



# SCHOOL CATALOG NILES CAMPUS

**8057 N. Milwaukee Ave**

**Niles, Il. 60714**

**(847) 965-8061**

**[www.johnamicoschoolofhairdesign.com](http://www.johnamicoschoolofhairdesign.com)**

OCTOBER, 2024

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## SCHOOL OF HAIR DESIGN

### WELCOME

The staff at John Amico School of Hair Design is dedicated to the education of men and women who exhibit a personal desire, intelligence, responsibility and maturity toward reaching the goal of becoming a licensed Cosmetologist. Being a Cosmetologist is an exciting and rewarding Career. John Amico, Sr. started the school with a dream to “Enrich the Lives of Others.” Today, after 50 plus years, thousands of graduates and hundreds of salons being opened and operated under his systems, you truly have an experienced team of professionals that you can rely on for your education. Celebrity stylists, Screen Actor Guild stylists, award-winning stylists, platform artists, salon and spa owners all graduated from John Amico School of Hair Design and all had to begin their first day as a student. If you have the ABC’s...Attitude, Belief and Commitment to be the best, we invite you to join us. The Field of Cosmetology offers a variety of career opportunities, and we invite you to come in and tour our educational facilities. Please take a few minutes to read over and review the school catalog. If you have any additional questions, please feel free to contact the school any time during regular business hours.

Yours Truly,

*John Amico, Jr.*  
President

**John Amico School of Hair Design is owned by Cosmetology Concepts Niles PLLC**

# JOHN AMICO SCHOOL OF HAIR DESIGN

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Niles, Illinois 60714

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Website: [www.johnamicoschoolofhairdesign.com](http://www.johnamicoschoolofhairdesign.com)

**DATE OF PUBLICATION: REVISED OCTOBER, 2024**

**DISCLOSURES WEBSITE:** <https://www.johnamicoschoolofhairdesign.com/niles-disclosures-consumer-info/>

## **SCHOOL MISSION STATEMENT:**

The mission of the John Amico School of Hair Design is to provide an opportunity to achieve a quality cosmetology education for a group of learners who have the ability to benefit from the programs. Our primary goal is to train students to successfully pass the certification or state licensure exam. It is the school's aim to develop each student the education and practical experience necessary for each graduate to go out as a cosmetologist or cosmetology teacher for careers related in cosmetology arts and sciences, and/or related fields and/or unrelated fields.

## **SCHOOL VISION STATEMENT:**

The staff of the John Amico School of Hair Design is determined to use all available opportunities and facilities to enhance the educational and personal development of the students. The staff is further determined to exert the influence through all facilities, on all facts of the Industry, within the bounds of philosophy and resources.

## **ADMISSION REQUIREMENTS:**

### **COSMETOLOGY COURSE:**

Prospective students for the Cosmetology course must meet the following requirements to be admitted:

- Have a high school diploma, transcript, or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, copy of State-authorized examination that the State of Illinois recognizes as the equivalent of a high school diploma (eg, HISET or TASC); or
- Is at least 16 years of age; or
- If enrolled under a training agreement with a government agency, school district, and/ or other entity, the student meets the admission requirements set out in the training agreement and/ or applicable state licensing or certification regulations;
- Is beyond the age of compulsory school attendance upon admission;
- Has completed homeschooling at the secondary level as defined by state law and provide secondary school completion credential.
- Have a Driver's License or State Identification;
- Have a Social Security Card;
- All foreign high school diplomas **MUST BE** translated into English and confirm academic equivalence to a U.S high school diploma by an outside agency that is qualified to translate documents into English.

### **COSMETOLOGY TEACHER COURSE:**

Prospective students for either Teacher Training course must meet the following requirements to be admitted:

- Have a high school diploma, transcript, or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, copy of State-authorized examination that the State of Illinois recognizes as the equivalent of a high school diploma (eg, HISET or TASC); or
- Has completed homeschooling at the secondary level as defined by state law and provide secondary school completion credential.
- Is at least 18 years of age;
- Possess a valid Illinois Cosmetology license;
- Have a Driver's License or State Identification;
- Have a Social Security Card;

- All foreign high school diplomas **MUST BE** translated into English and confirm academic equivalence to a U.S high school diploma by an outside agency that is qualified to translate documents into English.

**ABILITY TO BENEFIT:** The John Amico School of Hair Design does not currently enroll Ability-To-Benefit Students.

### **TRANSFERS AND RE-ENROLLEES:**

The John Amico School of Hair Design does accept transfers from other schools (a maximum of 1000 transfer hours may be accepted). All transfers must secure a valid transcript in order to have any hours of previous training recognized. No transfer hours are accepted for Cosmetology Teacher. Students to be credited with completing a portion of the course will be charged the current hourly fee for hours needed to be completed, plus the fee for equipment/books (if needed), and an enrollment fee of \$100. Former students who did not complete their course may re-enroll, however, and initial deposit of \$500.00 may be required, regardless of the student's prior payment history. The deposit requirement for re-enrollees and transfers is at the discretion of the school. In addition, transfers and re-enrollees must meet all other admission requirements for the course as well.

### **ALL PROSPECTIVE STUDENTS:**

All prospective students must make satisfactory arrangements regarding expected payment of fees to formal admission. Students failing to complete such arrangements, or students who do not qualify for financial aid must make satisfactory arrangements for payment, or they will not be admitted (this includes failure to secure financial aid related paperwork, if applicable). If the student is admitted under a conditional or provisional acceptance and requires providing further documentation and does not meet the deadline the Financial Aid Administrator states he/she may be suspended or terminated from the school until the student meets the necessary conditions. Students are reminded that the enrollment agreement (except for the refund policy) is not binding until all admission requirements have been met.

### **VETERAN'S BENEFIT STUDENTS:**

The John Amico School of Hair Design is authorized to enroll students who are eligible to receive military benefits. Our Cosmetology and Cosmetology Teacher Programs are approved by the Illinois State Approving Agency for the enrollment of qualified veterans and/or other eligible persons to receive Montgomery GI Bill® education benefits." Please visit the Department of Veterans Affairs at <https://benefits.va.gov/benefits/> for information about your eligibility. Once your eligibility is established, then you need to bring in the authorization document at the time of registration so the school can properly certify your enrollment to activate your benefit.

### **VACCINATIONS POLICY:**

The John Amico School of Hair Design does not require vaccinations in order to be admitted into our offered programs. Those interested may contact their local health department to get more information or contact their health care provider.

### **COURSE NAMES AND OCCUPATIONS FOR WHICH TRAINING IS PROVIDED:**

The primary course of instruction offered is Cosmetology. This course is 1500 clock hours in length, the successful completion of which qualifies the student to apply to take the licensing examination for a Registered Cosmetologist offered through the Illinois Department of Financial and Professional Regulations in the state of Illinois. If the student passes the state examination, he/she is qualified to work as a Cosmetologist in the state of Illinois. The course is also designed to prepare students for careers including but not limited to the following additional fields: Salon Owner, Cosmetology School Owner, Hair Shaping Specialist, Hair Color Specialist, Hair Styling Specialist, and Industry Representative. The course also qualifies a graduate who successfully completed the state licensing examination for further training in the field of Cosmetology Teacher.

The secondary course of instruction offered is Cosmetology Teacher. This course is 1000 clock hours in length, the successful completion of which qualifies the student to apply to take the licensing for Registered Cosmetology Teacher offered through the Illinois Department of Financial & Professional Regulations in the state of Illinois. If the student passes the state examination, he/she is qualified to work as a Cosmetology Teacher in the state of Illinois. The course is also designed to prepare students for careers including but not limited to the following additional fields: Cosmetology Teacher, Cosmetology School Owner, Platform Artist, Industry Representative, and Educational Consultant.

In addition, past graduates of the John Amico School of Hair Design may contract for additional Cosmetology training on an hourly basis. However, this program does not itself establish candidacy for licensure, and enrollment is limited to a maximum of 150 clock hours.

**The John Amico School of Hair Design Niles Campus DOES NOT offer the 250 Clock Hour Refresher Course.**

## **COSMETOLOGY COURSE COSTS & PAYMENT METHODS:**

### **COSMETOLOGY 1500 HOURS**

**\*Tuition Charges per Payment Period**

(Full-Time Days, Part-Time Days, and Part-Time Nights)

TUITION	\$14,375.00
EQUIPMENT/BOOKS	\$ 2,400.00
SALES TAX	\$ 246.00
REGISTRATION FEE	\$ 20.00

**TOTAL COST \$17,041.00**

*\*The tuition charges are assessed by scheduled clock hours per payment period.*

***For VA Benefit Students: Only Tuition/Equipment & Books is covered by VA Benefits; Enrollment Fee is not covered.***

### **CLASS SCHEDULE FOR COSMETOLOGY\***

**Full-Time Days / 12 months (32 Hrs/Week)**

Wednesday thru Friday 9:00 a.m.- 5:30 p.m.

Saturday 8:00 a.m.- 4:30 p.m.

**Part-Time Days / 16 months (24.5 Hrs/Week)**

Wednesday thru Friday 9:00 a.m.- 3:00 p.m.

Saturday 8:00 a.m.- 4:30 p.m.

**Part-Time Nights / 19 months (20 Hrs/Week)**

Wednesday thru Friday 5:00 p.m.- 9:00 p.m.

Saturday 8:00 a.m.- 4:30 p.m.

***Please Note: VA Benefit Student Schedules are based on actual program months and CANNOT INCLUDE the extra months added to the student's enrollment agreement. Program times remain the same, however Full-Time Days will be for 11 months, Part-Time Days will be for 14 months, and Part-Time Nights will be for 17 months.***

### **COSMETOLOGY STUDENT EQUIPMENT LIST**

blow dryer	tint applicator bottles	hair combs	eye lash kits w/glue
combo clippers	tint apron	hair brushes	nail brush
curling iron	alligator clips	jumbo end wraps	hair nets
flat iron	permanent wave rods	flat top comb	make-up kit
haircolor tint kit	double-prong clips	hair extension kit	shampoo cape
equipment tote bag w/tag	magnetic rollers	neck duster brush	shears (shaping)
duck bill clips	magnetic roller cover	manikin stand	hair razor
manicure/pedicure kit	odorless sculpting kit	spray bottle	shears (thinning)
manicure bowl	styling cape	mr frank mannequin	stainless steel tweezer
nail polish kit	nail polish remover	JA T-shirt/JA Apron	rubber gloves
single prong clips	JA Cape	ms.barbara mannequin	ms ashley mannequin

### **TEXTBOOKS:**

Pivot Point Coursebooks (101-113, Subjects in Life Skills, Science, Business, Client Centered Design, Sculpture/Cut, Men's Sculpture/cut, Hair Design, Long Hair Design, Wigs & Hair Additions, Color, Perm & Relax, Skin and Nails) and Study Guide.

### **PAYMENT METHODS:**

Students who cannot pay the total cost of the course upon enrollment will have the payment methods described below in this catalog and also on their enrollment agreements (bi-monthly, monthly payments, Title IV, etc.). ***Any financial aid received must first be applied to the student's outstanding account balance, before any monies will be paid directly to the student for their educational expenses.***

**We accept the following methods of payment:** Cash, Personal check, corporate check, or bank check (i.e. certified check, cashier's check), money order, Title IV, Loans: for those students who qualify, Non-Federal agency programs. For cash payments, if you choose this method, please be sure to retain your receipt.

**Mailing Checks:** Include your full student name with your check payment and mail to John Amico School of Hair Design, 8057 N. Milwaukee Ave, Niles, Il. 60714

**STATE BOARD EXAMINATION CHARGES:**

The administration of Computer Based Tests (CBT) is implemented. Upon the student meeting all graduation requirements he/she will be able to access and complete the examination application:

1. Via the internet at [www.continentaltestinginc.com](http://www.continentaltestinginc.com) and pay the examination fee with a credit card (VISA or MasterCard); or
2. In paper form by downloading the application:
  - From the Division of Professional Regulation's web site [www.idfpr.com](http://www.idfpr.com); or
  - From the CTS web site [www.continentaltestinginc.com](http://www.continentaltestinginc.com) ; or
  - Call the Division at 888-473-4858 and request an application.

All paper application must be accompanied by an examination fee in the form of a certified check or money order payable to Continental Testing Service. **State Board Examination Charges are the responsibility of the student. The State Board fees varies every year. All fees are nonrefundable.**

3. Once you are determined eligible, you will receive an Authorization to Test (ATT). Your ATT will contain the necessary information to schedule a test appointment of your choice (date, time, and location). Your ATT will be sent as an electronic document via e-mail. **IMPORTANT:** An e-mail address is a mandatory field that must be completed on the application form in Section 12. This ATT eligibility lasts for 60 days only. You must take the examination within those 60 days or reapply with a new fee.

**NOTE:** Upon the student meeting all graduation requirements he/she will be able to make an appointment at the Main Office for assistance on completing the application for Licensure and/or Examination. The Test Fee is for the cost of the examination only and is not transferable from one exam date to another. After successful completion of the examination, you will be notified of the licensure fee.

**COSMETOLOGY TEACHER COURSE COSTS AND PAYMENTS METHODS:**  
**COSMETOLOGY TEACHER 1000 HOURS**

**\*Tuition Charges per Payment Period (Full-Time Days, Part-Time Days, and Part-Time Nights)**

TUITION	\$9,600.00
EQUIPMENT/BOOKS	\$ 350.00
SALES TAX	\$ 35.88
REGISTRATION FEE	\$ 20.00

**TOTAL COST \$10,005.88**

*\*The tuition charges are assessed by scheduled clock hours per payment period.*

**For VA Benefit Students:** Only Tuition/Equipment & Books is covered by VA Benefits; Enrollment Fee is not covered.

**CLASS SCHEDULE FOR COSMETOLOGY TEACHER**

<u>Full-Time Days / 8 months (32 Hrs/Week)</u>		<u>Part-Time Days / 10 months (24.5 Hrs/Week)</u>	
Wednesday	12:30 p.m. - 9:00 p.m.	Wednesday	3:00 p.m. - 9:00 p.m.
Thursday and Friday	9:00 a.m. - 5:30 p.m.	Thursday and Friday	9:00 a.m. - 3:00 p.m.
Saturday	8:00 a.m. - 4:30 p.m.	Saturday	8:00 a.m. - 4:30 p.m.



**Part-Time Nights / 12 months (22 Hrs/Week)**

Wednesday: 3:00 p.m.- 9:00 p.m.  
Saturday 8:00 a.m. - 4:30 p.m.

Thursday & Friday: 5:00 p.m. – 9:00 p.m

***Please Note: VA Benefit Student Schedules are based on actual program months and CANNOT INCLUDE the extra months added to the student’s enrollment agreement. Program times remain the same, however Full-Time Days will be for 7 months, Part-Time Days will be for 9 months, and Part-Time Nights will be for 11 months.***

**COSMETOLOGY TEACHER EQUIPMENT:**

Milady’s Professional Educator Student Course Book  
Milady’s Professional Educator Student Exam Review  
Pivot Point Coursebooks (101-113, Subjects in Life Skills, Science, Business, Client Centered Design, Sculpture/Cut, Men’s Sculpture/cut, Hair Design, Long Hair Design, Wigs & Hair Additions, Color, Perm & Relax, Skin and Nails) and Study Guide.

**PAYMENT METHODS:**

Students who cannot pay the total cost of the course upon enrollment will have the payment methods described below in this catalog and also on their enrollment agreements (bi-monthly, monthly payments, Title IV, etc.). Any financial aid received must first be applied to the student’s outstanding account balance, before any monies will be paid directly to the student for their educational expenses.

**We accept the following methods of payment:** Cash, Personal check, corporate check, or bank check (i.e. certified check, cashier’s check), money order, Title IV, Loans: for those students who qualify, Non-Federal agency programs. For cash payments, if you choose this method, please be sure to retain your receipt.

**Mailing Checks:** Include your full student name with your check payment and mail to John Amico School of Hair Design, 8057 N. Milwaukee Ave, Niles, Il. 60714

**POLICY ON EXTRA INSTRUCTIONAL CHARGES:**

Students who desire to remain enrolled past their calculated completion date (as determined by the student’s enrollment agreement) must have a new enrollment agreement drawn extending their completion date. Such students will be assessed the hourly rate for tuition listed on their enrollment agreement for the hours remaining to be completed. The current hourly rate for the following programs is as follows:

**Cosmetology Course: \$9.58 per hour**

**Cosmetology Teacher Course: \$9.60 per hour**

**LENGTH OF COURSES, SCOPE & SEQUENCE OF HOURS COSMETOLOGY COURSE**

Course Goals: The primary purpose of the Cosmetology Course is to provide an opportunity to achieve a quality cosmetology education for a group of learners who have the ability to benefit from the programs. Our primary goal is to train students to successfully pass the certification or state licensure exam. It is the school’s aim to develop each student the education and practical experience necessary for each graduate to go out as a cosmetologist for careers related in cosmetology arts and sciences, and/or related fields and/or unrelated fields.

Course Description: The following is a breakdown of the units of theoretical and practical instruction necessary for completing the course, as prescribed by Illinois statute. Please note that the actual sequence of instruction may vary:

- 1) Basic Training - 150 hours of classroom instruction in general theory and practical application shall be provided that include a minimum of the following subject areas: tools and their use, shampoo, understanding chemical and use, types of hair, sanitation, hygiene, skin diseases and conditions, anatomy & physiology, electricity, ethics, nail technology, and esthetics.
- 2) Practical Chemical Application/Hair Treatment - 500 hours of instruction, which shall be a combination of classroom instruction and hands on experience, in the following subject areas: chemical safety, permanent waving, hair coloring, tinting and bleaching, hair relaxing, hair and scalp conditioning, shampooing, toning, and rinsing.
- 3) Hair Styling/Hair Dressing - 475 hours of instruction in hair styling, which shall be a combination of classroom instruction and hands on experience, in the following subject areas: cutting, thinning, shaping, trimming, application of electrical/mechanical equipment, curling, hair treatments, marcelling.

- 4) Shop Management, Sanitation and Interpersonal Relations - 200 hours of classroom instruction shall be provided in the following subject areas: labor law, workers' compensation, client relations, bookkeeping, marketing and merchandising, emergency first aid, right-to-know laws, pertinent state and local laws and rules, business ethics, sanitation, electrical devices, personal grooming and hygiene.
- 5) Esthetics - 85 hours of instruction shall be provided.
- 6) Nail Technology - 55 hours of instruction shall be provided.
- 7) Electives - 35 hours
- 8) Internship program is an optional part of the curriculum. The Niles School of Cosmetology chooses not to set up an internship program.

### **1500-HOUR COSMETOLOGY COURSE DESCRIPTION:**

The 1500 hour cosmetology program consist of instruction in general theory and practical application. The course is divided into individual phases/units of learning. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

### **THE STUDENT IS TO SUCCESSFULLY COMPLETE PHASE'S I THRU V (APPROXIMATELY 400 HOURS)IN ALL THE FOLLOWING SUBJECT AREAS:**

#### **PHASE I: (FULL TIME DAYS: 3 WEEKS/PART TIME DAYS: 5 WEEKS/PART TIME NIGHTS: 6 WEEKS)**

This phase consists of instruction in hair design, which shall be a combination of classroom instruction and hands on experience, and shall be provided in the following subject areas: Learning the principles and techniques of wet styling, blow drying and waving, finger waving, hairdressing, hair extensions, pressing and curl.

#### **PHASE II: (FULL TIME DAYS: 3 WEEKS/PART TIME DAYS: 5 WEEKS/PART TIME NIGHTS: 6 WEEKS)**

This phase consists of instruction in hair shaping, which shall be a combination of classroom instruction and hands on experience, and shall be provided in the following subject areas: Learning the principles and techniques of sectioning, removing length or bulk with razor, shears, and clippers.

#### **PHASE III: (FULL TIME DAYS: 6 WEEKS/PART TIME DAYS: 7 WEEKS/PART TIME NIGHTS: 8 WEEKS)**

This phase consists of instruction in chemical rearranging, which shall be a combination of classroom instruction and hands on experience, and shall be provided in the following subject areas: Learning the principles and techniques of sectioning, wrapping, processing, curling, and relaxing.

#### **PHASE IV: (FULL TIME DAYS: 6 WEEKS/PART TIME DAYS: 7 WEEKS/PART TIME NIGHTS: 8 WEEKS)**

This phase consists of instruction in hair coloring and hair lightening, which shall be a combination of classroom instruction and hands on experience, and shall be provided in the following subject areas: Learning the principles and techniques of temporary, semi-permanent, demi-permanent, lightening, toning, frosting, special effects and problems.

#### **PHASE V: (FULL TIME DAYS: 15 WEEKS/PART TIME DAYS: 17 WEEKS/PART TIME NIGHTS: 18 WEEKS)**

This phase consists of instruction in microbiology, trichology, electricity, anatomy & physiology, scalp treatments, manicuring, pedicuring, nail extensions, facials, which shall be a combination of classroom instruction and hands on experience, and shall be provided in the following subject areas: Learning the principles and techniques of treatments of the scalp, massage, facial treatments, cosmetic application, artificial eyelashes, and removal of unwanted hair.

### **SALON PREPARATION (CLINIC):**

This phase consists when the student has successfully completed Phase's I thru V (approximately 400 hours). The student will be able to practice on live models (clients) what they have learned in the basic classroom. Included also are Public/Human Relations and Retail Sales.

The students are expected to complete the minimum number of services in each of the following subject areas: Hairstyling, Hair Cuts, Chemical Texture Services Hair Coloring/Lightening, Scalp Treatments, Facials/Arching/Makeup, Manicures/Pedicures/Nail Applications, Salesmanship (Please refer to the Satisfactory Academic Progress Policy in the school catalog).

**THE STUDENT IS TO SUCCESSFULLY COMPLETE SALON PREPARATION TWENTY-FOUR WEEKS (APPROXIMATELY 1050 HOURS) IN ALL THE FOLLOWING SUBJECT AREAS:**

Salon preparation consist of instruction in hair design, which shall be a combination of clinic, and hands on experience, and shall be provided in the following subject areas: Learning techniques of wet styling, blow drying and waving, finger waving, hairdressing, pressing and curl. The student shall be supervised by an instructor and trained hands on clients, and/or mannequins.

Salon preparation consist of instruction in hair shaping, which shall be a combination of clinic, and hands on experience, and shall be provided in the following subject areas: Learning techniques of sectioning, removing length or bulk with razor, shears, and clippers. The student shall be supervised by an instructor and trained hands on clients, and/or mannequins.

Salon preparation consist of instruction in chemical rearranging, which shall be a combination of clinic, and hands on experience, and shall be provided in the following subject areas: Learning techniques of sectioning, wrapping, processing, curling, and relaxing. The student shall be supervised by an instructor and trained hands on clients, and/or mannequins.

Salon preparation consist of instruction in hair coloring and hair lightening, which shall be a combination of clinic, and hands on experience, and shall be provided in the following subject areas: Learning techniques of permanent hair coloring, lightening, toning, frosting, special effects and problems with John Amico Haircare products. The student shall be supervised by an instructor and trained hands on clients, and/or mannequins.

Salon preparation consist of instruction in scalp treatments, manicuring, pedicuring, nail extensions, facials, which shall be a combination of clinic, and hands on experience, and shall be provided in the following subject areas: Learning techniques of treatments of the scalp, massage, facial treatments, cosmetic application, artificial eyelashes, and removal of unwanted hair. The student shall be supervised by an instructor and trained hands on clients, and/or mannequins.

**STATEBOARD PREPARATION: (FULL TIME DAYS: 3 WEEKS/PART TIME DAYS: 5 WEEKS/PART TIME NIGHTS: 6 WEEKS)**

This phase consists when the student has successfully completed 1350 hours. The student will review final theory and practical testing through State Board review tests and final practical mock applications. Upon completion of 1500 hours the student will have a final written and practical test. The student will be able to apply for the State Board Examination after he/she has met all the graduation requirements. There is a fee to take the State Board Examination. The State Board Examination Charges are the responsibility of the student and is not included in the Cost of Tuition.

**Required Texts:**

Pivot Point Coursebooks (101-113, Subjects in Life Skills, Science, Business, Client Centered Design, Sculpture/Cut, Men's Sculpture/cut, Hair Design, Long Hair Design, Wigs & Hair Additions, Color, Perm & Relax, Skin and Nails) and Study Guide.

***Grading Procedures: The ranges of grades for theoretical and practical work in all courses are:***

100% - 96% = EXCELLENT

95% - 91% = VERY GOOD

90% - 81% = GOOD

80% - 75% = SATISFACTORY

74% - 0% = UNSATISFACTORY

Students must maintain a grade average of 75% in both theoretical and practical work in the period being evaluated to be considered maintaining satisfactory progress status. For attendance, students must have completed 66.67% of their total scheduled enrollment time (minus school holidays) in the period being evaluated to be considered maintaining satisfactory progress status.

**LENGTH OF COURSES, SCOPE & SEQUENCE OF HOURS COSMETOLOGY TEACHER COURSE**

Course Goals: The primary purpose of the instructor course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the state board examination and for competency in entry-level employment as an instructor or a related position.

Course Description: The following is a breakdown of the units of theoretical and practical instruction necessary for completing the 1000-hour course, as prescribed by Illinois statue. Please note that the actual sequence of instruction may vary:

- 1) 500 hours of Post-Graduate School Training that includes all subjects in the basic cosmetology curriculum, including theory and practice. Presentation of material must include the concepts that are intended to be taught and the skills to be acquired during the

various phases of basic education.

- 2) 20 hours of Educational Psychology that shall include, but not be limited to, topics in educational objectives, student characteristics and development, the learning process, and an evaluation of learning that relates to teaching. These hours shall be waived on behalf of cosmetology teacher students who have completed a course in Educational Psychology at an accredited college or university.
- 3) 20 hours of Teaching Methods (Theory) that shall include, but not be limited to, topics in individual differences in learning, lesson planning and design, lesson delivery, assessment of learning performance, classroom management, student motivation, and classroom climate. These hours shall be waived on behalf of cosmetology teacher students who have completed a course in Teaching Methods-Secondary Level at an accredited college or university.
- 4) 150 hours of Application of Teaching Methods that includes preparation and organization of subject matter to be presented on a unit by unit basis and presentation of subject matter through application of varied methods (lecture, demonstration, testing and assignments). Presentations must provide teaching objectives to be accomplished and correlate theoretical with practical application.
- 5) 50 hours of Business Methods that includes inventory, recordkeeping, interviewing, supplies, Illinois Barber, Cosmetology, Esthetics, Hair Braiding, and Nail Technology Act of 1985 and 68 Ill. Adm. Code 1175.
- 6) 260 hours of Student Teaching under the on-site supervision of an Illinois Licensed teacher. The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum.
- 7) The Niles School of Cosmetology is not approved for a 500 hour Teacher Training course. The institution only offers the 1000 hour Cosmetology Teacher course.

### **1000-HOUR COSMETOLOGY TEACHER COURSE DESCRIPTION:**

The 1000 hour cosmetology teacher program consist of instruction in general theory and practical applications. The course is divided into individual phases/units of learning. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

### **PHASE I: THEORY/CLASSROOM AND BASIC COSMETOLOGY TRAINING 540 HOURS**

This phase consists of instruction in all areas of the 5 Phases of the Basic Cosmetology Course. It will also include classroom theory on teaching methods, educational psychology, and business methods.

### **PHASE II: STUDENT TEACHING 260 HOURS**

This phase consists of instruction on presenting theoretical and practical demonstrations to students in the basic cosmetology curriculum under the On-Site Supervision of a Licensed Cosmetology Teacher. On-Site Supervision will involve the following evaluation service areas: Appearance/Organizational Skills, Curriculum/Teaching Principles, Presentation, Practical Applications, Student Evaluation, and Teaching Methods.

### **PHASE III: DYNAMIC CLINIC (APPLICATION OF TEACHING METHODS) 150 HOURS**

This phase consists of instruction on four areas of evaluation under the On-Site Supervision of a Licensed Cosmetology Teacher. The first area includes Practical Skills Training, such as curriculum/teaching principles, clinic philosophy, teamwork, reception desk etiquette, effective dispensary procedures, and recording keeping. The second area includes Cultivating Satisfied Clients and proper communication. The third area includes Clinic Teaching, such as appearance/organizational skills, zone teaching, supervising multiple students, educator tools, supervision of clinic sanitation, and supervision of client safety. The fourth and final area includes Building a Dynamic Clinic, such as in-school promotions, in-school contests, down time activities, following curriculum/school rules, enforcing safety/sanitation, and proper documentation of student satisfactory academic progress.

### **STATEBOARD PREPARATION: 50 HOURS**

This phase consists when the student has successfully completed 950 hours. The student will review final theory and practical testing through State Board review tests and final practical mock applications. The student, at this phase of training, may still be completing required quota evaluation assignments from previous phases until requirements are satisfied. Upon completion of 1000 hours the student will have a final written and practical test. The student will be able to apply for the State Board Examination after he/she has met all the graduation requirements. There is a fee to take the State Board Examination. The State Board Examination Charges are the responsibility of the student and is not included in the Cost of Tuition.

#### **Required Texts:**

Milady's Professional Educator Student Course Book

Milady's Professional Educator Student Exam Review

Pivot Point Coursebooks (101-113, Subjects in Life Skills, Science, Business, Client Centered Design, Sculpture/Cut, Men's Sculpture/cut, Hair Design, Long Hair Design, Wigs & Hair Additions, Color, Perm & Relax, Skin and Nails) and Study Guide.

**Grading Procedures: The ranges of grades for theoretical and practical work in all courses are:**

100% - 96% = EXCELLENT

95% - 91% = VERY GOOD

90% - 81% = GOOD

80% - 75% = SATISFACTORY

74% - 0% = UNSATISFACTORY

Students must maintain a grade average of 75% cumulative in both theoretical and practical work in the period being evaluated to be considered maintaining satisfactory progress status. For attendance, students must have completed 66.67% cumulative of their total scheduled enrollment time (minus school holidays) in the period being evaluated to be considered maintaining satisfactory progress status.

**GRADUATION REQUIREMENTS – (COSMETOLOGY AND COSMETOLOGY TEACHER COURSE)**

- Must have completed all phases of study, practical assignments, required tests, and all hours of training required;
- Must have passed a final comprehensive written and practical examination with a score of 85% or higher;
- Must have made arrangements to satisfy any outstanding tuition balances owed upon course completion (1500 hours for Cosmetology Students and 1000 hours for Cosmetology Teacher Students), must show a \$0.00 balance before final exams may be taken.
- Upon the student meeting all graduation requirements he/she will be able to access and complete the State Board examination application.

NOTE: The normal passing score on required practical applications and theory examinations is 75% or higher. The passing score for Mid-term Tests, Final Written and Practical Examinations is 85%. Please see the Satisfactory Academic Progress Policy for more details regarding the grading scale used.

The school will grant a Certificate of Completion and Official Transcript of Hours for the Cosmetology or Cosmetology Teacher course when the student has successfully completed all the graduation requirements listed above under “**GRADUATION REQUIREMENTS.**”

**DOCUMENT AWARDED UPON GRADUATION**

Upon completion of ALL graduation requirements listed above, the student is awarded a certificate for the successful completion of the Cosmetology and/or Cosmetology Teacher Course.

**INSTRUCTIONAL LANGUAGES**

The John Amico School of Hair Design offers instruction ONLY in English.

**EMPLOYMENT ASSISTANCE**

THE SCHOOL CANNOT AND DOES NOT GUARANTEE EMPLOYMENT TO ANY STUDENT.

**ASSISTANCE PROGRAM**

However, the school has an active Placement Director who can offer you valuable assistance in finding employment. Cosmetology students are eligible to be placed in their field of employment if they filed for the state licensing examinations. All students must have made satisfactory arrangements regarding any balances owed before eligible placement assistance can be attempted. The Placement Director will make an attempt to contact all graduates eligible for placement assistance at any time. If a student does NOT desire placement assistance upon graduation, he/she should inform the Placement Director of when the student might desire placement assistance, and the school will contact the student again at that time.

**GRADING SYSTEM**

Please see the Satisfactory Academic Progress Policy.

**POLICY REGARDING ACCESS TO STUDENTS RECORDS**

**ACCESS TO RECORDS AND CONTESTED INFORMATION:**

Any student has the right to request a review of information contained in his/her file. A parent or guardian of a dependent minor, while still a dependent, will also have access to student records. Such requests must be made in writing, specify the record to be reviewed, and must be directed to the school manager in question. If a student, parent or guardian of a dependent minor, desires to contest any information which he/she believes is contained in the students records, the student, parent or guardian of a dependent

minor, must specify which information is being contested in writing, together with the reasons why the student, parent or guardian of a dependent minor, considers the information to be inaccurate and any supporting documentation, and direct it to the school manager.

If a request for a review of records is received, the records (or exact copies of the records) shall be provided within a period of two (2) weeks from the receipt of the request, together with a staff person to interpret the records. A student, parent or guardian of a dependent minor, will not be permitted to review any records in the absence of a school official. In addition, the student may not review any third party (such as parent's income tax return) without first submitting written permission from that party in order for the student to review the records. In cases where as student, parent or guardian of a dependent minor, contests in writing the accuracy of information in the students file, the information will be reviewed by the school, together with the student's, parent or guardian of dependent minor's, request and any supporting documentation submitted. The school will then make a determination of the accuracy of the information and shall notify the student or parent or guardian of a dependent minor, in writing of this determination within two (2) weeks of the receipt of the notice contesting the information. The school's determination is FINAL. If the determination agrees with the student's or parent or guardian of a dependent minor's notice contesting the information, the information shall be corrected accordingly.

If the determination does not agree with the student's, parent or guardian of a dependent minor's, notice contesting the information, a copy of the student's, parent or guardian of dependent minor's, notice shall be attached to the relevant information released to the student, parent or guardian of a dependent minor, or to any third party.

### **POLICY REGARDING RELEASE OF INFORMATION FROM STUDENT RECORDS TO THIRD PARTIES**

**RELEASE OF INFORMATION:** Students are reminded that any release of specific information from a student's file (such as grades, detailed attendance information, etc.) requires prior written approval from the student (or parent or guardian if the student is a dependent minor). Exceptions to this policy include state, local and federal officials which are legally authorized to review such information, along with representatives of the school's accrediting agency.

### **PROCEDURE TO OBTAIN AUTHORIZATION TO PROVIDE DIRECTORY INFORMATION:**

Nonpublic personal information which is not publicly available on

- Your name, address, and social security number
- Name of your financial institution, account number
- Information provided on your application to enroll in Niles School of Cosmetology
- Information provided on a consumer report
- Information obtained from a website

The John Amico School of Hair Design will not release any of the above information without a written consent from the student (or parent or guardian if the student is a dependent minor). The release statement can be requested in the main office. The release statement must be signed by the student stating what information is to be given and to whom it will be release to. A copy of the release statement must be kept in the student's records and it must be dated and signed by the student, and it must indicate the party (ies) authorized to receive the information. A copy of any information sent to a third party will be retained by the school. In such cases, a notice will be placed in the student's file record stating the date and party reviewing the information. The person who is requesting the information of the student must present two forms of identification (one must be a picture ID) for the information to be released.

**MAINTENANCE OF RECORDS:** Student records shall be retained for a minimum of seven (7) calendar years from the students first day of attendance at the school.

**ACADEMIC TRANSCRIPTS:** Academic transcripts will be sent only upon written requests from the student, and ONLY if the student has made satisfactory arrangements regarding any tuition balance owe to the school. Tuition balance MUST be at \$0.00 before transcripts will be given to the student. There is a \$2.00 fee for every additional academic transcript requested.

**SCHOLARSHIP AND FEE WAIVER POLICY:** The John Amico School of Hair Design may offer a scholarship to the students who enroll for the Cosmetology course, which would be offered by way of advertisements (website or newspaper) or written notifications of the offer. When the student has their interview with the school owner, they would be advised also of the scholarship offer. This school scholarship does not need to be applied for, it is offered as a promotional student discount off their tuition costs and would be posted and applied to the student's tuition during enrollment in their financial packaging. It is under the school owner's discretion when to offer the scholarship. There are no scholarships offered for the Cosmetology Teacher course. In the event the student decides to withdraw from the John Amico School of Hair Design, the student will forfeit the scholarship. The John Amico

School of Hair Design scholarship is only offered for students who have intentions of completing the 1500 hour Cosmetology program and interested in pursuing a career in Cosmetology.

If there are any fees charged to the student's account, it is under the school owner's or school official's discretion to waive any fee. All fees charged on the student's account must be paid prior to taking the final written examination.

## **SCHOOL CALENDAR, HOURS OF OPERATION & STUDENT SCHEDULES FOR COSMETOLOGY AND COSMETOLOGY TEACHER PROGRAMS**

**START DATES** – Classes begin each month on the following dates: (\*Subject to availability and schedules and can be adjusted to 52 weeks in the year).

January 10, 2024	May 1, 2024	September 25, 2024
February 7, 2024	June 5, 2024	October 23, 2024
March 6, 2024	July 3, 2024	November 10, 2024
April 3, 2024	August 28, 2024	December 18, 2024

**HOLIDAYS** - The school observes the following holidays:

<b>INDEPENDENCE DAY</b>	<b>THANKSGIVING DAY</b>	<b>JUNETEENTH</b>
<b>CHRISTMAS DAY</b>	<b>NEW YEAR'S DAY</b>	

### **HOURS OF OPERATION -**

The school is open on:	Sun. thru Tues.	CLOSED
	Wed. thru Fri.	9:00 a.m. to 9:00 p.m.
	Saturday	8:00 a.m. to 4:30 p.m.

### **STUDENT SCHEDULES - COSMETOLOGY**

FT Days (32 hrs. per week)	PT Days (24.5 hrs. per week)
PT Nights (20 hrs. per week)	

### **STUDENT SCHEDULES – COSMETOLOGY TEACHER**

FT Days (32 hrs. per week)  
PT Days (24.5 hrs. per week)  
PT Nights (22 hrs. per week)

### **ADMINISTRATIVE STAFF AND FACULTY**

John Amico, Jr	Owner/President
Elaine Amico	Owner/Vice President
John Amico	School Director
Deanna Mujagic	Campus Director
Jessie Santiago	Administration and Financial Aid Director, and Title IX Coordinator
Kathy Cacioppo	Enrollment Advisor
Darlene Moriarty	Freshman Educator
Brigida M. Rodriguez	Freshman Educator/Student Teacher Educator/Clinic Educator
Sarah Nelson	Clinic Educator/Student Teacher Educator

### **OWNERSHIP**

The John Amico School of Hair Design (Cosmetology Concepts Niles PLLC) is a Sole-Proprietorship and is owned by John Amico, Jr and Elaine Amico.

### **GENERAL FACILITIES AND EQUIPMENT**

Our building is 11,000 square feet with parking lot (6000 square feet is the building and 5000 square feet is the parking lot). All facilities are divided into several different rooms for basic class, theory class, main clinic floor, skin care room, nail area, three bathrooms, laundry room, locker room, main office, reception area, dispensary area, and lunchroom (has refrigerator, microwave, sink, and soda and candy machine). All facilities are air-conditioned. We have 37 stations available in the clinic floor, 18 dryers, 8 shampoo bowls, 3 manicure tables, and 2 facial chairs. The school provides the apparatus and equipment necessary, such as T.V. with DVD to play a large selection of instructional DVD's, current periodicals and a library of books for reference, overhead Projector,

laptop computer for testing and a separate locker for each student (lock not provided). Sanitary drinking water is available, fire extinguishers are maintained in operable condition, electrical service is adequate to serve the school's need, and emergency evacuation plans are posted. All facilities are conveniently located for access to public transportation and accessible parking is available.

## **NON-DISCRIMINATION POLICY**

It is the policy of the John Amico School of Hair Design that it does not discriminate on the basis of sex, age, race, color, ethnic or national origin, or religion in its' admission and other practice, policies or procedures.

## **LICENSING, ACCREDITING AGENCIES, AND ORGANIZATION AFFILIATIONS**

### **Illinois Department of Financial and Professional Regulation**

Cosmetology Division  
320 W. Washington, 3<sup>rd</sup> Floor  
Springfield, IL 62786  
(888) 473-4858

### **National Accrediting, Commission of Career Arts & Sciences (N.A.C.C.A.S)**

3015 Colvin Street  
Alexandria, Virginia 22314  
(703) 600-7600

### **State of Illinois Department of Veterans' Affairs**

100 W. Randolph St, Suite 5-570, Chicago, Il. 60601-3219 (312) 814-2460

John Amico School of Hair Design is approved by the Illinois State Approving Agency to enroll Veterans and other eligible students. To find out if you qualify as an eligible student please visit [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill). For information or for resolution of specific payment challenges, call DVA nationwide toll free at 1-888-442-4551. All Veterans will confirm receipt of copy of this document in the enrollment contract.

**Department of Education: FAFSA Code: 017214**

## **ADDITIONAL INFORMATION**

Students are advised to carefully read all additional information available at the school prior to/or during the enrollment process, such as physical demands of the profession, completion, licensure and placement rates, the school's drug abuse policy, campus security information and other policies, etc.

## **FINANCIAL AID**

Financial aid is available for those who qualify and depends on the student's financial status for the previous year. The maximum financial aid is available for the student's tuition; discount will never exceed or be equal to the tuition cost. Be prepared to make monthly payments as stated in the enrollment agreement to keep paying off the tuition during the enrollment time. The institution participates in the PELL GRANT PROGRAMS, which is the money that does NOT need to be paid back. Also, the school participates in the Direct Loans, which is the money you will borrow from the Department of Education and NEED TO PAID BACK. **NOTE:** When a student completely withdraws from Niles School of Cosmetology prior to completing 60% of any given term, a portion of the Title IV financial aid grant and loan funds received is considered to be an overpayment, and must be returned to those federal aid programs. Please check the R2T4 Policy.

**Student Eligibility** Our most basic eligibility requirements are that you must:

- demonstrate financial need (for most programs; to learn more, visit [www.studentaid.ed.gov/funding](http://www.studentaid.ed.gov/funding)),
- be a U.S. citizen or an eligible noncitizen,
- have a valid Social Security number,
- register (if you haven't already) with Selective Service, if you're a male between the ages of 18 and 25,
- maintain satisfactory academic progress standards,
- Show you're qualified to obtain a postsecondary education by
  - having a high school diploma or General Educational Development (GED) certificate;
  - meeting other federally approved standards the state establishes; or
  - completing a high school education in a homeschool setting approved under state law.

The law suspends aid eligibility for students convicted under federal or state law of sale or possession of illegal drugs. The period of ineligibility varies and depends on whether the conviction was for sale or possession, and whether the student had previous offenses. The student regains eligibility when the period



of suspension ends, or in some cases, only when the student completes an acceptable drug rehabilitation program. If you have a conviction or convictions for these offenses, call 1-800-4FED-AID (1-800-433-3243) to find out how, or if, this law applies to you.

Incarcerated persons have limited eligibility for federal student aid. An incarcerated person is eligible for a Pell Grant *only* if he or she is incarcerated in a nonfederal or non-state penal institution, such as local or county jail.

## **Types of Federal Student Aid**

### **Federal Pell Grants**

A Federal Pell Grant, unlike a loan, does not have to be repaid. Generally, Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree.

Pell Grants are usually a foundation of financial aid, to which aid from other federal and nonfederal sources might be added.

Pell Grants for the 2023-2024 award year (July 1, 2023 to June 30, 2024) will depend on program funding. The maximum Pell Grant for the 2023-2024 award year is \$7,395.

How much you get will depend not only on your EFC (Expected Family Contribution) but also on your cost of attendance, whether you're a full-time or part-time student, and whether you attend school for a full academic year or less. You may receive only one Pell Grant in an award year, and you may not receive Pell Grant funds from more than one school at a time.

The John Amico School of Hair Design will credit the Pell Grant funds to your school account. The school will tell you in writing how and when you'll be paid and how much your Pell Grant will be. Payments are made according to payment periods during the academic year.

An award year corresponds to the period from July 1 of one calendar year to June 30 of the following calendar year. This period was chosen because it corresponds to a traditional 'academic' year at a college or university. A student's financial aid is based upon the amount of their program (and educational costs), which will be covered during an award year.

A student must complete a federal aid application for the award year in which a payment is to be made. This is why students whose attendance crosses over June 30 of any year must fill out a new application.

However, students at clock-hour schools do not attend according to traditional semester increments. A Cosmetology student may complete his or her program in less than one calendar year, but his or her total costs must be paid within that calendar year, instead of being spread over four years.

To be fair to such students, it was decided that (at a minimum) 900 clock hours of instruction corresponds to one academic year at a traditional college or university, so we have defined this as our 900 Academic Year for Full-Time and Part-Time students. Our Full-Time Cosmetology program has a completion time of about 12 months and our part-time cosmetology program (of which we offer day and evening programs and has a longer completion time of about 16-19 months) and are both divided into two 'academic years' because 1500 hours crosses over the first 900 hour 'academic year' into the next 900-hour 'academic year'. The full-time and part-time schedules for our cosmetology program, with a 900 clock hour academic year is divided as follows: 0-900 hours (academic year 1) and 901-1500 hours (academic year 2). Our Part-Time and Full-Time Cosmetology Teacher Program has a 900 academic year and is divided into three payment periods as 0-450, 451-900, and 901-1000. since its typically completed in about 8-13 months.

'Payment periods' are determined by the school's academic year length. One 'payment' period corresponds to one half of an academic year (like a semester at a College). Thus a student's first academic year of 900 hours is divided into two payment periods, 0-450 hours and 451-900 hours for full-time and part-time, which corresponds to a student's first and second 'semester.' The third and fourth payment periods 901-1200 hours and 1201-1500 hours for full-time and part-time which corresponds to the second 'academic year' of a two-year program. Full-Time and Part-Time can receive 2 Pell Payments and 2 Direct Loan payments in the second academic year. The maximum Pell grant for 2023-2024 for the second year is

also \$4,930 for full-time and part-time.

Say a student is eligible for \$7,395 in Pell grants from 2023-2024 award year in his or her first academic year. When can the payments be made? Because an academic year is divided into two payment periods, the payment for each academic year must be also divided by 2, or two payments, one for \$2,465 and one for \$2,465. The student is eligible for the first payment (which covers 0-450 hours for full-time and part-time when they start.

The Pell funds will be sent to your school. Your Pell money must first be used to pay for your tuition and fees. The school will notify you in writing whenever it receives the Pell funds and will credit your account only if the student is maintaining Satisfactory Progress or Probation.

Whenever a school credits FSA program funds to a student's account, and those funds exceed the student's allowable charges, an FSA credit balance occur. The John Amico School of Hair Design must pay the excess FSA program funds (the credit balance) directly to the student as soon as possible, but no later than 14 days after the date the balance occurred on the student's account. If an FSA credit balance occurs, the student will be notified in writing and receive a refund check, unless the student gives the school written permission to hold the funds until later in the enrollment period.

For the next payments, however, two conditions must be met:

- a. The student has entered the payment period according to the hours they have actually earned (the second payment cannot be made until the full-time or part-time student has actually completed more than 450 hours and has thus entered the 451 to 900 hour period, etc
- b. The student must be determined by the school to be making satisfactory progress or considered making satisfactory progress (on probation) to be an eligible student.

### **Direct Loan Program**

This program consist of what are generally known as Direct Loans (for undergraduate and graduate students) and PLUS Direct Loans, for the parents of dependent undergraduates. The lender is the U.S. Department of Education (the Department) rather than a bank or other financial institution.

Direct Loans are either subsidized or unsubsidized. You can receive a subsidized loan and an unsubsidized loan for the same enrollment period.

*A subsidized loan* is awarded on the basis of financial need. You won't be charged any interest before you begin repayment or during authorized periods of deferment. The federal government "subsidizes" the interest during these periods while you are in school at least half-time, and during a period of *deferment* (a postponement of loan payments). The school determines the amount you can borrow, and the amount may not exceed your financial need. If you receive a Direct Subsidized loan that is first disbursed between July 1, 2023 and June 30, 2024, you will be responsible for paying any interest that accrues during your grace period. If you choose not to pay the interest that accrues during your grace period, the interest will be added to your principal balance. The interest rate of subsidized loans for which the first disbursement is on or after July 1, 2023 have a 6.53% fixed interest rate. There is a loan fee of 1.057% and will be proportionately deducted from each loan disbursement.

*An unsubsidized loan* is not awarded in the basis of need. You'll be charged interest from the time the loan is disbursed until it's paid in full. The school determines the amount you can borrow by considering the cost of attendance and other financial aid you receive. For an unsubsidized loan, you are responsible for paying the interest during all periods. If you choose not to pay the interest while you are in school and during grace periods and deferment or forbearance periods, your interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principle amount of your loan). The interest rates of unsubsidized loans have a 6.53% fixed interest rate. There is a loan fee of 1.057% and will be proportionately deducted from each loan disbursement.

***NOTE: If your interest is capitalized, it will increase the amount you have to repay. You can***

*choose to pay the interest as it accumulates; if so, you'll repay less in the long run.*

To get this loan you need to apply using the FAFSA or Renewal FAFSA, just the way you would for other federal student aid. Then, you need to complete Direct Loan entrance counseling and Direct Loan MPN electronically via the Student Loans.gov Web site at <https://studentloans.gov>. The promissory note is a binding legal document; when you sign it, you're agreeing to repay your loan under certain terms. Read the note carefully and save it. It is very important to complete the Entrance Counseling and Master Promissory Note online, and fill out the Direct Loan Request Form and Rights & Responsibilities Summary Checklist-Entrance Counseling, which you must request the forms in the main office. The Direct Loans will not be approved and certified by the financial aid official until all required documents have been submitted to the main office.

The student is required to complete Exit Counseling before they graduate, or if they decide to withdraw from the program, a tool to ensure the student understands their rights and responsibilities as a student loan borrower and provides useful tips and information to help manage their loans by visiting the website: [www.studentloans.gov](http://www.studentloans.gov)

Federal student loan records of students and parents will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system. Students and parents may view their loan record history by visiting [www.nsls.ed.gov](http://www.nsls.ed.gov)

If you're a dependent undergraduate student, you can borrow \$5,500 (no more than \$3,500 of this amount may be subsidized) if you're a first-year student enrolled in a program of study that is least a full academic year. If you're an independent undergraduate student or a dependent student whose parents are unable to get a PLUS Loan, you can borrow annually up to \$9,500 (no more than \$3,500 of this amount may be subsidized) if you're a first-year student enrolled in a program of study that is a least a full academic year.

You'll pay a fee of 1.057% percent of the loan, deducted proportionately from each loan disbursement. This fee helps reduce the cost of making these low-interest loans. After you graduate, leave school, or drop below half time enrollment, you have six months before you begin repayment. This period of time is called a grace period. Also, if you don't make your loan repayments when scheduled, you may be charged collection costs and late fees.

The loan funds will be sent to your school. Your loan will be disbursed in two installments. Your loan money must first be used to pay for your tuition and fees. If loan funds remain, you'll receive them by check, unless you give the school written permission to hold the funds until later in the enrollment period. The school will notify you in writing whenever it receives the Direct Loan funds and will credit your account only if the student is maintaining Satisfactory Progress or Probation. This notification must be sent to you no earlier than 30 days before and no later than 30 days after, the school credits your account. You may cancel all or a portion of your loan if you inform your school within 30 days after the date your school sends you this notice, or the first day of the payment period, whichever is later.

### **Direct PLUS Loans**

Direct Plus Loans are loans your parents can take out to pay for education expenses if (Loans to Parents) you're a dependent undergraduate student enrolled at least halftime. The lender is the U.S. Department of Education (the Department) rather than a bank or other financial institution. Direct PLUS Loans have a fixed interest rate of 9.08%. For a Direct PLUS Loan, your parents must complete a Direct PLUS Loan electronically. After the school completes its portion of the application, it must be sent to the U.S. Department of Education for evaluation. Parents are encouraged to have their dependent children file a FAFSA, so their children can receive the maximum student aid they're eligible for.

The parents have to pass a credit check. If they don't pass, they might still be able to receive a loan if someone, such as a relative or friend who can pass the credit check, agrees to endorse the loan and promises to repay it if your parents don't. Your parents also might qualify for a loan if they don't pass the credit check if they can demonstrate that extenuating circumstances exist. For

them to borrow for you, you must meet the general eligibility requirements for federal student aid, and your parent must also meet some of these general requirements. For example, they must meet citizenship requirements or be eligible no citizens and may not be in default or owe a refund to any FSA program.

The parents can borrow the yearly limit on a Direct PLUS Loan, which is equal to your cost of attendance minus any other financial aid you receive. For example, if your cost of attendance is \$6000 and you receive \$4,000 in other financial aid, your parents could borrow up to--but no more than--\$2,000.

The loan funds will come first to your school. Your loan will be disbursed in two installments. Your loan money must first be used to pay for your tuition and fees. If any loan funds remain, your parents will receive the amount as a check, unless they authorize the amount to be released to you or to be put into your school account. Any remaining loan funds must be used for your education expenses. The school will notify you in writing whenever it receives the Plus Loan funds and will credit your account only if the student is maintaining Satisfactory Progress or Probation. This notification must be sent to you no earlier than 30 days before, and no later than 30 days after, the school credits your account. You may cancel all or a portion of your loan if you inform your school within 30 days after the date your school sends you this notice, or the first day of the payment period, whichever is later.

You'll pay a fee of 4.236 percent of the loan, deducted proportionately from each loan disbursement. For a Direct PLUS Loan, this fee helps reduce the cost of making these low-interest loans. a portion of this fee goes to the federal government, and a portion goes to the guaranty agency to help reduce the cost of the loan. Generally, repayment must begin within 60 days after the final loan disbursement for the period of enrollment for which you borrowed or you may request to delay payments six months after student is no longer enrolled at least half time with interest accruing. The interest may be paid during the school period or capitalized. There is no grace period for these loans. This means interest begins to accumulate at the time the first disbursement is made. Your parents must begin repaying both principal and interest while you're in school. Also, if your parents don't make their loan repayments when scheduled, your parents may be charged collection costs and late fees.

#### **Maximum eligibility period to receive Direct Subsidized Loans**

There is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized Loans. In general, you may not receive Direct Subsidized Loans for more than 150% of the published length of your program. This is called your "maximum eligibility period" (see Satisfactory Academic Progress Policy).

*For example, say you are enrolled in our Cosmetology Program, which is 1.66% program, a student would not be eligible to receive subsidized loans in excess of 2 and ½ academic years (150% limit). Student received subsidized loans for one full academic year in a previous enrollment. Student has 1 ½ academic years remaining of subsidized loan eligibility (\$1,750).*

Your maximum eligibility period is based on the published length of your current program. This means that your maximum eligibility period can change if you change programs. Also, if you receive Direct Subsidized Loans for one program and then change to another program, the Direct Subsidized Loans you received for the earlier program will generally count against your new maximum eligibility period. For additional information, please go to [ww.studentloans.gov](http://ww.studentloans.gov) and complete the entrance counseling.

## **FEDERAL RETURN OF TITLE IV FUNDS (R2T4) POLICY**

*If you drop out during the first 60% of the payment period, you must repay a percentage of federal financial aid you received.*

The *Return of Title IV Funds* (Return) regulations do not dictate an institutional refund policy. Instead, a statutory schedule is used to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. The amount of Title IV program assistance earned is based on the amount of time the student spent in academic attendance; it has no relationship to the student's incurred institutional charges.

For withdrawals during the first 60% of the payment period, the student earns a percentage of aid equal to the percentage of the period the student was enrolled as of the withdrawal date. If a student was enrolled for more than 60% of the payment period, all eligible aid for that period has been earned.

The Return regulations do not prohibit a school from developing its own *refund policy* or complying with refund policies required by state or other outside agencies. Although an institutional, state or agency refund policy will determine the charges a student will owe after withdrawing, those policies will not affect the amount of aid the student has earned under the Return calculation. Please check the *Refund Policy* in the school's catalog.

The concept of "earned" and "unearned" federal financial aid is at the heart of the new law. According to this concept, a student "earns" his or her financial aid award in proportion to the number of days in the payment period completed prior to the student's complete withdrawal. The percentage of enrollment time completed determines the percentage of "earned" aid. For example, if a full-time student (32 hrs. a week) attends for three weeks completing 120 scheduled clock hours of a 450-hour payment period, the percentage of earned aid is 26.67%. The remaining 73.33% of the aid received is "unearned", and must be returned to the federal financial aid program/s it came from.

When a student completely withdraws from the John Amico School of Hair Design during the first 60% of any payment period, a portion of the Title IV financial aid grant and loan funds received is considered to be an overpayment, and must be returned to those federal aid programs.

The student's official complete withdrawal date will be determined by the John Amico School of Hair Design as:

- The date the student began the John Amico School of Hair Design withdrawal process (the date that the student officially notified an appropriate school official of his/her intent to completely withdraw), or
- If the student ceases attending for more than (14) fourteen days from his/her last day of physical attendance at the school without notifying the John Amico School of Hair Design.

When a student completely withdraws from the John Amico School of Hair Design during the first 60% of the payment period, he or she will be required to repay a portion of the unearned aid received. The student's repayment will not exceed more than half of grant monies originally received, and each student who owes a repayment will be notified in writing of the requirement to repay Title IV funds. The student will then have 45 days to repay or to make satisfactory arrangements to repay the funds. The failure of a student to repay unearned Title IV funds or make satisfactory arrangements within the 45-day period will be reported to the National Student Loan Database System (NSLDS). This action will result in the termination of eligibility for federal financial aid at any institution, not just at the John Amico School of Hair Design. If a student completely withdraws and is more than 60% of the payment period, no refund is required as the student is considered to have earned 100% of their aid awarded for the term. Students with questions about the R2T4 regulations should see the Financial Aid Administrator.

## **CONSEQUENCES OF WITHDRAWING FROM ALL OR PART OF YOUR COURSE LOAD**

If you withdraw from all or part of your course load:

- All or part of your financial aid may be reduced or canceled;
- You must begin repaying your student loans if you remain less- than half time when your grace period expires;
- You may not meet the Satisfactory Academic Progress (SAP) requirements for financial aid eligibility, and so future aid eligibility may be jeopardized;
- You may have a balance due on your account because your financial aid awards may have to be adjusted;
- A hold will be placed on your academic records at the John Amico School of Hair Design until you repay any fees you owe to the school as a result of your withdrawal or hour drop. This means you won't be able to:

- 1) continue the program, or
- 2) obtain a copy of your academic transcript; and

Your credit history may be adversely affected when we report your past due account to an outside credit agency; repeated withdrawals and hour drops may cause you to reach loan aggregates more quickly and, therefore, reduce your ability to borrow or to be eligible for other aid programs in the future.

### **WHAT HAPPENS WHEN YOU WITHDRAW FROM ALL HOURS**

*Once you are at a paid fee status, you must complete more than 60% of the payment period or you may be required to repay all or part of the financial aid disbursed to you for the payment period.*

*If you need to withdraw completely for the term...*

1. Obtain a withdrawal form from your college office;
2. Complete and submit the withdrawal form to the main office at the school for approval.

*What happens next...*

Once your withdrawal form has been processed, your academic record is updated. If your withdrawal is effective during the refund period, the Office of Financial Aid is notified and your charges will be reassessed. Furthermore, all your financial aid is reversed from your account.

*If you have federal financial aid...*

The school will determine the amount of financial aid for which you are eligible (EARNED) and the amount of financial aid for which you are NOT eligible (UNEARNED). Both you and the school have a responsibility to return the financial aid for which you are NOT eligible.

The available refund from school charges, if any, will be used to repay the financial aid that you owe. If the refund from school charges is insufficient to cover the amount of financial aid you owe, then you may receive a bill from the school.

To calculate percentage of the course completed, divide the number of scheduled clock hours completed as of withdrawal date by the payment period 450 (or 300) times 100 for part-time and full-time.. The following are different examples for different situations:

Example #1 (0-450 hrs.): The student decided to withdraw from the school at 144 scheduled clock hours. The total clock hours in payment period is 450 hours for full-time or part-time:

$$144 / 450 \times 100 = 32\%$$

*68% unearned*

Example #2 (901-1200 hrs.): The student decided to withdraw from the school at 1100 scheduled clock hours. The total clock hours in payment period is 300 hours for full-time or part-time:

$$1100 - 450 (1^{st} \text{ period}) - 450 (2^{nd} \text{ period}) = 200 \text{ hrs completed}$$

$$200 / 300 \times 100 = 66.66\%$$

*All aid is earned*

The requirements for Title IV program funds when you withdraw are separate from any refund policy that the school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. The school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what the school's refund policy is, you can ask the School's Financial Aid Director for more information. The School's Financial Aid Director can also provide you with the requirements and procedures for officially withdrawing from the school. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

### **VERIFICATION POLICY**

Verification is a process which enables a school to confirm the accuracy of information used to determine a student's eligibility for federal student assistance. A student's file may be selected for verification by either the school or by the US Department of Education.

If a student's file has been selected for review under the verification process, the following material will be requested from the student:

1. A completed Verification Worksheet, signed by the student (and parent when applicable)
2. A copy of the U.S. Income Tax Return (IRS Form 1040, 1040A, 1040EZ, 1040TEL, 1040PC) for the base year filed by the student. Married students must also provide their spouse's tax return. Dependent students must also provide their parent's return. IRS Form 1722 listing the taxpayer's information is acceptable in lieu of 1040.
3. Any other information deemed necessary by the institution including, but not limited to social security benefit documentation, marital settlement agreements, divorce decrees, or W-2 forms.
4. A copy of an IRS Tax Return Transcript from the U.S. Internal Revenue Service will be required unless the student (and parents where applicable) have properly used the IRS Data Retrieval Tool to import tax information into the student's FAFSA record. A Tax Return Transcript will serve to confirm accuracy of income and other tax related amounts that the student reported on his/her FAFSA application if the IRS/DRT has not been used.

### **Obtaining Tax Return Transcripts**

Students can obtain tax return transcripts:

- a. Via the Internet at [www.irs.gov](http://www.irs.gov)
- b. Via phone by calling 1-800-908-9946
- c. Via mail or fax by completed IRS Form 4506T-EZ (form available in school office)

Internet and phone requests are easy and tax return transcripts will be mailed to the tax filer's address within 5-10 days. Submission of Form 4506t-EZ can authorize mailing of the transcript to a third party (such as an institution) but will take approximately 30 days. Students must provide the above information to the institution within 30 days once the student has been selected for verification and no later than 120 days of the student's last day of attendance or before the respective award year funding processes close in accordance with dates published annually in the Federal Register, whichever is earlier. Failure to complete the verification requirements on a timely basis may result in forfeiture of any federal aid awarded during the year.

The institution will withhold financial aid payments from any student who has not completed the verification requirements within the prescribed deadlines.

Students will be notified by the institution if any discrepancies are discovered during the verification process. Students may be required to correct any erroneous information by using the ISIR correction process at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The verification process is not considered to be completed during periods of corrective action. Corrections generally include a recalculation of the student's EFC, and electronic resubmission of applicant information through the FAFSA Central Processor.

If a student's award changes as a result of the verification process, the student will be counseled and informed of how the change affects his/her packaging and financial obligations to the institution.

To protect the integrity of federal student assistance programs, institutions must enforce verification policies. It is the student's responsibility to comply with any and all requests by the institution for verification material, within prescribed deadlines.

In the event this verification process identifies that a student received an overpayment of federal aid, the student will be required to refund that overpayment promptly. The student will be ineligible for any future federal aid until any and all amounts owed are repaid. If the student fails to repay any refund due, or if the institution determines that the student may have engaged in fraud or misrepresentation regarding the federal aid process, the student will be referred to the U.S. Department of Education for further investigation.

**Students will forfeit their right to federal assistance for non-compliance with verification policies.**

**CREDIT BALANCE POLICY**

A credit balance results when the total of the credits posted to a student's account (e.g., payments, loan disbursements, scholarships, etc.) exceeds the total of the charges applied or applicable to the account for a specific payment period. A credit balance eligible for a refund is one where all the applicable charges and credits have been posted to the account and his or her eligibility for such funds has been reviewed and confirmed or adjusted based on current eligibility, enrollment or any other applicable conditions. Anticipated funds, including anticipated financial aid, are not considered credits to a student's account until the funds have actually been disbursed to the account. Accounts of students on a Payment Plan are not eligible for a refund unless the Payment Plan has been completed and paid in full, and payments exceed the applicable charges.

**COST OF ATTENDANCE**

**Student Budgets for the Academic year 2023-2024**

Annually, the Student Financial Aid Office establishes model costs of attendance, covering educational expenses at the John Amico School of Hair Design, as well as the costs of a modest but adequate standard of living. These budgets are used to determine financial aid eligibility and include tuition, fees, books and supplies, room and board, and miscellaneous expenses. Of course, the amount anyone spends depends greatly upon his or her own personal situation and choices. While actual expenses will vary based on those choices, here you will find the estimated cost of attendance for the John Amico School of Hair Design for a 6 month period.

**COSMETOLOGY PROGRAM (1500 HOURS)**

<b><u>Part-Time Student</u></b>	<b><u>Living with Parent</u></b>	<b><u>Living Off-Campus</u></b>
Tuition & Fees	14375	14375
Books & Supplies	2400	2400
Room & Board	691	2484
Transportation	299	666
Personal	<u>259</u>	<u>1107</u>
<b>TOTAL</b>	<b>18,024</b>	<b>21,032</b>

<b><u>Full-Time Student</u></b>	<b><u>Living with Parent</u></b>	<b><u>Living Off-Campus</u></b>
Tuition & Fees	14375	14375
Books & Supplies	2400	2400
Room & Board	691	2484
Transportation	299	666
Personal	<u>259</u>	<u>1107</u>
<b>TOTAL</b>	<b>18,024</b>	<b>21,032</b>

**COSMETOLOGY TEACHER PROGRAM (1000 HOURS)**

<b><u>Part-Time Student</u></b>	<b><u>Living with Parent</u></b>	<b><u>Living Off-Campus</u></b>
Tuition & Fees	9600	9600
Books & Supplies	350	350
Room & Board	691	2484
Transportation	299	666
Personal	<u>259</u>	<u>1107</u>
<b>TOTAL</b>	<b>11,199</b>	<b>14,207</b>

<b><u>Full-Time Student</u></b>	<b><u>Living with Parent</u></b>	<b><u>Living Off-Campus</u></b>
Tuition & Fees	9600	9600
Books & Supplies	350	350
Room & Board	691	2484
Transportation	299	666
Personal	<u>259</u>	<u>1107</u>
<b>TOTAL</b>	<b>11,199</b>	<b>14,207</b>



**ADVISING AND OTHER SERVICES**

Students are advised regarding placement opportunities by the school’s Campus Director. Cosmetology students are instructed and advised of career placement methods during their course of instruction. In addition, students are informed monthly of their satisfactory academic progress status. The school staff may also advise students regarding their matters as needed, and they also may be referred to outside support agencies.

**REFUND POLICY**

For applicants who cancel enrollment or students who withdrew from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellations, or school closure.

- A. Any monies due the applicant or students shall be refunded within 45 calendar days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
  - 1. An applicant not accepted by the school shall be entitled to a refund of all monies paid.
  - 2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment agreement and demands his/her money back must be in writing and given to the managing employee of the school, within 5 days after signing the enrollment agreement, all monies collected by the school shall be refunded. **“BUYER’S RIGHT TO CANCEL” THE STUDENT HAS THE RIGHT TO CANCEL THE INITIAL ENROLLMENT AGREEMENT UNTIL MIDNIGHT OF THE FIFTH BUSINESS DAY AFTER THE STUDENT HAS BEEN ENROLLED;** and if notice of the right to cancel is not given to any prospective student at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 10 days of cancellation;
  - 3. Policy applies regardless of whether or not the student has actually started training.
  - 4. When notice of cancellation is given after the fifth day following enrollment but before the completion of the student’s first day of class attendance, the school may retain the registration fee, not to exceed \$20.00 and the cost of any books or materials that have been provided by the school and retained by the student.
  - 5. When notice of cancellation is given after the student’s completion of the first day of class attendance but prior to the student’s completion of 5% of the course instruction, the school may retain the registration fee, not to exceed \$20.00, 10% of the tuition, other instructional charges or \$300, whichever is less, plus the cost of any books or materials that have been provided by the school and retained by the student. Fees for equipment (which cannot be reused for sanitary reasons) are non-refundable.
  - 6. When a student has completed 5% or more of the course of instruction, the school may retain the registration fee, not to exceed \$20.00 and the cost of any books or materials provided by the school, but shall refund a part of the tuition and other instructional charges in accordance with the requirements of the school’s regional or national accrediting agency, if any, or in accordance with subsection (a) of this Section. Fees for equipment (which cannot be reused for sanitary reasons) are non-refundable.

a) For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet the Division standards for refunds:

PERCENTAGE OF COURSE COMPLETED	AMOUNT OF TUITION OWED TO THE SCHOOL
0.01% to 4.9% .....	10%
5% to 9.9% .....	30%

10% to 14.9% .....	40%
15% to 24.9% .....	45%
25% to 49.9% .....	70%
50% and over .....	100%

- 7. A student notifies the institution of his/her withdrawal;
  - 8. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning; or
  - 9. Students who do not return from a leave of absence, last date of leave is used as the termination date; or
  - 10. A student is expelled by the school.
  - 11. In type 2, 3, 4, 5, 6, 7, 8, 9, 10, or 11 official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.
- B. A student shall give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 30 consecutive calendar days shall constitute constructive notice of cancellation to the school. For purposes of cancellation, the cancellation date shall be the last day of attendance. The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the date of notification. Written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.**
- C. All extra costs, such as books, equipment, graduation fees, etc., which are not included in the tuition price, must be stated in the catalog and enrollment agreement and any non-refundable items will be identified. All fees are identified in the catalog and on the enrollment agreement.
  - D. A registration fee shall be chargeable at initial enrollment and shall not exceed \$20.00.
  - E. The deposit or down payment shall become part of the tuition.
  - F. The School may make refund exceeding those required.
  - G. If a school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a prorated refund of tuition.
  - H. If the school is closed, each student shall be provided transcript of all hours earned.
  - I. If a course is canceled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall at its option:
    - 1. Provide a full refund of all monies paid.
  - J. **REFUND TIME:** Any monies due the applicant, student, guarantor or any other party shall be refunded within 45 days of the date of cancellation, or formal termination by the school.
  - K. Each student and former student shall be entitled to receive from the school that the student attends or attended an official transcript of all hours completed by the student at that school for which the applicable tuition, fees, and other charges have been paid, together with the grades earned by the student for those hours, provided that a student who withdraws from or

drops out of a school, but written notice of cancellation or otherwise, shall not be entitled to any transcript of completed hours following the expiration of the 7-year period that began on the student's first day of attendance at the school.

- L. A reasonable fee, not exceeding \$2.00, may be charged by the school for each transcript after the first free transcript that the school is required to provide to a student or former student.

### **TERMINATION POLICY**

- A. **EXTENDED ABSENCE:** In the case of an extended absence from the school, a student shall be terminated if the student is 14 consecutive days from his/her last day of physical attendance at school (including Sunday's, Monday's, and Tuesday).
- B. **FAILURE TO RETURN FROM A LEAVE OF ABSENCE:** In the case where a student fails to return from an official leave of absence, formal termination shall occur on the date upon which the student was scheduled to return but did not, as determined by the leave of absence form completed for that student. Any refund owed in case (B) shall be made within 45 days of the date of formal termination.
- C. **OTHER REASONS FOR TERMINATION:** In cases where a student is terminated after commencing classes for disciplinary reasons, for lack of satisfactory progress, or any other reason, by either party, including student decision, course or program cancellation, school closure or any other reason, the refund shall be calculated in accordance with the terms of the policy applicable at the time of termination.

### **CANCELLATION OF A COURSE**

If a course is canceled or discontinued within 5 days after the date of enrollment, the school shall provide a refund of all monies paid. After the fifth day, provided that the student has NOT started instruction of the course the school may retain the enrollment fee. Otherwise, the school shall refund on a prorated program charge.

### **SCHOOL CLOSURE**

If the school permanently closes after the student has commenced classes, the school shall retain:

1. The enrollment fee.
2. The cost of any books or materials, which have been provided by the school and retained by the student.
3. An amount of the tuition and other instructional charges in proportion to the ratio of the student's total enrollment time (see the definition of enrollment time above) to the length of time necessary for the student to complete the course.

The school reserves the right to calculate a refund more favorable to the student and/or guarantor if required by applicable state or federal regulations to do so. Fees for equipment (which cannot be reused for sanitary reasons) are non-refundable.

### **SCHOOL RULES AND REGULATIONS**

The student agrees to:

- Attend classes regularly as scheduled by the Enrollment Agreement and as may appear on all such bulletins and notices;
- Prepare all lessons and perform all tasks as required, and
- Abide by all rules of the school as may now exist or may be changed or come into existence from time to time.

### **ATTENDANCE POLICY**

1. The school reserves the right to make class assignments and to reschedule assignments if and when necessary. Each student is expected to attend all assigned classes. If a student is absent, it is the responsibility of the student to inform Student Services of the reason for the absence immediately upon returning to class. Students are responsible for all work missed during their absence. It is necessary to make up any work or hours missed. Make up hours may be available but must be approved by the teacher. Make-up hours for full-time students are on Tuesday, Wednesday and Thursdays from 6 pm to 9 pm. Make-up hours for part-time day and night students are Tuesday through Thursday from 9 am to 9:00 pm and Friday to 5:30 pm. Make-up hours can be earned by attending field trips, attending pre-approved shows and seminars, etc. and staff members or educators are also in attendance. **Missing 14 consecutive calendar days for any reason will result in automatic termination, per the Department of Education.**

2. Attendance percentage is determined by the number of hours a student has attended class compared to the number of scheduled hours, according to the student's contracted schedule. The attendance percentage will determine eligibility for Federal Title IV funding as well as affect a student's contracted graduation date. The School always encourages students to keep attendance percentage at a minimum of 85% in order to avoid delays in graduating and complications with eligibility for any Federal funding.
3. Progress Reports will be generated twice a month or upon request for students to gauge their attendance and grades.
4. **Saturday is the #1 Best Day in salons.** Students will find the same applies in the School Salon. Students must get used to working Saturdays; thus, **SATURDAYS ARE MANDATORY**. Students who are absent on a Saturday without a valid excuse may be suspended for three days. Only illness or another valid reason may be acceptable for an excused absence.
  - a. Admissions staff informed all enrolling students that Saturdays are mandatory. Anyone interested in Cosmetology School who was unwilling or unable to attend on Saturdays would not be able to enroll. *Enrollment in the school expects that all students be in attendance on Saturdays.*
  - b. A student can request a Saturday off with valid excuse and will not be suspended. A valid note must be submitted to Student Services by end of classes on the preceding Thursday of that week.
5. **Students can leave early only two times per month for any reason. A third early dismissal from class may result in a one-day suspension, which will take place on the Wednesday following the infraction.**

### **TARDINESS**

Students who attend class during the day must report for School at 9am and 5pm for nights on Weekdays. On Saturdays, ALL students must report for School at 8am. Students who are tardy will not be permitted to sign-in/clock-in until after theory has ended. All students are expected to be in attendance for a minimum of 3 hours or more (an hour is 60 minutes of instruction but not less than 50 minutes) upon signing-in/clocking-in. Be punctual for class. Allow time for inclement weather conditions. Also allow time if you need to change your clothing before class. **NO CREDIT WILL BE GIVEN** if arrival time is beyond the time class has started. **On weekdays, NO STUDENT WILL BE ALLOWED TO SIGN-N/CLOCK-IN PAST 10:00 AM (6:00 PM FOR NIGHTS. On Saturdays, NO STUDENT WILL BE ALLOWED TO SIGN-IN/CLOCK-IN PAST 9:00AM, unless they have a valid excuse which MUST BE APPROVED by the School Official.**

- DAY STUDENTS must report for school at 9:00 a.m. Any student arriving after 9:15 a.m. CANNOT clock in until 10:00 a.m. Wednesday thru Saturday. Student arriving after 10:00 a.m. will not be allowed to clock in and must leave the building.
- On Saturdays, DAY AND NIGHT STUDENTS must report for school at 8:00 a.m. Any student arriving after 8:15 a.m. CANNOT clock in until 9:00 a.m.
- NIGHT STUDENTS arriving after 6:00 p.m. will not be allowed to clock in.
- ALL CLINIC FLOOR STUDENTS must arrive on time, as if they were arriving at a salon as PROFESSIONAL.
- Attendance passes are issued to students when they begin at the school. A student who enters after 10 a.m. (DAY STUDENTS) or 5:00 p.m. (NIGHT STUDENTS) must use their pass. After 10:00 a.m. (or 5:00 p.m. NIGHT CLASS), this pass will be punched allowing two (2) late passes each month and two (2) Saturdays each month . On the third tardy arrival, the student will be sent home for the day and cannot re-enter school until serving a one-day suspension.

### **MAKE-UP WORK**

Students who owe practical work or theory exams must make up the work prior to the next scheduled evaluation or by the end of the month. Student's failure to do so will have their grade averages lowered accordingly. Please see the **SATISFACTORY ACADEMIC PROGRESS POLICY** for more details.

### **MAJOR EXAMS**

Cosmetology students having earned 400 hours are expected to have successfully completed the basic practical during that period. Students must pass the basic practical examination prior to commencing work in the clinic. At 1350 hours Cosmetology students (850 hours for Cosmetology Teacher Students) are eligible to take the final practical and written examinations. All required theory examinations must be successfully completed before the Cosmetology student will be permitted to take the final written examinations. **Also, the tuition balance must be at \$0.00 balance prior to the completion of 1500 hours (Cosmetology Program) and 1000 hours (Cosmetology Teacher Program) before any final practical and written examinations are taken.**

1000 hour Cosmetology Teacher Training students are expected to complete the required course work as scheduled.

## **STUDENT CONDUCT**

Students may be terminated or suspended from the school for the following offenses:

1. Repeated absence/tardiness;
2. Skipping theory classes;
3. Violation of the dress code;
4. Failure to possess equipment or to maintain & sanitize equipment properly;
5. Theft or vandalism;
6. Illegal drug, alcohol use or possession on school property (AUTOMATIC EXPULSION FROM SCHOOL);
7. Use of profanity, insubordination, refusal to take direction, refusal to perform clinic assignment;
8. Weapons possession (AUTOMATIC EXPULSION FROM SCHOOL).
9. Failure to maintain satisfactory progress status, repeated failure in academic performance, attendance or practical requirements.
10. 30 Day Clause: The school reserves the right to dismiss a student from the program without a warning period (See Satisfactory Academic Progress Policy), if the student is not meeting academics (below 75%) and/or attendance (below 66.67%) requirements within (30) thirty days from their start date. The decision for immediate dismissal would be based upon the professional judgement of the corporate staff, in consultation with the school owner, and student's instructor, if it is determined that it is in the best interest of the cosmetology student and/or teacher training student and the school;
11. Any other behavior (including, but not limited to, verbal threats, assaults, insults, etc.) which, in the opinion of the school, endangers the student's safety, the safety of the school's staff, and patrons or any behavior which, in the school's judgment, impedes the effective operation of the school;
12. Leaving the school without permission;
13. Smoking and eating in undesignated areas;
14. Falsification of timecards or other school documents;
15. Violation of any other school rule or regulation, including changes which may be posted from time to time.
16. Failure to make scheduled payments and/or any balance owed upon request to do so.

## **CELL PHONES & ELECTRONIC DEVICE USE**

The use of cell phones or other electronic means of communication is ONLY permitted during scheduled breaks and lunch times. In the event of an emergency, someone may call the school phone. Students who fail to adhere to this policy will be sent home for the day.

## **SCHEDULE CHANGES**

Students with a good reason for requesting a schedule change (for example, work schedule, day care problems, etc.) may request a schedule change after commencing class. To do so, the student must complete a schedule change request form and have it approved and signed by the campus director.

## **LEAVE OF ABSENCE**

A leave of absence (LOA) is a temporary interruption in a student's program of study up to (60) sixty day. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. It does not include nonattendance for an institutionally scheduled break in a student's program. A leave of absence must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring a school to perform a Return calculation. **(Please check the LOA Policy for further information-THE JOHN AMICO SCHOOL OF HAIR DESIGN OFFERS LEAVE OF ABSENCE FOR THE MODIFICATION OF TITLE IV POLICY FOR PREGNANT WOMAN ONLY (OCT 2022))**

## **BEREAVEMENT POLICY**

The John Amico School of Hair Design will approve three (3) unscheduled absences to a student in the event of the death of an immediate family member. For this policy, an immediate family member is defined as one of the following: parent, spouse, child, sibling, or grandparent. The student must therefore provide documentation to the student services office upon returning to school.

## **CHANGE OF ADDRESS, PHONE NUMBER OR NAME**

If a student changes his/her address or phone number (or acquires a phone) the student must notify the school immediately after the change has taken effect. If a student gets married or divorced, the student must bring documentation of the name change. Also, the student must obtain documentation from the Social Security of the name change.

## **SMOKING POLICY**

Smoking is only permitted in the designated areas outside of the school (rear of the school property). This area must be kept free of any smoking debris **AT ALL TIMES**. Smokers should limit smoke odors that may be offensive to others, including but not limited

to, clinic salon clients. Smoking is not permitted in the building or 15 feet from any exit door or the school.

### **SANITATION POLICY**

Effective and proper sanitation requirements are set forth by the State and is critical in the continued and safe education of our students, staff, guests, and continued licensing of the school. All sanitation rules must be followed by all students and staff in their entirety every day. All sanitation will be assigned according to a specific list of sanitation duties by program/area and monitored by an educator. Failure to comply with the sanitation standards will result in disciplinary action. Any unsafe conditions should be reported to a teacher or other school managing official.

We are committed to providing a safe environment for our students, staff, and guests. All students should use care in keeping their work areas clean and as safe as possible, in order to prevent accidents or hazardous situations. Any injury occurring on the school premises should be reported to the educator or school official, even if the injury does not require first aid or medical attention.

### **COURSEKEY & EARNING HOURS**

Student are to clock in and out using our Coursekey QR Code Clocking System. ANY time a student leaves the building, they must clock out and clock back in. Students are also required to clock out and clock in for lunches. Should students remain in the building for their short breaks, they will not be required to clock out and clock back in, unless they are leaving the building for their break. If a student is signed in but refuses to perform required duties, or fails to sign out for lunch or at the end of the day, a school official may sign the student out for the day and make determination of the hours for which a student is to be credited. **This determination is FINAL.** No earned hours will be deducted, but if a student cannot demonstrate that he/she was present or engaged in a learning activity, the student may not receive credit for that time. **STUDENTS WHO LEAVE THE BUILDING FOR ANY REASON WITHOUT PERMISSION FROM INSTRUCTORS WILL INCUR A SUSPENSION. IF A STUDENT LEAVES THE BUILDING WHIE ON THE CLOCK, THAT STUDENT WILL SERVE A 3-DAY SUSPENSION. IF IT HAPPENS A SECOND TIME, THE STUDENT WILL BE SUSPENDED FOR 7 DAYS. A THIRD OCCURRENCE WILL RESULT IN TERMINATION.**

### **EQUIPMENT & TRAINING KITS**

In the beginning of the student's training, they will utilize school equipment kits and tools during the basic's phases training. The student is required to ensure that the tools borrowed are marked off the equipment checklist and returned once they are finished using the equipment. Depending which phase the students begins in, they will get certain equipment for the phase of training and as they progress from one phase to the next, they will be given additional training equipment. Once students complete the basics phases training and they become clinic students, they will be issued their final additional equipment items which then become the property of the student and cannot be returned after being used. Any additional supplies may be purchased at the student's expense. Students are always expected to have all the items in good condition. The school is not responsible for lost or stolen equipment and/or equipment left in the lockers during an extended absence.

### **UNIFORM POLICY & APPEARANCE (DRESS CODE)**

All students are expected to wear professional looking clothing, have hair clean and styled, and possess good hygiene. Students must wear a John Amico T-shirt, name tag, black slacks with no tears, black socks, black or white regulation uniform closed toe shoes (which are procured at the student's expense and no crocs may be worn). No other T-shirts, blouses, sweaters, shorts or sweat suits may be work underneath, unless they are not visible. Absolutely no headwear of any type will be permitted (i.e., scarves, hoodies, bandanas, hats, shower caps, etc.), with the exception of the hijab for cultures due to religious reasons. A student may wear a full T-shirt black in color only with no writing or insignia on it, but they must wear a JA Apron over the shirt. If a student does not conform to the approved Dress Code, they will not be permitted into class. Students not meeting this requirement throughout the day while in attendance may be signed out for the day and sent home.

In addition to this policy, no student can take any product from the front displays without a teacher or school official's permission. Students can only get product from the dispensary. Students will not be permitted in the lunch room nor Beauty showroom and Supply without a teacher's permission. **THERE IS NO CHEWING GUM, SMOKING, EATING FOOD, AND DRINKING BEVERAGES IN THE CLASSROOM OR ON THE CLINIC FLOOR AT ANY TIME.**

### **COMMUNICATION / SOCIAL MEDIA**

1. Cell phones must be turned off during classes unless required for class assignments. Students can make calls during breaks or lunch.
2. Headphones are not allowed in class or on the clinic floor.
3. Receiving telephone messages, except for emergencies, is not permitted while in school.

4. Social Media such as Facebook, LinkedIn, Twitter, Instagram, etc. should be done in a professional manner while building the student's brand. Advertising on those sites are encouraged to help the student build clientele and a positive reputation while in the school.
  - a. However, students cannot advertise to perform services while in school, at home, or off the school campus.
  - b. Swearing, cussing, defamatory comments directed at the school, educators, students, clients or the public is not permitted. IF such occurrences happen, the students will be suspended ASAP and the Steering Committee will evaluate if the student or students should be allowed to return to school.

*Today, social media is in the public eye and represents the school, the student, and the John Amico brand.*
5. Negative statements made on social media such as Facebook, LinkedIn, Twitter, Instagram, etc., about other students are considered Cyber Bullying. This behavior will not be tolerated.
  - a. Any student who participates in Cyber Bullying will be suspended or terminated.
  - b. If two students are having altercations online, then both will be subject to termination. There is ZERO TOLERANCE FOR THIS BEHAVIOR. All cases reported to the office will be evaluated based on the regulations of the Department of Education's Cleary Act.
6. Students are responsible to pick up or open the texts and working email communication sent out by the school. Students must register for their texts at JABEAUTY to 844-984-1179 and check the school's Facebook page (John Amico School of Hair Design).

### **FINANCIAL AID**

1. Students receiving Federal Student Loans, once withdrawn, terminated or graduated, will be required to start repayment of their student loans six (6) months from their last date of attendance.
2. If students do not meet their payment obligation, the student will be subject to Federal enforcement agencies and the State of Illinois may revoke or suspend their cosmetology licenses. All students must pay back their government obligation. This debt will not be released at any time per the Code. Loans are for assistance to pay tuition and living expenses (not to include buying a car, condo, vacation or other items not related to completing your education).
3. Securing Government Funds for unauthorized use will be considered Fraud of Government Funds and securing government funds under false pretenses (providing false information) will be reported.
4. These Rules may change at the discretion of the State of Illinois and the School Administration. These Rules may be augmented at any time by bulletins and other notices furnished to the student by the school.

### **THEFT AND MISUSE OF PROPERTY**

The John Amico School of Hair Design is not responsible for lost, damaged or stolen property.

### **SEARCH PROCEDURE**

The John Amico School of Hair Design reserves the right to perform routine inspections of lockers and school property.

### **14 DAY ATTENDANCE POLICY**

Any student who misses 14 consecutive days (including Sunday, Monday and Tuesday) will be dropped from the program and be subject to a charge of \$100.00 re-instatement fee when re-entering into the program. This \$100.00 re-instatement fee is **NOT** a one-time fee.

### **ADDITIONAL RULES**

The following additional rules apply to all students:

- A) Students may not leave the school building without permission;
- B) Students may not eat or drink except in designated areas;
- C) Students may not smoke in the school building or 15 feet from any exit door of the school;
- D) Dress Code: Students are expected to wear professional looking clothing. Niles black T-shirt, name tag, black slacks, skirts, or shorts, black socks and black shoes must be worn at all times in the school. Excessively short skirts or shorts (must be below the knees), and other inappropriate clothing are not permitted. Students not meeting this requirement may be signed out for the day or may not be permitted to sign-in until this requirement is met.
- E) Students may not receive a service without the prior permission of a school official.
- F) Students must pay for any chemical service in advance.

### **ANY VIOLATION OF THESE RULES IS GROUNDS FOR SUSPENSION OR EXPULSION.**

## **CHANGES IN RULES & REGULATIONS**

Students are advised that changes in rules and regulations, curriculum requirements, etc. can be made from time to time. All such changes are binding on all students currently enrolled, unless a provision excluding current students is explicitly stated. Any changes shall be published in an updated version of the catalog and/or posted on the bulletin board, as well as each student will be given a copy of the change to be signed by the student, and to be put into the student's school file.

## **RE-INSTATEMENT FEE**

Any student who is considered a withdrawal from school records (being absent for 14 consecutive days, including Sunday, Monday and Tuesday) will be charged a \$100.00 re-instatement fee. This \$100.00 re-instatement fee is NOT a one-time fee. Any student, who is not reinstated within 180 days since their last day of attendance, will need to sign a new enrollment agreement. A deposit will be required of no less than \$500.00.

## **EXCUSED AND UNEXCUSED ABSENCES**

Students are advised that is important to attend school at a regular basis according to their enrollment agreement class schedule. Any student who has a valid excuse (medical, court, etc.) can make-up their hours. Any student with an unexcused absence will not be able to make-up their hours. All excuses will be placed in the student's file. If the completion date has fallen beyond the date which is stated on the student's enrollment agreement, the institution may charge the student an hourly fee for extra instruction needed to complete his/her course (Please see the Enrollment Agreement for hourly fee). All students who do not complete the course within 150% of the normal completion time will be considered NOT maintaining Satisfactory Progress and will be dropped.

## **STUDENT WITHDRAWAL PROCESS**

**Official Withdrawal:** When a school owner, school office administration, or instructional staff member receives a request from a student who decides to drop for the program, the student should write a letter stating the reason for requesting it. If the school owner, school office administration, or instructional staff member receives a phone call from the student requesting to be dropped, the school owner, school office administration or instructional staff member is to record the date the student made the request and record the reasons why. If the student is terminated from the school for violation of school rules or other reason, the school owner, school office administration, or instructional staff member is to record the reason why the student has been terminated. All required documentation must be turned into the school office administration for review and processing.

**Unofficial Withdrawal:** Students who miss 14 consecutive days will be dropped from the program. Also, any student who does not return from an approved Leave of Absence on the date they are scheduled to return shall be dropped. The school owner, school office administration, of instructional staff member must turn in all required documentation to the school office administration for review and processing.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

**THE POLICY APPLIES TO ALL STUDENTS:** The following Policy is consistently applied to ALL students enrolled at the school. It is printed in the catalog to ensure that ALL STUDENTS RECEIVE A COPY prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. The Satisfactory Academic Progress Policy found in this catalog also applies to all students who are receiving federal veterans' education benefits (GI Bill®), except that these veterans must adhere to more stringent requirements as defined in **BOLD** in this addendum.

**THE REQUIREMENTS ARE THE SAME FOR ALL STUDENTS:** The attendance and academic requirements are the same for all students, whether the student receives financial aid or not. A student who is receiving TITLE IV funds must be maintaining satisfactory academic progress in attendance and academics in order to be considered eligible for their funds.

## **ATTENDANCE AND ACADEMIC REQUIREMENTS**

- 1. MAXIMUM TIME FRAME:** The maximum time frame for any student to complete the course in which they enroll is 150 % times the course length. For purposes of determining satisfactory progress, course length is defined as the minimum amount of calendar time necessary for the student to complete the course according to the student's schedule.

<b>COURSE</b>	<b>MAXIMUM TIME ALLOWED</b>	
	<b>WEEKS</b>	<b>SCHEDULED HOURS</b>
Cosmetology (Full-Time Days, 32 hrs/wk)-1500 Hours	70.31 Weeks	2250
Cosmetology (Part-Time Days, 24.5 hrs/wk)-1500 Hours	91.83 Weeks	2250
Cosmetology (Part-Time Nights, 20 hrs/wk)-1500 Hours	112.5 Weeks	2250
Cosmetology Teacher (Full-Time Days, 32 hrs/wk)-1000 Hours	46.88 Weeks	1500
Cosmetology Teacher (Part-Time Days, 24.5 hrs/wk)-1000 Hours	61.22 Weeks	1500
Cosmetology Teacher (Part-Time Nights, 22 hrs/wk)-1000 Hours	68.18 Weeks	1500



Students who have not completed the course within the maximum timeframe and exceed it, may not continue as a student at the institution and will be dropped from the Cosmetology or Cosmetology Teacher program.

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 hours.

**Leave of Absence (LOA) impact on maximum time frame:** If a student takes an approved leave of absence, his or her expected graduation (enrollment agreement period) date and maximum time frame would be extended accordingly to the amount of days actually a student was on a Leave of Absence (LOA).

- 2. ACADEMIC & ATTENDANCE EVALUATION PERIODS:** All students are notified by their instructor of their academic progress and attendance and will receive an Academic Review monthly and a Satisfactory Academic Progress Evaluation at the end of each period. If the student was absent during the monthly Academic Review and did not receive their review, the student is to request an Academic Review from the instructor. Cosmetology and Cosmetology Teacher Training student's attendance progress will be collected and recorded at the end of each calendar month of the student's period of enrollment. Students must have completed a minimum 66.67% of their total scheduled enrollment time (minus school holidays) and all students must achieve a 75% cumulative grade average for theory and practical work during the evaluation period for the student to be deemed maintaining satisfactory academic progress until the next scheduled evaluation.

**VA Benefit Students Requirements:**

**Evaluation Time Frames:** The John Amico School of Hair Design, in addition to the mandatory evaluation periods listed below, will evaluate veterans for attendance and grades at the end of each month for both approved Cosmetology and Cosmetology Teacher Programs.

**Attendance Progress:** A student must maintain a minimum of 75% attendance average each month in order to be considered making satisfactory progress. Any student absent for 14 consecutive days will be terminated from the GI Bill® program.

**Academic Progress:** The minimum grade point average (GPA) required for theory and practical combined, is 70%.

**EVALUATION PERIODS:**

Students are evaluated for Satisfactory Academic Progress (SAP) based on actual hours completed at the end of each period as follows:

**Full Time Days, Part Time Days, and Part Time Nights: 450, 900, 1200 actual clocked hours:**

**Full-Time Days Cosmetology: (32 Hours/Week): 450 Actual Hours (14 Weeks), 900 Actual Hours (28 Weeks) and 1200 Actual Hours (38 Weeks)**

**Part Time Days Cosmetology: (24.5 Hours/Week): 450 Actual Hours (18 Weeks), 900 Actual Hours (37 Weeks), and 1200 Actual Hours (49 Weeks)**

**Part Time Nights Cosmetology: (20 Hours/Week): 450 Actual Hours (23 Weeks), 900 Actual Hours (45 Weeks), and 1200 Actual Hours (60 Weeks)**

**Full-Time Days, Part-Time Days, and Part Time Nights Cosmetology Teacher: 450, 900 actual clocked hours:**

**Full-Time Days Cosmetology Teacher: (32 Hours/Week): 450 Actual Hours (14 Weeks), 900 Actual Hours (28 Weeks)**

**Part Time Days Cosmetology Teacher: (24.5 Hours/Week): 450 Actual Hours (18 Weeks), 900 Actual Hours (37 Weeks)**

**Part Time Nights Cosmetology Teacher: (22 Hours/Week): 450 Actual Hours (20 Weeks), 900 Actual Hours (41 Weeks)**

**Transfer Students:** If the hours needed at the school are less than 900 hours, then the first evaluation period will occur at the mid-point of the hours needed rather than at 450.

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory

academic progress until the next scheduled evaluation.

For all students, Satisfactory Academic Progress (SAP) for Cosmetology Full-Time and Part-time students will be evaluated at the end of each payment period for first year 0-450, 451-900 hour mark and for Full-Time and Part-Time students in the second year 901-1200, 1201-1500 hour mark, for disbursements of funds. Satisfactory Academic Progress for Cosmetology Teacher Full-Time and Part-Time students will be evaluated at the end of each payment period for first year 0-450, 451-900 hour mark and for Cosmetology Teacher Full-Time and Part-Time Students in the second year 901-1000 for disbursements of funds.

#### **CHANGES IN ENROLLMENT LEVELS:**

There are times when a student requires a change in their enrollment level (part-time to full-time or opposite). If there is a change in the student's enrollment status, then the student's SAP (Satisfactory Academic Progress) Evaluation period will be monitored at the appropriate levels of the student's new status. Cosmetology Full-Time and Part-time students will be evaluated at the end of each payment period for first year 0-450, 451-900 hour mark and for Full-Time and Part-Time students at the second year 901-1200, 1201-1500 hour mark, for disbursements of funds. Satisfactory Academic Progress for Cosmetology Teacher Full-Time and Part-Time students will be evaluated at the end of each payment period for first year 0-450, 451-900 hour mark and the second year 901-1000 for Full-Time and Part-Time, for disbursements of funds.

Cosmetology Full-Time and Part-Time will have earned their first academic year award (900 academic year Full-Time and Part-Time. For Cosmetology Full-Time and Part-time students (with a 900 academic year), their third and fourth aid payment will occur at the end of SAP at 900 for their 901-1200 hours and at the end of SAP 1200 for their 1201-1500 hours since they will have only 600 hours remaining in the program (901-1500). For our Cosmetology Full-Time and Part-Time program, at 450 clocked hours it takes 14 weeks for full-time / 18 weeks for part-time days / 23 weeks for part time night, 900 clocked hours it takes 28 weeks for full-time / 37 weeks for part-time days / 45 weeks for part-time nights, 1200 clocked hours it takes 38 weeks for full-time / 49 weeks for part-time days / 60 weeks for part-time nights, and 1500 clocked hours it takes 47 weeks for full-time / 61 weeks for part-time days / 75 weeks for part time nights.

Cosmetology Teacher Full-Time and Part-Time students will also have earned their first academic year award (900 academic year). Where it changes is in the second academic year for Full-Time and Part-Time since they will have been SAP Evaluated at 900 for their 901-1000 hours as they will have only 100 hours remaining in the program for disbursements of funds. For our Cosmetology Teacher Full-Time and Part-Time program, at 450 clocked hours it takes 14 weeks for full-time / 18 weeks for part-time days / 20 weeks for part time night, 900 clocked hours it takes 28 weeks for full-time / 37 weeks for part-time days / 41 weeks for part time night, 1000 clocked hours it takes 31 weeks for full-time / 41 weeks weeks for part-time days / 45 weeks part time nights.

Students falling below either or both criteria will be placed on a financial aid warning. **During such financial aid warning, a student is eligible for financial aid and may continue to receive financial assistance until the next scheduled Satisfactory Academic Progress (SAP) evaluation checkpoint.** However, at the end of the financial aid warning, if the student has not satisfied the requirements as specified above, financial aid assistance WILL BE WITHHELD. Students remain eligible for federal aid only if they are making satisfactory progress, are on financial aid warning, or are on financial aid probation (have submitted a successful appeal to a determination of unsatisfactory progress. Please see the Appeal Policy for more details). **If the institution's school officials see a student's consistent pattern of NO Satisfactory Progress and they have been on financial warning, the institution at its discretion, will cease from requesting ANY TITLE IV Aid and the student will be required to make monthly installments towards their student account balance until paid in full.**

The time frames to complete the Cosmetology course for the full-time students are 12 months, part-time day and night students are 16 and 19 months.

The time frames to complete the Cosmetology Teacher course for the full-time students are 8 months, part-time day and night students are 10 and 12 months.

*Definitions.* The following definitions apply to the terms used in this section:

*Appeal.* Appeal means a process by which a student who is not meeting the institution's satisfactory academic progress standards petitions the institution for reconsideration of the student's eligibility for title IV, HEA program assistance.

*Financial aid probation.* Financial aid probation means a status assigned by the institution to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated.

*Financial aid warning.* Financial aid warning means a status assigned to a student who fails to make satisfactory academic

progress at the institution that evaluates academic progress at the end of each payment period. This status can be granted without appeal and will allow the student to remain eligible for aid for the subsequent period. A student may not be granted consecutive warning statuses.

*Maximum time frame.* Maximum time frame means a period that is no longer than 150 percent of the published length of the educational program, as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time.

3. **TO RE-ESTABLISH SATISFACTORY PROGRESS:** a student may appeal this decision in writing. The student may come to the student services office and obtain an appeal form to complete and then turn the completed form to the office. At that time, a school official will again review progress and render another decision taking into account any special circumstances and supporting documentation that would be helpful to the school committee in re-evaluation of the student's records. Students must have completed a minimum 66.67% of their total scheduled enrollment time (minus school holidays) and all students must achieve a 75% cumulative grade average for theory and practical work during the evaluation period for the student to be deemed maintaining satisfactory academic progress until the next scheduled evaluation.
  
4. **GRADING SYSTEM MINIMUM PRACTICAL WORK REQUIREMENT:** Cosmetology students possessing 480 hours or more but less than 1450 hours at the end of the month being evaluated are expected to complete a Minimum number of services in each of the seven areas described below:

<u>FULL-TIME</u>	<u>AREA</u>	<u>PART-TIME</u>
32	Hairstyling	16
8	Hair Cuts	4
8	Chemical Texture Services	4
8	Haircoloring	4
12	Foils	6
4	Scalp Treatments	2
4	Esthetics	2
4	Nail Technology	2
2	Retail	1
2	Be My Guest/Love my Hair Card	1
32	Presentation/Sanitation	16

Students failing to meet the minimum number of services will have their grade average for the month calculated according to the minimum expected. Their grade will be lowered accordingly. Students are expected to meet the minimums and those who perform no practical work in any of the areas stated above will receive a grade of zero (0) in that area.

Cosmetology Teacher training students must successfully complete a minimum of the normal course work each month to maintain satisfactory progress. The Cosmetology Teacher training student must successfully complete the basic program. After completion of the basic program, the Cosmetology Teacher training student shall present theoretical and practical demonstrations to students in the basic curriculum under the on-site supervision of a licensed teacher, which is a minimum of 260 hours. After completion of the on-site supervision of a basic class, the Cosmetology Teacher training student shall complete a minimum of 150 hours in Application of Teaching Methods (Clinic). Cosmetology Teacher training students possessing 500 hours or more but less than 850 hours at the end of the month being evaluated are expected to complete a minimum number of services in each of the areas described below:

**ON-SITE SUPERVISION:**

<u>FULL-TIME</u>	<u>AREA</u>	<u>PART-TIME</u>
8	Appearance/Organizational Skills	4
8	Curriculum/Teaching Principles	4
12	Presentation	6
32	Practical Applications	16
4	Student Evaluation	2
4	Teaching Methods	2

**DYNAMIC CLINIC (Application of Teaching Methods):**

<u>FULL-TIME</u>	<u>AREA</u>	<u>PART-TIME</u>
16	Practical Skills Training	8
12	Building a Dynamic Clinic	6
32	Clinic Teaching	16
8	Cultivating Satisfied Clients	4

The minimum satisfactory grade average is described below:

**THEORY AND PRACTICAL GRADES FOR ALL STUDENTS.** Numerical grades are assigned for theoretical and practical work in all courses according to the following guide:

100% - 96% = EXCELLENT  
95% - 91% = VERY GOOD  
90% - 81% = GOOD  
80% - 75% = SATISFACTORY  
74% - 0% = UNSATISFACTORY

Students must maintain a minimum cumulative grade average of 75% in both theoretical and practical work in the period being evaluated to be considered maintaining satisfactory progress status. Theory grades are based on test averages. Practical grades are based upon criteria used to assess each of the service areas described above. The minimum passing score for MID-TERMS & FINAL written and practical examinations is 85%.

**MAKE-UP:** Students who have missed work assignments, theory classes, or exam, etc., due to time missed **MUST** contact their instructor to schedule when the work missed will be made up or when alternate assignments may be completed. Depending upon how far the student has progressed through the course and the parts of the curriculum missed, make-up work (theory tests & practical work) must be completed by the next evaluation period. If the work is not made-up by that time, the student will receive a grade of zero (0) for the work missed, and the (0) must be factored into the grade average. All make-up practical and theory test grades will be lowered to the minimum passing grade of 75%.

**STUDENT ACCESS TO SATISFACTORY ACADEMIC PROGRESS EVALUATION RESULTS**

All students are notified by their instructor of their academic progress and attendance and will receive an Academic Review monthly and a Satisfactory Academic Progress Evaluation at the end of each period. If the student was absent during the monthly Academic Review and did not receive their review, the student is to request an Academic Review from the instructor. A copy of the Academic Review and Satisfactory Academic Progress Evaluation is turned into the student services office each month and kept in the student's file as part of their academic records.

**DETERMINATION OF STATUS:**

1. New students will be determined to be making satisfactory progress from their actual starting date until the conclusion of their first period of evaluation.
2. Current students who have met both academic and attendance requirements at the end of the evaluation period will be considered to be maintaining satisfactory progress until their next evaluation.
3. Current students who have not met either academic or attendance requirements shall be placed on FINANCIAL AID WARNING period. During a financial aid warning, a student is eligible for financial aid. However, at the end of the financial aid warning, if the student has not satisfied the requirements, the student shall be considered **NOT MAKING PROGRESS** and **ALL FINANCIAL AID ASSISTANCE WILL BE WITHHELD**. Financial Aid students will not be eligible to receive any financial aid if their percentages have not improved by their next scheduled evaluation mark. Students may regain progress status in attendance by achieving a cumulative attendance average of 66.67% of their scheduled enrollment time on a later attendance report. Students may regain progress status in academics by completing all incomplete and unsatisfactory work and achieving a cumulative of 75% minimum grade point on a later academic report.
4. Students on academic or attendance probation who have not met both academic or attendance requirements at the end of an evaluation period will be considered not making satisfactory progress. Such students lose eligibility for all financial aid unless they successfully appeal the determination or regain progress status. Students who are considered not making satisfactory progress may be terminated from the school. Students considered not making satisfactory progress might appeal that determination. However, the appeal must be in writing and must meet objective criteria demonstrating that mitigating circumstances apply. No more than one appeal may be granted during any one period of enrollment.

5. Students considered not making progress (whether returning from a temporary absence or who have remained enrolled) may regain maintaining progress status through an appeal, or by meeting the requirements at the end of any subsequent evaluation period. However, a student who has not met the requirements at the end of any evaluation period by the midpoint of the course, may not be considered to be maintaining satisfactory progress at any subsequent evaluation.
6. Students must meet both the attendance and academic progress requirements of at least one evaluation by midpoint of the course to be considered making satisfactory progress as of the midpoint of the course.
7. **Temporary Interruptions:** A student taking a leave of absence shall return with the same progress status the student had upon taking the leave.

**STATUS OF PROBATION:**

Students **WHO ARE NOT CONSIDERED** meeting minimum standards for satisfactory academic progress may be placed on a status of probation if they **meet these required elements:**

- a) The institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period; and
- b) The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
- c) The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
- d) The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

**PROBATION:**

Any student who fails to meet the published standards at the end of his/her "Warning" period is considered as not making satisfactory academic progress and is ineligible for further federal aid unless the student submits a written appeal in accordance with this policy as is granted "Probation" by the School. In the event the student submits a successful appeal and is granted probation, federal student aid eligibility will be reinstated for the subsequent evaluation period only. 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 or the 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 during probation. The student will be advised in writing 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, 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.

**PROBATION AND DISMISSAL (VA BENEFIT STUDENT REQUIREMENTS):**

The John Amico School of Hair Design will place students failing to meet either the attendance or the academic progress requirements on probation for a period of one month.

The John Amico School of Hair Design will reevaluate a student's progress at the conclusion of the probationary period. If the John Amico School of Hair Design determines at this evaluation that the student is meeting both the attendance and academic progress requirements the student will no longer be on probation. Contrarily, if the John Amico School of Hair Design determines at this evaluation that the student is failing to meet either the attendance or academic progress requirements, the John Amico School of Hair Design will terminate the student from the GI Bill® program.

The John Amico School of Hair Design, however, may grant a second probationary period of one month if extenuating circumstances warrant such action. The John Amico School of Hair Design will reevaluate a student's progress at the conclusion of this second probationary period. If the John Amico School of Hair Design determines at this evaluation that the student is meeting both the attendance and academic progress requirements the student will no longer be on probation. Contrarily, if the John Amico School of Hair Design determines at this evaluation that the student is failing to meet either the attendance or academic progress requirements, the John Amico School of Hair Design will terminate the student from the GI Bill® program.

**APPEALS:**

Students who have been considered not making satisfactory academic progress must appeal that determination within two (2) weeks of receiving notice of that determination. The request for an appeal **MUST** be in writing, outlining the basis for the appeal, and append any third party documentation, which substantiates the reason for which the appeal may be granted. Such reasons may be based upon the death of a relative of the student; an injury or illness of the student; or other special circumstances. The written appeal must state

the reasons why the student failed to make satisfactory academic progress, and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation. The written appeal must be given to the school manager, and a written notice of the school's decision will be given within two (2) weeks of receipt of the appeal. In all cases, the school's decision regarding the appeal is FINAL. The results of the appeal will be documented on the Evaluation Report and placed in the student's file with the reasons for the appeal, the facts and documents dealing with the appeal and the final decision based upon the validation of the facts provided by the student.

If the appeal is granted, the student will be placed on a **FINANCIAL AID PROBATION** period and considered making progress as of the first day of the evaluation period following the end of the evaluation period for which the student was considered not making progress. A student on financial aid probation may receive title IV, HEA program funds for one payment period. While a student is on financial aid probation, the institution may require the student to fulfill specific terms and conditions such as (but are not limited to) depending upon how far the student has progressed through the course and the parts of the curriculum missed, make-up work (theory tests & practical work). At the end of one payment period on financial aid probation, the student must meet the institution's satisfactory academic progress standards or meet the requirements of the academic plan developed by the institution and the student to qualify for further title IV, HEA program funds. The satisfactory academic progress standards are as follows: Students must have completed a minimum 66.67% of their total scheduled enrollment time (minus school holidays) and all students must achieve a 75% cumulative grade average for theory and practical work during the evaluation period for the student to be deemed maintaining satisfactory academic progress until the next scheduled evaluation.

A student on financial aid probation for a payment period may not receive title IV, HEA program funds for the subsequent payment period unless the student makes satisfactory academic progress by meeting the requirements at the end of the evaluation period. All students will receive an Academic Review monthly and a Satisfactory Academic Progress Evaluation at the end of each period and will be notified of their status.

#### **LEAVE OF ABSENCE POLICY**

A leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. It does not include nonattendance for an institutionally scheduled break in a student's program. A leave of absence must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring a school to perform a Return calculation.

The school offers Leave of Absence for the modification of Title IX policy for pregnant woman only (Oct 2022). This includes pregnancy, child birth, false pregnancy, termination of pregnancy, or recovery. The timeframe for this leave is deemed solely on the student's doctor recommendations. Following leave, a student will be reinstated to the status the student had when their leave began.

#### **THE SCHOOL DOES NOT OFFER ANY OTHER TYPE OF LEAVE OF ABSENCE.**

In order for a leave of absence to qualify as an approved leave of absence:

1. A student must submit a statement from their doctor outlining the reason for the Leave of Absence in accordance with the mandated Title IX policy and his/her recommendation for time off.
2. New students cannot request a Leave of Absence (LOA) until after (90) ninety days from their start date.
3. Obtain a Leave of Absence (LOA) form from the Financial Aid Office. The request must be in writing.
4. The student's application for a Leave of Absence (LOA) must include the reason for the student's leave request. If the student refuses to state the reason for requesting an LOA, their application will be denied. Also, the student cannot state the reason for the request is for personal reasons only, without explaining in detail the personal issue. The Leave of Absence form must be signed by the student.
5. Complete and submit the Leave of Absence (LOA) form to the Financial Aid Director for approval.
6. The student is required to a leave of absence to request a LOA unless unforeseen circumstances prevent the student from doing so. The school may grant a leave of absence to a student who did not provide the request prior to the LOA due to Unforeseen circumstance if the institution documents the reason for its decision and collects the request from the student at a later date. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend.
7. The student must follow the school's policy in requesting the LOA. Approval of the student's request for the LOA is in accordance with the institutions policy.
8. A student granted a LOA that meets the above criteria is not considered to have withdrawn, and no refund calculation is required at this time.
9. The Leave of Absence Request Form will state the date the student shall return from the LOA. If the student does not return on the date stated, he/she will be dropped from the program on the date required to return. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.
10. Upon the student's return, the student simply resumes or continues the same payment period and coursework and is not eligible for additional Title IV program assistance until the payment period has been completed and he/she has maintain Satisfactory Progress. The institution does not assess the student any additional institutional charges because of

the LOA.

11. A student who does not submit a Leave of Absence (LOA) to the Financial Director will be considered an absentee.
12. If the student is (14) fourteen consecutive days or does not return from their leave of absence by their end date, the student will be considered to have withdrawn from the course.
13. The student's end date on the Enrollment Agreement and maximum time frame would be extended by the same number of calendar days taken in the Leave of Absence (LOA). Changes to the contract period on the Enrollment Agreement Addendum must be signed and dated by all parties.
14. Leave of Absence WILL NOT BE GRANTED if combined LOA exceeds 180 calendar days in a twelve (12) month period; these provisions start on the first day of the first leave.
15. **FOR FEDERAL LOAN BORROWERS:** If a student does not return from a leave of absence, the period of the leave of absence will reduce the grade period upon repayment of loans.

### **RE-ENROLLMENT POLICY**

The John Amico School of Hair Design is not obligated to re-enroll any former student who withdrew or was terminated from the program. The only purpose of the School is to graduate students and prepare them for professional licensure. Former students who want to return from either withdrawing from the program, or who have been terminated, are at a very high risk of not completing the program once again. Many students who withdrew from the program or were terminated did so due to poor attendance and/or a low-grade point average. Usually, a student's withdrawal or termination from the John Amico School of Hair Design was due to life management issues or other extenuating circumstances. In any case, withdrawn and terminated former students are considered a very high risk of a repeat withdrawal or termination if they return to School. The Department of Education (DOE) does not care whether the re-enrolling student was previously enrolled in School or not. The DOE is going to consider them as a new student. If the student, once again, fails to complete the program, the DOE will consider it as a separate and additional "drop"

(withdrawn or terminated student), and will be counted twice against the School. In addition to the School possibly incurring another penalty for a second drop, students who withdraw or are terminated are also at a very high risk of not repaying their student loans. The Department of Education holds the School responsible for ensuring that students, whether they graduate or drop from the program, repay any Federal Direct Student Loans to the government. Therefore, the John Amico School of Hair Design needs to assess whether a candidate who is interested in re-enrolling at the School has a good chance of finishing the program and paying back any loans incurred for the education to the government.

A decision will be made regarding the student's re-entry and his/her ability to resume training and regain eligibility for federal aid. The School's decision regarding a candidate's re-enrollment is final. Students who previously withdrew from School who re-apply for acceptance shall return to School with the same satisfactory progress status as was in place at the time of withdrawal. All grades, services and hours are recorded and kept on file for a minimum of five (5) years. An official transcript and School records for students who withdrew or dropped out of a program shall be maintained by the School for seven (7) years from the student's first day of attendance at the School.

Those who are re-enrolled in the John Amico School of Hair Design will be placed on a heightened monitoring program for the first 60 days of re-enrollment, which will require at least 67% attendance and include zero-tolerance for any academic or disciplinary actions that violate the School's rules and regulations.

To be considered for re-enrollment, the candidate must:

1. Candidates for re-enrollment must meet with Admissions staff prior to initiating the re-enrollment process. Failure to show at a scheduled appointment will be considered a strike against the candidate's probability of re-enrollment. Two no-shows for scheduled appointments with School staff (either Admissions or Financial Aid) will result in a denial of re-enrollment.
2. A sit-down meeting with admissions to answer the following questions. This is your chance to prove to us why you are now ready to make School a priority in your life and explain how you will succeed at the John Amico School of Hair Design.
  - Why did you withdraw or get terminated from the School?
  - What has changed since you withdrew or were terminated?
  - How are things going to be different if you were to re-enroll at the School?
  - Why did you choose to attend John Amico School instead of another beauty School?
  - What are your short-term goals? What are your long-term goals?
  - When you get your license, what are your plans, dreams, and aspirations?
  - Why should you be accepted back to John Amico School?
3. Any previous tuition balances that are currently outstanding need to be addressed and arrangements must be made to satisfy the balance.

4. The re-enrollment candidate must meet with Financial Aid staff to determine whether a current FAFSA must be completed, reviewed and satisfied before re-enrolling in classes.
5. All required Admissions documentation must be completed, including payment of the \$100 re-enrollment fee unless there are extenuating circumstances the School may wave the registration fee before starting classes.
6. Re-enrolled students are placed on a probationary heightened attendance monitoring program for 60 days. During this period, the student must physically sign-in and out with Student Services each day and must maintain at least 90% attendance and 80% GPA. Also during this 60-day period, there will be zero-tolerance for any disciplinary issues. Failure to meet the required academic, attendance and disciplinary policies could result in action including termination.
7. The re-enrolled student must pass Satisfactory Academic Progress at the first evaluation period.

**NOTE: No Exceptions will be made. Completion of all required re-enrollment steps does not guarantee acceptance of re-enrollment. Former teachers and administrators will have input in the decision to re-enroll a former student. A decision will be reached within two (2) weeks from the date of the application for re-enrollment, and the student will be notified of the decision by mail. All decisions regarding re-enrollment of a candidate are final.**

#### **INCOMPLETES, COURSE REPETITIONS AND NON-CREDIT REMEDIAL COURSES**

Course incompletes, course repetitions, and non-credit remedial courses are not offered and have no effect upon a student's satisfactory progress status. Students nearing graduation will be given the opportunity to repeat any work assignments, theory examinations, etc. for which a non-satisfactory grade was received during the enrollment.

#### **WITHDRAWALS / RETURNING STUDENTS**

A student who withdraws from the course after being dropped from a leave of absence or after a period of withdrawal and re-enters the institution in less than 180 calendar days from the date of interruption, shall return with the same academic and attendance progress status the student had upon their last day of attendance. A student who withdraws from the course and re-enters after 180 calendar days will need to sign a new enrollment agreement, pay any outstanding balance, and shall return with the same academic and attendance progress status the student had upon their last day of attendance.

#### **TRANSFER HOURS**

The transfer hours accepted from another institution are treated as both completed and attempted hours in the determination of the student's pace of completion. The student's attendance progress will be adjusted accordingly. The transferred hours will be added to the hours completed and the scheduled hours after the student's first evaluation period. If the hours needed at the receiving institution are less than 900 hours (or the institution's defined academic year), then the first evaluation period will occur at the mid-point of the hours needed rather than at 450.

#### **RE-INSTATEMENT OF FINANCIAL AID**

Students who have regained progress status will be determined by the financial aid office to have regained eligibility for financial aid for which they may otherwise be eligible. Students must have completed a minimum 66.67% of their total scheduled enrollment time (minus school holidays) and all students must achieve a 75% cumulative grade average for theory and practical work during the evaluation period for the student to be deemed maintaining satisfactory academic progress until the next scheduled evaluation.

#### **NON-RESIDENT STUDENT POLICY**

Non-resident students are only accepted on a cash basis. For them to apply for the Illinois State Board Licensing examination, the following types of identification will be the only ID accepted for the examination:

1. A valid US driver's license or State ID issued by of the 50 states or US territories;
2. A valid Consular ID;
3. A valid US passport or Military Active duty ID;
4. **IF YOU DO NOT HAVE ANY ONE OF THESE FORMS OF ID, YOU WILL NOT BE ALLOWED TO SIT FOR THE EXAM.**

To obtain an Illinois cosmetology license, a social security number is required. While in school, a nine digit number is issued so practical and theory grades can be entered into our computers. **THE NINE DIGIT NUMBER IS NOT A SOCIAL SECURITY NUMBER. NON-RESIDENT STUDENTS ARE NOT ELIGIBLE TO RECEIVE FINANCIAL AID.**

#### **POLICY STATEMENT ADDRESSING TIMELY WARNINGS**

##### **TIMELY WARNINGS**

In the event that a situation arises, either on or off campus, that, in the judgment of the President, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through staff members, and posted on the bulletin boards.



Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, a copy of the notice will be hand-out to students and staff members. Anyone with information warranting a timely warning should report the circumstances to the President, by phone (847) 965-8061 or in person.

**POLICY STATEMENT ADDRESSING PREPARATION OF DISCLOSURE OF CRIME STATISTICS**  
**POLICY FOR REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS**

The Dean of Financial and Administrative Services prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Campus crime, arrest and referral statistics include those reported to designated campus officials (including director and deans), and local law enforcement agencies. The full text of this report can be located in the bulletin board of the student's lunchroom and additional copies can be obtained from the main office. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus.

Each year, all enrolled students will receive a copy of this report. Faculty and staff will receive a copy of this report with their paycheck. Copies of the report may also be obtained from the Main Office or by calling (847) 965-8061. All prospective employees may obtain a copy from the Main Office or by calling (847) 965-8061.

**POLICY STATEMENT ADDRESSING THE REPORTING OF CRIMINAL OFFENSES**  
**TO REPORT A CRIME:**

Contact Main Office at (847) 965-8061 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles, or inside building should be reported to the Main Office, Campus Director, Mr. Jessie Santiago. In addition you may report to the following:

1. Dean of Financial & Administrative Services, & Campus Managing Director, Jessie Santiago (847) 965-8061
2. Dean of Student and Instructional Support Services, Brigida M. Rodriguez (847) 965-8061

**POLICY STATEMENT ADDRESSING VOLUNTARY CONFIDENTIAL REPORTING**  
**CONFIDENTIAL REPORTING PROCEDURES**

If you are the victim of a crime and do not want to pursue action within the College System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the President or a designee of the John Amico School of Hair Design can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

**POLICY STATEMENT ADDRESSING SECURITY AND ACCESS**  
**ACCESS POLICY**

During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to College facilities is by key, if issued. In the case of periods of extended closing, the College will admit only those with prior written approval to facilities.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrators from the Dean's Office on concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications.

**POLICY STATEMENT ADDRESSING THE ENCOURAGEMENT OF ACCURATE AND PROMPT CRIME REPORTING**  
**GENERAL PROCEDURES FOR REPORTING A CRIME OR EMERGENCY**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Police Department in a timely manner.

To report a non-emergency security or public safety related matter call Mr. Jessie Santiago (Campus Managing Director & Dean of Financial & Administrative Services) or Ms. Brigida M. Rodriguez (Dean of Student and Instructional Support Services) at (847) 965-8061. To report a crime or emergency on the John Amico School of Hair Design call Niles Police Department at (847) 588-6500 for Non-Emergency and 911 for emergency.

Crimes should be reported to the Campus Director/Dean of Financial & Administrative Services to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

## **POLICY STATEMENT ADDRESSING COUNSELORS**

The John Amico School of Hair Design does not have any Pastoral Counselor or Professional Counselor on campus. All reports will be investigated. The College does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to the College Disciplinary Committee for review. When a potentially dangerous threat to the College community arises, timely reports or warnings will be posted on bulletin boards and informed by in-class announcements, or other appropriate means.

## **POLICY STATEMENT ADDRESSING SECURITY AWARENESS PROGRAMS** **SECURITY AWARENESS PROGRAMS**

During orientation students are informed of services offered by the school, and are informed there are no security officers on campus. Video presentations outline ways to maintain personal safety. Students are told about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees.

Periodically during the academic year the The Niles Police Department, present crime prevention awareness sessions on sexual assault (rape and acquaintance rape), drugs, theft, and vandalism, as well as educational sessions on personal safety and campus security.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to seminars, information is disseminated to students and employees through crime prevention awareness packets, videos, and articles posted on bulletin boards.

When time is of the essence, information is released to the college community through security alerts posted prominently throughout campus, and in-class announcements.

## **POLICY STATEMENT ADDRESSING CRIME PREVENTION PROGRAMS** **CRIME PREVENTION PROGRAMS**

The Niles Police personnel facilitate programs for students, and new employee orientations providing a variety of educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes. The John Amico School of Hair Design does not offer any Defense Training programs.

*Tip:* To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well.

## **POLICY STATEMENT ADDRESSING CRIMINAL ACTIVITY OFF CAMPUS**

The John Amico School of Hair Design does not have any off-campus student organizations.

## **POLICY STATEMENT ADDRESSING SEX OFFENSES**

The John Amico School of Hair Design is committed to providing and maintaining a healthy learning and working environment for all students, staff and faculty members. It is important that all students are aware of and protect their right in the College community. Please see the page that outlines *Student Rights within the disciplinary process*. The John Amico School of Hair Design condemns any form of sexual offense. This document is generally intended to set forth the procedures and disciplinary actions regarding sexual offenses. Furthermore, it specifically sets forth the procedures that are encouraged to be considered by a person who may have experienced a sexual offense.

The John Amico School of Hair Design will uniformly and consistently report all criminal sexual offenses occurring on campus and reported to Niles Police or to the proper municipal authority.

It is illegal and against the policy of the John Amico School of Hair Design for any student, employee, or other person to commit the offense of stalking, sexual assault, aggravated sexual assault, sexual abuse, aggravated sexual abuse, against any person while at the John Amico School of Hair Design. Such illegal and prohibited activities include, but are not limited to, sex offenses which are commonly date rape or acquaintance rape, or which may involve unwanted touching and fondling, whether forcible or non-forcible.

## **SEXUAL ASSAULT PREVENTION AND RESPONSE**

The College educates the student community about sexual assaults and date rape through orientations. The Niles Police Department offers sexual assault education and information programs to College Students and employees upon request. Literature on date rape education, risk reduction, and College response is available through the Main Office.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Police Department strongly advocates that a victim of sexual assault report the incident in a timely

manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Police Officer. School personnel are available, at the student's request, to assist the student in reporting incidents to the appropriate law enforcement authorities. Any incident of sexual assault on the school premises should be immediately reported to the Main Office at (847) 965-8061.

College disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the *Student Handbook "Student Disciplinary Action"*. The *Handbook* provides, in part, that the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the College sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the College for the first offense.

#### **POLICY STATEMENT AND PROCEDURES REGARDING THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013 (VAWA)**

A sex offense is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which, among other provisions, amended section 485 (f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). Under the Violence Against Women Reauthorization Act, colleges and universities are required to:

- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates.
- Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
- Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel.

As disclosed on the U.S. Department of Education Jeanne Clery Campus Safety and Security Report, the John Amico School of Hair Design has (0) zero sexual assaults reported to date. This may be attributed to our campus not offering campus housing and enrollments being predominantly female. However, the John Amico School of Hair Design has implemented programs from our local Niles Police Department to educate and serve our students. The policy for reporting sexual assault is described in our Annual Security Handbook. Additionally, further information can be found on our website, <https://www.johnamicoschoolofhairdesign.com/wp-content/uploads/2023/08/campus-safety-report-Niles-october-2022.pdf>. The campus security information is updated annually and made available to each student on October 1<sup>st</sup>. This report offers the campus sexual assault reports and crime statistics for three prior years.

The Clery Act requires that colleges and universities inform students of procedures that victims should follow, such as preservation of evidence and to whom the offenses should be reported. VAWA adds that institutional policies must also include information on:

- Victims' options to, or **NOT** to, notify and seek assistance from law enforcement and/or campus authorities.
- Victims' right and institutional responsibilities regarding judicial no-contract, restraining, and protective orders.

Preventative safety measures at the John Amico School of Hair Design include timely scheduled presentations addressing sexual assault risk reduction, sexual assault education and reporting protocol, evidence preservation processes, stalking prevention (stalking is defined as conduct directed at a specific person that would cause a person to fear for his/her/other's safety, or suffer substantial emotional distress) domestic abuse, dating violence, acquaintance rape, etc. These issues are addressed at student orientation, as well as scheduled programs for all students throughout the calendar year. The dates of these educational events are posted prior to the presentation and announced to the students during their theory classes. The Student Services office keeps on file a schedule of programs, as well as a participant attendance roster. Other safety measures such as a policy of encouraging students to leave the campus property in groups and/or inform a school official or educator that they will be walking alone to their car, especially after dark. Complete literature on sexual assault risk reduction, date rape education, and the responsibility and reporting process can be directed to and available by informing the Campus Director or the School Owner.

The Higher Education Act (HEA) defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Woman Act of 1994 as follows:

**"Domestic Violence"** means a "felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common,
- A person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner,

- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA), or
- Any other person against an adult or youth victim who is protected from that person’s act under the domestic or family violence laws of the jurisdiction.”

“**Dating Violence**” means “violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship;
  - The type of relationship;
  - The frequency of interaction between the persons involved in the relationship.”

“**Stalking**” means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress.”

If you are a victim of a sexual assault, your first priority should be to get to a safe place. You should then obtain necessary medical treatment. The Niles Police Department or local Police Agency strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault, whether it occurs on or off campus, should be reported directly to the John Amico School of Hair Design Campus Director or School Owner. Filing a police report with the school will not obligate the victim to prosecute, nor will it subject the victim (either student or employee) to scrutiny, negative repercussion or judgmental opinions from the John Amico School of Hair Design. The John Amico School of Hair Design will help file a police report, if requested. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Upon report of an alleged sex offense, the school will investigate immediately with the victim’s confidentiality respected. The specifics of the assault and the names of the victim and the offender will be kept confidential to the extent that maintaining such confidentiality would not impair the ability of the John Amico School of Hair Design to provide protective measures. The John Amico School of Hair Design has mandated protocol in place of reporting any and all sexual offenses to the School Owner or Campus Director. The school will adhere to any legal sanctions or protective measures imposed as a result of a final determination of any sexual assault incidences. The John Amico School of Hair Design is also obligated to comply with a student’s request for an academic situation change following an alleged sex offense, which includes a change in schedule, protection and precautions that the alleged offender not be permitted to have contact with the victim through classes or clinic services.

As per VAWA, the John Amico School of Hair Design will ensure staff and school officials are provided with appropriate training on an annual basis.

Various counseling options are available from the Niles Police Department or Local Police. Counseling and support services can be obtained through the Rape and Sexual Abuse Center and the Victim Intervention Programs in the city of the John Amico School of Hair Design. See the Student Services or in this handbook for a listing of services and phone numbers. Information can also be found in our website at <https://www.johamicochoolofhairdesign.com/wp-content/uploads/2023/08/campus-safety-report-Niles-october-2022.pdf>. State-wide listings can be found also at the following website: <http://www.illinoisattorneygeneral.gov>.

## **POLICY STATEMENT ADDRESSING SEX OFFENDER REGISTRATION**

### **POLICY STATEMENT ADDRESSING SEX OFFENDER REGISTRATION**

In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne *Clery Act* and the Family Educational Rights and Privacy Act of 1974, the John Amico School of Hair Design is providing a website to the “Illinois Sex Offender Information” and “National Sex Offender Public Registry”. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the Commonwealth of Illinois, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the Department of State Police.

Illinois Compiled Statutes (730 ILCS 152/115 (a) and (b)) mandate that the Illinois State Police (“ISP”) establish and maintain a

statewide Sex Offender Database, accessible on the Internet, identifying persons who have been convicted of certain sex offenses and/or crimes against children and must register as a Sex Offender. Persons required to register as Sex Offenders are persons who have been charged of an offense listed in Illinois Compiled Statutes 730 ILCS 150/2(B) when such charge results in one of the following:

- (a) A conviction for the commission of the offense or attempt to commit the offense,
- (b) A finding of not guilty by reason of insanity of committing the offense or attempting to commit the offense, or
- (c) A finding not resulting in an acquittal at a hearing for the alleged commission or attempted commission of the offense.

The Sex Offender Registry was created in response to the Illinois Legislature's determination to facilitate access to publicly available information about persons convicted of sex offenses. ISP has not considered or assessed the specific risk of re-offense with regard to any individual prior to his or her inclusion on this Registry and has made no determination that any individual included in the Registry is currently dangerous. Individuals included on the Registry are included solely by virtue of their conviction record and Illinois state law. The primary purpose of providing this information is to make the information easily available and accessible, not to warn about any specific individuals.

**Anyone who uses this information to commit a criminal act against another person is subject to criminal prosecution.**

The Illinois State Police is responsible for maintaining this registry. Follow the website below to access the Illinois State Police website. <http://www.isp.state.il.us/>

## **POLICY STATEMENT ADDRESSING ALCOHOLIC BEVERAGES**

### **POLICY ON ALCOHOLIC BEVERAGES**

The possession, sale or the furnishing of alcohol on the College campus is governed by the John Amico School of Hair Design Alcohol Policy and Illinois state law. Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the Illinois Department of Alcohol and Beverage Control (ABC). However, the enforcement of alcohol laws on-campus is the primary responsibility of the John Amico School of Hair Design, Campus Director. The John Amico School of Hair Design campus has been designated "Drug and Alcohol free". The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the John Amico School of Hair Design. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the John Amico School of Hair Design Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus. Students violating alcohol/substance policies or laws may be subject to sanctions by the College.

### **SCHOOL PREMISES**

#### **ALCOHOL**

1. The State of Illinois prohibits the sale, use or possession of alcoholic beverages by persons less than 21 years of age.
2. All casual possession or consumption of alcohol in designated common or non-reserved areas on school premises is prohibited by any persons regardless of age.
3. Alcoholic beverages will not be served at any student events on school premises.

## **POLICY STATEMENT ADDRESSING ILLEGAL DRUGS**

### **POLICY ON ILLEGAL DRUGS**

The John Amico School of Hair Design campus has been designated "Drug and Alcohol Free". The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the John Amico School of Hair Design campus. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment.

## **POLICY STATEMENT ADDRESSING SUBSTANCE ABUSE EDUCATION**

### **ALCOHOL AND SUBSTANCE ABUSE INFORMATION**

#### **PREVENTION PROGRAMS**

The college has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, referrals and college disciplinary actions.

The main office of the John Amico School of Hair Design provides an overall coordination of the Drug-Free School Program. However, many services are the responsibility of other areas of the institution. These include:

- Alcohol and Drug Education: College Instructors, Employee Assistance Program.
- Counseling Services: There are no counselors on campus.
- Referral Services: Employee Assistance Program.
- College Disciplinary Actions: Faculty/Student Judicial Review committee/President.

There are no on-campus drug counseling, treatment, or rehabilitation programs available. Off-campus services regarding Drug Abuse Information and Treatment, Crisis Intervention, counseling and mental health include:

- Care Unit Hospital Program: 1-800-559-9503
- National Alcoholism & Drug Abuse Hotline: 1-800-444-9999
- Cocaine Hotline: 1-800-444-9999
- National Alcohol Anonymous: 212-870-3400
- U.S. Dept of Health & Human Services Treatment & Referral Hotline: 1-800-662-4357
- Illinois Coalition Against Sexual Assault: 1-217-753-4117
- National Center for Victims of Crime: 1-800-394-2255
- Lutheran General Hospital: 1-847-723-2210
- Rape Victims Advocates (RVA): 1-312-663-6303/1-888-293-2080 (toll free)
- Northwest CASA: 1-847-806-6526
- Des Plaines Valley Sexual Assault Hotline (24 hours): 1-708-482-9600
- Maine Township Council on Alcoholism: 1-847-692-6920
- Niles Family Services: 1-847-692-3396
- Northbrook Citizens for Drug & Alcohol Awareness: 1-847-272-7870
- Northern Illinois Council on Alcoholism & Substance Abuse: 1-847-244-4434
- Serenity Hotline (Drug and Alcohol Abuse), Second Baptist Church: 1-847-475-4750

Penalties to be imposed on students and employees for drug abuse violations occurring in the workplace include:

- notification of the abuse to the proper authorities;
- a Leave of Absence from enrollment/employment during which time the individual must consider the responsibilities of his/her enrollment/employment, become free from any dependencies and prove it, and certify that if he/she is reinstated that he/she will no longer participate in abuse activities affecting performance;
- expulsion or termination will be considered based on the circumstances surrounding the violation.

Any action taken by the institution against a violation of the drug-free workplace policy will occur immediately upon administration obtaining such information. The school will notify the Department of Education within 30 days of an employee or student being involved in any criminal drug statute conviction for a violation occurring in the workplace.

## LOCAL, STATE & FEDERAL LEGAL SANCTIONS

### Legal Sanctions – Laws Governing Alcohol

The State of Illinois sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated, are available from the Main Office. A package of state laws was passed regarding alcohol. They include the following:

1. A person under the age of 21 is prohibited from possessing alcoholic beverages on the street, highway, or any public place or in a place open to the public. Violation of this provision is a Class B Misdemeanor.
  - *PENALTY: The underage person may be fined up to \$500 and sentenced up to six months in jail (additional enhanced penalties exist for illegal transportation of open liquor for persons under 21 year of age). Note: This provision does not prohibit a minor from delivering alcoholic beverages in the course of his or her employment or by order of his or her parent.*
2. Illinois law prohibits any person under the age of 21 to possess, present or offer any written, printed or photo static evidence of age and identity which is false, fraudulent or not actually his or her own for the purpose of ordering, purchasing, attempting to purchase or otherwise procure or attempting to procure, the serving of any alcoholic beverage.
  - *PENALTY: Underage person's sentence includes at least a fine of \$250 or 25 hours of community service, preferably performed for an alcohol abuse prevention program.*

3. Additional penalties exist for fraudulently obtaining an Illinois ID card or an Illinois driver's license, and for knowingly allowing another to use identification document for an Illinois driver's license or ID card.

*A violation of any law regarding alcohol is also a violation of the College's Student Code of Conduct and will be treated as a separate disciplinary matter by the College.*

## **SAFETY AND EVACUATION POLICY**

### **Basic Requirements for a Safe Workplace**

1. Proper Ventilation: Some fumes can be harmful.
2. Proper Use of Flammables: Read labels and always follow precautions.
3. Designated Smoking Areas: Never smoke or permit clients to smoke while being serviced. Avoid other sources of open flames. There is no smoking in the school premises and 15 feet away from all exit doors of the school building.
4. Safe Product Storage: Store products in closed containers and prevent spills or leakage. Store in adequately ventilated area and in moderate temperature.
5. Protection during application: Follow directions, wear gloves and/or goggles as directed, properly drape client. Apply your professional training.
6. Proper Use of First Aid: Keep first aid kit available at front desk.
7. Fire Safety: Post and review evacuation procedure during new student orientation.
8. In the event of fire:
  - a. Contact fire department (keep number readily available). Give name and address of business, nature of fire (what is burning), and name of person reporting the fire.
  - b. Evacuate premises by following the planned procedure for the facility.
  - c. Plan alternate exits for use in the event regular route is blocked by the fire.
  - d. Service extinguishers at least annually.
9. Use of extinguishers: Install away from potential fire hazards and near an escape route. Follow the instructions. Many work as follow:
  - a. Pull the pin
  - b. Aim the nozzle
  - c. Squeeze the handle
  - d. Sweep from side to side at base until fire goes out.
10. Procedures: The National Fire Protection Association recommends that you should ONLY stand and fight if ALL the following are TRUE:
  - a. Everyone is leaving the premises and fire department has been called.
  - b. The fire is small and confined to the work area where it started (wastebasket, cushion, small appliance, etc.)
  - c. You can fight the fire with your back to an escape route.
  - d. Your fire extinguisher is rated for the type of fire you are fighting and is in good working order.
  - e. You know how to operate the extinguisher.

## **STUDENT DISCIPLINARY ACTION**

Every attempt should be made to resolve conflicts without formal disciplinary action. This informal resolution can hopefully be accomplished by students critically examining their behaviors and making the adjustments necessary to become a positive influence in the school community. To assist in the informal resolution of conflicts, a formal Mediation Services program exists through the Main Office designed to allow students to resolve conflicts with the assistance of a neutral third party. Mediation is always an alternative available for students seeking to resolve conflicts yet do not replace a formal disciplinary process.

Should disciplinary action against a student become necessary because of a violation of a part of this code, it may be initiated by any of the following members of the John Amico School of Hair Design community:

1. a John Amico School of Hair Design student, through the Main Office, who feels he/she has been adversely affected by another student's actions;
2. a faculty member who has reasonable cause to believe a violation of the Rules & Regulations has occurred; or
3. administrative staff members who have reasonable cause to believe a violation of the Rules & Regulations have occurred.

Complaints against student members of the school shall be made in writing by the complainant to the President.

Any student who violates these regulations and/or laws may be subject to disciplinary action for said offense (s) by the school in addition to any civil or criminal proceedings that may be brought. The school, in its sole discretion, may await the conclusion of any civil or criminal action associated with a complaint before proceeding with its disciplinary procedures.

The school's disciplinary process is designed to be educational, not legal, in nature. Students should not draw parallel interpretations between the codes of the school and criminal or civil law.

All written notices regarding disciplinary action will be delivered to the referred student personally or via the postal service at his/her last known address.

## **JOHN AMICO SCHOOL OF HAIR DESIGN RIGHTS WITHIN THE DISCIPLINARY PROCESS**

The President or his/her designee reserves the right to:

1. Contact, in an emergency situation, a student's parent (s), legal guardian, spouse and/or the person designated as the emergency contact on the school's emergency contact form.
2. Refer any case involving a violation of criminal or civil law to the proper law enforcement agency.
3. Pursue disciplinary action against a student on behalf of the school based on reliable information from a member of the Niles School community indicating that a violation of this code has taken place.
4. Suspend a student on an interim basis upon findings that the continued presence of the accused does any of the following:
  - A. constitutes a threat to the safety or well-being of the accused, any other member of the school community, or any invited guest;
  - B. risks destruction of property; or
  - C. risks disruption of classroom or other campus activities.
5. A final determination of the charges against any student summarily suspended on an interim basis shall be made through appropriate hearing procedures within 10 class days of such suspension. During this time the accused shall forfeit those school rights and privileges as the President or his/her designee feels are appropriate. Should it be found that the student did not commit the act (s) for which he/she was suspended, the suspension shall be revoked and the student reinstated immediately.
6. Take any other action he/she deems appropriate to protect the health, safety and security of community members.

### *Disciplinary Procedures - Extraordinary*

*In order to protect the safety and well-being of its community, the university reserves the right to immediately impose sanctions upon a student when it, in its sole discretion, feels there is sufficient risk to people or property.*

## **STUDENTS RIGHTS WITHIN THE DISCIPLINARY PROCESS**

If a student is referred to the formal disciplinary process, he/she is entitled to the following rights as a guarantee of fundamental fairness:

1. An opportunity for a hearing in order to answer charges of alleged misconduct.
2. A written statement of the alleged violations in sufficient enough detail to enable the student to prepare a defense. This statement will be available at least three class days prior to the hearing and should include information on the hearing date, time and location.
3. The right to be accompanied by an advisor of the student's choice. Advisors cannot be students who are involved in the same disciplinary matter being reviewed and must be a current member of the John Amico School of Hair Design community (faculty, staff, or student).
4. A statement of the possible sanctions that may be imposed.
5. The case will be heard by the President or his/her designee.
6. The right to present witnesses on one's behalf or to question witnesses' statements, whether presented verbally or in writing.
7. The right to have the adjudication procedures explained and to ask for clarification of any policies or proceedings prior to beginning the disciplinary hearing process.
8. The right to have reasonable access to file information specific to one's case.
9. The right to a separate hearing when a single incident gives rise to charges against more than one student.
10. The right to speak on one's own behalf.
11. The right to disqualify a member of any judicial board for justifiable reason.
12. The right to have proceedings and documentation kept confidential. All hearings, proceedings and case information are considered closed and confidential except to those who have a direct and vested interest in them.
13. The right to a written decision from the adjudicator agent within five class days of completion of the last hearing.
14. The right to appeal on prescribed grounds.



A student's status will not usually be altered until the final outcome of a disciplinary hearing is reached. However, the university reserves the right to take immediate action to reasonably ensure safety and security, including removing or suspending a student from the school on an interim basis pending final determination of any disciplinary action.

## **STUDENT GRIEVANCE PROCEDURE**

The school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the school. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the school within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school manager.
3. The complaint will be review by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to the School President.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the schools internal complaint process before submitting the complaint to the school's accrediting agency: NACCAS, 3015 Colvin Street, Arlington, Virginia 22314, Phone: (703) 600-7600.

## **NOTICE OF AVAILABILITY OF ANNUAL SECURITY REPORT**

A copy of the John Amico School of Hair Design Annual Security Report is available for students or employees. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by the John Amico School of Hair Design; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Main Office or by accessing the bulletin board in the student's lunchroom or by going directly to the website: <http://ope.ed.gov/security/index.aspx>.

## NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

#The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

- (1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. A student should submit to the registrar, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- (2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write to the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- (3) The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901**

## DISABILITY LAW AND HIGHER EDUCATION

The rights of students with disabilities are protected under Section 504 of the Vocational Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990.

### Summary of Section 504's Prohibitions

No otherwise qualified [sic] individual with a disability in the United States shall, solely by reason of his/her [sic] disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

#### Section 504

Under the provisions of Section 504, Niles School of Cosmetology may not:

- Limit the number of otherwise qualified students admitted that have a disability
- Make pre-admission inquiries as to whether an applicant has a disability
- Exclude an otherwise qualified student with a disability from any course of study
- Provide less financial assistance to students with disabilities than is provided to other students, or limit eligibility for scholarships on the basis of disability
- Counsel students with disabilities into more restrictive career paths based solely on their disability

Measure student achievement using modes that adversely discriminate against a student with a disability  
Establish rules and policies that have the effect of limiting participation of students with disabilities in educational programs or activities

## **Summary of the Americans with Disabilities Act of 1990 (ADA)**

ADA extends anti-discrimination legislation to all institutions of higher education regardless of whether or not the institution receives federal funds. The ADA provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local governmental services, and telecommunications. The act contains five titles; Titles II through V apply specifically to students who attend post-secondary educational institutions:

### **Title I**

covers nondiscrimination in employment activities. It requires that employers not discriminate on the basis of disability in recruitment, hiring, retention, or promotion of employees. Employment opportunities must be made available when it can be shown that, with or without reasonable accommodations, the individual can successfully perform the essential functions of the job.

### **Title II**

of the ADA is divided into two subparts. Subpart A requires that state and local government entities and programs be made accessible to individuals with disabilities. Subpart B covers transportation and requires that public transportation systems be made fully accessible to and usable by individuals with disabilities.

### **Title III**

covers the accessibility and availability of programs, goods and services provided by public and private entities. Although the Act uses the term "public accommodations," it is focused on the context of use by the public rather than operation by a public entity. By definition, a public accommodation can be privately owned, operated, and/or offered.

### **Title IV**

requires that telecommunication services be made accessible to individuals with hearing and speech impairments and has a specific reference to the development of telecommunications relay systems and closed-captioned technology.

### **Title V**

of the ADA contains miscellaneous provisions that apply to all of the other titles.

## **Disability Services**

The John Amico School of Hair Design is committed to providing a supportive environment for all students with disabilities who attend the College and will work with the students so they can receive reasonable accommodations for their disability. Students with disabilities must register with the Main Office in order to qualify for reasonable accommodations. Accommodations are determined on a case-by-case basis by considering the disability documentation provided by the student

The College does not have special admission criteria for students with disabilities; therefore, students with disabilities have met the same rigorous admissions standards that all John Amico School of Hair Design students have.

Depending on students' needs and limitations Disability Services may provide the following:

Testing accommodations, such as extended time (50% additional time is the standard) and alternative test environment

Materials in audio format

Reader services

Long exams administered in two parts

Reduced-distraction test environment

Other accommodations may be appropriate, but will only be implemented with instructor or departmental approval including (but not limited to) course substitutions or alternative ways of completing assignments (e.g., oral presentation versus a written paper)

To be eligible for disability-related services; students must have a visibly obvious or documented disability as defined by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Vocational Rehabilitation Act of 1973. Under the ADA and Section 504, a person has a disability if he/she has a physical or mental impairment that substantially limits one or more major life activities such as walking, standing, seeing, speaking, hearing, learning, sitting, breathing, or taking care of oneself.

Since each student has different needs for accommodations, the John Amico School of Hair Design requires that each student provide documentation that includes a diagnosis of his or her disability, defines the functional limitations he or she will experience in an academic environment, and describes appropriate academic accommodations. In order for decisions to be made regarding the appropriate accommodations for each student, documentation of the disability by a licensed professional that includes resulting limitations and recommended accommodations will be required.

Students seeking accommodations for learning disabilities must provide a diagnostic report. Diagnostic reports should include the

following minimum requirements:

- A clear statement of the diagnosis
- Scores from the test administered
- Explanations of the appropriate academic accommodations
- Common Accommodations for Students
- Preferential seating (toward the front of the classroom)
- Note-takers
- Captions for films and videos
- Reduced-distraction test environments
- Recorded lectures
- Exam modifications
- Break information into small steps
- Use more than one way to demonstrate or explain information
- Provide study guides, review sheets, or practice test for exams
- Allow the use of spell-check and grammar-assistive devices
- Accessible classroom/location/furniture
- Conveniently located parking
- Extended time to complete a task

## **VOTER REGISTRATION**

The John Amico School of Hair Design, as a participant in Federal Title IV Student Aid programs, is required to advise you that voter registration forms are available in the Student Services Office. You must be registered 30 days prior to any election. Illinois voter registration information is available online at: <http://www.elections.il.gov/votinginformation/register.aspx>

## **COMPETENCY -BASED PROGRAMS WITH A CLOCK HOUR COMPONENT**

**NOTICE TO THE STUDENT:** Should a student complete the program earlier than the estimated timeframe stated in the contract, the student's financial aid package may be recalculated and this may result in liabilities owed by the student and/or the institution, if applicable

## **NACCAS GRADUATION, PLACEMENT, LICENSURE RATES FOR CALENDAR YEAR 2022**

The John Amico School of Hair Design, per our accrediting agency, the National Accrediting Commission of Career Arts & Sciences (NACCAS) is required to report these rates annually.

27 out of 38 Students who were scheduled to complete the program and graduated.

### **71.05% TOTAL GRADUATION RATE**

17 out of 27 Students who were scheduled to be placed to work in the field of Cosmetology and got jobs.

### **62.96% TOTAL PLACEMENT RATE**

14 out of 17 Students taking the State Board Examination and passed the exam.

### **82.35% TOTAL LICENSURE RATE**

**STUDENT BODY DIVERSITY (for Calendar Year 2022-2023)**

<b>ETHNICITY</b>	<b>NUMBER</b>	<b>ETHNICITY</b>	<b>NUMBER</b>
<b>NON-RESIDENT ALIEN</b>	<b>3</b>	<b>BLACK/AFRICAN AMERICAN</b>	<b>7</b>
<b>HISPANIC/LATINO</b>	<b>24</b>	<b>NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER</b>	<b>0</b>
<b>AMERICAN INDIAN OR ALASKA NATIVE</b>	<b>0</b>	<b>WHITE</b>	<b>26</b>
<b>ASIAN</b>	<b>6</b>	<b>TWO OR MORE RACES</b>	<b>0</b>

**GENDER** (Enrollment by Sex): Female: 86% Male: 14%

**TOTAL NUMBER OF STUDENTS:** 66

\*Black/African American, Alaskan Native/American Indian, Asian, and Hispanic; not including international.

**Program Disclosures: Cosmetology Certificate Program (CIP Code: 12.0401)**

**Institution OPEID: 025566-00**

**Cosmetology Program: 1500 Hours**

Tuition:	\$14,375.00
Registration Fee:	\$20.00
Equipment/Books:	\$2,400.00
Sales Tax:	\$246.00
<b>Total Program Cost:</b>	<b>\$17,041.00</b>

*Note: The John Amico School of Hair Design does not offer on-campus housing.*

**Program Length: Full-Time 12 Months and Part-Time 16 & 19 Months**

**Program Disclosures: Cosmetology Teacher Certificate Program (CIP Code: 12.0413)**

**Institution OPEID: 025566-00**

**Cosmetology Teacher Program: 1000 Hours**

Tuition:	\$9,600.00
Registration Fee:	\$20.00
Equipment/Books:	\$350.00
Sales Tax	\$35.88
<b>Total Program Cost:</b>	<b>\$10,005.88</b>

*Note: The John Amico School of Hair Design does not offer on-campus housing.*

**Program Length: Full-Time 8 Months and Part-Time 10 & 12 Months**

**STANDARD OCCUPATIONAL CLASSIFICATIONS**

<b><u>SOC CODE</u></b>	<b><u>OCCUPATION</u></b>
39-5012.00	<b><u>Hairdressers, Hairstylists, and Cosmetologists</u></b>
39-5091.00	<b><u>Makeup Artists, Theatrical and Performance</u></b>
39-5092.00	<b><u>Manicurists and Pedicurists</u></b>
39-5094.00	<b><u>Skin Care Specialists</u></b>

**EMPLOYMENT OCCUPATIONAL INFORMATION NETWORK**

O\*Net is the nation’s primary source for occupational information and a tool to search for potential career options and obtain valuable information about numerous occupations. You can visit O\*Net at <http://www.onetonline.org/crosswalk/> and enter the CIP (Classification of Instructional Programs) code listed above under “education” for additional information related to a specific program.



## VETERANS' AFFAIRS



John Amico School of Hair Design will not impose any penalty, including assessment of late fees, denial of access to classes, libraries or other educational institutional facilities.

The School will not require the student to find additional funding due to inability to meet his or her financial obligations to the educational institution due to delayed disbursement of payment by the United States Department of Veterans Affairs.

John Amico School of Hair Design will accommodate members of the Armed Forces during short absences by reason of service in the Armed Forces.

**For additional information please visit the VA website at:**

**<https://www.benefits.va.gov/BENEFITS/Applying.asp>**

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