

March 17th, 2020

Students, Staff and Faculty,

At the New York Institute of Esthetics, our top priority is and always has been the health, safety and well-being of our staff, students and faculty. We take this responsibility very seriously. Our commitment to individual and community safety stands unwavering at this time.

With our highest regard for the health and well-being of all at NYIM and following the guidelines from the CDC, Erie County Health Department, the United States government, we are closing the New York Institute of Esthetics effective March 18th, 2020 due to the novel Coronavirus. All Esthetics classes and clinic will be closed from March 18th, 2020 to April 5th, 2020. All activities will tentatively resume again on April 6th, 2020. We will be evaluating the situation on a continual basis. If there are any changes to the institutions status, you will be immediately notified by mail, phone call and/or text.

As of today, March 17th, 2020, the tentative end date for Term 183 is anticipated to be May 4th, 2020. With the extension to the Term, this will include the required make up time from the necessary break incurred. Clinic terms will be extended as well and reassessed once classes resume. All class make -up time incurred **before** the hiatus will still need to be completed once classes resume. The 20% rule will not apply while we are closed for Covid-19. All dates for graduation will be assessed once classes have commenced.

Should you be ill once classes resume and are not able to attend classes by April 6th, 2020, you will be granted a Leave of Absences. You must speak with Kim in Education to be granted this Leave of Absence.

All Title IV funding for education will remain intact. All disbursements of Title IV will remain as is based on attendance. You will not be penalized for the closure. All tuition payments from the students to the New York Institute of Esthetics will be delayed by 2 weeks or until the school attendance is reinstated.

We appreciate your understanding, patience and concerns during this fluid situation. After March 17th, should you have any questions or concerns, you will still be able to contact the New York Institute of Esthetics by phone at 716-633-0355, Monday-Friday from 12-4 pm. Enter 0 (zero) when prompted.

Stay happy, be healthy and we will see you when you return.

Warmest Regards,

The New York Institute of Esthetics