



PRE-ENROLLMENT PACKAGE

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Revised: 10/2024

Signature: _____

Date: _____

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 statute. 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 III. 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.

COMPENSATION

The Occupational Outlook Handbook in May 2023 of the Bureau of Labor Statistics reports incomes ranging from an average of \$35,080.00 with the median hourly wage for barbers, hairdressers, and cosmetologists being about \$16.87/hour. The median wage is defined as a wage at which half of the workers in an occupation earned more than that amount and half earned less. The lowest 10% earned less than \$8.47 to \$8.62 per hour, and the top 10% earned more than \$22.79. The earnings depend on the size, location of the salon establishment, number or hours worked, customer's tips, competition from retail sales, competition from other salon establishments, and the ability to attract and hold regular clientele.

Cosmetology:

There are three basic ways in which a Cosmetologist is compensated:

***Salary or hourly:** A salary consists of a pre-determined gross amount to be paid to the employee, usually on a per week basis.

Hourly, means that one is paid every hour for time spent working in the salon. Many new Cosmetologists are paid this way until they establish a clientele.

For example, Tiffany Duffy takes a job as a Cosmetologist at La Petite Salon for a salary of \$400.00 per week full time. This means that Tiffany will receive a salary of \$400.00 per week for each week she works 40 hours minus any applicable taxes. She will also receive tips. On an hourly basis, if Tiffany worked 8 hours of \$12.00 per hour, she would make \$96.00 per day.

***Salary plus Commission:** Most experienced Cosmetologists are paid in this format. A salary plus commission involves being paid a base salary plus a percentage of the costs of each service.

For example, Tim Stevens is paid a base salary of \$400.00 per week, plus 33% of each service. If Tim does an average of 30 services per week at an average price of \$30.00, he will receive 33% of \$900.00, or \$300 plus his salary of \$400.00. This equals a gross amount of \$700.00. Tim will also receive tips from clients.

Note: Tips and commission are taxable income. This means that they must be reported as income, and income and other taxes must be paid.

***Commission Only:** Some Cosmetologists may be paid on a commission basis only. This means that they will earn only the percentage agreed to from each service, plus any tips.

For example, Lauren Engles, performs an average of 80 services per week at an average price of \$25.00 each. She is paid 50% commission on each service. In an average week, Lauren will earn 50% of \$2,000.00, or \$1,000.00.

Cosmetology Teachers:

A typical Cosmetology Teacher's salary is about \$12.00 per hour. However, such salaries usually increase as experience and seniority increases.

PHYSICAL DEMANDS OF THE PROFESSION

The successful practice of cosmetology usually requires careful eye and hand coordination. Cosmetologists and Cosmetology Instructors most often work at least 8 hours per day, most of the time on their feet and with their arms extended performing or demonstrating and correcting practical services.

Such work requires some physical strength and stamina. Persons suffering from back, leg or joint ailments should consult a physician to see if they are physically able to meet these requirements.

In addition, work in both fields require continuous exposure to a wide variety of hair and skin treating chemicals. Persons with allergies of any kind or sensitive skin or eyes should consult a physician to see if chemical sensitivity may prohibit them from engaging in the profession.

In particular, prospective students who are pregnant should consult a physician to see if they can meet practical work requirements of the curriculum, including chemical exposure before enrolling.

SAFETY REQUIREMENTS:

Working in the fields of cosmetology presents its own dangers to students, and instructors. Safety requirements of the profession generally

fall into three broad areas: Sanitation, Chemical Safety and Physical Safety. (Please note: the following tips will be expanded upon during your course of study - should you elect to become a student - and are not intended to be exhaustive.)

SANITATION:

Students of cosmetology **MUST** keep their work areas and instruments sanitized and in good working order at **ALL** times. Failure to do so exposes both the student and client to the dangers of disease or injury caused by infected or malfunctioning equipment.

It is particularly important in light of the threat of AIDS, and the fact that cosmetology involves working with instruments, that students maintain their implements in a clean and safe manner. Any blood drawn by a cut or scrape should **NEVER** be touched by exposed flesh in the course of administering first aid, **AND** the infective instrument should be thoroughly inspected, cleaned of any body fluids and sanitized as soon as possible after the accident.

Failure to sanitize instruments properly also exposes the student and the client to a wide variety of other diseases or parasites, such as ringworms or other fungus infections, head lice, etc.

CHEMICAL SAFETY:

Cosmetology work involves the use and/or exposure to wide variety of chemical products. Students are required to familiarize themselves with, and follow the manufacturer's directions for proper use, to observe the manufacturer's precautions regarding the use of the product, and to consult with clients/patrons regarding any previous difficulties with the service or special needs.

In particular, chemical products should **NEVER** be placed in unlabeled containers, near any food storage area, nor left in a place where children can have access to them.

PHYSICAL SAFETY:

The requirements for physical safety are the most obvious, and quite often the most overlooked.

In general, all equipment should be well maintained and **NEVER** used to perform any task for which it was not designed. In addition, cosmetology implements are **NOT** toys and should **NOT** be treated as such. No horseplay or carelessness in the use of implements will be tolerated. Cosmetology implements should **NEVER** be left where children have access to them.

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.

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);
- Is at least 16 years of age;
- 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);
- 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.

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.

ILLINOIS LICENSING 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);
 - Is at least 16 years of age;
 - 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.
- ✓ Must complete 1500-hour program in Illinois or equivalent recognized by the state.
 - ✓ Pass a Written State Examination with 75% grade or higher.
 - ✓ Must attend school for not more than 7 consecutive years from their start date. Also, during the seven years, if a student wished to re-enroll, the school tuition will be according to the new enrollment agreement.

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);
 - 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.
- ✓ Must complete 1000-hour program in Illinois or equivalent recognized by the state (Note: The John Amico School of Hair Design does not offer the 500-hour Teacher-Training Program).
 - ✓ Pass a written State Examination with 75% grade or higher.

**SCHOOL RULES AND REGULATIONS
SEE CATALOG**

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 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; or
 - From the CTS web site 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.

Please Note:

Stateboard Examination Charges are the responsibility of the student. The State Board fees vary from year to year. All fees are non-refundable. Keep in mind that if you have been convicted of any criminal offense in any state or in federal court (other than traffic violations); it will be to the state's discretion to request additional information from you and it may require extra time before approving the license. Also, you must be certain at the time of application not to be more than 30 days delinquent in complying with a child support order, or being in default on an educational loan or scholarship provided/guaranteed by the Illinois Student Assistance Commission or other governmental agency of this state.

DRUG PREVENTION PROGRAM

Staff and Students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination from the school or employment.

Recent Federal anti-drug laws affect a number of areas in everyone's lives. Students could lose eligibility for Financial Aid, could be denied other federal benefits, such as Social Security, retirement, welfare, health, disability, and veteran's benefits. The Department of Housing and Urban Development, which provides funds to states and communities for public housing, now has the authority to evict residents and members of the public housing premises. Businesses could lose federal contracts if the company does not promote a drug-free environment. Finally, a record of felony or conviction in a drug-related crime may prevent a person from entering certain careers.

In addition to local and state authorities, the federal government has four agencies employing approximately 52,500 personnel engaged in fighting illicit drugs. These agencies are: The Drug Enforcement agency, U.S. Customs Service, Federal Bureau of Investigations and the U.S Coast Guard.

Dependency upon drugs can only lead to a life of misery and misfortune. The illegal use or abuse of drugs has a very high impact in our society and the type of crimes committed. To support a drug habit, people mostly resort to many things which in dollar costs can range from \$200 to \$3,000 or more per week to support the habit. More importantly, the drug habit impacts a person's family and lifestyles and career prospects as well as one's physical well-being and self-respect.

Staff and students who violate these standards of conduct, subject themselves to disciplinary action and/or termination of school or employment. Students are reminded that as a pre-condition to accepting a Pell Grant they sign a certificate stating they would not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period covered by the Pell Grant or school enrollment agreement.

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 days. 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 WHILE 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 worn 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 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 at each official evaluation point in order to be considered eligible for Title IV 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.

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology (Full-Time Days, 32 hrs/wk)-1500 Hours	71 Weeks	2250
Cosmetology (Part-Time Days, 24.5 hrs/wk)-1500 Hours	92 Weeks	2250
Cosmetology (Part-Time Nights, 20 hrs/wk)-1500 Hours	113 Weeks	2250
Cosmetology Teacher (Full-Time Days, 32 hrs/wk)-1000 Hours	47 Weeks	1500
Cosmetology Teacher (Part-Time Days, 24.5 hrs/wk)-1000 Hours	62 Weeks	1500
Cosmetology Teacher (Part-Time Nights, 22 hrs/wk)-1000 Hours	69 Weeks	1500

Students who have failed the maximum timeframe measure at the point where it is determined (and not at the point where they actually reach maximum time frame), 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 by the same number of calendar days taken in the 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 evaluation period, which is the official evaluation for Title IV eligibility. 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.

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 (19 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 (19 Weeks), 900 Actual Hours (37 Weeks)

Part Time Nights Cosmetology Teacher: (22 Hours/Week): 450 Actual Hours (21 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.

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).

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.

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 notify of their status.

VA BENEFIT STUDENT'S SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS:

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 veteran students must adhere to more stringent requirements as defined below:

Evaluation Time Frames: The John Amico School of Hair Design, in addition to the mandatory Satisfactory Academic Progress (SAP) evaluation periods listed above for all students, the school will also evaluate veteran benefit students for attendance and grades at the end of each month per Veteran Benefit Affairs guidelines (and the above SAP evaluations periods) 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%.

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.

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 outlying 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-STATEMENT 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.**

STUDENT'S RIGHTS

As a STUDENT enrolled in an accredited and approved Cosmetology School in the State of Illinois, you, as a student have the following RIGHTS:

1. You have the RIGHT to a completed Enrollment Agreement before you sign it. This means that there should be NO BLANK SPACES on the Enrollment Agreement.
2. If the Enrollment Agreement is negotiated orally in a language other than English, you have a RIGHT to receive a copy of all disclosures written in the language in which the agreement was negotiated prior to signing the Enrollment Agreement.
3. You have the RIGHT to receive a copy of the Enrollment Agreement which you sign.
4. You have the RIGHT to know the scheduled starting date and calculated completion date of your course of study.
5. You have the RIGHT to know the total cost of the course of instruction, including any charges made by the school for tuition, books, materials, supplies, and other expenses.
6. You have the RIGHT to cancel your initial enrollment up to midnight of the 5th (fifth) business day after you have been enrolled.
7. Should you use your RIGHT to cancel, your initial enrollment agreement, cancellation MUST be in writing and given to the registered agent if any or managing employee of the school (the Owner or Financial Aid Administrator) or postmarked by the 5th (fifth) business day.
8. You have the RIGHT to know the number of students who did not complete the course of instruction, for which they enrolled for the past calendar year, as compared to the number of students who enrolled in the school during the school's past calendar year.
9. You have the RIGHT to keep all your hours earned during the course of study, up to 7 (seven) years since your enrollment date. Once hours are earned, they can't be taken away.
10. You have the RIGHT to receive an official transcript upon your graduation or other permanent exit from the school, provided, you have met ALL financial obligation set forth in your Enrollment Agreement.
11. You have the RIGHT to a refund for certain unearned tuition, fees, and other charges. The Refund Policy is contained in the Illinois Barber, Cosmetology, Nails, and Esthetics Act of 1985. (Also check the current Handbook for NACCAS Guidelines).
12. You have the RIGHT to register complaint against the school with the Department of Financial and Professional Regulation. Direct your WRITTEN complaints to either:

Chicago: Department of Financial and Professional Regulation
555 West Monroe Street, 5th Floor
Chicago, Il. 60661

Springfield: Department of Financial and Professional Regulation
320 West Washington, 3rd Floor
Springfield, Il. 62786

Main Number: (888) 473-4858

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**

JOHN AMICO SCHOOL OF HAIR DESIGN POLICY FOR SAFEGUARDING CUSTOMER INFORMATION

Definition: Customers are students who apply to attend John Amico School of Hair Design and apply for grants and loans under Title IV of the Higher Education Act of 1965, as amended, to finance their education.

Nonpublic personal information is 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 John Amico School of Hair Design.
- Information provided on a consumer report information obtained from a website.

The John Amico School of Hair Design is committed to implementing a comprehensive information security program, consonant with the size and complexity of this institution and the nature of its educational activities, to maintain and safeguard your nonpublic personal information against damage or loss. The policy covers all student records in whatever format (hard copy, electronic).

School Owner or designee official shall be responsible to coordinate the school's information security program. The coordinator shall, at least once every three years, access foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in unauthorized disclosure, mis-use, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations including:

- Employee training and management
- Network and software design, information processing, storage, transmission and disposal
- Ways to detect, prevent, and respond to attacks, intrusions or other systems failures

The coordinator shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes whenever warranted. Records of students shall be maintained in accordance with Family Educational Rights and Privacy Act, other federal and state law, and accreditation requirements.

TUITION ADJUSTMENT POLICY

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%

NOTE: When the hours for a drop student is calculated, it is according to the total scheduled hours as of the last date of attendance (cumulative possible) and not the hours total a student completed. For example, if the student is full-time (32 hours a week) and started on July 1st and decided to withdraw on September 15th, with 100 hours completed. The scheduled hours required are 440 hours. The refund calculation will be according to the scheduled hours, not the completed hours. Everyday counts whether you're absent or not.

Example of Institutional Refund Calculation:

- A. Total scheduled hours as of last date of attendance: 440
- B. Total hours contracted for period of enrollment 1500
- C. Percentage of period of enrollment completed (A/B X 100): 29.33%
- D. Percentage of tuition owed to school based on refund policy: 70%

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.

RETURN OF TITLE IV FUNDS (R2T4) POLICY

THIS POLICY APPLIES TO ALL TERMINATIONS FOR ANY REASON, BY EITHER PARTY, INCLUDING STUDENT DECISION, COURSE OR PROGRAM CANCELLATION, OR SCHOOL CLOSURE.

When a student applies for Title IV funding utilizing the FAFSA, the student is signing a statement that she/he will use the funds for educational purposes only. If a student withdraws prior to completing their program of study, a portion of the funds received may need to be returned to the Department of Education. The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out or are dismissed. The School recommends that students planning to withdraw from class contact the Financial Aid Office for advisement before withdrawing from their courses.

The Financial Aid Administrator is the School's designated official who accepts official notification of withdrawal and administers the Return to Title IV Funds Calculation (R2T4). The School Director can also accept official notification of withdrawal but will forward the notification to the Financial Aid Administrator, who will administer the R2T4.

The R2T4 is completed for all students who withdraw (officially, unofficially, or dismissed from enrollment at the School) and who are utilizing Title IV Grant or Loan assistance to fund their educational costs and includes only Direct Stafford Loans and Pell Grants. The R2T4 is based on earned Title IV assistance and is calculated based on the payment period.

Financial Consequences of Withdrawing or Not Passing Classes

Withdrawing or stopping attendance may result in financial debt for the student and may also make the student ineligible for future financial aid, including loans. The School strongly urges students to consult with the Financial Aid Office to help them with decisions about withdrawing.

Earned vs. Unearned Federal Aid

In general, federal regulations assume that students "earn" federal financial aid in direct proportion to the percentage of the term they complete. Title IV, HEA aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the payment period. Title IV, HEA aid is viewed as 100% earned after that point in time. The percentage that is unearned is calculated by subtracting the percentage of Title IV aid earned from 100%. If a student leaves the School prior to completing 60% of a payment period, the Financial Aid Office recalculates eligibility for Title IV funds. Scheduled clock hours are used to determine the percentage of the payment period completed by the student. For example, if a student was scheduled to complete 30% of the payment period as of the day the student withdrew, the student earns 30% of the funding scheduled to be received for the payment period. If a withdrawal occurs after 60% of the scheduled hours for that payment period, the student will have earned 100% of the financial aid received and no Return of Title IV funds will be required.

- If a student or the School receives more assistance than is earned, the unearned excess funds must be returned to the US Department of Education. On the other hand, if less financial assistance is received than the amount earned, additional funds may first be applied toward outstanding institutional charges and any excess paid to the student.
- If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.
- If a student earned more aid than was disbursed to him/her, the institution would owe the student a post- withdrawal disbursement which must be paid within 180 days of the student's withdrawal.

Order of Return

A copy of the School's R2T4 worksheet performed on the student's behalf is available through the Financial Aid Office upon request of the student or parent.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

- o **Unsubsidized Direct Stafford loans**
- o **Subsidized Direct Stafford loans**
- o **Direct PLUS loans**
- o **Federal Pell Grants for which a Return is required**
- o **Iraq and Afghanistan Service Grant for which a Return is required**

Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination.

The law requires that a student is responsible for all unearned Title IV program assistance that the School is not required to return. This is determined by subtracting the amount returned by the School from the total amount of unearned Title IV funds to be returned.

Post-Withdrawal Disbursements

A post-withdrawal disbursement (a type of late disbursement) applies to a student who withdraws completely from the School. The amount of the disbursement is determined by the Return of Title IV (R2T4) calculation required when a student withdraws from School.

If the total amount of Title IV grant and/or loan assistance that the student earned as calculated under the Return of Title IV Program Funds calculation is greater than the total amount of Title IV grant and/or loan assistance that was disbursed to the student on or on behalf of the student in the case of a PLUS loan, the student may be eligible to receive a post-withdrawal disbursement. The School will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal, which is called a post-withdrawal disbursement.

Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due the School at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. The funds must be released as soon as possible but no more than 45 days after the date of determination. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the School must receive the student's authorization before crediting their account. The institution will provide notification within 30 days of the date of the institution's determination that the student withdrew. The deadline for a student, or parent in the case of a parent PLUS loan to accept a PWD loan, must be at least 21 days from the date that the institution sent the notification.

If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student within 14 days.

Official Withdrawal Process

If a student wishes to withdraw from School, they must notify the School Director or Financial Aid Administrator of the School, either in writing or orally. A student's withdrawal date is used to calculate Title IV aid earned and is the last day of academic attendance. The date of determination is the earlier of the date the student notifies the School Director or Financial Aid Administration or 14 days from the last day of academic attendance.

Unofficial Withdrawals

If a student does not officially withdraw from all classes but fails to attend class for 14 consecutive calendar days, federal aid regulations require that we assume the student has "unofficially withdrawn." Unofficial withdrawals require a Title IV refund calculation at the point of the student's last day of attendance. The reduction of federal aid may create a balance due to the institution that must be repaid.

Withdrawal Before 60% and After 60% of Scheduled Hours

The School must perform an R2T4 to determine the amount of earned aid through the 60% point in each payment period. The School will use the Department of Education's prorated schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds she / he was scheduled to receive during this period. The School must still perform a R2T4 to determine the amount of aid that the student has earned. The School measures progress in clock hours and uses the payment period for the period of calculation.

Time Frame for Return of R2T4 Funds

The School has 45 days from the determination date (the date that the School determines that the student withdrew) to return all unearned funds for which it is responsible. The School is required to notify the student, via written notice, if they owe a repayment.

Student and Institution Responsibilities in Returning Unearned Title IV Funds

If the student receives (or the School or parent receive on the student's behalf) excess Title IV, HEA program funds that must be returned, the School must return a portion of the excess equal to the lesser of:

- The student's institutional charges multiplied by the unearned percentage of the student's funds,
- or
- The entire amount of excess funds.

The School must return this amount even if it didn't keep this amount of the student's Title IV, HEA program funds.

Institution's Responsibilities

The School's responsibilities regarding Title IV, HEA funds follow:

- Providing students with information contained within this policy;
- Identifying students who are affected by this policy and completing the return of Title IV, HEA funds calculations for those students;
- Returning any Title IV, HEA funds due to the correct Title IV, HEA programs.
 - o If the School is required to refund or return Title IV funds based on the R2T4 calculation, the School will provide a written notice of such simultaneously to the student.

The School is not always required to return all the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

Student's Responsibilities If the School is not required to return all the excess funds, the student must return the remaining amount. Any loan funds that the student (or the parent in the case of a Direct PLUS Loan) must return will be repaid in accordance with the terms of the promissory note. That is, the student will make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that the student must repay is half of the grant funds the student received or was scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. The student must make arrangements with the School or the Department of Education to return the unearned grant funds.

Refund vs. Return to Title IV, HEA Program Funds

The requirement to calculate the R2T4 for Title IV, HEA program funds when the student withdraws is separate from the School's Institutional Refund Worksheet. Therefore, the student may still owe funds to the School to cover unpaid institutional charges. The School may also charge the student for any Title IV, HEA program funds that the School was required to return. The student may obtain a copy of the School's Institutional Refund worksheet upon request, by contacting the Financial Aid Office.

Explanation of the Calculations

Recalculation is based on the percent of earned aid using the following formula:

of hours scheduled up to the withdrawal date
÷ by the total hours in the payment period
= percent of aid earned

The federal aid for institutional charges is returned to the federal government based on the per cent of unearned aid using the following formula:

100 percent of your award
 - percent of aid earned
 = what will need to be returned to the US Department Education

Example – for illustration purposes only

Jane Jones received the following financial aid:

Federal Pell Grant	\$1,333.00
Sub Federal Direct Loan (net)	\$700.00
Unsub Federal Direct Loan (net)	<u>\$700.00</u>
Total	\$2,733.00
Less Tuition, Fees & Books	<u>-\$850.00</u>
Jane’s Refund Check	\$1,833.00

Jane totally withdrew after 135 scheduled hours of a 450-hour pay period, or 30% Federal law states that she received, or would have been eligible to receive:

Aid Disbursed (100%)	\$2,733.00
Aid Earned (30%)	<u>-\$819.90</u>
Unearned Aid (70%)	\$1,913.10

John Amico School of Hair Design and Jane share the responsibility of returning unearned aid to federal programs. According to federal policy, the School’s institutional share is determined by multiplying the total charges (\$850.00) by the unearned percentage (70%); in this case, \$595.00.

In this example, the School will return this amount to Jane’s lender (Department of Education) to reduce her Unsubsidized Federal Direct Loan balance owed. The amount paid by the School will be added to Jane’s account balance due to the college. Jane is then responsible for the remaining balance due to the Department of Education, calculated as:

Unearned Aid	\$1,913.10
School’s Share (Pre-pay)	<u>-\$595.00</u>
Jane’s Unearned Share (Repay)	\$1,318.10

The initial amount of unearned aid due from the student is \$1,318.10 but Jane’s portion is calculated as:

Total Loans Disbursed	\$1,400.00
School’s Share	<u>-\$595.00</u>
Jane’s Share to Return	\$805.00

Jane’s repayment obligation for grant funds is calculated by taking her total unearned share, subtracting her share to return (\$1,318.10 – 805.00 = \$513.10) then multiplying total grants received by half which is the grant protection allowance (\$1,333 x .50 = \$666.50). Since the grant protection allowance is more than Jane’s share to return (\$666.50 > \$513.10), Jane does not owe a grant refund.

The repayment allocation back to federal programs for Jane’s student portion (\$1,318.10) is as follows:

Unsubsidized Federal Direct Loans	\$700.00
Subsidized Federal Direct Loans	\$700.00
Pell Grants (after Protection Allowance)	<u>\$0.00</u>
	\$1,400.00

The School’s Share (\$595.00) plus Jane’s Share (\$805.00) = \$1400.00

Federal policy allows Jane to repay student Return to Title IV loan funds in accordance with the terms of the Master Promissory Note that she signed.

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

TUITION PAYMENT NOTICE

The tuition is due on the 15th of every month, with a grace period of two weeks. If tuition is paid after the 30th there will be a late charge of \$35.00, this charge will be added to your account balance. If a student is late on their tuition payments for two consecutive months, the student can be suspended or terminated from the school.

Note: There is no payment statements sent through the mail. The tuition payments are owed are on the "Estimated Financial Aid Offer letter" and are to be paid directly at the main office or you can mail payment to the following address: (Please allow 5 business days, prior to mailing on the 30th)

**JOHN AMICO SCHOOL OF HAIR DESIGN
ATTN: JESSIE SANTIAGO
8057 N. MILWAUKEE AVE
NILES, IL. 60714**

CAMPUS SECURITY AND CRIME STATISTICS

The school believes that an informed public is a safety-conscious public. The report statistics, provided in compliance with the Crime Awareness and Campus Security Act covering the period of January 1st to December 31st for each year ending, are for your information. For additional information, CAMPUS CRIME CUTTING TOOL website provides the following statistics at <http://ope.ed.gov/security/index.aspx>. The Annual Security Report is also made available in October to ALL students and given to newly enrolled students upon enrollment.

POLICY FOR TERMINATION AND RE-INSTATEMENT FEE

- If the student is absent fourteen consecutive days (including Sunday, Monday, and Tuesday), a student will be considered a withdrawal.
- A student who is considered a withdrawal from school records (being absent for 14 consecutive days, including Sunday, Monday and Tuesday) will be withdrawn and will need to pay a \$100.00 reinstatement fee. This \$100.00 reinstatement fee is NOT a one-time fee.
- If a student is not reinstated within 180 days since their last day of attendance, the student will need to sign a new enrollment agreement.
- All or part of the monies for financial aid will be refunded if the student is considered a withdraw and did not complete more than 60% of the term (see your financial aid administrator for more details).
- The maximum time frame for any student to complete the course in which they enroll is one and one-half (1.5) 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.
- All students who do not complete the course within 150% of the normal completion time will be considered NOT maintaining Satisfactory Academic Progress and will be dropped.

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, I040PC) 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
- 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. 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.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

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

Consumer Information

In compliance with the Department of Education’s Title IV regulations for consumer information, John Amico School of Hair Design provides the following list with brief descriptions identifying consumer information resources.

- John Amico School of Hair Design. General institutional information. Contact: The office of admissions.
- John Amico School of Hair Design programs and accreditation. Information concerning John Amico School of Hair Design academic programs, policies and services, as well as the National Accrediting Commission of Career Arts & Sciences (NACCAS) procedures and approvals for accreditation. Contact: The office of admissions.
- Financial Aid. Information concerning federal and state aid policies and procedures, loans, financial planning and assistance. Contact: The Financial Aid Office.
- Student completion or Graduation rates. Information concerning completion, placement and licensing rates. Contact: The office of admissions.
- Campus Security Report. Information concerning campus security, the campus crime report and timely warnings of crimes on campus. Contact: The office of admissions or view the hardcopy of the campus crime report which the full text of this report can be located in the bulletin board of the student’s lunchroom.
- Drug-free and Alcohol Abuse Prevention. Information concerning the College’s drug-free and alcohol abuse standards, policies and educational programming. Contact: The office of admissions or view the student handbook or Annual Security Report which the full text of this report can be located in the bulletin board of the student’s lunchroom.
- Education Legislations (FERPA). Information concerning the Family Education Rights and Privacy Act

(FERPA), specific information concerning student discipline. Contact: The office of admissions or view the student handbook or Annual Security Report which the full text of this report can be located in the bulletin board of the student's lunchroom.

NACCAS GRADUATION, PLACEMENT, LICENSURE RATES FOR CALENDAR YEAR 2023

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.

34 out of 42 Students who were scheduled to complete the program and graduated.

80.95% TOTAL GRADUATION RATE

19 out of 24 Students who were scheduled to be placed to work in the field of Cosmetology and got jobs.

79.17% TOTAL PLACEMENT RATE

24 out of 30 Students taking the State Board Examination and passed the exam.

80.00% TOTAL LICENSURE RATE

STUDENT BODY DIVERSITY (for Calendar Year 2023-2024)

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

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
Total Program Cost:	\$17,041.00

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
Total Program Cost:	\$10,005.88

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

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

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.