



PRE-ENROLLMENT RECEIPT

Student Name _____ Program _____

I have received written information concerning the following topics prior to signing my enrollment agreement:

- SCHOOL CATALOG
- COURSE DESCRIPTION & REQUIREMENTS
- PHYSICAL DEMANDS OF THE PROFESSION, SAFETY REQUIREMENTS, SANITATION, CHEMICAL AND PHYSICAL SAFETY
- JOB DEMAND IN THE COSMETOLGY INDUSTRY
- SALARY DATA
- ILLINOIS LICENSING REQUIREMENTS
- STATE BOARD EXAMINATION CHARGES
- DRUG PREVENTION PROGRAM
- SCHOOL RULES AND REGULATIONS
- SATISFACTORY ACADEMIC POLICY
- DETERMINATION OF STATUS, STATUS OF PROBATION, AND APPEALS
- LEAVE OF ABSENCE POLICY
- INCOMPLETES, COURSE REPETITION, AND NON-CREDIT REMEDIAL COURSES
- WITHDRAWAL, RETURNING STUDENTS, AND TRANSFER HOURS
- REINSTATEMENT OF FINANCIAL AID
- NON-RESIDENT STUDENT POLICY
- STUDENT'S RIGHTS
- NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS
- SAFEGUARDING CUSTOMER INFORMATION POLICY
- TUITION ADJUSTMENT REFUND POLICY
- REFUND POLICY
- TREATMENT OF TITLE IV WHEN A STUDENT WITHDRAWS
- PAYMENT METHODS & TUITION PAYMENT NOTICE
- CAMPUS SECURITY AND CRIME STATISTICS
- TERMINATION & RE-INSTATEMENT FEE POLICY
- VERIFICATION POLICY
- SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS
- POLICY ON EXTRA INSTRUCTIONAL CHARGES

- CONSUMER INFORMATION
- ON-TIME COMPLETION/NACCAS GRADUATION, PLACEMENT, & LICENSURE RATES DISCLOSURE
- INSTITUTIONAL RESEARCH DISCLOSURES: MEDIAN LOAN DEBT AND STUDENT BODY DIVERSITY
- PROGRAM DISCLOSURES

Signature: _____

Date: _____

PRE-ENROLLMENT PACKAGE

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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 John Amico School of Hair Design 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: SEVEN 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: THREE 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: THREE 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: THREE 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: THREE WEEKS

This phase consists of instruction in 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 REDKEN and WELLA 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: FOUR 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:

Milady Standard Textbook of Cosmetology; Milady Standard Cosmetology Study Guide; Milady State Board Exam Review Book; Additional Materials regarding Schools Policies.

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 Ill. Adm. Code 1175.
- 6) 260 hours of Student Teaching under the on-site supervision of an Illinois Licensed teacher. The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum.
- 7) The John Amico School of Hair Design 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 Standard Textbook of Cosmetology; Milady’s Standard Cosmetology Study Guide; Milady’s State Board Exam Review Book; Milady’s Master Educator Student Course Book; Milady’s Master Educator Student Exam Review Book

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 the Level (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.**”

COMPENSATION

The Occupational Outlook Handbook in May 2018 of the Bureau of Labor Statistics reports incomes ranging from an average of \$24,830.00 with the median hourly wage for barbers, hairdressers, and cosmetologists being about \$11.89. 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 of 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 at \$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 \$300.00 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 requires 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 served. Avoid other sources of open flames.
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 last annually.
9. Use of extinguishers. Install away from potential fire hazards and near an escape route. Follow the instructions. Many work as follows:
 - 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. Recommended Procedures: The National Fire Protection Association recommends that you should ONLY stand and fight a fire 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 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); or
- Is at least 16 years of age; or
- If enrolled under a training agreement with a government agency, school district, and/ or other entity, the student meets the admission requirements set out in the training agreement and/ or applicable state licensing or certification regulations;
- Is beyond the age of compulsory school attendance upon admission;
- Has completed homeschooling at the secondary level as defined by state law and provide secondary school completion credential.
- Have a Driver's License or State Identification;
- Have a Social Security Card;
- All foreign high school diplomas **MUST BE** translated into English and confirm academic equivalence to a U.S high school diploma by an outside agency.

COSMETOLOGY TEACHER COURSE:

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

- Have a high school diploma, transcript, or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, copy of State-authorized examination that the State of Illinois recognizes as the equivalent of a high school diploma (eg, HISET or TASC); or
- Has completed homeschooling at the secondary level as defined by state law and provide secondary school completion credential.
- Is at least 18 years of age;
- Possess a valid Illinois Cosmetology license;
- Have a Driver's License or State Identification;
- Have a Social Security Card;
- All foreign high school diplomas **MUST BE** translated into English and confirm academic equivalence to a U.S high school diploma by an outside agency.

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); or
- Is at least 16 years of age; or
- If enrolled under a training agreement with a government agency, school district, and/ or other entity, the student meets the admission requirements set out in the training agreement and/ or applicable state licensing or certification regulations;
- Is beyond the age of compulsory school attendance upon admission;
- Has completed homeschooling at the secondary level as defined by state law and provide secondary school completion credential.
- Have a Driver's License or State Identification;
- Have a Social Security Card;
- All foreign high school diplomas **MUST BE** translated into English and confirm academic equivalence to a U.S high school diploma by an outside agency.

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 and not less than 8 months.

Note: No school records will be saved after seven 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); or
- Has completed homeschooling at the secondary level as defined by state law and provide secondary school completion credential.
- Is at least 18 years of age;
- Possess a valid Illinois Cosmetology license;
- Have a Driver's License or State Identification;
- Have a Social Security Card;
- All foreign high school diplomas **MUST BE** translated into English and confirm academic equivalence to a U.S high school diploma by an outside agency.

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.



8057 N MILWAUKEE AVE. NILES, IL 60714
Phone 847/965-8061 – Fax 847/965-8090

DRUG PREVENTION PROGRAM

TO: The Staff and Students of the John Amico School of Hair Design
FROM: Mr. John Amico, Jr
RE: Drug Free Schools and Campuses - Standards of Conduct
DATE: July, 2021

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:**TARDINESS:**

Students who are tardy will not be permitted to sign-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. 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 FOR THE DAY** if arrival time is beyond the time class has started. On Saturdays, **NO STUDENT WILL BE ALLOWED TO SIGN-IN PAST 10:00A.M.**, unless they have a valid excuse which **MUST BE APPROVED** by the Campus Director.

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 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.** If a student fails to show up for their final practical and written exams, the student will be charged \$200 for each exam given. If you take the exam on the posted day and you fail, only two additional chances are given—retakes **WILL ONLY BE GIVEN** on the next final exam posting. After 6 months if the examinations have not been taken, a fee of \$500 for each exam will be assessed. Exceptions to this policy are a dire emergency with an identifiable and verifiable written excuse that must be presented to the student services office.

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 PHONE & 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 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.

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

1. A student may request a leave of absence not to exceed 60 days due to personal or family illness, pregnancy, military service, or other personal reasons. A student will not be assessed any additional charges as a result of a requested LOA.
2. A second leave of absence may not be granted within 12 months of the end of the first leave of absence.
3. All requests for leaves of absence must be submitted in writing, must be signed, and must be dated.
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.
5. The student is required to apply in advance for a leave of absence unless unforeseen circumstances prevent the student from doing so (for example, injured in a car accident, etc.), the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.
6. In the event a student did not request the Leave of Absence prior due to unforeseen circumstances, the institution may grant the LOA. The institution will document the reason for its decision, collect the request from the student at a later date, and establish the start date of the approved LOA as the first date the student was unable to attend.
7. Obtain a Leave of Absence (LOA) application from your college office.
8. Complete and submit the Leave of Absence (LOA) application to the main office at the school for approval.
9. 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 maintained Satisfactory Progress.
10. No Direct Loan funds will be released during the student's Leave of Absence (LOA).
11. A student who does not submit a Leave of Absence (LOA) to the main office will be considered an absentee.
12. If the student is (14) fourteen consecutive days absent, the student will be withdrawn from the course.
13. If a student takes an approved leave of absence, his or her expected graduation (enrollment agreement period) date and maximum time frame would be extended accordingly to the amount of days actually a student was on a Leave of Absence (LOA).
14. A student may request a Medical Leave of Absence only with written proof from a physician due to their own serious Health conditions (maximum time, including any other Leave of Absence cannot exceed 180 days within a (12) twelve month period; these provisions starts on the first day of the first leave).
 - a) "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either:
 - Inpatient care (*i.e.*, an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (*i.e.*, inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; **or**
 - Continuing treatment by a health care provider

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.

COURSEKEY TIME CLOCK & EARNING HOURS:

Students 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 their lunches. Should students remain in the building for their short break, 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.

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 Sundays, Mondays, and TuesdayS) will be dropped from the program and a \$100.00 re-instatement fee will apply. 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;
- D) Dress Code: Students are expected to wear professional looking clothing. JA black T-shirt, JA Apron, 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's, Monday's, and Tuesdays) and will be charged a \$100.00 fee for re-instatement. 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. A student can request a leave of absence up to (60) days or a medical leave of absence up to 180 days including any prior leave of absence within a (12) month period (See Leave of Absence policy). Any student who has a valid excuse (medical, court, etc.) can make-up their hours. Any student with an unexcused absence will not be able to make-up their hours. All excuses will be placed in the student's file. If the completion date has fallen beyond the date which is stated on the student's enrollment agreement, the

institution may charge the student an hourly fee for extra instruction needed to complete his/her course (Please see the Enrollment Agreement for hourly fee). All students who do not complete the course within 150% of the normal completion time will be considered NOT maintaining Satisfactory Progress and will be dropped.

STUDENT WITHDRAWAL PROCESS:

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

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

SATISFACTORY ACADEMIC PROGRESS POLICY

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

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

ATTENDANCE AND ACADEMIC REQUIREMENTS

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

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology (Full-Time Days, 32 hrs/wk)-1500 Hours	70.31 Weeks	2250
Cosmetology (Part-Time Days, 20 hrs/wk)-1500 Hours	112.5 Weeks	2250
Cosmetology (Part-Time Nights, 20 hrs/wk)-1500 Hours	112.5 Weeks	2250
Cosmetology Teacher Training (Full-Time Days, 32 hrs/wk)-1000 Hours	46.88 Weeks	1500
Cosmetology Teacher Training (Part-Time Days, 20 hrs/wk)-1000 Hours	75.00 Weeks	1500
Cosmetology Teacher Training (Part-Time Nights, 20 hrs/wk)-1000 Hours	75.00 Weeks	1500

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

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled hours.

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

- 2. ACADEMIC & ATTENDANCE EVALUATION PERIODS:** All students are notified by their instructor of their academic progress and attendance and will receive an Academic Review monthly and a Satisfactory Academic Progress Evaluation at the end of each period. If the student was absent during the monthly Academic Review and did not receive their review, the student is to request an Academic Review from the instructor. Cosmetology and Cosmetology Teacher Training student’s attendance

progress will be collected and recorded at the end of each calendar month of the student's period of enrollment. Students must have completed a minimum 66.67% of their total scheduled enrollment time (minus school holidays) and all students must achieve a 75% cumulative grade average for theory and practical work during the evaluation period for the student to be deemed maintaining satisfactory academic progress until the next scheduled evaluation.

VA Benefit Students Requirements:

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

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

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

EVALUATION PERIODS:

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

Full-Time & Part-Time Cosmetology: 450, 900, 1200 actual clocked hours

Full-Time & Part-Time Cosmetology Teacher: 450, 900 actual clocked hours

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

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation.

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

CHANGES IN ENROLLMENT LEVELS:

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

Cosmetology Full-Time and Part-Time will have earned their first academic year award (900 academic year Full-Time and Part-Time. For Cosmetology Full-Time and Part-time students (with a 900 academic year), their third and fourth aid payment will occur at the end of SAP at 900 for their 901-1200 hours and at the end of SAP 1200 for their 1201-1500 hours since they will have only 600 hours remaining in the program (901-1500).

Cosmetology Teacher Full-Time and Part-Time students will also have earned their first academic year award (900 academic year). Where it changes is in the second academic year for Full-Time and Part-Time since they will have been SAP Evaluated at 900 for their 901-1000 hours as they will have only 100 hours remaining in the program for disbursements of funds.

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

at its discretion, will cease from requesting ANY TITLE IV Aid and the student will be required to make monthly installments towards their student account balance until paid in full.

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

The time frames to complete the Cosmetology Teacher course for the full-time students are 8 months, part-time day and night students are 13 months.

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

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

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

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

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

3. **TO RE-ESTABLISH SATISFACTORY PROGRESS:** a student may appeal this decision in writing. The student may come to the student services office and obtain an appeal form to complete and then turn the completed form to the office. At that time, a school official will again review progress and render another decision taking into account any special circumstances and supporting documentation that would be helpful to the school committee in re-evaluation of the student’s records. Students must have completed a minimum 66.67% of their total scheduled enrollment time (minus school holidays) and all students must achieve a 75% cumulative grade average for theory and practical work during the evaluation period for the student to be deemed maintaining satisfactory academic progress until the next scheduled evaluation.

4. **GRADING SYSTEM MINIMUM PRACTICAL WORK REQUIREMENT:** Cosmetology students possessing 480 hours or more but less than 1450 hours at the end of the month being evaluated are expected to complete a Minimum number of services in each of the seven areas described below:

<u>FULL-TIME</u>	<u>AREA</u>	<u>PART-TIME</u>
32	Hairstyling	16
8	Hair Cuts	4
8	Chemical Texture Services	4
20	Haircoloring/Foils/Creative Ed	10
4	Conditioning Treatments/Spa	2
2	Retailing	1
2	I love my Hair/Be My Guest Card	2
16	Presentation/Sanitation of Station	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 LEVELS (MID-TERMS) & FINAL written and practical examinations is 85%.

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

STUDENT ACCESS TO SATISFACTORY ACADEMIC PROGRESS EVALUATION RESULTS

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

DETERMINATION OF STATUS:

1. New students will be determined to be making satisfactory progress from their actual starting date until the conclusion of their first period of evaluation.
2. Current students who have met both academic and attendance requirements at the end of the evaluation period will be considered to be maintaining satisfactory progress until their next evaluation.

3. Current students who have not met either academic or attendance requirements shall be placed on **FINANCIAL AID WARNING** period. During a financial aid warning, a student is eligible for financial aid. However, at the end of the financial aid warning, if the student has not satisfied the requirements, the student shall be considered **NOT MAKING PROGRESS** and **ALL FINANCIAL AID ASSISTANCE WILL BE WITHHELD**. Financial Aid students will not be eligible to receive any financial aid if their percentages have not improved by their next scheduled evaluation mark. Students may regain progress status in attendance by achieving a cumulative attendance average of 66.67% of their scheduled enrollment time on a later attendance report. Students may regain progress status in academics by completing all incomplete and unsatisfactory work and achieving a cumulative of 75% minimum grade point on a later academic report.
4. Students on academic or attendance probation who have not met both academic or attendance requirements at the end of an evaluation period will be considered not making satisfactory progress. Such students lose eligibility for all financial aid unless they successfully appeal the determination or regain progress status. Students who are considered not making satisfactory progress may be terminated from the school. Students considered not making satisfactory progress might appeal that determination. However, the appeal must be in writing and must meet objective criteria demonstrating that mitigating circumstances apply. No more than one appeal may be granted during any one period of enrollment.
5. Students considered not making progress (whether returning from a temporary absence or who have remained enrolled) may regain maintaining progress status through an appeal, or by meeting the requirements at the end of any subsequent evaluation period. However, a student who has not met the requirements at the end of any evaluation period by the midpoint of the course, may not be considered to be maintaining satisfactory progress at any subsequent evaluation.
6. Students must meet both the attendance and academic progress requirements of at least one evaluation by midpoint of the course to be considered making satisfactory progress as of the midpoint of the course.
7. **Temporary Interruptions:** A student taking a leave of absence shall return with the same progress status the student had upon taking the leave.

STATUS OF PROBATION:

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

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

PROBATION:

Any student who fails to meet the published standards at the end of his/her “Warning” period is considered as not making satisfactory academic progress and is ineligible for further federal aid unless the student submits a written appeal in accordance with this policy as is granted “Probation” by the School. In the event the student submits a successful appeal and is granted probation, federal student aid eligibility will be reinstated for the subsequent evaluation period only. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation or the students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress during probation. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

PROBATION AND DISMISSAL (VA BENEFIT STUDENT REQUIREMENTS):

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

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

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

APPEALS:

Students who have been considered not making satisfactory academic progress must appeal that determination within two (2) weeks of receiving notice of that determination. The request for an appeal **MUST** be in writing, outlining the basis for the appeal, and append any third party documentation, which substantiates the reason for which the appeal may be granted. Such reasons may be based upon the death of a relative of the student; an injury or illness of the student; or other special circumstances. The written appeal must state the reasons why the student failed to make satisfactory academic progress, and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation. The written appeal must be given to the school manager, and a written notice of the school's decision will be given within two (2) weeks of receipt of the appeal. In all cases, the school's decision regarding the appeal is **FINAL**. The results of the appeal will be documented on the Evaluation Report and placed in the student's file with the reasons for the appeal, the facts and documents dealing with the appeal and the final decision based upon the validation of the facts provided by the student.

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

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

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 the 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 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 obligations 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, and Esthetics Act of 1985. (Also check the current Handbook for NACCAS Guidelines)
12. You have the RIGHT to register complaints against the school with the Department of Professional Regulation. Direct your WRITTEN complaints to either:

Chicago: Department of Financial and Professional Regulation
Enforcement Division
State of Illinois Center
100 W. Randolph / Suite 9
Chicago, IL 60601
(888) 473-4858

Springfield: Department of Financial and Professional Regulation
Enforcement Division
320 W. Washington ~ 5~ floor
Springfield, IL 62786
(888) 473-4858

13. You may obtain a copy of the Illinois Barber, Cosmetology, Esthetics, Hair Braiding, and Nail Technology Act of 1985 and the Rules for the Administration of the Act by calling 217-785-0894 or at the following websites:
<http://www.ilga.gov/commission/jcar/admincode/068/06801175sections.html> and
<http://ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1351&ChapAct=225%26nbsp%3BILCS%26nbsp%3B410%2F&ChapterID=24&ChapterName=PROFESSIONS+AND+OCCUPATIONS&ActName=Barber%2C+Cosmetology%2C+Esthetics%2C+and+Nail+Technology+Act+of+1985>.
14. If a student is referred to the formal disciplinary process, he/she is entitled to certain rights as a guarantee of fundamental fairness. Please check “STUDENTS RIGHTS WITHIN THE DISCIPLINARYPROCESS.”

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

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

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, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, 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 when 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 REFUND 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

- A. Any monies due are refunded within 45 days of written cancellation or termination. 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 enrollment fee, not to exceed \$100.00 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 enrollment fee, not to exceed \$100.00, 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 enrollment fee, not to exceed \$100.00 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 enrollment fee shall be chargeable at initial enrollment and shall not exceed \$100.00.
- 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.

APPLICATION FEES

There is no charge for an application fee. The institution only charges a pre-enrollment fee. The pre-enrollment fee for any course of enrollment shall not exceed \$100.00. This pre-enrollment fee is included with the total cost of the Cosmetology course and Cosmetology Teacher course.

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.

TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS

The law specifies how the institution must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law at our institution are: Federal Pell Grants and Direct Stafford Loans.

When you withdraw during your payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a prorata basis. For example, if you completed 30% of your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition and fees (as contracted with the school). The school needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There is some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct loans funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parents receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your financial aid administrator for a copy. Your financial aid administrator can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

PAYMENT METHODS:

Students who cannot pay the total cost of the course upon enrollment will have the payment methods described on their enrollment agreements (bi-monthly, monthly payments, 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: 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 fee 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 owed are on the “Estimated Financial Aid Award Letter” and are to be paid directly at the main office or you can mail a payment to the following address:.. (Please allow five 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 January 1 --- December 31 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’s and Monday’s), 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 re-instatement fee is NOT a one-time fee.
- If the student is not reinstated within 180 days since their last day of attendance, the student will need to sign a new enrollment agreement. A deposit will be required of no less than \$500.00.
- 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 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, 1040PC) for the base year filed by the student. Married students must also provide their spouse's tax return. Dependent students must also provide their parent's return. IRS Form 1722 listing the taxpayer's information is acceptable in lieu of 1040.
3. Any other information deemed necessary by the institution including, but not limited to social security benefit documentation, marital settlement agreements, divorce decrees, or W-2 forms.
3. 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: \$7.98 per hour

Cosmetology Teacher Course: \$4.90 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, & 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 Admission 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: 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.

RIGHT-TO-KNOW RATE DISCLOSURES

ON-TIME GRADUATION RATE

12 OUT OF 27

On-Time Completion Rate for the Cosmetology Program as of 7/1/19 to 6/30/20

44.44 % ON-TIME GRADUATION RATE

0 OUT OF 0

On-Time Completion Rate for the Cosmetology Teacher Program as of 7/1/19 to 6/30/20

0 % ON-TIME GRADUATION RATE

Note: The figures on these data reports do not include any training agreements with the school's high school program. It is the policy of the institution not to count training agreement students with the high school district, because our accreditation does not consider them students of our institution.

GRADUATION, PLACEMENT, LICENSURE RATES FOR CALENDAR YEAR 2019

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.

12 out of 19 Students who were scheduled to complete the program and graduated.

63.16 % TOTAL GRADUATION RATE

9 out of 12 Students who were scheduled to be placed to work in the field of Cosmetology and got jobs.

75.00 % TOTAL PLACEMENT RATE

8 out of 8 Students taking the State Board Examination and passed the exam.

100.00 % TOTAL LICENSURE RATE

MEDIAN LOAN DEBT

The median student loan debt for Title IV, FFEL or FDSL for 23 graduates of Cosmetology who graduated during the 2019-2020 award year is \$2,049.00.

The median student loan debt for private education loans and tuition financing plans for 0 graduates of Cosmetology who graduated during the 2019-2020 award year is \$0

The median student loan debt for Title IV, FFEL or FDSL for 0 graduates of Cosmetology Teacher who graduated during the 2019-2020 award year is \$0

The median student loan debt for private education loans and tuition financing plans for 0 graduates of Cosmetology Teacher who graduated during the 2019-2020 award year is \$0

Notes:

1. Figures represent median loan debt at graduation during the award year 2019-2020
2. Figures do not include capitalization of interest
3. Figures do not include any training agreement students with the high school district

STUDENT BODY DIVERSITY (for Calendar Year 2019-2020)

ETHNICITY	NUMBER	ETHNICITY	NUMBER
NON-RESIDENT ALIEN	0	BLACK/AFRICAN AMERICAN	1
HISPANIC/LATINO	13	NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0
AMERICAN INDIAN OR ALASKA NATIVE	0	WHITE	25
ASIAN	5	TWO OR MORE RACES	1

GENDER (Enrollment by Sex):

Female: 87% Male: 13%

TOTAL NUMBER OF STUDENTS: 44

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

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

Institution OPEID: 0255660

Cosmetology Program: 1500 Hours

Tuition: \$11,980.00

Enrollment Fee: \$20.00

Equipment/Books: \$2,000.00

Sales Tax: \$225.50

Total Program Cost: \$14,225.50

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

Program Length: (Full-Time: 12 Months/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: \$5,478.36

Enrollment Fee: \$20.00

Equipment/Books: \$455.00

Sales Tax: \$46.64

Total Program Cost: \$6,000.00

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

Program Length: (Full-Time: 8 Months/Part-Time: 10 and 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.

