board Members

Kirk Kepper, President

Todd Howell, Vice-President, Secretary/Treasurer

Executive Team

Kirk Kepper, President

Todd Howell, MD, Vice President

Director of Marketing / Principal Solicitor

Kirk Kepper

School Medical Director

Todd Howell, MD

Key Staff - Administration

Katie Baron

Faculty and Lead Instructors

Todd Howell, MD - Clinical Educator

Joseph Howell, MD - Clinical Educator

Leslie Wilson, DVM, PhD – Clinical Educator

Amanda Brackin - Clinical Educator

Tuition Cost, Fees, Educational Loans

Comprehensive Laser Course (112 Hours)

Tuition \$8,500.00

Maximum Class Size: 10 Students

Tuition includes the cost of written materials and handouts. No additional fees will be assessed of students. Students are responsible for their own room and board. Students are required to wear appropriate attire in clinic. Optional reading may be purchased by students but is not required.

All tuition rates are subject to change without notice. The changed rates will be applied to newly signed contracts and will not affect existing contracts.

Educational Loans

Educational Loans are available to qualified applicants. Sallie Mae is the primary lender and many other loan and grant programs serve students. National Aesthetic Laser Institute provides information to applicants about some of these programs. However, the applicant is solely responsible for contacting these sources of funding and applying for assistance.

Scholarships

Scholarships are not available at this time.

2019-2020 Academic Calendar

Course Commencement Dates

Night & Weekend Intensives: Friday 6:00-10:00pm (6 sessions) / Saturday & Sunday 9:00-6:00pm (10 total sessions)

August 2 – September 6	February 28 – April 3
September 13 – October 18	April 10 – May 15
October 25 -November 29	May 22 – June 26
December 6 – January 12	July 3 – August 7
January 17 – February 21	

HOLIDAYS:

Memorial Day	Christmas	New Years Day
4 th of July	Christmas Eve	
Labor Day	Day after Christmas	
Thanksgiving	New Year's Eve	

School Office Hours of Operation

National Aesthetic Laser Institute is open Monday – Friday, from 9:00 am – 5:00 pm.

Enrollment Policy

General Information for Admission

Applicants must be at least 18 years of age and submit a complete application for admission. A deposit of \$150 (refundable) is required.

The National Aesthetic Laser Institute does not require applicants to take an entrance exam.

The National Aesthetic Laser Institute will not start students after the third day of classes during any given term.

Admission Requirements

In order to be admitted to the National Aesthetic Laser Institute, each applicant must:

1. Submit proof of graduation from High School (Diploma) or proof of having passed the General Education Test (GED) or Higher Level of Education.

Evidence shall be maintained in each student's file to show the admissions requirements have been met. A full refund of all monies paid and a full release from all obligations shall be due to any student for whom the school cannot establish that the admission requirements were met.

Receipt of Enrollment Policy

Prior to enrollment, National Aesthetic Laser Institute will supply each prospective student a catalog, enrollment agreement and the enrollment policy with the following: .

1. A school catalog and program outline
2. A schedule of tuition, fees, and other charges;
3. The cancellation and refund policy;
4. The progress and grievance policies and attendance policies;
5. The rules of operation and conduct;
6. The regulations pertaining to incomplete grades;
7. Written and verbal information regarding loans and grants and their differences
8. The requirements for any state or national licensing, certifications, or registrations.
9. All policies related to program interruption prior to completion and written information informing the student that if the student withdraws, it is the student's responsibility to inform National Aesthetic Laser Institute.

National Aesthetic Laser Institute requires each student to acknowledge receipt of each piece of information or documentation as set forth in this section by initialing each page and providing a complete signature at the end of the receipt of the enrollment policy form.

A copy of the receipt of the enrollment policies form will be provided to the student and a copy maintained as a part of the student's files.

A copy of the enrollment agreement form will be provided to the student and the original shall be maintained as a part of the student's file.

Granting Credits for Previous Education or Training

National Aesthetic Laser Institute does not grant credits for previous education, training, or experience that an applicant may have acquired.

Institutional Refund Policy

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

Cancellation Policy

Three Business Day Cancellations: All monies paid by a student shall be refunded if requested within three business days after signing enrollment agreement and making an initial payment.

Cancellation After Three Business Days, But Before Commencement of Classes: If tuition or fees are collected in advance of entrance, and if the student does not begin classes, all tuition, less a \$150 registration fee, shall be refunded. All refunds due student shall be made within 30 days of the notice of cancellation.

Refund Policy

1. After a student has completed less than 15% of the program, we shall refund 80% of the tuition, less a \$150 registration fee, thereafter;
2. After a student has completed less than 25% of the program, we shall refund 70% of the tuition, less a \$150 registration fee, thereafter;
3. After a student has completed 25%, but less than 50% of the program, we shall refund 45% of the tuition, less a \$150 registration fee, thereafter;
4. After a student has completed 50% of the program or more, we may retain 100% of the stated course price.

Refund Policy for Students Called to Active Military Service.

A student of the school who withdraws from the school as a result of the student being called to active duty in a military service of the United States or the National Guard may elect one of the following options for each program in which the student is enrolled:

If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

- a) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- b) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - 1. satisfactorily completed at least 90 percent of the required coursework for the program; and
 - 2. demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 30 days after the effective date of termination.

Program Outline

The Comprehensive Laser Course

Program Description

The Comprehensive Laser Course Training program provides the student the opportunity to acquire the education and technical skills that will allow him/her to attain a fulfilling and productive career in the medical spa and cosmetic laser industry. Students will be trained to work at physicians' offices and medical spas as a Certified Laser Technician.

This program delivers high quality education within a convenient time frame. The student is challenged in an environment with a state-of-the-art training curriculum and an array of modern equipment which reflects current industry standards.

Subject Listing and Course Description

The Comprehensive Laser Course includes subjects that provide a strong foundation for an entry level technician. The didactic portion of the course includes education on anatomy and physiology of hair and skin, laser bio-physics and tissue interaction, laser safety including regulations, and hazards.

Fee Breakdown

Tuition: \$8,500

Tuition includes course reader and all materials necessary to complete the course. Use of equipment and supplies is all included.

Course Subject No.	Title	Lecture Hours	Lab Hours	Total Clock Hours
NALI 1	Anatomy of Hair and Skin	8		8
NALI 2	Technical Considerations- Laser Physics and Tissue Interaction	8		8
NALI 3	Laser Safety	8		8
NALI 4	Medical Considerations- Working with Clients	8		8
NALI 5a	Technical Considerations: Laser Energy	4		4
NALI 5b	Practice and Marketing	4		4
CLINOBS	Clinical Observation Experience		24	24
CLINHAND	Clinical Hands-On Experience		48	48
Total Hours		40	72	112

Subject Descriptions

Objectives of Program:

- To provide the student with the skills, information and training through thorough and reliable theoretical and practical instruction.
- To prepare the student with the knowledge and safety background to work in a clinical setting as a laser technician.
- To complete the training necessary to become a Laser Safety Officer.
- To provide an introduction to advanced treatment modalities including Laser Spider Veins, Laser Acne treatments, Laser Cellulite Reduction, Radiofrequency Skin Tightening, Fractional Laser wrinkle reduction, and Tattoo Removal
- To educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

Topics

The training includes 40 hours of training in the following topics:

- Laser device safety
- Laser bio-physics
- Skin typing
- Skin reactions and tissue interaction
- Treatment protocols
- Burns
- Eye protection
- Emergencies and Post-treatment protocols
- Assessment of client's pre-existing conditions
- Assessment of client's history
- Assessment of client's current medications
- Proper signage and posting
- Use of a Laser device and
- Anesthesia used in conjunction with Laser procedures.

Equipment Used

- Syneron Candela GentleMax Pro
- Sciton Profile
- Syneron Candela Picoway

Clinical Training

- Clinical observations of treatments
- Observation and use of laser equipment
- A minimum of ten supervised treatments.
- IPL/BBL, Laser Hair Removal
- Specialized treatments: Laser Spider Veins, Laser Acne Treatments, Laser Cellulite Reduction, Radiofrequency Skin Tightening, Fractional Laser Wrinkle Reduction, Tattoo Removal and other medical aesthetic technologies
- Introduction to advanced modalities.

Skills to be learned in Program:

National Aesthetic Laser Institute provides the student with the skills, information and training along with thorough and reliable theoretical and practical instruction to successfully complete the program and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

A student completing the National Aesthetic Laser Institute will learn a variety of both theoretical and practical skills that are required by best practices. These skills include:

- Biological effects of laser/Intense Pulsed Light
- Criteria for setting Maximum Permissible Exposure (MPE) levels
- Medical Considerations
- General Laser/Intense Pulsed Light safety
- Review Patient Chart and Information and assess patient
- Prepare Patient for treatment
- Perform Hair Reduction and other light based Treatments
- Inform Patient about aftercare
- Communication Techniques

Course Descriptions

NALI 1. Anatomy of Hair and Skin

(8 clock hours)

At the end of the Hair section of the course the students shall be able to: define permanent hair reduction, restate the basic anatomy of hair and identify hair types, and explain the structure of the hair bulb and where it resides in the skin. They will understand the basic anatomy and layers of the skin and be able to describe the biology of the epidermis and its inner workings. They will learn to describe the biology of Subcutaneous tissue, and explain what Melanocytes are and how they protect the skin. They will learn the most common disorders of the skin, and associated causes. Finally they will learn how light interacts with hair and skin.

NALI 2. Technical Considerations – Laser Physics and Tissue Interaction

(8 clock hours)

In this course the student learns how lasers work, what laser light is and how it interacts with skin and other tissue. At the end of Laser Bio-physics of Laser section of the course the student shall be able to: identify the difference between spontaneous and stimulated emission, restate the composition of lasers and the processes of their individual components, describe energy and pulsing concepts per treatment, and identify the impact of control dependent on spot size and the density of power. The concept of photothermolysis is presented to the student.

NALI 3. Laser Safety

(8 clock hours)

During the laser safety course the student learns about laser hazards, protection to self and others, as well as comprehending and following the regulations around the use of lasers. At the end of the Laser Safety: Regulations section of the course, the student shall be able to list the regulatory bodies for laser practices and state the basic safety procedures, hazards and administrative controls.

NALI 4. Medical Considerations – Working with Clients

(8 clock hours)

In this course the student learns about working with a client (or patient) in a clinical setting. At the end of this section the student will be able to: identify the criteria for patient selection and exclusions for treatment and restate types of skin conditions such as benign pigmented lesions and vascular lesions. Finally, the student will learn to list pre-treatment and post-treatment instructions and explain clinical endpoints.

NALI 5a. Technical Considerations – Laser Energy

(4 clock hours)

After four days of initial training, the instructor begins to go deeper into how the lasers are used, the types of lasers, and reinforces the wavelengths to use on specific skin types. Energy concepts, pulsing, spot size and power density will be discussed. Concepts on heating tissue and photothermolysis are reviewed. Intense Pulsed Light Therapy (IPL), Laser Hair Removal, and Vascular Lesion Treatments will be covered.

NALI 5b. Practice and Marketing

(4 clock hours)

This final course discusses best practices for working in a clinical setting. This section is designed to prepare the student for the clinical reality of working in a real world setting performing treatments. Discussion includes treatment protocols, working with physicians, interacting with colleagues and preparing for a successful career.

Clinical Observation Experience

(24 clock hours)

The clinical course begins with an overview of the day and the equipment that will be used, the settings of the device, and pearls of wisdom for the students. The course takes place at The Aesthetic Medicine & Anti-Aging Clinics of Louisiana's state of the art facility, and students have the opportunity to treat patients that have booked appointments there. Students work in small groups with a hands-on instructor. The instructor prepares the students for the treatments and goes over the following protocols:

- Review Patient Chart and Information
- Prepare Patient for Treatment
- Instructor Demonstration of Hair Reduction Treatment
- Inform Patient about Aftercare
- Q&A and Practicum

The day continues with each student observing and assisting in treatments.

Clinical Hands-On Experience

(48 clock hours)

The Clinical Hands-On Experience trains the student in laser procedures.

The fundamentals learned in the 40 hours of didactic training and 24 hours of Clinical Observation have prepared the student to preform IPL Skin Rejuvenation, Fractional Wrinkle Reduction, Vein Reduction, Laser Tattoo Removal and other treatment modalities. Each day begins with an overview of the day and the equipment that will be used, the settings of the device, and pearls of wisdom for the students. The course takes place in a state of the art medical spa and students have the opportunity to treat patients that have booked appointments at the facility. Students work in small groups with a hands-on instructor. The instructor prepares the students for the treatments and goes over the following protocols:

- Review Patient Chart and Information
- Prepare Patient for Treatment
- Instructor Demonstration of Treatment
- Inform Patient about Aftercare
- Q&A and Practicum

The day continues with each student participating in, observing, and assisting in treatments. By the end of the course, the student will be proficient in using a laser for hair reduction and IPL Skin Rejuvenation, and be introduced to Laser Spider Veins Treatments, Laser

Acne Treatments, Laser Cellulite Reduction, Radiofrequency Skin Tightening, Fractional Laser Wrinkle Reduction, and Tattoo Removal.

Grading and Marking System

Students are notified immediately upon completing the course if they pass or fail. A passing grade is achieving 80% or higher on each of the written exams and completing the clinical training in a satisfactory manner. Certificates are provided to each student within one month of completing the course.

Student transcripts are available to all students that request them. To request an official transcript, the student must provide a written request along with a \$15 administrative fee, and the transcript request will be processed.

Institutional Satisfactory Progress Policy

a. Definition of Satisfactory Progress

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as passing or better. Practical skills are evaluated according to text procedures and performance standards. Students must maintain a theory grade average of 80% and pass a FINAL written and practical exam with 80% or higher score prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory:

90 – 100	A = Excellent	P: Pass (80% or above)
80 – 89	B = Good	F: Fail (below 80% for Pass/Fail exams)
75 – 79	C = Not Passing	I: Incomplete
74 or less	F = Failure	W: Withdrawal

b. Definition of Progress Evaluation Period and Frequency of Progress Reporting

National Aesthetic Laser Institute records a student's grades at the midpoint and end of each progress evaluation period. A student not making satisfactory progress at the midpoint shall be placed on academic probation for the remainder of the progress evaluation period. If the student does not achieve satisfactory progress by the end of the probationary period, the student's enrollment shall be terminated.

c. Probation Policy and Terms

A student will be put on academic probation if he/she fails a course. A student will be put on general probation for misconduct or failure to pay tuition.

Attendance: When a student has exceeded the allowance for absences for a course that is still in session, an attendance warning will be sent to the student. The warning will remind the student that he/she has until the end of the course to make up work or course failure will result.

Academic: A student who fails an exam will be sent an academic warning stating that he/she must retake the exam in order to pass the course.

d. Termination Policy

If after the probation period a student has not fulfilled the requirements of his/her probation, the student will be dismissed.

Students can be automatically dismissed for the following reasons:

1. Coming to class under the influence of drugs or alcohol.
2. Misconduct (obscene, violent or sexually inappropriate behavior, cheating, plagiarism, or knowingly furnishing false information).

If a student wishes to appeal termination, he/she may file a complaint with the grievance committee. To be re-enrolled a student must show evidence to the School President's satisfaction that the condition that caused the dismissal has been rectified. Re-admission is at the discretion of the Board of Directors or School President.

e. Readmission Policy

The National Aesthetic Laser Institute allows students whose enrollment was terminated for unsatisfactory progress to re-enroll after a minimum of one progress evaluation period. Such re-enrollment does not circumvent the school’s refund policy. After 180 days, re-enrollment will be based on the current fee schedule and a reentry fee of \$50.

f. Progress Reports

National Aesthetic Laser Institute does not issue formal progress reports to students.

g. Incompletes, Withdrawals, Repeat Subjects, and Remedial Work

National Aesthetic Laser Institute will record a grade of “incomplete” for a student who withdraws prior to completion of the course. A student who receives a grade of “incomplete” shall be allowed to re-enroll in the program during the 12-month period following the date the student withdraws. The student will then be allowed to finish any incomplete subjects without payment of additional tuition.

A student wishing to withdraw is requested to have an exit interview with a school Director and a withdrawal form will be put in the student’s file.

Attendance Policy

General Requirements for Attendance

National Aesthetic Laser Institute will charge for a full day of absence when a student fails to attend all of the scheduled classes on that day. National Aesthetic Laser Institute will also charge for a partial day of absence for any period of absence during the day.

National Aesthetic Laser Institute does not consider published School Holidays as days of absence.

a. Attendance Probation Policy and Terms

If a student is absent for more than 20% of a course, he/she will be sent an attendance warning. The warning will remind the student that s/he has until the end of the course to make up work or course failure will result.

b. Termination for Unsatisfactory Attendance

If a student exceeds the allotted attendance warnings, he/she will be terminated. Students whose enrollments are terminated for the violation of the attendance policy may not reenroll before the start of the next progress evaluation period. This provision does not circumvent the school's refund policy.

c. Readmission after Termination for Unsatisfactory Attendance

National Aesthetic Laser Institute gives students the opportunity to make up any missed classes without any additional charge. Students are required to coordinate with their admissions representative in order to schedule make-up days. National Aesthetic Laser Institute does not guarantee make-up days on any specific dates, and students are only allowed to schedule make-up days if there are open spots on future term's rosters.

d. Make-up Work

National Aesthetic Laser Institute's make-up work shall:

1. Be supervised by an instructor approved for the class being made up
2. Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session
3. Be completed within two weeks of the end of the grading period during which the absence occurred
4. Be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor and
5. Be signed and dated by the student to acknowledge the make-up session.

Graduation Requirements

National Aesthetic Laser Institute's requirements for graduation include the following:

1. A minimum 40 hours of Laser Training and Safety Didactic
2. 72 hours of clinical observation and hands on training in addition.

*A student must complete his/her training within a year's time. Students returning after one year must re-take the entire course.

Placement Assistance Program and Student Counseling

National Aesthetic Laser Institute does not guarantee job placement. Admission representatives work with local, regional, and national placement assistance organizations in order to assist graduates in job placement. Additionally, National Aesthetic Laser Institute does not offer any formal Student Counseling Services.

Student Grievance Procedures

Written Student Grievance Procedure

Step 1: Instructor/Staff Member:

The student is recommended to directly communicate with the instructor/staff member involved in the grievance within 14 days. The student must articulate the grievance in writing, including a specific description of the problem, the reasons the student believes his/her rights have been violated, and a proposed remedy. The person alleged to have caused the grievance must respond to the student promptly, in writing, within 7 days.

Step 2: School Administrator

In cases where the problem is not resolved through direct communication with the instructor/staff member involved, the student will submit a Grievance Form with supporting evidence to the office of the school administrator within 14 calendar days of the communication with the faculty/staff member. The school administrator or designee will review the grievance.

Within 14 calendar days, the school administrator or designee will objectively investigate the grievance, consult and share appropriate information with all involved parties, consider relevant evidence, and render a decision in writing to the student and the administrative office.

Step 3: Appeal to President's Office

The student may appeal the decision in Step 2 if proper procedures were not followed or there is relevant evidence that was not available during Step 2. An appeal must be made within 14 calendar days of the decision from the administrator and made to the office of the President. The student must submit written justification for further review and provide evidence that there are grounds for the appeal. The President or a designated staff member of National Aesthetic Laser Institute will objectively investigate how the grievance process was conducted in Step 2, consult with all involved parties, consider relevant evidence that was not available or not considered during Step

2, and render a decision in writing. The decision will be final and any further appeals shall be made to the Louisiana Board of Regents within 14 calendar days.

Reporting, Recording, and Maintaining Records

When the grievance is concluded, all documentation shall be forwarded to the school administrator who will maintain them in accordance with the state archival policies.

Students Right to Appeal to Louisiana Board of Regents – Title 28, Part III Chapter 17

National Aesthetic Laser Institute is required to direct all unsolved grievances to:

Louisiana Board of Regents
P.O. Box 3677
Baton Rouge, Louisiana 70821-3677
225.342.4253

The Information contained in this catalog is true and correct to the best of my knowledge.

School Director

School President

Date