

**JC Styles Salon Academy**  
**14800 E Belleview Dr Aurora CO 80015**  
**303-680-6733**

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**MISSION STATEMENT**

Our mission at JC Styles Salon Academy is to provide the opportunity to receive a quality post-secondary education in the field of Cosmetology and Hair Styling. Our goal is to prepare our students to not only pass the state licensure examination, but to also prepare our students for a successful career in the beauty industry by raising the standards with instilling a strong sense of ethics, values and to strive for excellence with every encounter.

By building a foundation of knowledge as well as providing access to the newest skills, techniques, and products available, we can make this goal a reality. As a result – our objective of instilling a sense of professionalism in each student will be met. Our students will be prepared to enter the field of Cosmetology as an entry level designer.

## **JC Styles Salon Academy is Owned by Jessica Clarke**

Jessica is a veteran in the beauty industry with over 30 years of experience working as a Hair Stylist, Barber, Instructor and Salon Owner. It was when she became a cosmetology instructor that she realized there was more that she could offer this industry, and that is building stronger stylists entering this career.

### **Our faculty members are:**

Jessica Clarke ( Director / Cosmetology/Hair Styling Instructor)  
Savana Clarke ( Director Assistant/ State board facilitator )

## **ADMISSION AND ENROLLMENT REQUIREMENTS**

Prospective students may enroll anytime there are available seats, as our exclusive focus is accepting only 10 students at a time to ensure the dedicated time and attention to the future professionals that we are committed to. **JC Styles Salon Academy will teach the Program in English, the Contract is in English, also all teaching material is in English. Student must have ability to read and write assignments in English.**

The school does not discriminate in its employment, admission, instruction, or graduation policies based on sex, race, age, color, ethnic origin, religion, marital status, gender identification or sexual orientation nor does it recruit students already attending or admitted to another school offering similar programs of study. The school requires that each student enrolling in the Cosmetology or Hair Styling programs must:

- Have a pre-admission information session
- Complete enrollment packet and pay registration and kit fee.
- 16 years of age or above
- Prospective students must have a high school diploma GED or equivalent certificate to be accepted for enrollment. If applicants are beyond the age of compulsory school attendance in Colorado and do not possess a diploma or equivalency diploma, they may complete an ability to benefit test. The school does not administer the test but will provide information on availability when requested.
- Copy of Social Security Card or ITIN
- Driver's License or State I.D.
- Signed Receipt of Detailed Catalog
- Signed contract by student and Parent/Guardian/Sponsor (if applicable)

## **TRANSFER STUDENTS' ADMISSION POLICY**

The school does not recruit students already attending or admitted to another school offering a similar program of study.

Students wishing to transfer to JC Styles Salon Academy must complete the admission and enrollment requirements. An official transcript must be submitted from the previous school(s). This transcript will be reviewed. The hours transferred will be determined after an instructor has evaluated the academics and comprehensive practical skills of the prospective student. All transfer hours are counted towards the maximum time frame. An instructor will also determine the number of projects to be transferred. Upon this determination, the tuition will be assessed based on the current per hour rate Contract Agreements. Satisfactory Academic Progress evaluations are based on actual contracted hours at JC Styles Salon Academy. Regarding satisfactory academic progress, students' transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum timeframe has been exhausted. The student may or may not be accepted.

## **Dismissal**

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. After consultation with all parties involved, The Director of Education makes the final decision to suspend or temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance.

### **Title 38 United States Code Section 3679 ( e ) School Compliance**

Our educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

### **RE-ADMISSION POLICY**

Former students of JC Styles Salon Academy who have officially withdrawn or were terminated may reapply for enrollment. It will be at the discretion of the Academy if the student is permitted re-entry.

### **Previous Credits**

Credits from another institution will be evaluated on a case-by-case basis. JC Styles Salon Academy does not guarantee transferability of our credits to another institution unless there is a written agreement with another institution.

### **NON-DISCRIMINATION**

JC Styles Salon Academy does not discriminate based on sex, race, age, color, ethnic origin, Religion, marital status, gender identification, sexual orientation, or any other basis prohibited by federal or state law, in the application, admission, operation, participation, access and treatment of the school's programs and activities.

### **SCHOOL HOURS/SCHEDULES**

Tuesday - Friday – 9 a.m. – 3:00 p.m. Makeup hours available on scheduled Saturdays or extended school hours. Lunch and breaks are scheduled daily.

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone or group message. Classes are not held on the following holidays:

### **START DATES**

School start dates are open any time that seats are available. We enroll 10 students at a time to ensure that all our future professionals are receiving the time and attention needed for success. The school reserves the right to change the start dates as it becomes necessary.

## HOLIDAYS

MARTIN LUTHER KING JR. DAY- INDEPENDENCE DAY -EASTER VETERAN’S DAY- LABOR DAY  
MEMORIAL DAY -THANKSGIVING DAY- CHRISTMAS EVE CHRISTMAS DAY -NEW YEAR’S DAY

### EXCUSED ABSENCE POLICY

All absences must have verified documentation in your file, or the absence becomes an unexcused absence within forty-eight (48) hours from the day of absence. Excused Absence (Not limited to), INCLUDE:

- 1)Personal appointments
- 2)Family Emergency
- 3)Funeral family member
- 4)Personal Court appearance
- 5)Jury Duty
- 6)Time off for School Activities

### Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline in accordance with the school’s refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

### Student Salon requirements

After 8 weeks of Theory and Practical exercises, an evaluation will be given by instructors to determine if student has the knowledge and ability to perform services on salon floor. Students are required to meet all standards and procedures in order to be allowed to accept clients on the salon floor. The following list of requirements are:

Communication and Engagement	Student must show ability to communicate with client to understand the desired service with a clear consultation. Offer refreshments and have the ability to engage with client to ensure comfort and trust. using the FORD question method of instruction. Student must also have the ability to continue conversation throughout the clients visit as needed based on client response. Family, Occupation, Recreation, Dreams and Desires (FORD)
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Follow direction from instructors	Student must show that they will follow instructions given to them by instructors
Ability to follow order of steps of services in previous 8 week of training with minimal instructor intervention	Students must show that they have gained the knowledge and understanding of how to perform services based on client menu. Ex . procedures in Haircutting, hair color, perm, highlights etc...
Organization and preparation	Student must show organization in salon station countertop and drawers, and preparation before client /guest service.
Client experience with positive client feedback.	Client experience is expressed through our 7 point plan. Prepare, greet, consult, engage, confirm, take home, and rebook.
70% written and 95% practical	Student must achieve 70% written and 95% practical test scores on all client services.

If all requirements have been met. Students are promoted to salon floor to receive clients. If at any time throughout continued evaluation from instructors that the student

### **UNEXPLAINED ABSENCE / 8 DAY POLICY**

The unexplained absence of a Student from the Academy for more than 14 consecutive calendar days shall constitute notice of cancellation to the Academy. For purposes of cancellation, the cancellation date shall be the last day of attendance.

### **TEST/ EXAM MAKE UP POLICY**

Any student absents at the time of examination; the exam will be posted as a zero. Students are responsible for scheduling Test/ Exam make ups.

**REFERENCES MATERIAL:** Students follow Milady's Standard 2014 Cosmetology through Milady CIMA online E-book, course modules and audio/video. If needed, students can request to order printed materials at an additional cost, such as Milady Standard 2014 book or practice exam books. Our school will provide use of such study material but must return at end of school day. If student is terminated or withdraws from the program, Access to CIMA online will be deactivated.

### **COSMETOLOGY: PROGRAM COURSE OUTLINE 1500 CLOCK HOURS/ 50 CREDIT HOURS**

Colorado defines 1 credit hour is equivalent to 30 clocked hours

**DESCRIPTION:** The cosmetology course consists of all aspects of Cosmetology. You will learn haircutting and styling, manicures, pedicures, facials, make-up, and chemical services, Disinfection, cleaning & safe work practices. With a gradual progression from mannequins to clients, the program builds both confidence and technical ability. The Cosmetology Course is designed to train the student by instilling professionalism and creating systems needed for behind the chair management. It will prepare them to enter the field of Cosmetology as an entry level designer and will also include the tools necessary to expand into the area of salon owner/manager. This program is measured in clock hours, where the student receives one clock hour for every hour in class.

**UNIT OF INSTRUCTION:** The Cosmetology course of study consists of 1500 clock hours. Each of the subjects listed below will be covered in theory and practical work.

### Hair Cutting

Includes techniques and implements used in razor, scissors, chipper sculpting, analysis of facial features, hair characteristics, and client consultation.

### Disinfection, cleaning & safe work practices

Because the Cosmetology field requires us to be in constant contact with the public, it is necessary to practice consistent infection control procedures. This includes methods of sanitation, disinfection & sterilization of equipment and safety procedures. Required

### State Laws & Regulations (Statutes and Rules)

Includes rules and regulations pertaining to health, safety, sanitation, professional conduct, and licensing and examination requirements.

### Management, Ethics, Interpersonal Skills, and Salesmanship

Includes sales techniques, how to seek & obtain employment, payroll deductions, preparation of employment applications, extensive business management, communication skills, laws and regulations governing salon operations.

### Manicuring & Pedicuring

Includes consultation, table set up, manicure and pedicure procedures, structure of the hands and nails, nail diseases, and disorders

### Application of Artificial Nails

Includes consultation, table set up, nail prep, structure of the hand and nails, artificial nail forming and finish.

### Hair Removal

Includes consultation, preparation of client, brow arching and waxing procedures of the Eyebrow, Upper Lip and Chin area.

### Facials /Skin care/ Makeup

Includes preparation of client, skin care products, facial procedure, skin conditions, diseases and disorders, facial shapes, features, and makeup application.

### Scalp Care/Shampooing, rinsing, and conditioning

Includes cleansing of scalp and hair, use of hair products, scalp examination and manipulations, draping, shampoo, rinsing, conditioning and diseases and disorders of the scalp. Facials and Makeup

Includes preparation of client, skin care products, facial procedure, skin conditions, diseases and disorders, facial shapes, features, and makeup application.

### Hair coloring or hair tinting & Bleaching

Includes study of law and theory of color, levels, and series of hair color, mixing and application for temporary, semi-permanent, permanent colors, bleaching and lightening, dimensional coloring techniques, chemistry, deposit only/demi-permanent, and product information.

### Chemical Texture Services

Includes hair and scalp analysis, hair characteristics, consultation, sectioning and wrapping, process of perming, chemistry, permanent wave product information, and products and procedures use to permanently rearrange the basic structure of curly hair to a straight form and vice versa. Demonstration of conventional, double row, etc. wrapping.

### Hairstyling

Includes wet and thermal sets, hair waving, hair pressing, hair braiding and finger wave.

SUBJECT	TOTAL HOURS
Scalp Care Scalp Care/Shampooing, rinsing, and conditioning	50
Hair Cutting	200
Hair coloring or Tinting & Bleaching	200
Hair styling	175
Chemical Texture services	100
Manicuring/Pedicuring	175
Application of Artificial Nails	125
Facials & Skin care	175
Facial makeup	25
Hair Removal	75
Laws, rules, and regulation	25
Management, Ethics, Interpersonal Skills, and salesmanship	25
Disinfection, Cleaning, and safe work Practices	150
SUBTOTAL	1500

**Students must have completed 1500 clock hours of training and attempted number of services:**

Shampoos (50) Scalp Treatments (45) Haircuts (125) Hair Styling (300) Hair Coloring or tinting & Bleaching (100) Facials /Make-up (30) Chemical Waving/ Relaxing (70) Manicuring/Pedicuring/Nail Extensions (50) Waxing- (20)

The 1500-clock hour program required for graduation takes approximately 15 months to complete for 24 hour per week students. 1 month past estimated graduation date is included in tuition, any time past the allotted time will be an additional cost to the student of the hourly tuition rate.

**HAIR STYLING: PROGRAM COURSE OUTLINE 1200 CLOCK HOURS/ 40 CREDIT HOURS**

Colorado defines 1 credit hour as equivalent to 30 clocked hours.

**DESCRIPTION:** The hair styling course consists of all aspects of the Hair Styling. You will learn haircutting, Hair Coloring or tinting & Bleaching, styling, and textured chemical services, and disinfection, cleaning & safe work practices. With a gradual progression from mannequins to clients, the program builds both confidence and technical ability. The Hair Styling Course is designed to train the student by instilling professionalism and creating systems needed for behind the chair management. It will prepare them to enter the field of Hair Styling as an entry

level designer and will include tools necessary to expand into the area of salon owner/manager. This program is measured in clock hours, where the student receives one clock hour for every hour in class.

**UNIT OF INSTRUCTION:** The Hair Styling course of study consists of 1200 clock hours. Each of the subjects listed below will be covered in theory and/or practical work.

### Hair Cutting

Includes techniques and implements used in razor, scissors, clipper sculpting, analysis of facial features, hair characteristics, and client consultation.

### Disinfection, cleaning & safe work practices

Because the Hair Styling field requires us to be in constant contact with the public, it is necessary to practice consistent infection control procedures. This includes methods of sanitation, disinfection & sterilization of equipment and safety procedures required.

### State Laws & Regulations (Statutes and Rules)

Includes rules and regulations pertaining to health, safety, sanitation, professional conduct, and licensing and examination requirements.

### Management, Ethics, Interpersonal Skills, and Salesmanship

Includes sales techniques, how to seek & obtain employment, payroll deductions, preparation of employment applications, extensive business management, communication skills, laws and regulations governing salon operations.

### Scalp Care/Shampooing, rinsing, and conditioning

Includes cleansing of scalp and hair, use of hair products, scalp examination and manipulations, draping, shampoo, rinsing, conditioning and diseases and disorders of the scalp. Facials and Makeup

Includes preparation of client, skin care products, facial procedure, skin conditions, diseases and disorders, facial shapes, features, and makeup application.

### Hair Coloring or tinting & Bleaching.

Includes study of law and theory of color, levels, and series of hair color, mixing and application for temporary, semi-permanent, permanent colors, bleaching and lightening, dimensional coloring techniques, chemistry, deposit only/demi-permanent, and product information.

### Chemical Texture Services

Includes hair and scalp analysis, hair characteristics, consultation, sectioning and wrapping, process of perming, chemistry, permanent wave product information, and products and procedures use to permanently rearrange the basic structure of curly hair to a straight form and vice versa. Demonstration of conventional, double row, etc. wrapping.

### Hairstyling

Includes wet and thermal sets, hair waving, hair pressing, hair braiding and finger wave.



## HAIRSTYLING

SUBJECT	TOTAL HOURS
Scalp Care/Shampooing, rinsing, and conditioning	<b>60</b>
Hair Cutting	<b>240</b>
Hair Coloring or tinting & Bleaching	<b>240</b>
Hair styling	<b>210</b>
Chemical Texture services	<b>120</b>
Laws, rules, and regulation	<b>30</b>
Management, Ethics, Interpersonal Skills, and salesmanship	<b>30</b>
Disinfection, Cleaning, and safe work Practices	<b>270</b>
<b>SUBTOTAL</b>	<b>1200</b>

**Students must have completed 1200 clock hours of training and attempted number of services:**

Shampoos (50) Scalp Treatments (50) Haircuts (115) Hair Styling (300) Hair Coloring/Bleaching (115) Chemical Waving / Relaxing (75)

The 1200-clock hour program required for graduation takes approximately 12 months to complete for 24 hour per week. 1 month past estimated graduation date is included in tuition, any time past the allotted time will be an additional cost to the student of the hourly tuition rate.

Written and comprehensive practical tests are given at the conclusion of each section of training.

Failure to successfully complete the section of training comprehensive practical skills with passing requirements may result in student retaking entire class at next scheduled time class is offered.

After 8 weeks of training, the students advance to the Student Salon.

The course continues with theory classes including related subjects, lectures, and/or demonstrations of new techniques, products, and practical application.

Classes are held Tuesday – Friday 9am – 3pm. 24 hours per. Students can make up hours missed on scheduled Saturdays but these Saturdays are very limited. Examinations are given upon completion of each section. If test is missed or failed, it will be retaken a week after failed exam. Attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.

**Student Salon** includes the following: Law, Rules and Regulations; Interpersonal Skills and Salesmanship that includes Career Development; Disinfection, Cleaning and Safe Work Practices; Salon Haircutting; Salon Haircoloring; Salon Hair Styling; Salon Chemical Texture Services - Permanent Waves and Chemical Relaxing / Straightening. Students will perform services on both mannequins and live models. During training in the Student Salon, students will be performing Laboratory Work on clients or projects on mannequins under the supervision of

an instructor. Students are required to remain on schedule until all State Board required hours, projects and examinations are completed. Sanitation responsibilities are assigned by an instructor.

### **KIT AND BOOKS**

Cima by Milady digital curriculum are issued the 1st week.

A kit of equipment is issued within 1-2 weeks of start date.

The kit contains the instruments and equipment necessary to complete the course. Students are expected to maintain the kit by replacing lost, missing, or broken items.

The implements and products provided are to be used on school clients and/or models as assigned. to develop required skills and speed.

Students are responsible for their personal property. Books and personal items not in use should not be in school. Personal items can be left in a vehicle. The school is not responsible or liable for lost or stolen items. Students will be given a storage bag included in the student kit and will be required to bring it to school daily.

### **FACILITY AND EQUIPMENT DESCRIPTION**

JC Styles Salon Academy is location is 14800 E Belleview Dr Aurora CO 80015 has 1700 square feet including Student Salon, classroom, reception area, dispensary, and rest room. All centrally heated and air-conditioned, TV Screens for video.

Equipment includes shampoo bowls, portable manicuring tables, portable pedicure bowls, dryers, styling workstations, and facial table.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress 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 standard progress set by JC Styles Salon Academy requires that all students maintain:

- A. 75% (minimum) Written Theory Examinations & Comprehensive Practical Skills Evaluation Overall Point Average (based on accumulated Theory and Comprehensive Practical Skills Evaluations).
- B. 75% (minimum) Laboratory Work (Project Completion Rate)
- C. 75.00% (minimum) cumulative Attendance

### **GRADING PROCEDURE**

Theory and comprehensive practical skills evaluations will be graded on a scale from 0 to 100%. To be making satisfactory progress, a student must maintain a minimum overall grade of 75% (based on accumulated theory & comprehensive practical skills examinations)

**Grading Scale for Written and Comprehensive Practical Skills Evaluations ACADEMIC PROGRESS  
EVALUATION work is as follows:**

90-100	Excellent	(A)
80-89	Very Good	(B)
75-79	Good	(C)
74	Unsatisfactory	(F)

**ATTENDANCE PROGRESS EVALUATIONS**

Students are expected to arrive on time for class with proper tools and materials. Students must maintain an 80% cumulative in attendance to avoid disciplinary action.

Students are expected to attend all scheduled classes throughout enrollment. Absences and tardiness will be documented in student files. Any work missed by the student during an absence must be made up within one week of the missed time. Excessive tardiness (with 2 or more tardies more than 5 min) or 2 unexcused absences in a 30-day period may affect your enrollment resulting in disciplinary action such as suspension or withdrawal. Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class and attend as required.

Any student absent with no contact for 8 consecutive calendar days will be terminated from the Academy. A written notice will be sent via mail informing the student of termination and the right to retrieve their property. At the end of the 30 days all equipment on the premises will be the property of the Academy.

**Progress Policy**

Students must maintain a 75% academic written and practical. Those who do not will be placed on probation for 30 days. During the probation period students must raise their grade average to passing or higher. The student will be terminated if grades are not satisfactory at the end of the probationary period.

**EMPLOYMENT ASSISTANCE POLICY**

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application, and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to continue contact with the school and follow up with the school on current employment or employment needs.

**Refund Policy**

Students not accepted to the school are entitled to all money paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after seven (7) business days, but before commencement of classes, are entitled to a full refund of all tuition paid except the registration fee of \$100. In the case of students withdrawing after commencement of classes, the school refers to refund table. A tuition refund is based on the percentage of contact hours attended. As described in the table below. The refund is based on the official date of termination or withdrawal.

## Refund Table

<u>Student is entitled to upon withdrawal/termination</u>	○ Refund
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% [if paid in full, cancellation charge is not applicable]	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days of the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
  - a. The date on which the school receives written notice of the student’s intention to discontinue the training program; or
  - b. The date on which the student violates published school policy, which provides for termination.
  - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a Program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.

### SCHOOL CLOSING POLICY

If the school closes due to unforeseen, catastrophic weather-related circumstances such as earthquake, flood, or fire, students will be required to accumulate the amount of training time lost. Students will not be charged a monetary amount for the hours. During winter months JC Styles Salon Academy. Students will be notified by a “group me” text update when school schedules change due to hazardous weather conditions. The school reserves the right to close due to unusual circumstances.

#### COST OF COSMETOLOGY PROGRAM

The cost of the Cosmetology program is \$14,300.00. A breakdown of this cost is as follows:

Registration Fee \$100  
 Tuition \$13,000.00  
 Books & Kit \$1,200 Non-refundable after received  
 Total Cost \$14,300.00

#### Cost of Hair Styling Program

The cost of the Hair Stylist program is \$13,300.00. A breakdown of this cost is as follows:

Registration Fee \$100 (nonrefundable after 7 days)

Tuition \$12,000.00  
Books & Kit \$1,200.00 Non-refundable after received.  
Total Cost \$13,300.00

**Late Fee: Tuition is due on the 1<sup>st</sup> of each month. If payment is made after the 5<sup>th</sup> of the month a \$30 late fee will be added. If payment is not received by the 15<sup>th</sup> of the month, the student will not be allowed to return to class until the account is in good standing.**

### **OVERTIME COMPLETION BEYOND CONTRACT**

The Cosmetology course has been scheduled for completion within an allotted time frame. Students are provided with extended hours to cover school non-contact days without a monetary penalty but cannot go over the maximum time allowed. Any student not completing the Cosmetology course within 1500 contracted hours will be charged additional tuition at a rate of \$8.66 per hour (MAXIMUM TIME ALLOWED is 16 months and 2 weeks before charges are incurred). Hair Styling within 1200 contracted clock hours \$10.00 per hour (MAXIMUM TIME ALLOWED is 14 months before charges are incurred) for hours attended until all required 1200 or 1500 clock hours, progress book and theory examinations are completed, payable until graduation. Revised 7/3/23.

### **DRESS CODE**

Professional black pants or black jeans must be worn (blue jeans may be worn on Fridays) no leggings and skirts must be knee length. No writings, symbols, or pictures on Tops or bottoms, midriiffs, shirts of sheer materials are to be worn. No tank tops, cut-off shirts, low necklines or bare backs are to be worn. Rubber sole full coverage shoes ( no flip flops or sandals). Two school shirts will be provided with the equipment students receive at the beginning of training. A name badge is to be worn daily. Revised 7/3/23

Your image must be professional which includes clean, pressed clothing in good condition and clean shoes. Your hair, makeup (if applicable), nails, and a smile are part of your total look. Your hair must be styled, and makeup applied before arriving. You need an educator's permission to have personal services done during school time. Practice good hygiene including daily bathing and the use of deodorant/antiperspirant. Your breath must be fresh; keep breath mints or spray handy. If you lose your name tag, please see the faculty to replace it.

### **APPROVED AND REGULATED BY**

Department of Higher Education Division of Private Occupational School Board 1600 Broadway, Suite 2200  
Denver, CO 80202 (303) 862-3001 <http://higherred.colorado.gov/dpos>

### **STUDENT PERSONAL SALON SERVICES**

Students are allowed to receive or give salon services to each other only with permission from a school leader. This includes curling or styling one's own hair. Students will receive one warning. Failure to get approval after warning will result in privilege permanently being taken away.

## **STUDENT COMPLAINT / GRIEVANCE PROCEDURE**

If during the course of a student's training, a situation should arise that causes a concern, or the student has a complaint about the educational process, the following steps should be taken to ensure the student's concern or complaint is handled effectively: 1. If you have a concern, please see an instructor and get the matter resolved as quickly as possible.

Attempting to resolve any issues with the school first is strongly encouraged. Complaints may be filed by a student or guardian at any time online with the division of occupational schools (DPOS) within two years of the students last date of attendance or any time prior to the commencement of training at

<http://highered.colorado.gov/dpos> • (303) 862-3001

### **Conduct Policy**

The conduct and moral character of our students is very important so that all students may train in an atmosphere that is pleasant. For this reason, each student is given a set of rules and regulations.

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school.

All students must have on school dress code (including name tag) prior to clocking in for morning theory. All students who are clocked in must be in class. Students are expected to follow the class schedule and be punctual.

Cellphones will be a part of the educational experience. All students are to give full attention to their education and not allow cell phones to be a distraction. Blatant disregard of policy will not be tolerated, and could result in disciplinary action, up to and including termination.

The facility is limited to the use of school personnel and is not open to customers, friends, or relatives. Talking on cell phones is not permitted while servicing clients or during class.

**SMOKING** - Students are permitted to smoke (cigarettes only) in the designated smoking area, which is in the back outside of the building. Students must be clocked out or approved by an instructor.

1. No using profanity or obscene gestures anywhere on school premises.
2. No cheating at any facet of the program.
3. No student entering the cash register.
4. No leaving a chemical service without Instructor permission.
5. Follow all school Rules and Regulations.
6. No visiting with family or friends who are not receiving a service.
7. Do not be idle while clocked in.
8. Do not practice unsanitary procedures.
9. Do not criticize other students.

# JC Styles Salon Academy

## Rules and Regulations

**If standards are not followed, the school may take appropriate action of suspension or termination.**

- 1) All students must attend classes as scheduled and clock in/lunch/out on time daily. Students must have proof of absence ex. Doctors note. Make-up hours are available. Students receive monthly Progress Reports. No call in or no show to school is unacceptable behavior and can lead to termination.
- 2) Students are responsible for getting their practical worksheets signed daily .
- 3) Smoking of any kind is not permitted in school. Only in designated areas outside of school. Eating and drinking are only in break room or in other areas when there are no clients present. Gum-chewing is not permitted during client services.
- 4) Only topics of professional subject matter may be discussed among students and clients on the school premises. Unprofessional language, politics, religion, profanity, inappropriate slang, spreading rumors or gossiping is not permitted.
- 5) Students may not refuse to perform a client services or sanitation duties. If this occurs, the student may be sent home or suspended.
- 6) Conflicts of any nature will not be permitted on the school premises.
- 7) Use, possession, or sale of drugs or alcohol of any kind is not allowed on school premises. Students whose behavior is observed in an unacceptable manner by the use of drugs or alcohol of any kind will be asked to leave the premises and further action will be taken.
- 8) Cheating or theft is not permitted and is subject to termination.
- 9) Willful destruction of school property is not permitted, and student will be financially responsible.
- 10) JC Styles Salon Academy prohibits the presence of firearms and weapons of any kind.
- 11) JC Styles Salon Academy prohibits the use of electronic devices such as, camera phones, recording devices, etc. without permission. Uses of these devices are a violation of individual's personal privacy. Any pictures of clients require permission from client in either verbally with one witness from the school or in writing.
- 12) All school services must be charged according to school pricing for service and product performed. If violated, student will be responsible for financial deficit.
- 13) Clean and sanitize your work area and perform sanitation duties daily.
- 14) Return all borrowed supplies at end of day.
- 15) No student entering cash register.
- 16) Do not criticize other students.
- 17) Must bring all supplies needed for scheduled lesson/practical each day ( full kit )