

John Amico
J O H N A M I C O

SCHOOL OF HAIR DESIGN

SCHOOL
CATALOG

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SCHOOL OF HAIR DESIGN

WELCOME

The staff at John Amico School of Hair Design is dedicated to the education of men and women who exhibit a personal desire, intelligence, responsibility, and maturity toward reaching the goal of becoming a licensed Cosmetologist.

Being a Cosmetologist is an exciting and rewarding Career. John Amico, Sr. started the School with a dream to “Enrich the Lives of Others.”

Today, after 50 plus years, thousands of graduates and hundreds of salons being opened and operated under his systems, you truly have an experienced team of professionals that you can rely on for your education.

Celebrity stylists, Screen Actor Guild stylists, award-winning stylists, platform artists, salon and spa owners all graduated from John Amico School of Hair Design and all had to begin their first day as a student.

If you have the ABC’s... **Attitude, Belief and Commitment** to be the best, we invite you to join us.

The Field of Cosmetology offers a variety of career opportunities, and we invite you to come in and tour our educational facilities.

Please take a few minutes to read over and review the School Catalog. If you have any additional questions, please feel free to contact the School any time during regular business hours.

Yours Truly,

John Amico, Jr.
President

ADMINISTRATION & STAFF

PRESIDENT / OWNER.....	John Amico, Jr.
VICE PRESIDENT / OWNER.....	Elaine Amico
SCHOOL DIRECTOR.....	John Amico
DIRECTOR of ADMISSIONS.....	Stephanie Tomzak
ENROLLMENT ADVISORS.....	Christina Karones, Amy Morales, Lynn Rooney, Brandi Spencer-Thomas
DIRECTOR of FINANCIAL AID.....	Varania Willaby
FINANCIAL AID ADVISOR.....	Ada Davis
DIRECTOR of STUDENT SERVICES.....	Jamie Prerost
BUSINESS OFFICE.....	Julia Amico
DIRECTOR of EDUCATION.....	Jamie Province, Cheryl Vittorio
INSTRUCTORS.....	Angela Bogan, Deidra Cayolle-Amos
.....	Janess Childs, Shane' Clausell, Tiffany Daniels-Allen, Ann Margaret Dreixler, Rae Hunter
.....	Temperah Marshall, Sharon Mendis, Gail Nichols, Kimmeca Simon Storey, Faith Toler
CLINIC FLOOR / RECEPTION MANAGER.....	Cheryl Vittorio

John Amico School of Hair Design is owned by Cosmetology Concepts, LLC

SCHOOL FACILITIES and LOCATIONS: The John Amico School of Hair Design is located at 15301 South Cicero Avenue, **Oak Forest**, Illinois. The School has an Esthetic Treatments room, Theory and Practical Classrooms, Dispensary and Library. The School is well lit, attractively furnished, heated and centrally aired-conditioned for your comfort. Currently, there are no facilities for disabled persons.

The John Amico School has an additional 5,000 sq. ft. location one mile away at 4335 W. 147th Street in **Midlothian**, which is fully outfitted for services offered by Cosmetologists and Estheticians. It has a treatment room, classrooms and state of the art equipment.

ACCREDITATION & LICENSING:

- **Illinois Department of Financial and Professional Regulation**
320 W. Washington Street, Springfield, Illinois 62786 (217) 785-0800
100 W. Randolph – Suite 9-300, Chicago, IL 60601 (312) 814-4500
- **N.A.C.C.A.S. (National Accrediting Commission of Career Arts and Sciences)**
3015 Colvin Street, Alexandria, VA 22314 (703) 600-7600



ORGANIZATION AFFILIATIONS:

- **AMERICAN ASSOCIATION OF COSMETOLOGY SCHOOLS (AACS)**
15825 N. 71st Street – Suite 100, Scottsdale, AZ 85254 (800) 831-1086
- **COSMETOLOGY EDUCATORS OF AMERICA (CEA)**
15825 N. 71st Street – Suite 100, Scottsdale, AZ 85254 (800) 831-1086
- **STATE OF ILLINOIS DEPARTMENT OF VETERANS' AFFAIRS**
100 W. Randolph Street – Suite 5-570, Chicago, IL 60601-3219 (312) 814-2460



John Amico School of Hair Design is approved by Illinois State Approving Agency to enroll Veterans and other eligible students. To find out if you qualify as an eligible student please visit www.benefits.va.gov/gibill. For information or for resolution of specific payment challenges, call DVA nationwide toll free at 1-888-442-4551. All Veterans will confirm receipt of copy of this document in the enrollment contract. GI Bill ® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at <https://www.benefits.va.gov/gibill>.

Department of Education: Listed as Cosmetology Concepts, LLC

FAFSA Code: 041874

*The School's catalog, enrollment agreement and programs are in English



MISSION STATEMENT

The John Amico School of Hair Design has endeavored to produce quality cosmetologists, estheticians, nail technicians, and teacher training to meet the present and future demands of the beauty industry. The John Amico School of Hair Design is student-focused and committed to providing each student the knowledge, training, and confidence needed to succeed in the cosmetology and beauty profession. Throughout their training programs, emphasis is placed upon essential salon services and techniques, business strategies such as customer service, client retention, salon retailing, target marketing and people skills. John Amico School of Hair Design prepares its students to pass their state licensure exam. We are "transforming lives through quality education," thereby equipping our students, future salon professionals, with the tools needed to become successful in their communities.

NON-DISCRIMINATION POLICY

This institution does not discriminate based on sex, age, race, color, religion, or ethnic origin in admitting students.

OPPORTUNITIES IN BEAUTY CULTURE

In today's market, making a career choice is a very serious undertaking. We at the John Amico School of Hair Design feel that we can help you make the right choice. A Cosmetology career offers a motivating and educationally rewarding opportunity for all... whether man, woman, student, homemaker or businessperson. A career in Cosmetology can also offer rewarding monetary benefits whether you choose to work full or part-time in a salon, as a teacher, or as a trade technician in hair, skin care or as a nail tech. More information about careers in the beauty industry can be found at the United States Department of Labor's Bureau of Labor Statistics website: www.bls.gov/oco/ocos169.htm.

CAREER CONSIDERATIONS

John Amico School of Hair Design feels that students interested in pursuing a career in cosmetology, esthetics, nail tech or a related field, should consider all aspects of such a decision. Persons who want to work as a cosmetologist must:

- Have finger dexterity and a sense of form and artistry.
- Enjoy dealing with the public and be able to follow a client's directions.
- Keep abreast of current fashions and beauty techniques.
- Work long hours while building a personal clientele in order to make the desired income.
- Make a strong commitment to the educational process and finish School.
- Learn business skills to be able to operate a salon.

In addition, students should be aware that the work can be arduous and physically demanding because of long hours standing with hands at shoulder level or sitting over a manicure table. A personal investment may be required for advertising and promotions such as the printing of business cards. There will be exposure to various chemicals and fumes, which may cause allergic reactions. The practice of safety and sanitation is essential for effective and successful performance within the industry. Methods of compensation vary and may include straight salary, salary plus commission, straight commission, retail commission or independent contracting (renting space and equipment from an existing salon).

Cosmetologists must complete 14 hours of continuing education every two years for renewal of licensure.

ABILITY-TO-BENEFIT

The John Amico School of Hair Design does not currently enroll ability-to-benefit students.

HOMESCHOOL

Transcript or equivalent signed by the parent or guardian, that lists the courses completed by the applicant and documents the successful completion of a High School education. Secondary school completion credential for homeschool (other than a high School diploma, or its recognized equivalent) provided for under state law.

FOREIGN DIPLOMA

Foreign Diploma must include translation and evaluations.

POLICY ON TRANSFER-IN HOURS

Comparable course credit earned at other accredited institutions, with a grade of 75% or higher, may be accepted upon transfer to the John Amico School of Hair Design. It is the responsibility of the student to provide official transcripts of all work completed at other institutions, which must be licensed by the Illinois Department of Finance and Professional Regulation. We will accept up to 900 hours for Cosmetology, up to 300 hours for Esthetics, and up to 175 hours for Nails.



COSMETOLOGY PROGRAM

It is the purpose of this institution to train its cosmetology students for the cosmetology profession through practical and theoretical application of applied basic knowledge and skills. Each cosmetology student is prepared to pass the Illinois State Board examination and is assisted in seeking gainful employment upon graduation. However, employment is not guaranteed.

John Amico's School of Hair Design seeks to provide the beauty industry with hair designers who are respected by their employers and their profession. The John Amico School of Hair Design will:

1. Promote Cosmetology as a proud and prosperous profession.
2. Provide realistic exposure to the role of Hair Designer.
3. Advise and encourage students in a meaningful way.
4. Acquaint students with current technical and creative information when available.
5. Fulfill all State Board of Cosmetology requirements.
6. Prepare students for State Board Exams.

COSMETOLOGY CURRICULUM

1500 Hours

Hair Dressing

(cutting; thinning; trimming; shaping; blow dry styling; all methods of curling; all types of hair and hair attachments; Marcel **475 hours**

Hair Treatments

(shampooing; scalp and hair conditioning; hair coloring - tinting; toning; rinsing; bleaching; permanent waving; relaxing and chemical safety) **500 hours**

Safety and Shop Management Interpersonal Skills

(personal grooming and hygiene; emergency first aid; study of the Sanitary Regulations for Beauty Culture Shops; study of the Illinois Beauty Culture Act; electrical devices; salesmanship; math; management; bookkeeping; business ethic; labor law; workers compensation laws; marketing) **200 hours**

Esthetics / Facials

(massage; basic make-up; arching; anatomy) **85 hours**

Related Electives **35 hours**

BASIC TRAINING (tools and their use; shampoo; understanding chemicals and use; types of hair; sanitation; hygiene; skin diseases and conditions; anatomy and physiology; electricity; ethics; nail technology; esthetics) **150 hours**

Nail Technology **55 hours**

COSMETOLOGY PROGRAM

ENROLLMENT

Students may enroll at any time during the year for full-time days or part time evening classes. Classes begin periodically as per the annual start date calendar.

Upon enrollment, the student will be considered an “unofficial student” for 30 days. Unofficial Student is defined as a student to be enrolled for a 30-day probationary evaluation period. If the School feels that the student does not meet the criteria to complete the program, *i.e.*, poor attendance, failing grades, lack of professionalism, minimum expected progress, *etc.* within the 30-day period than the student will not be accepted as an official student nor will be able to continue the program.

The John Amico School of Hair Design strives to be “The Harvard of the Beauty Industry.” We want students who will excel!

If the student is not officially accepted, that student would be responsible only for the cost of the kit and the registration fee at the specified price on the signed enrollment agreement at the time of termination.

ADMISSION REQUIREMENTS

1. All students are required to attend an interview at the School and must file an application as far in advance of the class starting date as possible.
2. High School Diploma or G.E.D. must be documented, unless the student is in High School and the parents approve and the high School, they attend submits a letter of approval to the School.
3. Driver’s license (or state I.D.) and social security card are necessary at time of enrollment.

GRADUATION REQUIREMENTS

A diploma is awarded to each student who completes his or her 1500 hours of training providing all the following requirements are met:

1. Satisfactory progress in both written and practical work (75% or above) has been maintained.
2. Satisfactory attendance (67% or above) has been maintained.
3. All tuition requirements are met according to the Enrollment Contract. Payment arrangements for tuition balance must be made prior to graduation.
4. Satisfactory final School examinations (written and practical are passed with a score of 80% or above).
5. If the student was enrolled in a High School, then they must have received their High School Diploma or G.E.D.

If a student fails either of the School’s final exams, it can be retaken two times. If the student does not pass after the third attempt, the test cannot be taken for one month, allowing for more time to study. The test will be given a maximum of five times.

The John Amico School of Hair Design will issue diplomas to students who have successfully completed the course of study and are ready to take the state board test. The School will certify to the appropriate agency all necessary records for the student to take the State Board Examination.

Upon payment of the **\$195 licensing fee** and successful completion of said State Board Examination, the appropriate agency will issue a Cosmetologist License to the graduate.

COSMETOLOGY TEACHER PROGRAM

John Amico School of Hair Design will prepare the Teacher Training student for licensure in the state to effectively teach all facets of cosmetology. Each cosmetology student is prepared to pass the Illinois State Board examination and is assisted in seeking gainful employment upon graduation. However, employment is not guaranteed.

COSMETOLOGY TEACHER CURRICULUM (1000 Hours)

Clinical Hours	500 hours
Basic Principles of Student Training	150 hours
Supervised Teaching	260 hours
Teaching Methods	20 hours
Business Experience	50 hours
Psychology	20 hours

ENROLLMENT & ADMISSION REQUIREMENTS

1. All students are required to attend an interview at the School and must file an application as far in advance of the class starting date as possible.
2. High School Diploma or G.E.D. must be documented.
3. Driver's license (or state I.D.) and social security card are necessary at time of enrollment.
4. Must have graduated from a licensed School of cosmetology and have a valid cosmetology license.

COSMETOLOGY TEACHER CURRICULUM (600 Hours)

Although the state requirement for a student educator who has met the 2-year licensing requirement is a 500-hour course; John Amico School of Hair Design has increased this program by 100 hours to enhance the education of the student educator to be better equipped to have a more well-rounded education and increase their proficiency as a licensed Cosmetology Educator.

Basic Principles of Student Training	150 hours
Supervised Teaching	360 hours
Teaching Methods	20 hours
Business Experience	50 hours
Psychology	20 hours

ENROLLMENT & ADMISSION REQUIREMENTS (600 Hours only)

1. All students are required to attend an interview at the School and must file an application as far in advance of class starting date as possible.
2. They must provide 2 employment verification forms showing at least 2 years of practical experience as a licensed cosmetologist.
3. High School Diploma or G.E.D. must be documented.
4. Driver's license (or state I.D.) and social security card are necessary at time of enrollment.
5. Must have graduated from a licensed School of cosmetology and have a valid cosmetology license.

GRADUATION REQUIREMENTS FOR COSMETOLOGY TEACHER TRAINING PROGRAM

A diploma is awarded to each student who completes 600 or 1000 hours of training, providing all the following requirements are met:

1. Satisfactory progress in both written and practical work has been maintained. (75% or above)
2. Satisfactory attendance has been maintained. (67% or above)
3. All tuition requirements are met according to the Enrollment Contract. Payment arrangements for tuition balance must be made prior to graduation.
4. Satisfactory final School examinations (written and practical are passed with a score of 75% or above).

The current licensing fee is \$107.

ESTHETICS PROGRAM

It is the purpose of this institution to train its esthetic students for the Esthetic profession through practical and theoretical application of applied basic knowledge and skills. Each Esthetic student is prepared to pass the Illinois State Board examination and is assisted in seeking gainful employment upon graduation. However, employment is not guaranteed.

The John Amico School of Hair Design seeks to provide the beauty industry with Estheticians who are respected by their employers and their profession. The John Amico School of Hair Design will:

- Promote Esthetics as a proud and prosperous profession.
- Provide realistic exposure to the role of Skin Care Specialist.
- Advise and encourage students in a meaningful way.
- Acquaint students with current technical and creative information when available.
- Fulfill all State Board of Esthetics requirements.
- Prepare students for State Board Exams.

ESTHETICS CURRICULUM (750 Hours)

51% (385 hours) at Oak Forest location 49% (365 hours) at Midlothian location

Basic Training	75 hours
History of skin care, personal hygiene and public health, professional ethics, and sterilization, introduction to skin analysis, skin care and facial treatments	
Scientific Concepts	150 hours
Cells metabolism and body systems, bacteriology, physiology and histology of the skin, human anatomy, chemistry and disorders of the skin and special esthetics procedures)	
Practices and Procedures	500 hours
Non therapeutic massage, excluding the scalp, nutrition and health of skin, skin analysis, cleansing the skin, mask therapy and facial treatments with and without the aid of machines, hair removal including tweezer method, depilators, waxing and their use, professional makeup techniques and product knowledge as it relates to esthetics	
Business Practices	25 hours
(Illinois Barber, Cosmetology, Esthetics, and Nail Technology Act and Rules Management, OSHA standards relating to chemical use)	

ENROLLMENT & ADMISSION REQUIREMENTS

1. All students are required to attend an interview at the School and must file an application as far in advance of class starting date as possible.
2. High School Diploma or G.E.D. must be documented, unless the student is in high School and the parents approve, and the high School they currently attend submits a letter of approval to the School.
3. Driver's license (or state I.D.) and social security card are necessary at time of enrollment.

GRADUATION REQUIREMENTS

A diploma is awarded to each student who completes his or her 750 hours of training providing all the following requirements are met:

1. Satisfactory progress in both written and practical work has been maintained. (75% or above)
2. Satisfactory attendance has been maintained. (67% or above)
3. All tuition requirements are met according to the Enrollment Contract. Payment arrangements for tuition balance must be made prior to graduation.
4. Satisfactory final School examinations (written and practical are passed with a score of 80% or above).
5. If the student was enrolled in a high School then they must have received their High School Diploma or G.E.D.

If a student fails either of the final exams, it can be retaken two times. If the student does not pass after the third attempt, the test cannot be taken for one month, allowing for more time to study. The test will be given a maximum of five times. The School will certify to the appropriate agency all necessary records for the student to take the State Board Examination.

Upon successful completion of the **State Board Examination and payment of \$170**, the agency will issue an Esthetician License to the graduate.

ESTHETICS TEACHER PROGRAM

John Amico School of Hair Design will prepare the Teacher Training student for licensure in the state to effectively teach all facets of Esthetics. Each Esthetics student is prepared to pass the Illinois State Board examination and is assisted in seeking gainful employment upon graduation. However, employment is not guaranteed.

ESTHETICS TEACHER CURRICULUM (750 Hours)

51% (385 hours) at Oak Forest location 49% (365 hours) at Midlothian location

Esthetics Post-Graduate Training	250 hours
Psychology in Education.....	20 hours
Teaching Methods	20 hours
Application of Teaching Methods	150 hours
Business Methods	50 hours
Student Teaching with On-site Supervision	260 hours

ENROLLMENT & ADMISSION REQUIREMENTS

1. All students are required to attend an interview at the School and must file an application as far in advance of the class starting date as possible.
2. High School Diploma or G.E.D. must be documented.
3. Driver's license (or state I.D.) and social security card are necessary at time of enrollment.
4. Must have graduated from a licensed School of Esthetics and have a valid Esthetics license.

GRADUATION REQUIREMENTS FOR ESTHETICS TEACHER TRAINING PROGRAM

A diploma is awarded to each student who completes 750 hours of training, providing all the following requirements are met:

1. Satisfactory progress in both written and practical work has been maintained. (75% or above)
2. Satisfactory attendance has been maintained. (67% or above)
3. All tuition requirements are met according to the Enrollment Contract. Payment arrangements for tuition balance must be made prior to graduation.
4. Satisfactory final School examinations (written and practical) are passed with a score of 80% or above).

If a student fails either of the School's final exams, it can be retaken two times. If the student does not pass after the third attempt, the test cannot be taken for one month, allowing for more time to study. The test will be given a maximum of five times.

The John Amico School of Hair Design will issue diplomas to students who have successfully completed the course of study and are ready to take the state board test. The School will certify to the appropriate agency all necessary records for the student to take the State Board Examination.

Upon payment of the **licensing fee of \$50** and successful completion of said State Board Examination, the appropriate agency will issue an Esthetics Teacher License to the graduate.

NAIL TECHNOLOGY PROGRAM (Call for Availability)

It is the purpose of this institution to train its Nail Care students for the cosmetology profession through practical and theoretical application of applied basic knowledge and skills. Each cosmetology student is prepared to pass the Illinois State Board examination and is assisted in seeking gainful employment upon graduation. However, employment is not guaranteed.

John Amico School of Hair Design seeks to provide the beauty industry with nail technicians who are respected by their employers and their profession. The John Amico School of Hair Design will:

- Promote Nail Care as a proud and prosperous profession.
- Provide realistic exposure to the role of Nail Technician.
- Advise and encourage students in a meaningful way.
- Acquaint students with current technical and creative information when available.
- Fulfill all State Board of Nail Care requirements.
- Prepare students for State Board Exams.

NAIL TECHNOLOGY CURRICULUM (350 Hours)

Basic Training 50 hours

History of skin, personal hygiene and public health, professional ethics, sterilization and disinfection, bacteriology, disorders of the nails, OSHA standards relating to material safety data sheets (MSDA) on chemicals, chemicals and their use, and technical applications of chemicals

Practices and Procedures 255 hours

Fabric procedures, sculpting procedures, light cured gels, machines or apparatus used in nail technology, manicures, pedicures, hand, arm and foot massage, other procedures as they relate to nail technology and product knowledge as it relates to nail technology

Related Concepts 15 hours

Cells, metabolism and body systems, theory of massage, and people skills

Business Practices 30 hours

Illinois Barber, Cosmetology, Esthetics, and Nail Technology Act and Rules, management, OSHA standards relating to chemical use, and Worker's Compensation Act

ENROLLMENT & ADMISSION REQUIREMENTS

1. All students are required to attend an interview at the School and must file an application as far in advance of the class starting date as possible.
2. High School Diploma or G.E.D. must be documented, unless the student is in high School, and the parents approve and the high School they currently attend submits a letter of approval to the School.
3. Driver's license (or state I.D.) and social security card are necessary at time of enrollment.

GRADUATION REQUIREMENTS

A diploma is awarded to each student who completes his or her 350 hours of training providing all the following requirements are met:

1. Satisfactory progress in both written and practical work has been maintained. (75% or above)
2. Satisfactory attendance has been maintained. (67% or above)
3. All tuition requirements are met according to the Enrollment Contract. Payment arrangements for tuition balance must be made prior to graduation.
4. Satisfactory final School examinations (written and practical are passed with a score of 80% or above).
5. If the student was enrolled in a high School then they must have received their High School Diploma or G.E.D.

If a student fails either of the final exams, it can be retaken two times. If the student does not pass after the third attempt, the test cannot be taken for one month, allowing for more time to study. The test will be given a maximum of five times. The School will certify to the appropriate agency all necessary records for the student to take the Nail Tech Examination.

Upon successful completion of the State Board Examination, and **payment of \$185** the agency will issue a Nail Technician License to the graduate.

COSMETOLOGY CLASS SCHEDULE

FULL-TIME DAYS (35 hours per week)	Tuesday – *Saturday	9:00am - 5:30pm
PART-TIME DAYS (30 hours per week)	Tuesday – Friday *Saturday	9:00am - 3:00pm 9:00am - 5:30pm
PART-TIME EVENINGS (18 hours per week)	Tues. / Weds. / Thurs. *Saturday	5:30pm - 9:00pm 9:00am - 5:30pm

ESTHETICS CLASS SCHEDULE

FULL-TIME DAYS (35 hours per week)	Monday – Friday (no Saturdays)	9:00am - 5:00pm
PART-TIME EVENINGS (18 hours per week)	Tues. / Weds. / Thurs. *Saturday	5:30pm - 9:00pm 9:00am - 5:30pm

****Saturdays are required attendance for Cosmetology and Part-time Esthetics Programs.***

COSMETOLOGY & ESTHETICS TEACHER CLASS SCHEDULE

Monday is mandatory Theory Day for Cosmetology/Esthetics Teacher Program (10:00am-2:00pm)

- 18-hour schedule: Tuesday and Wednesday 9:00am to 4:30pm
- 30-hour schedule: Tuesday, Wednesday, Thursday, Friday 9:00am to 4:00pm

SCHOOL HOLIDAYS (School is closed):

New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day

STATE REQUIREMENTS & EXAMINATIONS

The Examinations for licensing will be offered as per the Illinois Department of Professional and Financial Regulation examination guidelines, which are stated on their website at:

- <http://www.idfpr.com/dpr/WHO/cosmo.asp> for Cosmetology
- <http://www.idfpr.com/profs/info/Esthetics.asp> for Esthetics
- <http://www.idfpr.com/profs/info/NailTech.asp> for Nails
- <https://www.idfpr.com/profs/cosmo.asp> for Cosmetology Teachers
- <https://www.idfpr.com/profs/esthetics.asp> for Esthetics Teachers

Licensing tests are conducted through **Continental Testing** (<http://www.continentaltesting.net>).

The student must complete all requirements with the School before registering for the Licensing Examination (noted on the School's bulletin board).

Other requirements include:

- Being of good moral character and temperate habits.
- Being 18 years of age or older at the time of State Board Examinations.
- Having completed Cosmetology 1500 hours, Esthetics 750 hours, Nail Technician 350 hours or 525, Cosmetology Teaching 1000 or 600 hours or Esthetics Teaching 750-hour programs in a state approved School.
- Having successfully passed the School's final exams.

POLICIES

***Please initial each policy indicating that you have read, understand and agree to adhere:

_____ TRANSFER-OUT POLICY

A student wishing to transfer from John Amico School of Hair Design to another licensed cosmetology School must submit a written request to the School Director. **John Amico School of Hair Design will not release any official transcripts to students unless all financial obligations are met.**

_____ ATTENDANCE POLICY

Each student is expected to attend all assigned classes. If a student is absent, it is the responsibility of the student to inform Student Services of the reason for the absence immediately upon returning to class. Students are responsible for all work missed during their absence. It is necessary to make up any work or hours missed. Make up hours may be available but must be approved by the teacher. To make up hours missed, the student must be present for regularly scheduled hours the day of the make-up (for day students). Night students can put in make-up hours if they have put in clinic hours on the prior clinic hour night schedule. For more information about other opportunities for make-up hours, see **School Rules & Regulations, Attendance Policy.**

Rally attendance is mandatory. Like any other School function at the main campus you must be in attendance beginning at 9:00 am. If going to the other campus after rally you must punch out.

Saturday is the #1 Best Day in salons. Students will find the same applies in the School Salon. Students must get used to working Saturdays; thus **SATURDAYS ARE MANDATORY.** Students who are absent on a Saturday without a valid excuse may be suspended for three days. Only illness or another valid reason may be acceptable for an excused absence. A student can request a Saturday off with a valid excuse and will not be suspended. A valid note must be submitted to Student Services by end of classes on the preceding Thursday of that week.

Students can leave early only two times per month for any reason. A third early dismissal from class may result in a one-day suspension, which will take place on the Wednesday following the infraction.

**Missing 14 consecutive calendar days for any reason
will result in automatic termination, per the Department of Education.**

_____ TARDINESS POLICY

Students who attend class during the day must report for School at 9am. Any student arriving after 9:15am cannot clock in until 10am Tuesday through Saturday. Students arriving after 10:15am will not be allowed to clock in and must leave the building. Night students arriving after 6:30pm will not be allowed to clock in. All clinic floor students must arrive on time, as if they were arriving at a salon as a professional. A student who enters after 10am must use their pass. After 10am, this pass will be punched allowing two (2) late passes each month. On the third tardy arrival, the student will be sent home for the day and cannot re-enter School until serving a one-day suspension.

_____ TIME CLOCK POLICY

Lunch is 30 minutes for Cosmetology and one hour for Esthetics students. All students must sign out, and clock out. There may be one break in the morning for 10 minutes. The instructor gives all breaks. Full-time students **may** be given a second break in the afternoon. Breaks given by teachers are 10 minutes in length and do not require punching out and back in (unless the student leaves the building). If a student leaves the building for ANY reason, the student must sign out and clock out, and sign back in and clock back in upon return, even if only for 2 minutes. Students must clock back in when returning from lunch.

Students who leave the building for any reason without permission from instructors will incur a **suspension.** If a student leaves the building while on the clock, that student will get a 3-day suspension. If it happens a second time, the student will be suspended for 7 days. A third occurrence will result in termination.

Please refer to the School Rules & Regulations on pages 35-39 for more information about the School's Attendance, Tardiness and Time Clock Policies.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

This policy applies to all students, including Title IV student financial aid recipients. Students must maintain satisfactory progress in each period of the programs offered. This 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 SAP Policy is given to all students prior to signing the enrollment agreement and is applied with consistency, regardless of part time/ full time status. The student's Satisfactory Academic Progress will be measured from the beginning of the program. The criteria to determine academic progress is:

- Maintain a cumulative GPA of at least 75% on each Theory and Practical test, AND
- Maintain a minimum cumulative attendance percentage of 67% of contracted hours

Examples of attendance pace:

- Full-time students (contracted for 35 hours per week) must attend at least 23 hours (67%) on average each week to maintain satisfactory progress.
- Part-time day students (contracted for 30 hours per week) must attend at least 20 hours (67%) on average each week to maintain satisfactory progress.
- Part-time evening students (contracted for 18 hours per week) must attend at least 12 hours (67%) on average each week to maintain satisfactory progress.

A student is considered to be in satisfactory progress if he/she maintains an attendance pace of at least 67%, maintains a grade average of 75% or better on each theory and practical test, and keeps all practical work current with accrued hours. Attendance pace is defined as a percentage of the cumulative number of hours attended by the student divided by the cumulative number of hours attempted/scheduled.

Students maintaining a cumulative attendance pace of at least 67% will ensure program completion within the required Maximum Time Frame to complete as allowed by the US Department of Education.

- 1. Course Incompletes, Course Repeats and Remedial Courses.** Theory or practical incompletes and repetitions will influence the student's SAP but has no effect on the School's Satisfactory Academic Progress Policy (regarding the 75% cumulative grade and 67% attendance requirement).
 - An incomplete grade in the classroom may prolong the student's educational experience as it could cause over contract fees. The student is required to complete the work for which the incomplete was given prior to graduation. Incomplete grades can affect the maximum time frame.
 - Zeros are not given for a classroom incomplete; therefore, no grade will be given until the work has been completed.
 - An incomplete in any part of the clinic service in the student salon training area could result in a lower percentage grade given for that service.
 - Repeating a class within the course or program of study will have a bearing on the student's grade due to averaging the first grade earned with the second grade earned. Repetition of a class is at the discretion of the educator based on the student's poor attendance or failure to complete the class in a satisfactory manner. Repeating a class may involve incurring an additional fee.
 - Non-credit remedial courses do not apply to the John Amico School of Hair Design.
- 2. Evaluations.** Except as provided for in Section 6 of this policy, all students are considered to be in satisfactory progress from the time they begin classes until their first evaluation. Students will be evaluated at the end of each payment period and must achieve minimum GPA and attendance requirements to be considered to having satisfactory progress at the following actual hours attended. Evaluations of Satisfactory Academic Progress are conducted at **actual hours attended** on the following schedule:

Cosmetology Program (1500-Hours):	at 450, 900, and 1200 hours
Cosmetology Teacher Training Program (1000-Hours):	at 450 and 900 hours
Cosmetology Teacher Training Program (600-Hours):	at 300 hours
Esthetics Program (750-Hours):	at 375 hours
Esthetics Teacher Program (750-Hours):	at 375 hours
Nail Technology Program (350-Hours):	at 175 hours
Nail Technology Program (525-Hours)	at 263 hours

Students meeting minimum requirements at each evaluation point will be considered making satisfactory progress and eligible for financial aid until the next scheduled evaluation. Students are notified when they have reached SAP and meet with Financial Aid staff to review their SAP results.

- 3. Failure to meet SAP / Financial Aid Warning.** If a student does not meet one or both criteria at an evaluation point, he/she will automatically be placed on “Financial Aid Warning” for the next evaluation period during which the student will remain eligible for federal aid. The student will be notified with a written report in a meeting with the Director of Financial Aid. A student will not be granted consecutive warning statuses. Financial Aid Warning status may be assigned without an appeal or other action by the student.

At the end of the Satisfactory Academic Progress “Financial Aid Warning” period, the student’s progress will be re-evaluated. If the student is meeting the minimum requirements in all areas, the student will be determined to be making satisfactory progress and will no longer be on Financial Aid Warning status. The student remains eligible for financial aid.

- 4. Failure to meet SAP / Financial Aid Probation.** If the student fails to meet satisfactory progress in either area after the “Financial Aid Warning” period, then the student will be considered as not making satisfactory progress and will become ineligible for further federal aid. At this point, the student may pursue of his or her federal aid in accordance with the appeal provisions described in Section 5 of this policy. The student will be suspended or terminated from the School unless he/she decides to appeal the determination. If the institution approves the appeal and determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period, the student may be placed on probation for one additional payment period, during which the student remains eligible for federal aid.

To continue to be eligible for federal aid beyond the probationary period, the student must either be meeting the cumulative attendance and grade standards as published by the School or be in compliance with any customized written academic plan. Students failing to meet either of these conditions are no longer eligible for federal financial aid and are also subject to termination from the School.

Students will remain eligible for Federal Aid only if they are making satisfactory progress, are on “Financial Aid Warning,” or are on probation as a result of a written appeal as described in this policy.

- 5. Appeal Process.** A student may appeal this determination for reconsideration by the institution based on certain conditions including, but not limited to family death, student illness, illness of a family member requiring the student to become a care giver, loss of a parent or guardian requiring the student to take care of sibling or family members or significant extenuating circumstances.

The student must submit a written appeal to the School Director and must include detailed information regarding why the student failed to maintain satisfactory progress during his/her enrollment as well as what conditions have changed for the student, and how the student expects to meet the School’s satisfactory progress standards. All documents concerning a written appeal of a Satisfactory Academic Progress evaluation will be kept in the student file.

To re-establish satisfactory progress, a student must improve his/her attendance or academic average, or both, to the designated standards of the checkpoint schedule described above.

- 6. Re-Admittance to School.** A student whose training has been interrupted due to unsatisfactory progress may be re-admitted into the School based upon review as follows:
- Be current with all tuition payments
 - Meet with the School Director or Financial Aid Administrator to determine compliance for re-entry
 - Pay a re-admittance fee of \$100* (see page 17)
 - Must pass Satisfactory Academic Progress at the first evaluation period

A decision will be made regarding the student's re-entry and his/her ability to resume training and regain eligibility for federal aid. The institution's decision is final. Except as otherwise stated herein, the institution does not permit course incompletes, repetitions or non-credit remedial courses. Accordingly, these conditions have no effect on satisfactory progress. Students who previously withdrew from School who re-apply for acceptance shall return to School with the same satisfactory progress status as was in place at the time of withdrawal.

All grades, services and hours are recorded and kept on file for a minimum of five (5) years. An official transcript and School records for students who withdrew or dropped out of a program shall be maintained by the School for seven (7) years from the student's first day of attendance at the School.

- 7. Maximum Time Frame.** The maximum time frame for program completion for non-transfer students is 150% of the program length, or the contracted hours in the enrollment agreement, whichever is less.

Maximum time frames for each Program in Scheduled Clock Hours / Weeks / Months:

Cosmetology program (1500 hours)

Full-time (35 hours/week):	2250 hours / 65 weeks / 15 months
Part-time Day (30 hours/week):	2250 hours / 75 weeks / 18 months
Part-time Night (18 hours/week):	2250 hours / 125 weeks / 29 months

Cosmetology Teacher program (1000-hours)

Full-time (35 hours/week):	1500 hours / 44 weeks / 11 months
Part-time Day (30 hours/week):	1500 hours / 50 weeks / 12 months

Cosmetology Teacher program (600 hours)

Full-time (35 hours/week):	900 hours / 26 weeks / 6 months
Part-time Day (30 hours/week):	900 hours / 30 weeks / 7 months

Esthetics Teacher program (750 hours)

Full-time (30 hours/week):	1,125 hours / 37 weeks / 8 months
Part-time Day (18 hours/week):	1,125 hours / 62.5 weeks / 14.5 months

Esthetics program (750 hours)

Full-time (35 hours/week):	1,125 hours / 32 weeks / 7.5 months
Part-time Night (18 hours/week):	1,125 hours / 62.5 weeks / 14.5 months

Nail Technology program (350 hours)

Part-time Day (30 hours/week):	525 hours / 18 weeks / 4 months
Part-time Night (18 hours/week):	525 hours / 30 weeks / 7 months

Nail Technology program (525 hours)

Part-time Day (30 hours/week):	787 hours / 26 weeks / 6 months
Part-time Night (18 hours/week):	787 hours / 44 weeks / 11 months

Maximum time frames for program completion are subject to change based on changes in attendance schedules.

NOTE: Although the student is given ample time for program completion under the maximum time frame policy, the student will be charged over-time fees for not completing the program within the allowed or designated period of agreement, as stated in the catalog and enrollment contract. The student is responsible for making up the extra hours missed due to absences and tardiness. Once the student exceeds the contract end date, an over contract fee is charged. Regardless of student eligibility, Title IV funds may not be used to cover over contract fees and those fees must be paid directly by the student. Please refer to enrollment contract for the current hourly over contract fee.

- 8. Transfer Students.** In the case of a student that enters with transfer hours from another institution, the transfer hours that are accepted are counted as both attempted and completed hours for the purpose of determining when the student will reach allowable maximum time frame. Satisfactory Academic Progress evaluations will be based on actual completed hours at the institution.
- 9. Reinstatement of Federal Financial Aid.** Students who have lost eligibility for federal student aid may reestablish their eligibility for aid in accordance with the appeal provisions contained in this policy. Students seeking reinstatement of federal aid must also meet with the Director of Academics or the School Director. An academic plan may be developed by the institution and may include specific performance requirements that the student must successfully complete to maintain eligibility for federal student aid.

- 10. Grading System.** Progress is measured according to the following scale:

Passing: 75% and above Failing: 74% and below

RE-ENROLLMENT POLICY

The John Amico School of Hair Design is not obligated to re-enroll any former student who withdrew or was terminated from the program. The only purpose of the School is to graduate students and prepare them for professional licensure. Former students who want to return from either withdrawing from the program, or who have been terminated, are at a very high risk of not completing the program once again. Many students who withdrew from the program or were terminated did so due to poor attendance and/or a low-grade point average. Usually, a student's withdrawal or termination from the John Amico School of Hair Design was due to life management issues or other extenuating circumstances. In any case, withdrawn and terminated former students are considered a very high risk of a repeat withdrawal or termination if they return to School. The Department of Education (DOE) does not care whether the re-enrolling student was previously enrolled in School or not. The DOE is going to consider them as a new student. If the student, once again, fails to complete the program, the DOE will consider it as a separate and additional "drop" (withdrawn or terminated student), and will be counted twice against the School. In addition to the School possibly incurring another penalty for a second drop, students who withdraw or are terminated are also at a very high risk of not repaying their student loans. The Department of Education holds the School responsible for ensuring that students, whether they graduate or drop from the program, repay any Federal Direct Student Loans to the government. Therefore, the John Amico School of Hair Design needs to assess whether a candidate who is interested in re-enrolling at the School has a good chance of finishing the program and paying back any loans incurred for the education to the government.

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

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

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

1. Candidates for re-enrollment must meet with Admissions staff prior to initiating the re-enrollment process. Failure to show at a scheduled appointment will be considered a strike against the candidate's probability of re-enrollment. Two no-shows for scheduled appointments with School staff (either Admissions or Financial Aid) will result in a denial of re-enrollment.
2. A sit-down meeting with admissions to answer the following questions. This is your chance to prove to us why you are now ready to make School a priority in your life and explain how you will succeed at the John Amico School of Hair Design.
 - Why did you withdraw or get terminated from the School?
 - What has changed since you withdrew or were terminated?
 - How are things going to be different if you were to re-enroll at the School?
 - Why did you choose to attend John Amico School instead of another beauty School?
 - What are your short-term goals? What are your long-term goals?
 - When you get your license, what are your plans, dreams, and aspirations?
 - Why should you be accepted back to John Amico School?
3. Any previous tuition balances that are currently outstanding need to be addressed and arrangements must be made to satisfy the balance.
4. The re-enrollment candidate must meet with Financial Aid staff to determine whether a current FAFSA must be completed, reviewed and satisfied before re-enrolling in classes.
5. All required Admissions documentation must be completed, including payment of the **\$100 re-enrollment fee** unless there are extenuating circumstances the School may wave the registration fee before starting classes.
6. Re-enrolled students are placed on a probationary heightened attendance monitoring program for 60 days. During this period, the student must physically sign-in and out with Student Services each day and must maintain at least 90% attendance and 80% GPA. Also during this 60-day period, there will be zero-tolerance for any disciplinary issues. Failure to meet the required academic, attendance and disciplinary policies could result in action including termination.
7. The re-enrolled student must pass Satisfactory Academic Progress at the first evaluation period.

NOTE: No Exceptions will be made. Completion of all required re-enrollment steps does not guarantee acceptance of re-enrollment. Former teachers and administrators will have input in the decision to re-enroll a former student. A decision will be reached within two (2) weeks from the date of the application for re-enrollment, and the student will be notified of the decision by mail. **All decisions regarding re-enrollment of a candidate are final.** (UPDATED 4/23)

EQUIPMENT & TRAINING KITS (COSMETOLOGY, ESTHETICS and NAIL TECHNOLOGY)

Student training kits are the property of the student and cannot be returned after being issued. Training kits will be issued when the student starts School. The list of contents for each Training Kit is available for the student if requested before he or she starts School. Any additional supplies may be purchased at the student's expense. Students are always expected to have all the items in good condition. The School is not responsible for lost or stolen equipment and/or equipment left in the locker during an extended absence.

UNIFORM POLICY & APPEARANCE (Dress Code)

All students are required to wear a Black JA Smock as a professional uniform, procured at the student's expense. All students are also required to wear black or white regulation uniform shoes or rubber sole shoes, which also must be procured at the student's expense. No T-shirts, blouses, sweaters, shorts or sweat suits may be worn underneath, unless they are not visible. Absolutely no headwear of any type will be permitted (*i.e.*, scarves, hoodies, bandanas, hats, shower caps, *etc.*). If a student does not conform to the approved Dress Code, they will not be permitted into class. See the School Rules & Regulations on page 32 for more details about the Uniform Policy.

PLACEMENT ASSISTANCE POLICY

Prior to successful completion of the course, the student may register for employment assistance and the School will use its resources, such as job boards and relationships with local salons, to successfully place the student. However, the student is advised that the law prohibits any School, college, *etc.*, from guaranteeing placement as an inducement to enter said School.

RESOLUTION & COMPLAINT POLICY

Naturally, it is the desire of John Amico School of Hair design that all students are completely satisfied with the quality of services and materials they receive. The staff and faculty of John Amico School of Hair Design are available to help and guide students in completing their programs. To address specific concerns, a student should contact the following personnel:

Teacher:	Concerns about grades, tests, make-up work, <i>etc.</i>
FA Administrator:	Concerns about grants, deferments, loans, federal funding, verification, and effect of withdrawal.
President:	Any issues that cannot be resolved by the above departments.

Students wishing to file a formal complaint concerning academic and/or non-academic issues are required to submit their complaint in writing to the School administrator for review. The administrator will confer with affected parties and attempt to investigate and resolve the complaint as thoroughly as possible within a one-month time frame. Final resolution of the complaint as determined by the administrator will be presented in writing to the student within the one-month time frame. There will be no adverse action taken against a student filing a complaint.

In the event the administrator is involved in the complaint, investigation and resolution as defined earlier will be handled by the School president or other person not involved in the dispute. Should the student disagree with the complaint resolution as received in writing, the student may, within two weeks, file an appeal with the president of the School. This appeal must also be in writing. Final determination on the appeal will be made by the president, in writing, within two weeks of receipt of the appeal. If a complaint has been reviewed fully under existing institutional complaint procedures without satisfactory conclusion, the student should contact the National Accrediting Commission of Career Arts and Sciences or the Illinois Department of Financial and Professional Regulation.

N.A.C.C.A.S.
3015 Colvin Street
Alexandria, Virginia 22314
703-600-7600

IL Dept of Financial and Professional Regulation
100 W. Randolph, Suite 9-300
Chicago, IL 60601
312-814-4500

_____ TUITION POLICY

Tuition payments are due on a specifically selected day of the month. If a scheduled payment (cash, check, credit card, money order) is not made by the 7th day after that specifically selected day, the attendance may be held in abeyance until such tuition is paid, unless other arrangements have been made.

- Students must also maintain satisfactory attendance and grades in order to receive any Federal funds that have been pre-arranged.
- If the student must rely on others for financial resources, they are held responsible for ensuring that their tuition and/or their sponsors observe the payment schedule.
- The Registration Fee to re-enter a program is \$100.00* (see page 17)

**** PRICES SUBJECT TO CHANGE WITHOUT NOTICE ****

_____ OVER-CONTRACT FEES

An over-contract hourly fee is applied to every student's financial record that extends over his or her enrollment contracted completion date. See next page for program over contract fees.

_____ AVAILABILITY OF FINANCIAL AID & TITLE IV FUNDING

Financial Aid is available for those who qualify. Federal student aid is awarded on a "need" basis for each applicant. "Need" is the difference between the cost of your education (education expenses such as tuition, fees, books, supplies and other expenses) and the amount the student and his or her family can afford to pay. This is determined by the standard formula established by the US Department of Education. Need is determined by evaluating the information from the Free Application for Federal Student Aid (FAFSA). Factors such as income, assets and benefits are considered in determining the student's financial needs. Once you fill out the FAFSA, a Student Aid Report (SAR) will be generated for you and an Institutional Student Information Report (ISIR) will be sent to the School, which you designated on your FAFSA. The School will use the information from your ISIR to determine your Financial Aid eligibility.

John Amico School of Hair Design currently participates in the Federal Title IV Funding Program, which includes both PELL Grants and Federal Direct and/or PLUS Loans. We are not currently participating in any other supplemental educational opportunity grant programs.

The John Amico School of Hair Design makes financial award decisions without regard to sex, age, race, color, religion or ethnic origin.

For information regarding Financial Aid programs at John Amico School of Hair Design, contact the Financial Aid Administrator at 708-631-2524 or 708-687-7800 x105.

LEAVE OF ABSENCE (LOA) POLICY

An authorized 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. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

A leave of absence must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring a school to perform a Return calculation.

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

The school **DOES NOT** offer any other type of Leave of Absence.

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

1. A student must submit a statement from their doctor outlying the reason for the Leave of Absence in accordance with the mandated Title IX policy and his/ her recommendation for time off.
2. New students cannot request a Leave of Absence (LOA) until after (90) ninety days from their start date.
3. Obtain a Leave of Absence (LOA) form from the Financial Aid office. The request must be in writing.
4. The student's application for a Leave of Absence (LOA) must include the reason for the student's leave request. If the student refuses to state the reason for requesting an LOA, their application will be denied. Also, the student cannot state the reason for the request is "for personal reasons" only, without explaining in detail the personal issue. The Leave of Absence form must be signed by the student.
5. Complete and submit the Leave of Absence (LOA) form to the Financial Aid Director for approval.
6. The student is required to request a LOA unless unforeseen circumstances prevent the student from doing so. The school may grant a leave of absence to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. The beginning date of the approved LOA would be determined by the school to be the first date the student was unable to attend.
7. The student must follow the school's policy in requesting the LOA. Approval of the student's request for a LOA is in accordance with the institution's policy.
8. A student granted a LOA that meets the above criteria is not considered to have withdrawn, and no refund calculation is required at that time.
9. The Leave of Absence Request Form will state the date the student shall return from the LOA. If the student does not return on the date stated, he/she will be dropped from the program on the date required to return. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.
10. Upon the student's return, the student simply resumes or continues the same payment period and coursework and is not eligible for additional Title IV program assistance until the payment period has been completed and he/she has maintained Satisfactory Progress. The institution does not assess the student any additional institutional charges because of the LOA.
11. A student who does not submit a Leave of Absence (LOA) to the Financial Aid Director will be considered an absentee.
12. If the student is absent for (14) fourteen consecutive days or does not return from their leave of absence by their end date, the student will be considered to have withdrawn from the course.
13. The student's end date on the enrollment agreement and maximum time frame would be extended accordingly based on the number of days used on a Leave of Absence (LOA). Changes to the contract period on the Enrollment Agreement Addendum must be signed and dated by all parties.
14. Leave of Absence WILL NOT BE GRANTED if combined LOA exceeds 180 calendar days in a twelve (12) month period; these provisions start on the first day of the first leave.
15. **FOR FEDERAL LOAN BORROWERS:** If a student does not return from a leave of absence, the period of the leave of absence will reduce the grace period upon repayment of loans.

PROGRAM TUITION & FEES

Cosmetology Program (1500 Clock Hours)

***A fee of \$12.53 per hour will be charged for every hour over contract.*

Registration Fee	\$20
Books, Equipment and Supplies	\$2,730
Illinois State Tax (10%) on Books, Equipment and Supplies	\$273
Tuition**	\$18,791
TOTAL	\$21,814

Cosmetology Teacher Program (1000 Clock Hours)

***A fee of \$9.60 per hour will be charged for every hour over contract.*

Registration Fee	\$20
Books, Equipment and Supplies	\$350
Illinois State Tax (10%) on Books, Equipment and Supplies	\$35
Tuition**	\$9,600
TOTAL	\$10,005

Cosmetology Teacher Program 600 (600 Clock Hours)

***A fee of \$12.67 per hour will be charged for every hour over contract.*

Registration Fee	\$20
Books, Equipment and Supplies	\$350
Illinois State Tax (10%) on Books, Equipment and Supplies	\$35
Tuition**	\$7,600
TOTAL	\$8,005

Esthetics Program (750 Clock Hours)

***A fee of \$17.88 per hour will be charged for every hour over contract.*

Registration Fee	\$20
Books, Equipment and Supplies	\$1,810
Illinois State Tax (10%) on Books, Equipment and Supplies	\$181
Tuition**	\$13,409
TOTAL	\$15,420

Esthetics Teacher Program (750 Clock Hours)

***A fee of \$12.80 per hour will be charged for every hour over contract.*

Registration Fee	\$20
Books, Equipment and Supplies	\$250
Illinois State Tax (10%) on Books, Equipment and Supplies	\$25
Tuition**	\$9,600
TOTAL	\$9,895

Nail Certification Program (350 Clock Hours)

***A fee of \$10.57 per hour will be charged for every hour over contract.*

Registration Fee	\$20
Books, Equipment and Supplies	\$1,150
Illinois State Tax (10%) on Books, Equipment and Supplies	\$115
Tuition**	\$3,700
TOTAL	\$4,985

Nail Certification Program (525 Clock Hours)

***A fee of \$9.08 per hour will be charged for every hour over contract.*

Registration Fee	\$20
Books, Equipment and Supplies	\$1,150
Illinois State Tax (10%) on Books, Equipment and Supplies	\$115
Tuition**	\$4,767
TOTAL	\$6,052

RETURN OF TITLE IV FUNDS (R2T4) POLICY

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

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

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

Financial Consequences of Withdrawing or Not Passing Classes

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

Earned vs. Unearned Federal Aid

In general, federal regulations assume that students "earn" federal financial aid in direct proportion to the percentage of the term they complete. Title IV, HEA aid is earned in a prorated manner on a *per diem* basis (clock hours) up to the 60% point in the payment period. Title IV, HEA aid is viewed as 100% earned after that point in time.

The percentage that is unearned is calculated by subtracting the percentage of Title IV aid earned from 100%. If a student leaves the School prior to completing 60% of a payment period or term, the Financial Aid Office recalculates eligibility for Title IV funds.

For example, if 30% of the scheduled hours are completed, the student earns 30% of the funding scheduled to be received. If a withdrawal occurs after having attended 60% of the scheduled hours for that payment period, the student will have earned 100% of the financial aid received and no Return of Title IV funds will be required.

- If a student or the School receives more assistance than is earned, the unearned excess funds must be returned to the US Department of Education. On the other hand, if less financial assistance is received than the amount earned, additional funds may first be applied toward outstanding institutional charges and any excess paid to the student.
- If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.
- If a student earned more aid than was disbursed to him/her, the institution would owe the student a post- withdrawal disbursement which must be paid within 180 days of the student's withdrawal. The Institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Order of Return

The School is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the School's R2T4 worksheet performed on the student's behalf is available through the Financial Aid Office upon request of the student or parent.

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

- Unsubsidized Direct Stafford loans
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

* Student/parent repayment according to the terms and conditions of the promissory note(s)

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

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

_____ **Post-Withdrawal Disbursements**

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

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

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

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

_____ **Official Withdrawal Process**

If a student wishes to withdraw from School, they must notify the School Director or Financial Aid Administrator of the School, either in writing or orally. The date the notification is received is the date of determination. The Financial Aid Administrator must begin the withdrawal process.

_____ **Unofficial Withdrawals**

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

Withdrawal Before 60% and After 60% of Scheduled Hours

The School must perform an R2T4 to determine the amount of earned aid through the 60% point in each payment period. The School will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds she / he was scheduled to receive during this period. The School must still perform a R2T4 to determine the amount of aid that the student has earned. The School measures progress in clock hours and uses the payment period for the period of calculation. The 60% point for each payment period is:

Cosmetology, Cosmetology Teacher (1000 and 600) Programs:

450-hour payment period = 270 hours

300-hour payment period = 180 hours

Esthetics, Esthetics Teacher (750) Programs:

375-hour payment period = 225 hours

Time Frame for Return of R2T4 Funds

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

The School must advise the student or parent that they have 14 calendar days from the date that the School sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the School will return any earned funds that the School is holding to the Title IV, HEA programs.

Student and Institution Responsibilities in Returning Unearned Title IV Funds

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

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

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

Institution's Responsibilities

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

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

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

Student's Responsibilities

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

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

Refund vs. Return to Title IV, HEA Program Funds

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

Explanation of the Calculations

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

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

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

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

Example – for illustration purposes only

Jane Jones received the following financial aid:

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

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

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

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

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

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

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

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

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

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

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

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

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

_____ REFUND POLICY (Pertains to both Voluntary and Involuntary Dismissals)

The termination date for refund computation is the last date of actual attendance by student.

- A. If student (or in case of student under legal age, his parents or guardian) cancels his enrollment and demands money back, in writing within five business days of the signing of enrollment agreement, he shall be entitled to a refund of all paid to the School. The withdrawal date will be determined by the postmark on written notification, or the date said information is delivered to the School Director or Admissions Director in person.
- B. An applicant rejected by the School, prior to entering classes, shall be entitled to a refund of all monies paid.
- C. If a student (or in the case of student under legal age, his parents or guardian) cancels his enrollment (in writing) after five business days but prior to entering classes, he shall be entitled to a refund of all monies paid to the School less the registration fee, which is retained from the School registration fee.
- D. Any student **absent for 14 consecutive days or more without notice** will be considered unofficially withdrawn and subject to the refund policy as indicated below.
- E. For a student who enrolls in and begins classes, the following schedule of tuition adjustments is authorized (registration fee, books, equipment and supplies are charged in addition to the following refund computation). See Enrollment Agreement Addendum for actual cost of non-refundable items.

<u>Percentage Time to Total Time of Course</u>	<u>Amount of Total Tuition owed to the School</u>
0.01% to 4.9%	10% (or \$300 + fees, whichever is less)
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the School and the number of hours which should have been completed at that point. Formal termination shall occur no more than 15 School days from the last day of physical attendance.
 - The School shall mail a written acknowledgment of a student's withdrawal or written withdrawal within 15 calendar days of the postmark date of notification.
 - A student shall give notice of cancellation in writing. Unexplained absence from School for more than 14 consecutive calendar days shall constitute notice of cancellation. The date of cancellation shall be the last day of attendance.
 - Any remaining refund would be made to the student within 30 days after the student's withdrawal from School.
- F. If John Amico School of Hair design is permanently closed and no longer offering programs after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition.
- G. If a course is cancelled subsequent to a student's enrollment, the School shall at its option:
(1) provide a full refund of all monies paid; or
(2) provide completion of the course.
- H. Any monies due to the student shall be refunded within 30 days of formal cancellation by the student.
- I. Any monies due to the School must be paid within 30 days after cancellation or termination.
- J. Examples of grounds for termination are violence, drug or alcohol use, forgery and stealing.
- K. Student transcripts of hours will not be released until all tuition obligations have been met.
- L. In case of illness, or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the School can make a settlement, which is reasonable and fair to both.
- M. Refunds shall be made in this order:
(1) Financial assistance source, (2) Scholarship, (3) Student.
- N. A student can re-enter for a \$100 re-entry fee* plus current charges. (*see page 17)
- No responsibility is assumed by the School for any negligence, carelessness, or lack of skill by one or more students while practicing any part of the School course upon another.
 - No change or representation in the contract will be recognized unless made in writing.
 - If the School transfers any contract or interest in the contract to another party, the student has the same rights afforded to him or her by the transferee as by the transferor.
 - "Buyer's right to cancel" (in writing) until midnight of the 5th business day after enrollment.



2021 STUDENT OUTCOMES

COSMETOLOGY PROGRAM

CIP CODE: 12.0401 – Cosmetology/Cosmetologist, General

- Graduation Rate = 50%** (50% of all students who enter the Cosmetology program complete and graduate from the program)
Placement Rate = 62% (62% of all students who receive their license are working in the cosmetology industry)
Licensure Rate = 100% (100% of all students who graduate from John Amico School of Hair Design Cosmetology program pass the state boards and receive their license to practice)

COSMETOLOGY TEACHER PROGRAM

CIP CODE: 12.0413 – Cosmetology, Barber/Styling and Nail Instructor

- Graduation Rate = 100%** (100% of all students who enter the Cosmetology Teacher program, complete and graduate from the program)
Placement Rate = 100% (100% of all students who receive their license work in the cosmetology education industry)
Licensure Rate = 100% (100% of all students who graduate from John Amico School of Hair Design Teacher program pass the state boards and receive their instructor's license to teach)

ESTHETICS PROGRAM

CIP CODE: 12.0409 – Aesthetician/Esthetician and Skin Care Specialist

- Graduation Rate = 89%** (89% of all students who enter the Esthetics program, complete and graduate from the program)
Placement Rate = 60% (60% of all students who receive their license are working in the esthetics industry)
Licensure Rate = 100% (100% of all students who graduate from John Amico School of Hair Design Esthetics program pass the state boards and receive their Esthetics license to practice)

ESTHETICS TEACHER PROGRAM

CIP CODE: 12.0409 – Aesthetician/Esthetician and Skin Care Specialist

- Graduation Rate = 100%** (100% of all students who enter the Esthetics Teacher program, complete and graduate from the program)
Placement Rate = 100% (100% of all students who receive their license work in the esthetics education industry)
Licensure Rate = 100% (100% of all students who graduate from John Amico School of Hair Design Esthetics Teacher program pass the state boards and receive their instructor's license to teach)

NAILS TECHNOLOGY PROGRAM

CIP CODE: 12.0410 – Nail Technician/Specialist and Manicurist

- Graduation Rate = N/A** (% of all students who enter the Nail Technology program, complete and graduate from the program)
Placement Rate = N/A (% of all students who receive their license are working in the nail technician industry)
Licensure Rate = N/A (% of all students who graduate from John Amico School of Hair Design Nail Technology program pass the state boards and receive their license to practice)
(There were no Nails Technology classes during 2021)



VETERANS' AFFAIRS



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

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

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

For additional information please visit the VA website at:

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

Cosmetology Program

(1500 Clock Hours)

2023 Class Start Dates

FT & PT Day

January 17
 February 21
 March 28
 May 2
 June 6
 July 11
 August 15
 September 19
 October 24
 November 28



PT Evening

January 24
 March 7
 April 18
 May 30
 July 11
 August 22
 October 3
 November 14

Class start dates are subject to change without notice. Please verify with Admissions.

Full-Time Days (35 Hours/Week)

Tuesday – *Saturday: 9:00 am – 5:30 pm
 Time to Complete Course: 11 Months / 43 weeks

Part-Time Days (30 Hours/Week)

Tuesday – Friday: 9:00 am – 3:00 pm
 *Saturday: 9:00 am – 5:30 pm
 Time to Complete Course: 12 Months / 50 weeks

Part-Time Nights (18 Hours/Week)

Tuesday, Wednesday, Thursday: 5:30 pm – 9:00 pm
 Saturday: 9:00 am – 5:30 pm
 Time to Complete Course: 20 Months / 83 weeks

**Class start dates are
 subject to change
 without notice.
 Please verify with
 Admissions.**

*** Saturday is a mandatory day for ALL Cosmetology students**

Esthetics Program

(750 Clock Hours)

2023 Class Start Dates

FT Day

January 30

March 13

April 24

June 5

July 17

August 28

October 9

November 20



PT Evening

January 31

March 28

May 23

July 18

September 12

November 7

Class start dates are subject to change without notice. Please verify with Admissions

Full-Time Days (35 Hours per Week)

Monday - Friday:

9:00 am – 5:00 pm

Time to Complete Course:

5 Months / 22 weeks

Part-Time Nights (18 Hours per Week)

Tuesday, Wednesday, Thursday:

5:30 pm – 9:00 pm

*Saturday:

9:00 am – 5:30 pm

Time to Complete Course:

10 Months / 42 weeks

*** Saturday is a mandatory day for part-time NIGHT students ONLY**

Nails Technician

350/525 Clock Hours

A student wishing to enroll in the Nail program can start any Tuesday of the month.

There is open enrollment for both day and night classes.

(Please call for availability of the program)



Full-Time Days (35 Hours per Week)

Tuesday - *Saturday:

Time to Complete 350-Hour Course:

Time to Complete 525-Hour Course:

9:00 am – 5:30 pm

2.3 Months / 10 weeks

4 Months / 18 Weeks

Part-Time Days (30 Hours per Week)

Tuesday – Friday:

*Saturday:

Time to Complete 350-Hour Course:

Time to Complete 525-Hour Course:

9:00 am – 3:00 pm

9:00 am – 5:30 pm

2.7 Months / 12 weeks

5 Months / 18 weeks

* Saturday is a mandatory day for ALL Nails Technician students

Cosmetology Teacher

(600 & 1,000 Clock Hours)

2023 CLASS START DATES

- January 2
- February 6
- March 13
- April 17
- May 22
- June 26
- July 31
- September 11
- October 9
- November 13
- December 18



Prerequisite:
Must have an
active
Cosmetology
License

In order to qualify for the 600-Hour Educators program, you must be able to verify two (2) consecutive years of work history in the field of Cosmetology.

Class start dates are subject to change without notice. Please verify with Admissions.

Full-Time Schedule (30 Hours per Week)

Monday**	10:00 am – 2:00 pm
Tuesday, Wednesday, Thursday, Friday:	9:00 am – 4:00 pm
Time to Complete Course (600 hours):	5 Months / 20 weeks
Time to Complete Course (1,000 hours):	8 Months / 34 weeks

Part-Time Schedule (18 Hours per Week)

Monday**	10:00 am – 2:00 pm
Tuesday and Wednesday:	9:00 am – 4:30 pm
Time to Complete Course (600 hours):	8 Months / 34 weeks
Time to Complete Course (1,000 hours):	13 Months / 56 weeks

**** Monday is a mandatory theory day for ALL Educators**

Esthetics Teacher

750 Clock Hours

2023 CLASS START DATES

January 23
February 27
April 10
May 22
July 3
August 14
September 25
November 6
December 18



Prerequisite:
Must have an
active
Esthetics
License

Class start dates are subject to change without notice. Please verify with Admissions.

Full-Time Schedule (30 Hours per Week)

Monday**	10:00 am – 2:00 pm
Tuesday, Wednesday, Thursday, Friday:	9:00 am – 4:00 pm
Time to Complete Course (750 hours):	6 Months / 25 weeks

Part-Time Schedule (18 Hours per Week)

Monday**	10:00 am – 2:00 pm
Tuesday and Wednesday:	9:00 am – 4:30 pm
Time to Complete Course (750 hours):	10 Months / 42 weeks

**** Monday is a mandatory theory day for ALL Educators**



ACCESS TO STUDENT RECORDS (FERPA)

John Amico School of Hair Design complies with the Family Education Rights and Privacy Act of 1974, (FERPA) which protects the rights of students in access and release of information contained in student records. The student (or parent or guardian if the student is a dependent minor) must give written permission for the release of such information.

Disclosure of these records as permitted by law may be made to authorized representatives of the U.S. Department of Education, the Office of Inspector General, or state and local education authorities, as well as auditors, current School employees and the National Accrediting Commission of Career Arts and Sciences.

The School does not disclose any "nonpublic personal information" on the student collected from the following sources except as permitted by law:

- Information we received from you on Federal Pell and Direct Loan applications, promissory notes, correspondence, communications, and other forms.
- Information about your transactions with us or others with respect to your grant or student loan (from parties such as the Direct Loan Servicer and the U.S. Department of Education and their agents)
- Information received from Schools you attend or formerly attended, or to which you have applied for admission.

FERPA affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the John Amico School of Hair Design ("John Amico") receives a request for access. A student should submit to the director, head of the academic department, or Financial Aid Administrator, a written request that identifies the record(s) the student wishes to inspect. The School 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 School 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 John Amico to amend a record should write to the director, head of the academic department, or Financial Aid Administrator, clearly identify the part of the record the student wants changed and specify why it should be changed. If John Amico decides not to amend the record as requested, the School 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 John Amico discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. John Amico 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 typically includes a person employed by John Amico in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A School official also may include a volunteer or contractor outside of John Amico who performs an institutional service of function for which the School would otherwise use its own employees and who is under the direct control of the School with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another School official in performing his or her tasks. A School official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for John Amico.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by John Amico 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

Student Name

Program

Signature

Date



SCHOOL RULES & REGULATIONS

(See also POLICIES p 13)

The student agrees to:

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

ATTENDANCE POLICIES

1. The School reserves the right to make class assignments and to reschedule assignments if and when necessary. Each student is expected to attend all assigned classes. If a student is absent, it is the responsibility of the student to inform Student Services of the reason for the absence immediately upon returning to class. Students are responsible for all work missed during their absence. It is necessary to make up any work or hours missed. Make-up hours may be available but must be approved by the teacher. Make-up hours for full-time students are on Tuesday, Wednesday and Thursdays from 6 pm to 9 pm. Make-up hours for part-time day and night students are Tuesday through Thursday from 9 am to 9:00 pm and Friday to 5:30 pm. Make-up hours can be earned by attending field trips, attending pre-approved shows and seminars, etc. and staff members or educators are also in attendance. **Missing 14 consecutive calendar days for any reason will result in automatic termination, per the Department of Education.** [____ (Initials)]
2. Attendance percentage is determined by the number of hours a student has attended class compared to the number of scheduled hours, according to the student's contracted schedule. The attendance percentage will determine eligibility for Federal Title IV funding as well as affect a student's contracted graduation date. The School always encourages students to keep their attendance percentage at a minimum of 85% in order to avoid delays in graduating and complications with eligibility for any Federal funding. [____ (Initials)]
3. Progress Reports will be generated twice a month or upon request for students to gauge their attendance and grades. [____ (Initials)]
4. **Saturday is the #1 Best Day in salons.** Students will find the same applies in the School Salon. Students must get used to working Saturdays; thus, SATURDAYS ARE MANDATORY. Students who are absent on a Saturday without a valid excuse may be suspended for three days. Only illness or another valid reason may be acceptable for an excused absence. [____ (Initials)]
 - a. Admissions staff informed all enrolling students that Saturdays are mandatory. Anyone interested in Cosmetology School who was unwilling or unable to attend on Saturdays would not be able to enroll. **Enrollment in the School expects that all students be in attendance on Saturdays.** [____ (Initials)]
 - b. A student can request a Saturday off with a valid excuse and will not be suspended. A valid note must be submitted to Student Services by end of classes on the preceding Thursday of that week. [____ (Initials)]
5. Students can leave early only two times per month for any reason. A third early dismissal from class may result in a one-day suspension, which will take place on the Wednesday following the infraction.
[____ (Initials)]

TARDINESS POLICY

1. DAY STUDENTS must report for School at 9:00am. Any student arriving after 9:15am CANNOT clock in until 10:00am to 10:15am Tuesday through Saturday. Students arriving after 10:15am will not be allowed to clock in and must leave the building. [____ (Initials)]
2. NIGHT STUDENTS arriving after 6:30pm will not be allowed to clock in. [____ (Initials)]
3. ALL CLINIC FLOOR STUDENTS must arrive on time, as if they were arriving at a salon as a professional. [____ (Initials)]
4. Attendance Passes are issued to students when they begin at the School. A student who enters after 10 am must use their pass. After 10 am, this pass will be punched allowing two (2) late passes each month. On the third tardy arrival, the student will be sent home for the day and cannot re-enter School until serving a one-day suspension. [____ (Initials)]

TIME CLOCK POLICY

1. Lunch is 30 minutes and student must sign out, and clock out. There may be one break in the morning for 10 minutes. The instructor gives all breaks. Full-time students **may** be given a second break in the afternoon. Breaks given by teachers are 10 minutes in length and do not require punching out and back in (unless student leaves the building). [____ (Initials)]
2. If a student leaves the building for ANY reason, the student must sign out and clock out, and sign back in and clock back in upon return, even if only for 2 minutes. [____ (Initials)]
3. Remember to clock back in when finished with lunch. [____ (Initials)]
4. Students who leave the building for any reason without permission by instructors will incur a suspension. [____ (Initials)]
 - a. If a student leaves the building while on the clock, that student will get a 3-day suspension.
 - b. If it happens a second time, the student will be suspended for 7 days.
 - c. A third occurrence will result in termination.
5. Students are not permitted to stand or loiter outside the School. Clusters of students standing outside, except in the back behind the building, are not permitted. Students who leave the building should take their break off-campus. [____ (Initials)]
6. No Student is permitted in the Admissions or Student Services Office without an appointment or for an official reason. [____ (Initials)]
7. Any student who receives an early dismissal, suspension, or expulsion notice, must leave the School immediately. [____ (Initials)]

EQUIPMENT

1. Equipment/supplies are the personal responsibility of the student. Sanitary procedures must be followed very closely in the sterilization of all equipment in the kits. [____ (Initials)]
2. If any equipment is lost, broken or stolen, it is **not** the responsibility of the School to replace it. [____ (Initials)]
3. A dry sterilizer must be kept in kits and lockers; they will be inspected periodically to insure they are kept in sanitary condition. *The number one reason why clients do not return is a dirty salon; the second is using dirty tools.* [____ (Initials)]

STUDENT SALON / CLINIC FLOOR

1. Students are responsible for keeping their workstations clean and orderly. Consideration is always to be shown for instructional material and School property. [____ (Initials)]
2. Locker rooms and lockers are to be kept clean. [____ (Initials)]
3. Services CANNOT be performed on other students without the teacher's approval. [____ (Initials)]
4. All students will have consultations with the clients and the confirmed service will be reviewed with the teacher before it begins. When the student is finished with the service, the student must ask for a style or finish check by an educator. All work is signed off on worksheets and turned in

at the end of every month. **Remember:** The clients of the School have been coming for years and are the *School Salon's* clients – meant to be shared by all students, class after class. These clients are not the students' clients unless they are family members. These clients must be given great service in order to return year after year. *The Student Salon is just like a professional salon. The clients expect great service and good work.* [____ (Initials)]

5. Students will not mix formulas or apply chemicals without an educator approving the formula. Once approved, it must be given to the front desk for entry into the computer. Students must turn tickets in by the end of the day (time scheduled to leave for day). [____ (Initials)]
6. When working in the Student Salon there will be NO LOUD TALKING or YELLING across the floor. Students who are doing manikin work should not be sitting on styling chairs. All students must stand to perform work on clients and manikins. [____ (Initials)]
7. Students are not to provide cosmetology services outside the School. State of ILLINOIS: State Board Rules and Regulations, Page 14cy-9-02 states' "A student in the School of Cosmetology who performs cosmetology services for the public outside the School is liable to prosecution under Section 4713.99 of the Revised Code." [____ (Initials)]
8. Students are not to give out personal information such as phone numbers or emails to steal the clients from other students and provide services outside the School. Advertising on social media is policed by the State of ILLINOIS Department of Regulations. Any student caught advertising or promoting themselves for services outside of the School is subject to all or some of the following; loss of hours, termination, fines and/or convictions for such violations of regulations. [____ (Initials)]
9. No student may be up at the front desk at any time unless assigned to the desk or called to the desk [____ (Initials)].
10. Due to insurance restrictions, no outside product or products can be used in the School AT ANY TIME. [____ (Initials)]
11. Students may not bring their children to School at any time, unless the child is here for a service. Students who bring children to School who are not getting services will be asked to sign out for the day and leave. [____ (Initials)]

UNIFORM / APPEARANCE

12. Because a student's personal appearance reflects their thinking, all students must be in the required John Amico School of Hair Design Dress code. Please see the Uniform Policy, which is posted. [____ (Initials)]
13. ALL Staff and Students must be in Uniform. [____ (Initials)]
14. Students must **wear nametags, smock and/or apron always.** [____ (Initials)]
15. **Students not in uniform will be sent home.** [____ (Initials)]
16. **The Dress Code is as follows:** Solid Black scrubs or JA logo t-shirt with black scrub pants. Solid black socks and black or white shoes. [____ (Initials)]
17. Students must have a professional appearance. [____ (Initials)]
 - a. No hats, bonnets or scarves may be worn at any time. [____ (Initials)]
 - b. Hair must be clean and styled. [____ (Initials)]
 - c. Clothing must be clean. [____ (Initials)]
 - d. Students must have good hygiene. [____ (Initials)]
18. No student can take any product from the front displays without a teacher's permission. Students can only get product from the dispensary. [____ (Initials)]
19. No student will be permitted in the lunchroom without a teacher's permission. [____ (Initials)]
20. No student can enter the Beauty Showroom and Supply without a teacher's permission to go to the area. [____ (Initials)]
21. Chewing **gum, smoking, eating food,** and **drinking beverages** are not permitted in the classroom or on the clinic floor at any time. [____ (Initials)]

SMOKING

According to Cook County ordinance **NO SMOKING IS ALLOWED IN THE BUILDING!** If you smoke, you must stay 50 feet from the building entrance. Smoking should only take place in the rear of the building. Students must put their cigarette butts in the smoking black butt container. The back of the building is defined as near the back door. Students will not approach the building smoking. If a student throws cigarette butts in the parking lot, on the sidewalk, or anywhere other than the container, they will be suspended for littering. This also applies to littering with any other items, such as paper, cups, wrappers, bags, etc. The School has a **ZERO TOLERANCE policy for littering**. Students who smoke will be assigned to the outside sanitation to be certain there are no butts littering the School campus.

[____ (Initials)]

COMMUNICATION / SOCIAL MEDIA

1. Cell phones must be turned off during classes unless required for class assignments. Students can make calls during breaks or lunch. [____ (Initials)]
2. Headphones are not allowed in class or on the clinic floor. [____ (Initials)]
3. Receiving telephone messages, except for emergencies, is not permitted while in School. [____ (Initials)]
4. Social Media such as Facebook, LinkedIn, Twitter, Instagram, etc. should be done in a professional manner while building the student's brand. Advertising on those sites are encouraged to help the student build clientele and a positive reputation while in the School. [____ (Initials)]
 - a. However, students cannot advertise to perform services while in School, at home, or off the School campus. [____ (Initials)]
 - b. Swearing, cussing, defamatory comments directed at the School, educators, students, clients or the public is not permitted. IF such occurrences happen, the students will be suspended ASAP and the Steering Committee will evaluate if the student or students should be allowed to return to School. [____ (Initials)]

Today, social media is in the public eye and represents the School, the student, and the John Amico brand.
5. Negative statements made on social media such as Facebook, LinkedIn, Twitter, Instagram, etc., about other students are considered Cyber Bullying. This behavior will not be tolerated. [____ (Initials)]
 - a. Any student who participates in Cyber Bullying will be suspended or terminated. [____ (Initials)]
 - b. If two students are having altercations online, then both will be subject to termination. There is ZERO TOLERANCE FOR THIS BEHAVIOR. All cases reported to the office will be evaluated based on the regulations of the Department of Education's Cleary Act. [____ (Initials)]
6. Students are responsible for picking up or opening the texts and working email communication sent out by the School. Students must register for their texts at JASARS to 55469 and check the School's Facebook page (John Amico School of Hair Design). [____ (Initials)]

FINANCIAL AID

1. Students receiving Federal Student Loans, once withdrawn, terminated or graduated, will be required to start repayment of their student loans six (6) months from their last date of attendance. [____ (Initials)]
2. If students do not meet their payment obligation, the student will be subject to Federal enforcement agencies and the State of Illinois may revoke or suspend their cosmetology licenses. All students must pay back their US government loan obligation(s). This debt will not

be released at any time per the Code. Loans are for assistance to pay tuition and living expenses (not to include buying a car, condo, vacation or other items not related to completing your education). [____ (Initials)]

3. Securing Government Funds for unauthorized use will be considered Fraud of Government Funds and securing government funds under false pretenses (providing false information) will be reported.
[____ (Initials)]
4. These Rules may change at the discretion of the State of Illinois and the School Administration. These Rules may be augmented at any time by bulletins and other notices furnished to the student by the School. [____ (Initials)]

GROUND FORS SUSPENSION or TERMINATION

1. The School reserves the right to suspend or expel any student for any of the following reasons:
 - Insubordination [____ (Initials)]
 - Excessive or non-excused absences [____ (Initials)]
 - Non-payment of tuition [____ (Initials)]
 - Gossiping, causing discord, or in any other way disrupting classes [____ (Initials)]
 - Foul Language [____ (Initials)]
 - Student refusing to take a client for services when assigned by staff member [____ (Initials)]
 - Repeatedly being warned about cell phone use during class or clinic hours [____ (Initials)]
 - Student not doing their assigned sanitation [____ (Initials)]
 - Student providing services on clients that are not listed or paid for on the service tickets [____ (Initials)]
 - Repeated warning on dress code, such as hats, wraps, hoodies, wearing coats while on the clinic floor, wrong colors, etc. [____ (Initials)]
 - Cyberbullying of any kind will not be tolerated and is grounds for termination [____ (Initials)]
2. The following infractions will result in immediate termination:
 - The use, sale or distribution of drugs [____ (Initials)]
 - Student under the influence of alcoholic beverages or non-prescription drugs [____ (Initials)]
 - Student caught drinking anywhere on School property during School hours [____ (Initials)]
 - Forging teachers' signatures [____ (Initials)]
 - Cheating on tests or cheating on hours [____ (Initials)]
 - Physical violence of any nature [____ (Initials)]
 - Stealing hours by punching in and leaving, then returning to the building trying to punch out [____ (Initials)]

REMINDER: Missing 14 consecutive calendar days for any reason will result in automatic termination, per the Department of Education. [____ (Initials)]

All students will be required to sign an acknowledgement that they have read and agree to these School Rules and Regulations.



PRE-ENROLLMENT ACKNOWLEDGEMENT FORM

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

Initials

_____ **School Catalog**

I hereby certify that I have received the School Catalog. It is my responsibility to become familiar with the policies, procedures and information contained within.

_____ **Graduation, Licensure and Placement Rates**

I hereby certify that I have received information regarding the School's most recent graduation, licensure and placement rates.

_____ **Career Considerations**

I hereby certify that I have received information concerning the physical demands of a career in cosmetology, safety requirements, employment opportunities and compensation.

_____ **Certification or Licensing Requirements**

I hereby certify that I have received information about Illinois' requirements for licensure, continuing education, and renewal of a cosmetology license every two years.

_____ **Median Debt Repayment of Loans for the Previous Year**

I hereby certify that I have received information about the medium debt repayment of loans by students for the previous year.

_____ **Campus Crime Statistics**

I hereby certify that I have received the most recent annual security report. I understand that I have a right to a complete report upon request. I also understand that I have the right to feel safe while on campus and that if I feel threatened or harassed, I should report any or all inappropriate actions to the School director or president and expect prompt action.

_____ **Satisfactory Academic Progress Policy**

I hereby certify that I have received and understand the requirements to keep me in Satisfactory Academic Progress.

_____ **School Rules & Regulations**

I understand that I must abide by the School policies or disciplinary actions by the School will result.

Student Name

Program

Signature

Date