



# SCHOOL CATALOG



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

**JANUARY 2026**

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*John Amico*  
J O H N A M I C O

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 .....	John Amico, Jr.
VICE PRESIDENT .....	Elaine Amico
SCHOOL DIRECTOR .....	John Amico
DIRECTOR of ADMISSIONS .....	Stephanie Tomzak
ENROLLMENT ADVISORS .....	Kerris Guinn, Christina Karones, Amy Morales, Lynn Rooney
DIRECTOR of FINANCIAL AID .....	Varania Willaby
FINANCIAL AID ADVISOR .....	Ada Davis
STUDENT SERVICES ADVISOR .....	Kim Santor
BUSINESS OFFICE .....	Julia Amico, Sandy Kurek
DIRECTOR of EDUCATION .....	Cheryl Vittorio
INSTRUCTORS .....	Tierra Alexander, Deanna Batie, Shereva Caldwell, John Carothers
.....	Ann Margaret Dreixler, Maya Ellis, Amber Fuller, Rae Hunter
.....	Sharon Mendis, Brandi Spencer-Thomas, Jennifer Stringer
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. 147<sup>th</sup> 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, IL 62786 (217) 785-0800  
555 W. Monroe St 5th Floor, Chicago, IL 60661 (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. 71<sup>st</sup> Street – Suite 100, Scottsdale, AZ 85254 (800) 831-1086
- **COSMETOLOGY EDUCATORS OF AMERICA (CEA)**  
15825 N. 71<sup>st</sup> Street – Suite 100, Scottsdale, AZ 85254 (800) 831-1086
- **STATE OF ILLINOIS DEPARTMENT OF VETERANS' AFFAIRS**  
833 S. Spring Street, Springfield, IL 62704 (217) 782-6641



*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](http://www.benefits.va.gov/gibill). For information or for resolution of specific payment challenges, call DVA nationwide toll free at 1-888-442-4551. All Veterans will confirm receipt of copy of this document in the enrollment contract. 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 [www.benefits.va.gov/gibill](http://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](http://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 evaluation of the credential must be performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

## 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 any remaining 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 TRAINING PROGRAM

John Amico School of Hair Design will prepare the Cosmetology 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 TRAINING CURRICULUM (1000 Hours)

<b>Clinical Hours</b> .....	<b>500 hours</b>
<b>Basic Principles of Student Training</b> .....	<b>150 hours</b>
<b>Supervised Teaching</b> .....	<b>260 hours</b>
<b>Teaching Methods</b> .....	<b>20 hours</b>
<b>Business Experience</b> .....	<b>50 hours</b>
<b>Psychology</b> .....	<b>20 hours</b>

### 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 TRAINING 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.

<b>Basic Principles of Student Training</b> .....	<b>150 hours</b>
<b>Supervised Teaching</b> .....	<b>360 hours</b>
<b>Teaching Methods</b> .....	<b>20 hours</b>
<b>Business Experience</b> .....	<b>50 hours</b>
<b>Psychology</b> .....	<b>20 hours</b>

### 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 any remaining 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).

Upon successful completion of the State Board Examination and payment of the licensing fee, the agency will issue a Cosmetology Teaching License to the graduate. 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

<b>Basic Training</b> .....	<b>75 hours</b>
History of skin care, personal hygiene and public health, professional ethics, and sterilization, introduction to skin analysis, skin care and facial treatments	
<b>Scientific Concepts</b> .....	<b>150 hours</b>
Cells metabolism and body systems, bacteriology, physiology and histology of the skin, human anatomy, chemistry and disorders of the skin and special esthetics procedures)	
<b>Practices and Procedures</b> .....	<b>500 hours</b>
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	
<b>Business Practices</b> .....	<b>25 hours</b>
(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 any remaining 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 Teacher 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

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

### 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 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 any remaining 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 (350 Hours)

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 Nail Technology 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 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 any remaining 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.

# NAIL TECHNOLOGY PROGRAM (525 Hours)

It is the purpose of this institution to train its Nail Technology students for the cosmetology profession through practical and theoretical application of applied basic knowledge and skills. Each Nail Technology 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 Technology requirements.
- Prepare students for State Board Exams.

## NAIL TECHNOLOGY CURRICULUM (525 Hours)

### **Basic Training ..... 75 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 ..... 330 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 ..... 75 hours**

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

### **Business Practices ..... 45 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 525 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 any remaining 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 Technology 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**

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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**

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FULL-TIME DAYS (30 hours per week)	Tuesday – Friday *Saturday	9:00am - 4:00pm 9:00am - 1:00pm
PART-TIME DAYS (18 hours per week) (no lunch)	Tuesday – Friday	9:00am - 1:30pm
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 Esthetics Programs (part-time day Esthetics exempt)*

## **NAILS CLASS SCHEDULE**

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PART-TIME DAYS (30 hours per week)	Tuesday – Friday Saturday	9:30am - 3:30pm 9:00am - 5:30pm
PART-TIME EVENINGS (18 hours per week)	Tuesday – Thursday Saturday	5:30pm - 9:00pm 9:00am - 5:30pm

## **COSMETOLOGY TEACHER TRAINING & ESTHETICS TEACHER CLASS SCHEDULE**

Monday is mandatory Theory Day for Cosmetology/Esthetics Teacher Training 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**

The School is CLOSED on the following holidays: **New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Juneteenth, 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 Program
- <http://www.idfpr.com/profs/info/Esthetics.asp> for Esthetics Program
- <http://www.idfpr.com/profs/info/NailTech.asp> for Nail Technology Program
- <https://www.idfpr.com/profs/cosmo.asp> for Cosmetology Teacher Training Program
- <https://www.idfpr.com/profs/esthetics.asp> for Esthetics Teacher Program

Licensing tests are conducted through **Continental Testing** ([www.continentaltesting.net](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 a Cosmetology (1500 hours), Esthetics (750 hours), Nail Technology (350 or 525 hours), Cosmetology Teacher Training (1000 or 600 hours) or Esthetics Teacher (750 hours) program 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 37-41 for more information about the School's Attendance, Tardiness and Time Clock Policies.**



## SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress (SAP) Policy applies to all students regardless of whether or not they are eligible and/or apply for Title IV funding programs. Every student enrolled in a program approved by NACCAS must meet formal standards that measure their satisfactory progress toward graduation. The Satisfactory Academic Progress Policy is provided to all students prior to enrollment. The policy is consistently applied to all students, regardless if they are part time, full time or the program enrolled in. Satisfactory Academic Progress evaluations are maintained in each student's file. The school will develop an academic and/or attendance plan to address the specific needs of those students who fail to meet the academic and/or attendance requirements at specific SAP evaluation check points. A Leave of Absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence.

In order to comply with United States Department of Education requirements the terminology *Financial Aid Warning or Financial Aid Probation* will be used for Title IV, non-Title IV, and other federal funding students. **The Satisfactory Academic Progress Policy is printed in the catalog also applies to all students who are receiving federal veterans' education benefits (GI Bill®), except that these veterans must adhere to 75% minimum attendance requirements.**

### QUANTITATIVE AND QUALITATIVE FACTORS

Factors for measuring the student's progress toward satisfactory completion of the program include maintaining:

- 1.) Minimum cumulative theory grade of 75% or higher and minimum cumulative academic grade of 75% or higher on practical worksheet completion (*to meet the state practical requirements for graduation, students must complete 100% practical worksheets*)
- 2.) Pass a final written and practical exams of 80% or higher prior to graduation.
- 3.) To determine whether a student meets the quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the course or program of study for Satisfactory progress, theory and practical grades are averaged together to give a cumulative academic grade of 75% or higher.
- 4.) Minimum cumulative attendance of 67% of their scheduled hours (*to determine your rate of attendance, divide the actual number of hours completed by the scheduled hours to date*).

A student who has not achieved the minimum cumulative GPA of 75% and/ or who has not successfully completed at least a cumulative rate of attendance of 67% is not eligible for Title IV assistance, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in status of probation.

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



**MAXIMUM TIME FRAME**

Students must complete the educational program within the maximum time frame which is based on attending at least 67% of the scheduled hours. The maximum time frame in which a student must complete the educational course or program that is no longer than 150% of the NACCAS approved length of the educational course or program based on 100% attendance schedule measured in clock hours completed.

Course	Length of Program	Maximum Time Frame 150%
<b>Cosmetology 1500</b> - 35 Hours Per Week <i>(Full Time)</i> - 30 Hours Per Week <i>(Part Time)</i> - 18 Hours Per Week <i>(Part Time)</i>	- 43 Weeks - 50 Weeks - 83 Weeks	<b>2250 (maximum scheduled hours)</b> - 65 Weeks - 75 Weeks - 125 Weeks
<b>Cosmetology Teacher 1000</b> - 30 Hours Per Week <i>(Full Time)</i> - 18 Hours Per Week <i>(Part Time)</i>	- 33 Weeks - 56 Weeks	<b>1500 (maximum scheduled hours)</b> - 50 Weeks - 83 Weeks
<b>Cosmetology Teacher 600</b> - 30 Hours Per Week <i>(Full Time)</i> - 18 Hours Per Week <i>(Part Time)</i>	- 20 Weeks - 34 Weeks	<b>900 (maximum scheduled hours)</b> - 30 Weeks - 50 Weeks
<b>Esthetics 750</b> - 30 Hours Per Week <i>(Full Time)</i> - 18 Hours Per Week <i>(Part Time)</i>	- 25 Weeks - 42 Weeks	<b>1125 (maximum scheduled hours)</b> - 38 Weeks - 63 Weeks
<b>Esthetics Teacher 750</b> - 30 Hours Per Week <i>(Full Time)</i> - 18 Hours Per Week <i>(Part Time)</i>	- 25 Weeks - 42 Weeks	<b>1125 (maximum scheduled hours)</b> - 38 Weeks - 63 Weeks
<b>Nails 350</b> - 30 Hours Per Week <i>(Full Time)</i> - 18 Hours Per Week <i>(Part Time)</i>	- 12 Weeks - 20 Weeks	<b>525 (maximum scheduled hours)</b> - 18 Weeks - 30 Weeks
<b>Nails 525</b> - 30 Hours Per Week <i>(Full Time)</i> - 18 Hours Per Week <i>(Part Time)</i>	- 18 Weeks - 30 Weeks	<b>788 (maximum scheduled hours)</b> - 30 Weeks - 44 Weeks

*Maximum Time Frames for program completion are subject to change based on changes in attendance schedules.*



Each program has been scheduled for completion within an allotted time frame. A grace period of ten percent is added to the calculated completion date for each program. If a student does not graduate within the contract specified time, additional charges for overtime could be assessed.

The maximum timeframe allowed for full time/ part time students or transfer students will be determined based on 150% of the scheduled contracted hours. If any student enrolled fails to complete the program within the maximum timeframe, they will lose their eligibility and will be terminated. Whether a student pays out of pocket or receives Title IV Financial Aid all hours attempted and completes are considered part of the Satisfactory Academic Progress calculation.

#### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the Leave of Absence. Hours elapsed during a Leave of Absence will extend the student's contract period and maximum time frame by the same number of days taken in the Leave of Absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

#### **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

#### **CHANGES IN MAJORS OR DEGREES**

Changes in majors or degrees does not apply at this institution. Therefore, this item has no effect upon the school's satisfactory progress standards

#### **PURSUIT OF A SECOND DEGREE**

A second degree does not apply at this institution. Therefore, this item has no effect upon the school's satisfactory progress standards.



**EVALUATION PERIODS**

This institution evaluates all students (academic and attendance) Satisfactory Academic Progress at the conclusion of each evaluation period: *An academic year (AY) is defined as 900 clock hours or less and 26 weeks or less.* Evaluation periods are based on actual hours completed.

<b>COURSE</b>	<b>1<sup>st</sup> SAP (AY 1)</b>	<b>2<sup>nd</sup> SAP (AY 2)</b>	<b>3<sup>rd</sup> SAP (AY 2)</b>
<b>Cosmetology 1500</b> - 35 hrs - 30 hrs - 18 hrs	- 450 actual hrs and 13 wks - 450 actual hrs and 15 wks - 450 actual hrs and 25 wks	- 900 actual hrs and 26 wks - 900 actual hrs and 30 wks - 900 actual hrs and 50 wks	- 1200 actual hrs and 35 wks - 1200 actual hrs and 40 wks - 1200 actual hrs and 67 wks
<b>Cosmetology Teacher 1000</b> - 30 hrs - 18 hrs	- 450 actual hrs and 15 wks - 450 actual hrs and 25 wks	- 900 actual hrs and 30 wks - 900 actual hrs and 50 wks	
<b>Cosmetology Teacher 600</b> - 30 hrs - 18 hrs	- 300 actual hrs and 10 wks - 300 actual hrs and 17 wks		
<b>Esthetics 750</b> - 30 hrs - 18 hrs	- 375 actual hrs and 13 wks - 375 actual hrs and 21 wks		
<b>Esthetics Teacher 750</b> - 30 hrs - 18 hrs	- 375 actual hrs and 13 wks - 375 actual hrs and 21 wks		
<b>Nail Technology 350</b> - 30 hrs - 18 hrs	- 175 actual hrs and 6 wks - 175 actual hrs and 10 wks		
<b>Nail Technology 525</b> - 30 hrs - 18 hrs	- 262.5 actual hrs and 9 wks - 262.5 actual hrs and 15 wks		

For courses or programs with a total length that is one academic year or less, the course or program is divided into two equal evaluation periods wherein the first evaluation period is the period in which the student successfully completes both, half of the clock hours and half of the academic weeks while the second evaluation period is the period in which the student completes the course or program. For courses



or programs with a total length that exceeds one academic year, each full academic year is divided into two equal evaluation periods in accordance with the prior sentence. The remainder of the course is treated as a single evaluation period if the remainder is less than or equal to half of an academic year or divided into two equal evaluation periods wherein the first evaluation period is the period in which the student successfully completes both half the clock hours and half of the academic weeks while the second evaluation period is the period in which the student completes the course or program.

### **TRANSFER STUDENTS**

**Evaluation periods will be based on actual contracted hours at this institution.** If the hours needed at the school are less than 900 hours, then the first evaluation period will occur at the mid-point of the hours needed rather than at 450.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. 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 this institution.

### **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 67% (**veterans are required a minimum of 75% attendance**) of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### **ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a **reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when graded as 75% or higher. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Students must maintain a written grade average of 75% and pass a final written and practical exam 80% minimum prior to graduation. Students must make up failed or missed tests and incomplete assignments.**

### **Grading System Minimum Practical Work Requirement:**

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

For all students, Satisfactory Academic Progress for *Cosmetology 1500*, the student will be evaluated at the end of each evaluation period cumulative for first academic year 0-450 (*payment period 1*), 451-900 (*payment period 2*) hour mark and the second academic year 901-1200 (*payment period 3*), 1201-hour mark (*through 1500 is payment period 4*), for disbursements of funds. Satisfactory Academic Progress for *Cosmetology Teacher Training* students will be evaluated at the end of each evaluation period cumulative for first academic year (*1000 hours*) 0-450 (*payment period 1*), 451-900 (*payment*



*period 2*) hour mark and the second academic year 901 (*through 1000 is payment period 3*), first academic year (600 hours) 0-300 (*payment period 1*), 301 (*through 600 is payment period 2*) hour mark for disbursements of funds. *Esthetics* first academic year (750 hours) 0-375 (*payment period 1*) hour mark 376 (*through 750 is payment period 2*), *Esthetic Teacher* first academic year (750 hours) 0-375 hour mark 376 (*through 750 is payment period 2*), for disbursements of funds. Also, students who qualified for Title IV (Pell and Direct Loans) must meet the minimum requirements for each of the following standards: attendance 67% and academics 75% to be either on a “Progress”, “Warning”, or “Probation” status at the time of their evaluation for any disbursements of funds.

### **DETERMINATION OF PROGRESS STATUS**

New students will be determined to be making satisfactory progress from their actual starting date until the conclusion of their first period of evaluation. Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students who fail to meet minimum requirements for academics and attendance at the evaluation point are placed on “**WARNING**” and considered to be making satisfactory academic progress while during the warning period until the next scheduled evaluation. Students who fail to meet minimum requirements for academics and attendance at the evaluation point after “**WARNING**” period will be placed on “**PROBATION**” and considered to be making satisfactory academic progress while during the probationary period, *if the student appeals the decision, and prevails upon appeal*. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV funding interrupted, unless the student is on warning, has prevailed upon appeal resulting in a status of probation or by meeting minimum attendance and academic requirements on the next scheduled evaluation. 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 percentage of the total number of hours attended divided by the cumulative number of hours attempted/ scheduled.

### **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. During the Financial Aid Warning period, students are eligible, if applicable, to receive financial aid funds. If at the end of the warning period, the student has still not met both academic and/or attendance requirements, the student may be placed on probation and, if applicable, the student may be deemed ineligible to receive Title IV funds, if applicable.

### **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress are placed on probation and considered to be making satisfactory academic progress while during the probationary period, *if the student appeals the decision, and prevails upon appeal*. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. The Institution will develop an academic plan for the student that if followed, will ensure that the student is able to meet the institutes satisfactory academic progress requirements by the specific point within the maximum time frame established for the individual student. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be



considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as Not making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

#### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period (upon approval of an appeal).

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

All students are notified by their Instructor of their academic progress and attendance on a monthly basis for review. If the student was absent during the monthly Academic Review and did not receive their review, the student is to request an Academic Review from the instructor. All students will meet with the Financial Aid office at the end of each Satisfactory Academic Progress Evaluation to sign his/hers SAP. The institution is required to notify the student of any evaluation in which the student is not meeting Satisfactory Academic Progress. A copy Satisfactory Academic Progress Evaluation is kept in the student's financial aid file.

#### **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within **ten calendar days**. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within **30 calendar days**. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

## 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 (ED) does not care whether the re-enrolling student was previously enrolled in School or not. The ED is going to consider them as a new student. If the student, once again, fails to complete the program, ED 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 waive 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 April 2023)**

## **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:

<b>Teacher:</b>	Concerns about grades, tests, make-up work, <i>etc.</i>
<b>FA Administrator:</b>	Concerns about grants, deferments, loans, federal funding, verification, and effect of withdrawal.
<b>President:</b>	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**  
555 W Monroe St 5th Floor  
Chicago, IL 60661  
312-814-4500

## **TUITION POLICY**

Tuition payments are due on a specifically selected day of the month. If a scheduled payment is not made by the 7<sup>th</sup> 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)
- Should the Student complete the program earlier than the estimated time frame stated in this contract, the Student's financial aid package may be recalculated, which may result in liabilities owed by the Student and/or the School.

## **PAYMENT METHODS**

Tuition payments may be made in-person at the Oak Forest location, or through the School's online Tuition Management portal. John Amico School of Hair Design accepts cash, credit cards and debit cards (Visa and MasterCard) both in-person and online. All forms of payment (cash, credit cards, checks and money orders) are accepted at the Oak Forest location at the reception desk or in the Financial Aid Office.

**\*\* 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 time frame for this leave is deemed solely on the student's doctor recommendations. Following leave, a student will be reinstated to the status the student had when their leave began.

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

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

1. A student must submit a statement from their doctor outlining the reason for the Leave of Absence in accordance with the mandated Title IX policy and his/ her recommendation for time off.
2. New students cannot request a Leave of Absence (LOA) until after (90) ninety days from their start date.
3. Obtain a Leave of Absence (LOA) form from the Financial Aid office. The request must be in writing.
4. The student's application for a Leave of Absence (LOA) must include the reason for the student's leave request. If the student refuses to state the reason for requesting an LOA, their application will be denied. Also, the student cannot state the reason for the request is "for personal reasons" only, without explaining in detail the personal issue. The Leave of Absence form must be signed by the student.
5. Complete and submit the Leave of Absence (LOA) form to the Financial Aid Director for approval.
6. The student is required to 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 by the same number of calendar days taken in the Leave of Absence (LOA). Changes to the contract period on the Enrollment Agreement Addendum must be signed and dated by all parties.
14. Leave of Absence WILL NOT BE GRANTED if combined LOA exceeds 180 calendar days in a twelve (12) month period; these provisions start on the first day of the first leave.
15. **FOR FEDERAL LOAN BORROWERS:** If a student does not return from a Leave of Absence, the period of the Leave of Absence will reduce the 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
<b>TOTAL</b>	<b>\$21,814</b>

### Cosmetology Teacher Training 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
<b>TOTAL</b>	<b>\$10,005</b>

### Cosmetology Teacher Training Program (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
<b>TOTAL</b>	<b>\$8,005</b>

### 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
<b>TOTAL</b>	<b>\$15,420</b>

### 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
<b>TOTAL</b>	<b>\$9,895</b>

### Nail Technology 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
<b>TOTAL</b>	<b>\$4,985</b>

### Nail Technology Program (525 Clock Hours)

*\*\*A fee of \$7.95 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
<b>TOTAL</b>	<b>\$6,052</b>

**NOTE:** Should the Student complete the program earlier than the estimated time frame stated in this contract, the Student's financial aid package may be recalculated, which may result in liabilities owed by the Student and/or the School.

## RETURN OF TITLE IV FUNDS (R2T4) POLICY



**This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.**

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

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

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

### Financial Consequences of Withdrawing or Not Passing Classes

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

### Earned vs. Unearned Federal Aid

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

The percentage that is unearned is calculated by subtracting the percentage of Title IV aid earned from 100%. If a student leaves the School prior to completing 60% of a payment period 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 Training (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

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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	<b>\$1,833.00</b>

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>
<b>Unearned Aid (70%)</b>	<b>\$1,913.10</b>

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)	<b>\$1,318.10</b>

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	<b>\$805.00</b>

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.
- F. This refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

<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 canceled 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. **Grounds for Suspension or Termination include:** insubordination; excessive or non-excused absences; non-payment of tuition; gossiping, causing discord, or in any other way disrupting classes; foul language; refusing to take a client for services when assigned by a staff member; repeatedly being warned about cell phone use during class or clinic hours; not doing assigned sanitation; providing services on clients that are not listed or paid for on the service tickets; repeated warnings on dress code, such as wearing hats, wraps, hoodies, coats while on the clinic floor, wearing the wrong colors, etc. Cyberbullying of any kind will not be tolerated and is grounds for termination.  
**Grounds for Immediate Termination:** The use, sale or distribution of drugs on campus; being under the influence of alcoholic beverages or non-prescription drugs; drinking anywhere on school property during school hours; forging teachers' signatures; cheating on tests or cheating on hours; physical violence of any nature; stealing hours by punching in and leaving, then returning to the building trying to punch out; or any other infractions later added by the school.
- 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 5<sup>th</sup> business day after enrollment.



## 2022 STUDENT OUTCOMES

### COSMETOLOGY PROGRAM

*CIP CODE: 12.0401 – Cosmetology/Cosmetologist, General*

- Graduation Rate = 64%** (64% of all students who enter the Cosmetology program complete and graduate from the program)  
**Placement Rate = 63%** (63% of all students who receive their license are working in the cosmetology industry)  
**Licensure Rate = 70%** (70% 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 TRAINING 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 = 75%** (75% of all students who enter the Esthetics program, complete and graduate from the program)  
**Placement Rate = 63%** (63% of all students who receive their license are working in the esthetics industry)  
**Licensure Rate = 70%** (70% 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 = 50%** (50% 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)

### NAIL 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 Nail 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)

## 2026 Class Start Dates

### FT & PT Day

January 6  
 February 10  
 March 17  
 April 21  
 May 26  
 June 30  
 August 4  
 September 8  
 October 13  
 November 17



### PT Evening

January 6  
 February 17  
 March 31  
 May 12  
 June 23  
 August 4  
 September 15  
 October 27  
 December 8

*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)

## 2026 Class Start Dates

January 6  
 February 3  
 March 3  
 March 31  
 April 28 May  
 26 June 23



July 21  
 August 18  
 September 15  
 October 13  
 November 10  
 December 8

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

### Full-Time Days (30 Hours per Week)

Tuesday - Friday:

9:00 am – 4:00 pm

\*Saturday:

9:00 am – 1:30 pm

Time to Complete Course:

6 Months / 25 weeks

### Part-Time Days (18 Hours per Week)

Tuesday - Friday (no Saturdays):

9:00 am – 1:30 pm

Time to Complete Course:

10 Months / 42 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 NOT a mandatory day for Part-Time DAY students ONLY**

# Nail Technology

350 Clock Hours

## 2026 Class Start Dates

January 6  
February 3  
March 3  
March 31  
April 28 May  
26 June 23



July 21  
August 18  
September 15  
October 13  
November 10  
December 8

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

### **Part-Time Days (30 Hours per Week)**

Tuesday – Friday (9:30 am to 3:30 pm) & \*Saturday (9 am to 5:30 pm)

Time to Complete 350-Hour Course: 3 Months / 12 weeks

### **Part-Time Nights (18 Hours per Week)**

Tuesday – Thursday (5:30 pm to 3:0 pm) & \*Saturday (9 am to 5:30 pm)

Time to Complete 350-Hour Course: 5 Months / 20 weeks

\* Saturday is a mandatory day for ALL Nail Technology students

# Cosmetology Teacher Training

(600 & 1,000 Clock Hours)

## 2026 CLASS START DATES

- January 26
- March 2
- April 6
- May 11
- June 15
- July 20
- August 24
- September 28
- November 2
- December 7



**Prerequisite:**  
**Must have an**  
**active**  
**Cosmetology**  
**License**

In order to qualify for the 600-Hour Teacher Training 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 Teacher Training students**

# Esthetics Teacher

750 Clock Hours

## 2026 CLASS START DATES

January 26  
March 2  
April 6  
May 11  
June 15  
July 20  
August 24  
September 28  
November 2  
December 7



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 14)

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 terminate 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



## **CAMPUS SAFETY & SECURITY POLICY**

This document has been designed to inform all students and employees about the school's safety and security procedures and policies. The annual disclosure document is done each year by contacting the local police department and/or the building management to compile the statistics used in the report. All crimes are reported based on the calendar year in which the crime was reported to local police agencies or to the School Director/ Campus Security Coordinator. The safety of our students and employees is an important concern of the school's administration. This document explains this school's policy regarding crime and accident prevention, public safety, criminal and accident reporting procedures, and fire safety. Read this document carefully, and ask questions if you are confused or uncertain.

At orientation for new students and employees, as well as in October of each year, each student and employee is informed of the school's campus security report, procedures, and safety practices. We also review with students and employees the need to be responsible for their own security and safety at all times. In January of each year, we bring a local law enforcement official into the school to review how to protect yourself against crime, how to be responsible for your own safety, and how to protect yourself against sexual assault.

The John Amico School of Hair Design, herein referred to as "school" or "institution," uses the following policy and procedures:

### **CRIME & ACCIDENT PREVENTION**

The school does not assume liability for stolen property. Therefore, students and employees should always keep their personal belongings locked in the student lockers, which have been provided. The school encourages students and staff not to bring expensive jewelry, money, or other valuables to the school. Such items should be left at home in order to reduce the chance of theft.

The school reserves the right to prosecute any student or employee to the full extent of state and United States federal law for any criminal violation committed on the school premises. The school will take into consideration the specifics of any student who may be accused of a crime on a case-by-case basis, which may include suspension or termination from school. Criminal violations may include, but may not be limited to the following:

- Murder
- Rape
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery/theft
- Simple or aggravated assault
- Unlawful consumption or possession of alcohol or other controlled or illegal substance
- Hate crime including larceny-theft, simple assault, intimidation, or vandalism
- Burglary — There must be evidence of both trespass and intent to commit a felony or theft.
- Larceny — Larceny is the illegal taking and carrying away of personal property belonging to another with the purpose of depriving the owner of its possession.

**Further preventative measures include:**

1. Students and/or employees shall **not** be permitted to consume illegal or controlled substances, including alcoholic beverages, during school hours or at school functions.
2. Students and/or employees shall **not** be permitted to have any illegal or otherwise dangerous weapons in their possession or on school property. Such a violation will result in the confiscation of the weapon, possible prosecution, and possible termination from enrollment or employment.
3. Students and/or employees must keep their property securely locked in the designated areas in order to prevent theft.
4. Students and/or employees must park in the designated areas and should always keep their cars securely locked.
5. Students and/or employees must never remain alone within the facility after closing without administrative approval. If approval has been given, the outside door must remain locked at **ALL** times, and the student/employee must not allow any unauthorized individual entrance.
6. All employees should make certain that the offices remain securely locked at **all** times. When leaving the office, employees **must** always check the door to ensure it is secure.
7. Employees should never lock the facility alone. Two people **must** always be present during locking procedures. The individuals should check to ensure that both have entered their vehicles safely upon leaving the school premises.
8. Students and/or employees shall report hazardous conditions (i.e., faulty or broken equipment, water leaks, chemical spills, exposed electrical wires, etc.) to the School Director for immediate attention.
9. The School Director shall handle all such hazards with appropriate caution and expedience. Proper procedures may require the School Director to notify the appropriate agencies (i.e., the poison control center, the fire department, the utility company, etc.)
10. Students and/or employees shall not attempt to repair damaged electrical equipment or exposed wires. Instead, such problems should be reported to the administration.
11. Damaged or dangerous structural conditions shall be reported to the School Director immediately.
12. Students and/or employees should handle all equipment within the manufacturer's specifications. The school will not be responsible for accidents caused by the inappropriate or negligent use of any of its equipment.
13. Students and/or employees shall not be permitted to use unauthorized equipment. The school will not accept liability for accidents involving unapproved equipment.
14. Students and/or employees with unusual or serious health conditions are encouraged to report such conditions upon admission or employment. Arrangements must be made with his or her physician for appropriate preventative measures. All such conditions **will** be kept confidential among school management.
15. Employees shall be required to attend a workshop on first-aid care. The workshop will be organized by the administration and will involve accepted professional organizations.

**CRIMINAL & ACCIDENT REPORTING PROCEDURES:**

The school does not have individual campus security. All crimes are reported to the local police department for investigation and action. We encourage all students and employees to timely report all crimes to Mr. Amico or the School Director, who will promptly contact the local authorities to address the issue. Victims and witnesses are encouraged to report crimes, but it is solely on a voluntary basis. If you need to seek professional help after having been a victim of a crime, contact the following counseling center:

**ASSOCIATED COUNSELING**  
4500 W. 147<sup>th</sup> Street, Midlothian, IL 60445  
**708-597-0032**

1. **In the event of a burglary or robbery:**
  - a. Remain calm and agreeable with the culprit(s).
  - b. Do **not** attempt any heroic measures.
  - c. Report all burglaries to the local police.
  - d. When reporting a burglary or robbery:
    1. Indicate the name of the institution.
    2. Indicate your name.
    3. Indicate the date and time of the incident.
    4. Indicate any injuries if known.
    5. Indicate the number of suspects involved.
    6. Indicate any descriptive information.
2. **In the event of larceny:**
  - a. Remain calm and agreeable with those involved.
  - b. Do not attempt to determine if any person is innocent or guilty.
  - c. Report all larceny to the local police department for investigation.
    1. Indicate the name and address of the school.
    2. Indicate your name.
    3. Indicate the date and time of the incident.
    4. Indicate any injuries if known.
    5. Indicate the name(s) of those involved or any witnesses.
    6. Indicate any descriptive information.
3. **In the event of an accident:**
  - a. Report the event to the School Director or manager on duty.
  - b. The School Director or manager on duty will do the following:
    1. Determine if emergency help is needed. If so, he or she will call the appropriate agency.
    2. Complete an accident report. Include the cause, the name(s) of those involved, the date, the time, the circumstances, and the explanation of any witnesses.
    3. Report all information to the management.
    4. If necessary, notify parents and family of the victim(s).
4. **In the event of a general emergency within the school's premises**, please notify the school's administration immediately and remain calm. The school personnel are trained in emergency response and evacuation procedures. The School Director will determine whether a significant emergency exists by evaluating the situation and consulting with local police authorities. ***If the School Director is not available, contact the Education Leader. If the Education Leader is not available, contact the Future Professional Advisor. If the Future Professional Advisor is not available, contact the Financial Aid Leader, Admissions Leader, or Operations Leader. If any of those individuals are not available, please contact a Learning Leader.***

If a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus exists in which students and staff are in danger, an immediate announcement will be made over the school's intercom system by the School Director who will notify the student body and staff of the emergency and the steps to follow.

The safety of our students and staff is of the utmost importance to us; if in the judgment of the police, it is better to postpone making the announcement in order to assist a victim, or to contain, respond to, or otherwise mitigate the emergency, we will do so until it is determined to be safe. Police authorities will be contacted for assistance. Do not exit the building unless you have been directly instructed to do so. It may be safer to stay in the school premises in a lockdown mode. Please listen to all announcements from the School Director and follow the directions given over the intercom; remain calm. The staff will direct you where to go in the event of an emergency in order to ensure your safety.

The school will review its evacuation plans and procedures during the orientation on the first day of class or hire, as well as yearly with the student body and staff. The school will also conduct announced emergency response and evacuation tests annually in order for the staff and students to clearly understand the procedures.

Students and staff are expected to be present on those days. Each test will be documented in the

school's records as to the date, time, and whether it was an announced or unannounced test.

## **EMERGENCY PROCEDURES**

In an emergency, evacuation of the school should proceed as rapidly and safely as possible. The plan accounts for two scenarios of evacuation, which are:

1. In-place evacuation: keeping students and staff members in place, but securing the location for the emergency at hand.
2. On-site evacuation: movement of students and staff members out of the building affected and relocation to another area near the school.

## **FIRE**

1. Evacuate the area of the fire. (Always stay low as smoke and heated gasses collect near the ceiling first.)
2. Activate the fire alarm (if so equipped).
3. Call 911, indicating the need for assistance from the fire department and law enforcement. Other communication networks should be identified and utilized in the event that the fire has caused the telephone system to become out of order.
4. Evaluate the situation; determine quickly, if possible, the size, nature, and location of the fire within the facility.
5. Upon the arrival of the fire department, the School Director shall establish contact with the senior fire department official and coordinate subsequent activities with him or her.
6. Make certain that all students and staff members are accounted for and safe. Move to another location as required. A fire deemed in any way to be a threat to the safety of the students or the staff calls for evacuation to the outside area, away from the building.
7. Any of the steps above may be done simultaneously as the number of staff members on duty permits. The decision not to follow any of these steps is justifiable only when there is certainty that there is no imminent danger.
8. If the fire is small, any of the facility's fire extinguishers may be used to extinguish it, if the staff member has received proper training. Although there should be no hesitation regarding the use of fire extinguishers, the fighting of any fire by staff members should be undertaken only if there is no imminent danger.

## **ILLNESS OR INJURY**

**Minor Illness or Injury:** Treat with medical supplies on hand. Evaluate periodically to see if further medical attention is required.

**Major Illness or Injury:** Employ first aid techniques as trained, if needed. Contact 911 if immediate medical attention is required. If an illness or an injury requires a doctor's care, but emergency services are not required, the staff members should then arrange for transportation to the emergency room, clinic, or hospital.

## **BOMB THREATS**

1. Any bomb threat should be treated as real until proven otherwise.
2. Unidentified or suspicious objects should be reported to the authorities.
3. Evacuation should be to an outdoor area as far from the building as safely possible. The area to be evacuated should be searched quickly before evacuation.
4. Upon arrival of law enforcement authorities, the facility director, or designee, will assist with the search (i.e., unlocking doors, identifying strange or suspicious objects, etc.)
5. The appropriate authorities should be consulted prior to reentry into the building.

## **UTILITIES AND MAINTENANCE EMERGENCIES: GAS LEAK**

1. If any staff member or student smells gas, act quickly.
2. Open windows immediately.
3. Call 911 and report the possible gas leak.
4. Do not turn any electrical switches on **OR** off. Eliminate all flames.
5. Check all gas taps and turn them off.
6. If necessary, turn off the gas main. The shutoff valve is next to the meter.
7. If the gas odor remains strong, evacuate the area immediately.
8. Do not return to the building until the fire department announces it is safe.

## **EMERGENCY EVACUATION**

In the event of a fire, bomb threat, electrical, chemical, or other emergency that would require the evacuation of the building, all staff members should adhere to the following:

1. Call 911, indicating the need for assistance from the local fire department and law enforcement.
2. Make certain all students and staff members are accounted for and are safe.
3. Evacuate all students and staff members to an area as far from the building as safely practical.
  - a. Adhere to predetermined evacuation routes, if possible; however, do not hesitate to adjust these routes to avoid dangerous areas.
  - b. All students and staff members with special needs are to be assisted as needed.
4. Conduct a second head count for students and staff members.
5. Notify the School Director as soon as possible.
6. Do not approach or reenter the building until consultation with the proper authorities.

## **TORNADO/SEVERE WEATHER WATCHES AND WARNING PROCEDURES**

1. The safe place designated by the School Director is the basement.
  - a. All students and staff will be moved to the designated location.
  - b. Maintain flashlight and voice contact among staff members at all times.

Make sure to conduct a head count before moving to a safe place, after arriving at a safe place, and after leaving the designated area.

2. After there is absolute certainty that the storm has passed:
  - a. The staff members should conduct a head count.
  - b. Provide any necessary first aid and call 911 for any necessary response agencies.
  - c. Check the entire building for any damages such as fire, water, or structural.
  - d. Turn on and test utilities.
3. Notify the School Director as soon as possible with an update of conditions.
4. Notify any agents that services are needed.

The school encourages pastoral counselors and professional counselors, in instances where the student may need assistance in dealing with a particular situation, when appropriate. To avail yourself of this service, please contact the School Director, for assistance in obtaining help. We encourage students who may have been the victim of a crime to seek help. The counseling sessions are voluntary and confidential for the basis of inclusion in the annual disclosure of crime statistics.

### **STUDENT RIGHT TO KNOW POLICY:**

All criminal activity and accidents that occur on the school premises must be reported to the School Director who must keep a confidential file on the circumstances surrounding each incident. The School Director must make the information available to the employees and students, although he or she will keep personal information, such as names, confidential. The school may withhold information if there is clear and convincing evidence that the release of the Information would jeopardize an ongoing criminal investigation or the safety of an individual; cause a suspect to flee or evade detection; or result in the destruction of evidence. The school will only withhold that information that would cause the adverse effect described. The school will disclose any information withheld once the adverse effect described is no longer likely to occur. The School Director shall use the following procedures for informing students and employees of criminal activity and accidents:

1. Each week during weekly announcements, a general account of any criminal activity that may have occurred will be given.
2. Each week, a general account of any criminal incident and/or accident will be posted in the lounge for student access. Confidential information will **not** be available.
3. A confidential file will be kept that describes each accident and criminal incident in detail. The file must include dates, times, names, extenuating circumstances, agencies notified, etc.
4. During the announcements, emphasis **will** be placed on accident and crime prevention.

### **CRIME STATISTICS**

Following is a table showing the most recent three years of crimes occurring either on campus, on non-campus or on public property.

- **On Campus:** Buildings owned by the institution contiguous to the institution and facilities where educational activities are delivered to students.
- **Non-Campus:** Non-contiguous property owned or controlled by the school that is used in direct support of, or in relation to, the school's educational purposes.
- **Public Property:** Defined as streets, sidewalks, and lots adjacent to the campus and accessible from the campus but owned by a public entity such as a city or state government.
- **Hate Crimes:** There were no reported hate crimes for the years 2018, 2019 or 2020.
- **Unfounded Crimes:** There were no reported unfounded crimes for the years 2018, 2019 or 2020.



**10/1/2025**

	2022			2023			2024		
	On Campus	Non-Campus	Public Property	On Campus	Non-Campus	Public Property	On Campus	Non-Campus	Public Property
<b>Arrests</b>									
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0
Drug abuse violation	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
<b>Disciplinary Actions</b>									
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0
Drug abuse violation	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
<b>Unfounded Crimes</b>									
Total unfounded crimes	0	0	0	0	0	0	0	0	0

For information regarding drug or alcohol-abuse education programs, as required under the Drug-Free Schools and Communities Act of 1989, please refer to our Drug-Free Workplace Policy that may be obtained from our Admissions Leader.

The school monitors and records any criminal activity that takes place at a school event off campus by contacting local police agencies to ensure that all off-campus activities are conducted in safe and secure facilities. Each of these events is supervised by teachers and staff of the school.

**Sex Offenders Register**

In accordance with the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. § 14071(j)), and the Adam Walsh Child Protection and Safety Act of 2006, we are notifying you that you can obtain information concerning registered sex offenders by visiting [www.familywatchdog.us](http://www.familywatchdog.us) for a list of registered offenders near the school premises.

## **VIOLENCE AGAINST WOMEN ACT (VAWA)**

This document has been designed to inform all students and employees of the Violence Against Women Act (VAWA) and outlines the John Amico School of Hair Design's commitment to the health and safety of its students and employees. This annual disclosure document is done each year by contacting the local police department and/or the building management to compile the statistics used in the report. Victims or witnesses to a crime on the school premises may report the crime to the School Director/Campus Security Coordinator on a confidential basis for inclusion into the in the annual disclosure of crime statistics. This document explains the institution's policy regarding crime prevention, public safety, and criminal reporting procedures. This document will be provided to all prospective students and staff, as well as be reviewed with all students during orientation and with staff at the time of hire.

The school will provide training in October of each year when the new statistics are available. The training promotes awareness and prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, stalking, and the prevention of crime, as well as gives options for reducing the risk of such offenses occurring, the warning signs of abusive behavior, and how to avoid potential attacks. Please read this document carefully, and ask questions if you are confused or uncertain.

### **The school's Campus Security Coordinator is Ms. Cheryl, the Clinic Services Manager.**

To conduct the awareness program, we bring in a local law enforcement official and a representative from Crisis Center-South Suburbia, located in Orland Park (708-429-7233) the local crisis center, into the school to provide our students and staff with knowledge, information, and resources to prevent violence, promote safety, and reduce risk by showing how to protect yourself against crime, how to be responsible for your own safety, and how to protect yourself against sexual assault. The John Amico School of Hair Design is committed to making your school a safe place.

### **What is domestic violence?**

#### **Federal Definition:**

A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. For the purposes of complying with the requirements of this regulation, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

#### **Local Jurisdiction Definition:**

Any person who hits, chokes, kicks, threatens, harasses, or interferes with the personal liberty of another **family or household member** has broken Illinois Domestic Violence law. Under Illinois law family or household members are defined as:

- family members related by blood;
- people who are married or used to be married;
- people who share or used to share a home, apartment, or other common dwelling;
- people who have or allegedly have child in common or a blood relationship through a child in common;

- people who are dating or engaged or used to date, including same sex couples; and
- people with disabilities and their personal assistants.

### **Orders of protection**

An order of protection is a court order which restricts an abuser and only is available to family or household members. An order of protection may:

- prohibit abuser from continuing threats and abuse (abuse includes physical abuse, harassment, intimidation, interference with personal liberty, or willful deprivation)
- bar abuser from shared residence or bar abuser while using drugs or alcohol;
- order abuser to stay away from you and other persons protected by the order and/or bar abuser from your work, school, or other specific locations;
- require abuser to attend counseling;
- prohibit abuser from hiding a child from you or taking a child out of state;
- require abuser to appear in court or bring a child to court;
- give you temporary physical possession of children or give you temporary legal custody;
- specify visitation rights (if and when visitation is awarded);
- bar abuser from accessing child's records;
- give you certain personal property and require abuser to turn it over, or bar abuser from damaging, destroying or selling certain personal property;
- require abuser to pay you support for minor children living with you, require abuser to pay you for losses suffered from the abuse, require abuser to pay for your or your children's shelter or counseling services;
- require abuser to turn weapons over to local law enforcement, if there is danger of illegal use against you;
- prohibit abuser from other actions; or
- to protect you, require abuser to take other actions.

### **Criminal Prosecutions**

If an arrest wasn't made and you wish to seek criminal charges against your abuser, bring all relevant information, including the police report number and this form, to your local state's attorney. It may be helpful to contact a local domestic violence program so they can help you through the system.

### **To obtain an Order of Protection, you can:**

- Ask your attorney to file in civil court.
- Request an order with your divorce.
- Request an order during a criminal trial for abuse.
- Go to your local circuit court clerk's office and get papers to seek an order of protection for yourself.
- Contact a local domestic violence program to ask for assistance in completing the forms.

### **Law Enforcement Response**

Law enforcement officers should try to prevent further abuse by:

- arresting the abuser when appropriate and completing a police report;
- driving you to a medical facility, shelter or safe place or arranging for transportation to a safe place;
- taking you back home to get belongings;
- if there is probable cause to believe that weapons were used, taking those weapons;

- telling you about your right to an order of protection; and
- telling you about the importance of saving evidence, such as damaged clothing or property and taking photographs of injuries or damage.

Also, law enforcement should know that the Illinois Domestic Violence Act assumes it is in the best interest of the child to remain with you or someone you choose.

### **If Abuser Contacts You After an Arrest**

When anyone is charged with a crime and the victim is a family or household member, that abuser is most likely prohibited from contacting the victim and from entering or remaining at the victim's residence for a minimum of 72 hours. So, if the abuser does contact you soon after an arrest, you should call the police because the abuser can be charged with an additional offense, violation of bail bond, which is a Class A misdemeanor.

### **Violation of an Order of Protection**

Violating an order of protection is a Class A misdemeanor, and the abuser could go to jail for up to 364 days and pay a \$25 fine. A second violation of an order of protection (or a violation after conviction of a serious crime against a family or household member) can be a felony. If an abuser commits a second violation of order of protection, courts must sentence the abuser to 24 hours jail time and order abuser to pay \$100 domestic violence fine, unless the increased fine will impose an undue harm on **you**, the victim of the domestic violence.

### **Where you can get help and advice:**

- **National Domestic Violence Hotline** -- 1-800-799-SAFE (7233)
- **Chicagoland Domestic Violence Help Line** -- 1-877-863-6338

### **Procedures for Victims of Domestic Violence**

If a student or staff member is a victim of domestic violence, inform the victim that he or she has the option to notify the appropriate law enforcement authorities, including the local police and for medical assistance. If the victim wants the School Director/Campus Security Coordinator to notify the authorities, he or she will call (911) for medical assistance and to alert the police. The School Director/Campus Security Coordinator and a representative from the police department will guide the victim through the available options and support the victim in his or her decision, including where applicable, restraining orders, orders for protection, no- contact orders, or similar lawful orders issued by a criminal or civil court.

The school and police strongly advocate that a victim of domestic violence report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a police report will ensure that a victim receives the necessary medical treatment and tests, at no expense to the victim; and it provides the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. It is important to preserve evidence for the proof of a criminal offense, so do not disturb the area surrounding the incident.

The student or staff member can file a complaint with the School Director/Campus Security Coordinator.

The complaint should outline all details of the event and include a list of any witnesses or documentation to help support the allegations of domestic violence. The complaint should be filed as soon as possible after the occurrence of domestic violence has taken place.

If a student or employee is a victim of domestic violence, he or she may request a change in his or her academic or work schedule, such as moving from night to day classes, or from a full-time to a part-time schedule; the school may also change the alleged perpetrator's schedule to prevent interaction with the victim until the complaint has been investigated thoroughly. The school will make available to the student the opportunity to drop and reenroll at a later date without incurring any additional charges or penalties. The school's Financial Aid Leader will meet with the victim to discuss his or her options regarding loan repayment or financial aid options. These, as well as other options will be provided to the alleged victim in writing, regardless of whether or not the victim chooses to report the crime to the police or file a complaint with the school; please notify the School Director/ Campus Security Coordinator in person at 708-687-7800 or by e-mail at [studentservices@johnamico.com](mailto:studentservices@johnamico.com) to request an accommodation.

### **Hearing Process**

If a student is alleged to having committed domestic violence, that student will have the right to a prompt, fair, and impartial investigation and hearing before the School Director/Campus Security Coordinator and two additional employees of the school's administration, who have received annual training on issues related to domestic violence and how to conduct an investigation and hearing process that protects both the safety of the victim and promotes accountability. The accused and the victim will each be allowed to have others present, including an advisor of their choice to accompany them throughout the hearing. The standard of evidence in this case requires clear and convincing evidence that the incident more than likely occurred.

The school's policy is to investigate the allegations and conduct a hearing within thirty days of receiving the complaint. If necessary, the school's investigative team may need additional time in order to properly conduct a review of the alleged incident and to come to a fair conclusion; however, the school will make every effort to expedite the review process. If an extension of time is needed to conduct the investigation and hearing for good cause, the school will send a written notification to the accuser and the accused of the delay and the reason for the delay.

The proceedings will be conducted in a manner that is consistent with the school's policies and transparent to the accuser and accused, which includes timely notice of meetings at which the accuser or accused, or both, may be present; provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and that will be conducted by school officials who do not have a conflict of interest or bias for or against the accuser or the accused. The accuser and the accused are entitled to the same opportunities to have an advisor of their choice present during the disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding. The school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. The appropriate school officials will meet upon the conclusion of the hearing to discuss the facts of the complaint and to render a decision. Both the accuser and the accused will simultaneously be informed in writing of the outcome and any institutional disciplinary proceeding, the opportunity for appeal and the notification of the outcome of any appeal before the results become final, and when the results of the proceedings become final. The results include any initial, interim, or final decision by the school regarding any sanctions imposed, as well as the rationale for the results and any sanctions. In accordance with the Violence Against Women Act, the school is required to publish the results of the hearing(s); however, the names of the individuals involved will be withheld.

A student found guilty of violating the school's domestic violence policy could be criminally prosecuted in the state courts and may be reprimanded, sent to counseling, placed on probation, suspended, or expelled from the school for the first offense. Any information obtained during the school's investigation process will be shared with any parallel law enforcement investigation upon receipt of a court subpoena of the school's records.

The school will protect the confidentiality of the victim(s) in accordance with the law. In some cases, the school may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. The school will only disclose information that is necessary to provide the accommodations or protective measures and will carefully consider who may have access to this information to minimize the risk to a victim's confidentiality. The school will inform the victim before sharing personally identifiable information about him or her and only if it is necessary to provide an accommodation or protective measure. Compliance with these provisions of the Violence Against Women Act does not constitute a violation of Section 444 of the General Education Provision Act (20U.S.C. 1232g), commonly referred to as the Family Education Rights to Privacy Act of 1974 (FERPA).

Any student or employee who reports to the school that he or she has been a victim of domestic violence, whether the offense occurred on or off campus, shall be provided with a written explanation of the student's or employee's rights and options. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or responsibilities under any provision of the Violence Against Women Act.

### **What is sexual assault?**

#### **Federal Definition:**

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape.

Rape is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Fondling is the touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental incapacity. Incest is the sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Statutory rape is sexual intercourse with a person who is under the statutory age of consent.

#### **Local Jurisdiction Definition**

**Illinois State law defines sexual assault as:** Sexual penetration by force or threat of force or an act of sexual penetration when the victim was unable to understand the nature of the act or was unable to give knowing consent. (720 ILCS 5 Criminal Code of 1961 §12-13)

**Illinois law defines sexual penetration as:** Any contact, however slight, between the sex organ or anus of one person by an object, the sex organ, mouth, or anus of another person, or any intrusion, however slight, of any part of the body of one person or of any object into the sex organ or anus of another person, including but not limited to cunnilingus, fellatio, or anal penetration. Evidence of emission of semen is not required to prove sexual penetration (720 ILCS 5 Criminal Code of 1961 §12-12(f)).

## **What is consent?**

Sexual activity requires consent, which is defined as voluntary, positive agreement between the participants to engage in specific sexual activity.

### **Communicating consent:**

- Consent to sexual activity can be communicated in a variety of ways, but one should presume that consent has not been given in the absence of clear, positive agreement.
- While verbal consent is not an absolute requirement for consensual sexual activity, verbal communication prior to engaging in sex helps to clarify consent. Communicating verbally before engaging in sexual activity is imperative. However potentially awkward it may seem, talking about your own and your partner's sexual desires, needs, and limitations provide a basis for a positive experience.
- Consent must be clear and unambiguous for each participant at every stage of a sexual encounter. The absence of "no" should not be understood to mean there is consent.
- A prior relationship does not indicate consent to future activity.

### **Alcohol and drugs:**

- A person who is asleep or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, is not capable of giving valid consent.
- The use of alcohol or drugs may seriously interfere with the participants' judgment about whether consent has been sought and given.

**National Sexual Assault Hotline: 1-800-656-4673**

### **Procedures for Victims of Sexual Assault**

If a student or staff member is a victim of sexual assault, inform the victim that he or she has the option to notify the appropriate law enforcement authorities, including the local police and for medical assistance. If the victim wants the School Director/Campus Security Coordinator to notify the authorities, he or she will call (911) for medical assistance and to alert the police. The School Director/Campus Security Coordinator and a representative from the police department will guide the victim through the available options and support the victim in his or her decision, including where applicable, restraining orders, orders for protection, no-contact orders, or similar lawful orders issued by a criminal or civil court.

The school and police strongly advocate that a victim of sexual assault report the incident in a timely manner.

Time is a critical factor for evidence collection and preservation. Filing a police report will ensure that a victim receives the necessary medical treatment and tests, at no expense to the victim; and it provides the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. It is important to preserve evidence for the proof of a criminal offense, so do not disturb the area surrounding the incident.

A student or staff member can file a complaint with the School Director/Campus Security Coordinator. The complaint should outline all details of the event and include a list of any witnesses or documentation to help support the allegations of sexual assault. The complaint should be filed as soon as possible after the occurrence of sexual assault has taken place.

If a student or employee is a victim of sexual assault, he or she may request a change in his or her academic or work schedule, such as moving from night to day classes, or from a full-time to a part-time schedule; the school may also change the alleged perpetrator's schedule to prevent interaction with the victim until the complaint has been investigated thoroughly. The school will make available to the student the opportunity to drop and reenroll at a later date without incurring any additional charges or penalties. The school's Financial Aid Leader will meet with the victim to discuss his or her options regarding loan repayment or financial aid options. These, as well as other options will be provided to the alleged victim in writing, regardless of whether or not the victim chooses to report the crime to the police or file a complaint with the school; please notify the School Director/Campus Security Coordinator in person at 708-687-7800 or by e-mail at [studentservices@johnamico.com](mailto:studentservices@johnamico.com) to request an accommodation.

### **Hearing Process**

If a student is alleged to having committed sexual assault, that student will have the right to a prompt, fair, and impartial investigation and hearing before the School Director/Campus Security Coordinator and two additional employees of the school's administration, who have received annual training on issues related to sexual assault and how to conduct an investigation and hearing process that protects both the safety of the victim and promotes accountability. The accused and the victim will each be allowed to have others present, including an advisor of their choice to accompany them throughout the hearing. The standard of evidence in this case requires clear and convincing evidence that the incident more than likely occurred.

The school's policy is to investigate the allegations and conduct a hearing within thirty days of receiving the complaint. If necessary, the school's investigative team may need additional time in order to properly conduct a review of the alleged incident and to come to a fair conclusion; however, the school will make every effort to expedite the review process. If an extension of time is needed to conduct the investigation and hearing for good cause, the school will send a written notification to the accuser and the accused of the delay and the reason for the delay.

The proceedings will be conducted in a manner that is consistent with the school's policies and is transparent to the accuser and accused, which includes timely notice of meetings at which the accuser or accused, or both, may be present; provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and that will be conducted by school officials who do not have a conflict of interest or bias for or against the accuser or the accused. The accuser and the accused are entitled to the same opportunities to have an advisor of their choice present during the disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding. The school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. The appropriate school officials will meet upon the conclusion of the hearing to discuss the facts of the complaint and to render a decision. Both the accuser and the accused will simultaneously be informed in writing of the outcome and any institutional disciplinary proceeding, the opportunity for appeal and the notification of the outcome of any appeal before the results become final, and when the results of the proceedings become final. The results include any initial, interim, or final decision by the school regarding any sanctions imposed, as well as the rationale for the results and any sanctions. In accordance with the Violence Against Women Act, the school is required to publish the results of the hearing(s); however, the names of the individuals involved will be withheld.

A student found guilty of violating the school's sexual assault policy could be criminally prosecuted in the state courts and may be reprimanded, sent to counseling, placed on probation, suspended, or expelled from the school for the first offense. Any information obtained during the school's investigation process will be shared with any parallel law enforcement investigation upon receipt of a court subpoena of the school's records.

The school will protect the confidentiality of the victim(s) in accordance with the law. In some cases, the school may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. The school will only disclose information that is necessary to provide the accommodations or protective measures requested and will carefully consider who may have access to this information to minimize the risk to a victim's confidentiality. The school will inform the victim before sharing personally identifiable information about him or her and only if it is necessary to provide an accommodation or protective measure. Compliance with these provisions of the Violence Against Women Act does not constitute a violation of Section 444 of the General Education Provision Act (20U.S.C. 1232g), commonly referred to as the Family Education Rights to Privacy Act of 1974 (FERPA).

Any student or employee who reports to the school that he or she has been a victim of sexual assault, whether the offense occurred on or off campus, shall be provided with a written explanation of the student's or employee's rights and options. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or responsibilities under any provision of the Violence Against Women Act.

### **What is dating violence?**

#### **Federal Definition**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. For the purposes of complying with the requirements of section § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**National Teen Dating Abuse Hotline: 1-866-331-9474**

## **Procedures for Victims of Dating Violence**

If a student or staff member is a victim of dating violence, inform the victim that he or she has the option to notify the appropriate law enforcement authorities, including the local police and for medical assistance. If the victim wants the School Director/Campus Security Coordinator to notify the authorities, he or she will call (911) for medical assistance and to alert the police. The School Director/Campus Security Coordinator and a representative from the police department will guide the victim through the available options and support the victim in his or her decision, including where applicable, restraining orders, orders for protection, no-contact orders, or similar lawful orders issued by a criminal or civil court.

The school and police strongly advocate that a victim of dating violence report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a police report will ensure that a victim receives the necessary medical treatment and tests, at no expense to the victim; and it provides the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. It is important to preserve evidence for the proof of a criminal offense, so do not disturb the area surrounding the incident.

A student or staff member can file a complaint with the School Director/Campus Security Coordinator. The complaint should outline all details of the event and include a list of any witnesses or documentation to help support the allegations of dating violence. The complaint should be filed as soon as possible after the occurrence of dating violence has taken place.

If a student or employee is a victim of dating violence, he or she may request a change in his or her academic or work schedule, such as moving from night to day classes, or from a full-time to a part-time schedule; the school may also change the alleged perpetrator's schedule to prevent interaction with the victim until the complaint has been investigated thoroughly. The school will make available to the student the opportunity to drop and reenroll at a later date without incurring any additional charges or penalties. The school's Financial Aid Leader will meet with the victim to discuss his or her options regarding loan repayment or financial aid options. These, as well as other options will be provided to the alleged victim in writing, regardless of whether or not the victim chooses to report the crime to the police or file a complaint with the school; please notify the School Director/Campus Security Coordinator in person at 708-687-7800 or by e-mail at [studentservices@johnamico.com](mailto:studentservices@johnamico.com) to request an accommodation.

## **Hearing Process**

If a student is alleged to having committed dating violence, that student will have the right to a prompt, fair, and impartial investigation and hearing before the School Director/Campus Security Coordinator and two additional employees of the school's administration, who have received annual training on issues related to dating violence and how to conduct an investigation and hearing process that protects both the safety of the victim and promotes accountability. The accused and the victim will each be allowed to have others present, including an advisor of their choice to accompany them throughout the hearing. The standard of evidence in this case requires clear and convincing evidence that the incident more than likely occurred.

The school's policy is to investigate the allegations and conduct a hearing within thirty days of receiving the complaint. If necessary, the school's investigative team may need additional time in order to properly conduct a review of the alleged incident and to come to a fair conclusion; however, the school will make every effort to expedite the review process. If an extension of time is needed to conduct the investigation and hearing for good cause, the school will send a written notification to the accuser and the accused of the delay and the reason for the delay.

The proceedings will be conducted in a manner that is consistent with the school's policies and is transparent to the accuser and accused, which includes timely notice of meetings at which the accuser or accused, or both, may be present; provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and that will be conducted by school officials who do not have a conflict of interest or bias for or against the accuser or the accused. The accuser and the accused are entitled to the same opportunities to have an advisor of their choice present during the disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding. The school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. The appropriate school officials will meet upon the conclusion of the hearing to discuss the facts of the complaint and to render a decision. Both the accuser and the accused will simultaneously be informed in writing of the outcome and any institutional disciplinary proceeding, the opportunity for appeal and the notification of the outcome of any appeal before the results become final, and when the results of the proceedings become final. The results include any initial, interim, or final decision by the school regarding any sanctions imposed, as well as the rationale for the results and any sanctions. In accordance with the Violence Against Women Act, the school is required to publish the results of the hearing(s); however, the names of the individuals involved will be withheld.

A student found guilty of violating the school's dating violence policy could be criminally prosecuted in the state courts and may be reprimanded, sent to counseling, placed on probation, suspended, or expelled from the school for the first offense. Any information obtained during the school's investigation process will be shared with any parallel law enforcement investigation upon receipt of a court subpoena of the school's records.

The school will protect the confidentiality of the victim(s) in accordance with the law. In some cases, the school may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. The school will only disclose information that is necessary to provide the accommodations or protective measures requested and will carefully consider who may have access to this information to minimize the risk to a victim's confidentiality.

The school will inform the victim before sharing personally identifiable information about him or her and only if it is necessary to provide an accommodation or protective measure. Compliance with these provisions of the Violence Against Women Act does not constitute a violation of Section 444 of the General Education Provision Act (20U.S.C. 1232g), commonly referred to as the Family Education Rights to Privacy Act of 1974 (FERPA).

Any student or employee who reports to the school that he or she has been a victim of dating violence, whether the offense occurred on or off campus, shall be provided with a written explanation of the student's or employee's rights and options. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or responsibilities under any provision of the Violence Against Women Act.

## **What is stalking?**

**Federal Definition:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition, *course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveys, threatens, or communicates to or about a person, or interferes with a person's property.

*Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim. *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily lead to professional treatment or counseling. For the purposes of complying with the requirements of this regulation, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**If you feel you are being stalked and in immediate danger,  
call 911 for assistance.**

## **Procedures for Victims of Stalking**

If a student or staff member is a victim of stalking, inform the victim that he or she has the option to notify the appropriate law enforcement authorities, including the local police and for medical assistance. If the victim wants the School Director/Campus Security Coordinator to notify the authorities, he or she will call (911) for medical assistance if needed and/or to alert the police. The School Director/Campus Security Coordinator and a representative from the police department will guide the victim through the available options and support the victim in his or her decision, including where applicable, restraining orders, orders for protection, no-contact orders, or similar lawful orders issued by a criminal or civil court.

The school and police strongly advocate that a victim of stalking report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a police report will ensure that a victim receives the necessary medical treatment and tests, if needed, at no expense to the victim; and it provides the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. It is important to preserve evidence for the proof of a criminal offense.

A student or staff member can file a complaint with the School Director/Campus Security Coordinator. The complaint should outline all details of the event and include a list of any witnesses or documentation to help support the allegations of stalking. The complaint should be filed as soon as possible after the occurrence of stalking has taken place.

If a student or employee is a victim of stalking, he or she may request a change in his or her academic or work schedule, such as moving from night to day classes, or from a full-time to a part-time schedule; the school may also change the alleged perpetrator's schedule to prevent interaction with the victim until the complaint has been investigated thoroughly. The school will make available to the student the opportunity to drop and reenroll at a later date without incurring any additional charges or penalties. The school's Financial Aid Leader will meet with the victim to discuss his or her options regarding loan repayment or financial aid options. These, as well as other options will be provided to the alleged victim in writing, regardless of whether or not the victim chooses to report the crime to the police or file a complaint with the school; please notify the School Director/Campus Security Coordinator in person at 708-687-7800 or by e-mail at [studentservices@johnamico.com](mailto:studentservices@johnamico.com) to request an accommodation.

## **Hearing Process**

If a student is alleged to having committed stalking, that student will have the right to a prompt, fair, and impartial investigation and hearing before the School Director/Campus Security Coordinator and two additional employees of the school's administration, who have received annual training on issues related to stalking and how to conduct an investigation and hearing process that protects both the safety of the victim and promotes accountability. The accused and the victim will each be allowed to have others present, including an advisor of their choice to accompany them throughout the hearing. The standard of evidence in this case requires clear and convincing evidence that the incident more than likely occurred.

The school's policy is to investigate the allegations and conduct a hearing within thirty days of receiving the complaint. If necessary, the school's investigative team may need additional time in order to properly conduct a review of the alleged incident and to come to a fair conclusion; however, the school will make every effort to expedite the review process. If an extension of time is needed to conduct the investigation and hearing for good cause, the school will send a written notification to the accuser and the accused of the delay and the reason for the delay.

The proceedings will be conducted in a manner that is consistent with the school's policies and is transparent to the accuser and accused, which includes timely notice of meetings at which the accuser or accused, or both, may be present; provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and that will be conducted by school officials who do not have a conflict of interest or bias for or against the accuser or the accused. The accuser and the accused are entitled to the same opportunities to have an advisor of their choice present during the disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding. The school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. The appropriate school officials will meet upon the conclusion of the hearing to discuss the facts of the complaint and to render a decision. Both the accuser and the accused will simultaneously be informed in writing of the outcome and any institutional disciplinary proceeding, the opportunity for appeal and the notification of the outcome of any appeal before the results become final, and when the results of the proceedings become final. The results include any initial, interim, or final decision by the school regarding any sanctions imposed, as well as the rationale for the results and any sanctions. In accordance with the Violence Against Women Act, the school is required to publish the results of the hearing(s); however, the names of the individuals involved will be withheld.

A student found guilty of violating the school's stalking policy could be criminally prosecuted in the state courts and may be reprimanded, sent to counseling, placed on probation, suspended, or expelled from the school for the first offense. Any information obtained during the school's investigation process will be shared with any parallel law enforcement investigation upon receipt of a court subpoena of the school's records.

The school will protect the confidentiality of the victim(s) in accordance with the law. In some cases, the school may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. The school will only disclose information that is necessary to provide the accommodations or protective measures requested and will carefully consider who may have access to this information to minimize the risk to a victim's confidentiality. The school will inform the victim before sharing personally identifiable information about him or her and only if it is necessary to provide an accommodation or protective measure. Compliance with these provisions of the Violence Against Women Act does not constitute a violation of Section 444 of the General Education Provision Act (20U.S.C. 1232g), commonly referred to as the Family Education Rights to Privacy Act of 1974 (FERPA).

Any student or employee who reports to the school that he or she has been a victim of stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of the student's or employee's rights and options. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or responsibilities under any provision of the Violence Against Women Act.

### **What is Rape?**

**Federal Definition:** Rape is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Local Jurisdiction Definition:** Illinois law does not use the term 'rape' in sex crimes. What other people may consider rape, state lawmakers have termed 'criminal sexual assault.' The intent of the legislature in discarding the term rape was to lessen the stigma attached to the crime, and therefore encourage more victims to come forward and pursue the offender in court.

Criminal sexual assault is found in the criminal code at 720 ILCS 5/12-13. The offense is a felony. Criminal sexual assault is categorized as a Class 1 felony offense, with a potential penalty of 4 to 15 years in prison. This charge is a non-probationable felony. That means that the judge is not permitted under the law to sentence the offender to probation. A prison sentence is mandatory. Therefore, the minimum penalty for criminal sexual assault is 4 to 15 years in prison.

If the defendant has a prior conviction for sexual assault, then a second or subsequent offense is a Class X felony. The possible sentence on a second offense is 6 to 30 years in prison, or 30 to 60 years as an extended sentence, or the natural life of the offender.

Criminal sexual assault consists of the following elements:

Sexual penetration combined with one or more of the following:

- Force or threat of force.
- The victim was unable to understand the nature of the act or to give knowing consent.
- The victim was under 18 years of age and the defendant is a family member.
- The victim was at least 13 years old but under 18 years of age, and the defendant was 17 years of age or older and held a position of trust, authority, or supervision in relation to the victim.

### **Aggravated Criminal Sexual Assault**

Illinois law says that a person who commits aggravated criminal sexual assault is guilty of a Class X felony. The crime is codified at section 720 ILCS 5/12-14.

A Class X felony is non-probationable. Consequently, the court is not authorized to sentence the defendant to probation. Under no circumstances can a person who is found guilty of aggravated criminal sexual assault receive a probationary sentence as opposed to imprisonment. The offense is punishable by 6 to 30 years in prison, with possible extended terms of 10, 15, 20, or 25 years for the use of a firearm during the commission of the offense, or natural life.

A second or subsequent offense of aggravated criminal sexual assault is a Class X felony. However, the offender would be sentenced to natural life in prison with no possibility of parole.

The defendant is guilty if he commits criminal sexual assault plus any one of the following aggravating factors:

- Commission of the crime with a dangerous weapon.
- Infliction of bodily harm.
- Threatening the life of the victim or another person.
- Commission of another felony.
- The victim was 60 years old or older.
- The victim was physically handicapped.
- The defendant drugged the victim by delivering a controlled substance to the victim.
- The defendant discharged a firearm during the commission of the offense.
- The accused discharged a firearm during the offense and caused great bodily harm or death to another person.

A person may be guilty of aggravated criminal sexual assault under a different factual scenario, as well. Under the following circumstances, a defendant is guilty of aggravated criminal sexual assault due to the difference in age between the victim and the offender:

- Sexual penetration where the victim was 8 years old or younger, and the accused was 16 years old or younger.
- Sexual penetration where the victim was age 9 through 12, if force or threat of force was used.
- The victim was severely profoundly mentally retarded, regardless of the age of the accused.

### **Predatory Criminal Sexual Assault**

Illinois law provides that a person who commits predatory criminal sexual assault is guilty of a Class X felony with no possibility of probation. The charge of predatory criminal sexual assault is located in the criminal code at 720 ILCS 5/12-14.1. The statute provides that an offender must be sentenced to prison from 6 to 30 years. If the offender uses a firearm in the commission of the offense, an extended term of 15, 20, or 50 years may be added. The offender may also be sentenced to natural life. A second offense of predatory criminal sexual assault has a mandatory life sentence.

Predatory criminal sexual assault consists of the following elements:

- Sexual penetration where the accused was 17 years of age or older and the victim was 12 years of age or younger. This is the minimum 6 to 30 years prison Class X felony of predatory criminal sexual assault.

The crime of predatory criminal sexual assault also occurs where there was sexual penetration and the accused was 17 years of age or older, and the victim was 12 years of age or younger and, in addition, the defendant carried a firearm, discharged a firearm, or caused great bodily harm to the victim that resulted in permanent disability or life-threatening injury, or delivered a controlled substance to the victim.

### **Criminal Sexual Abuse**

Criminal sexual abuse is the only sex crime on the books in Illinois for which the offense can be a Class A misdemeanor. The way it is written, the crime of criminal sexual abuse can be either a felony or a misdemeanor, depending on the circumstances. But even where the offender is found guilty of a misdemeanor, he will still be required to register as a sex offender if found guilty.

Criminal sexual abuse is established in the criminal code at 720 ILCS 5/12-15. The statute provides that a person is guilty of a Class 4 felony where he commits sexual conduct in conjunction with either

one of the following: a) force or threat of force; or b) the victim was unable to understand the nature of the act or to give knowing consent.

A Class 4 felony has a sentencing range of 1 to 3 years in the Illinois Department of Corrections. A Class 4 felony is probationable. Therefore, the judge is authorized to sentence the defendant to probation as opposed to incarceration in either the county jail or state prison system.

A second or subsequent offense of criminal sexual abuse under the scenarios described previously is a Class 2 felony with a potential penalty of 3 to 7 years prison. A second or subsequent offense with those facts is also probationable.

A person is guilty of a misdemeanor offense of criminal sexual abuse where the person commits sexual conduct or penetration under any one of the following scenarios:

- The victim was age 9 through 16, and the accused was under 17 years of age.
- The victim was age 13 through 16, and the accused was 17 years of age or older, but not 5 years older than the victim.

The maximum penalty for a misdemeanor offense in Illinois is up to one year in jail. That time would be subject to reduction for good behavior (50 percent).

It is a defense to the crime of criminal sexual abuse that the offender reasonably believed the victim was at least 17 years old.

Recently, the state legislature considered a bill which would provide an exception to the sex offender registration requirement for people who are convicted of criminal sexual abuse and later marry the victim. This law, called the Romeo and Juliet law, would have exempted defendants who were found guilty of criminal sexual abuse where they later married the victim of the crime. The bill was defeated in the legislature, and as of 2012, Illinois has no Romeo and Juliet law.

### **Aggravated Criminal Sexual Abuse**

Whereas criminal sexual abuse can be a Class A misdemeanor offense under certain circumstances, aggravated criminal sexual abuse is a felony. The law says that a defendant would be guilty of a Class 2 felony and faces 3 to 7 years in the Illinois Department of Corrections. The offense is codified at 720 ILCS 5/12-16.

The statute provides that a person is guilty of aggravated criminal sexual abuse if he commits criminal sexual abuse and any one of the following circumstances is present:

- The defendant used a dangerous weapon.
- The defendant caused bodily harm.
- The victim was 60 years old or older.
- The victim was physically handicapped.
- The defendant threatened the life of the victim or another person.
- The defendant committed another felony.
- The accused drug the victim with any controlled substance.

A person would be guilty of aggravated criminal sexual abuse if he commits sexual conduct and any one of the following scenarios is present:

- The victim was 17 years of age or under, and the accused was a family member. (Note that this is the only scenario in which the age of consent is higher than normal.) For all other sex acts in Illinois, the age of consent is 17 years old. But where sexual conduct occurs between family members, the age of consent is 18 years old. Also note that the Code of Corrections provides a special sentencing provision for these cases. In these cases, the defendant must pay for counseling for the victim. The law defines a 'family member' as a parent, grandparent, step- parent, step-grandparent, child, step-child, aunt, uncle, great aunt, great uncle, or someone who lives with the family for 6 months.)
- The victim was 12 years old or younger and the accused was 17 years old or older.
- The victim was 13 through 16 years old, and the defendant, age 17, used force or threat of force.
- The victim was 8 years of age or younger, and the defendant was 17 years old or older.
- The victim was age 9 through 16 and the accused was 17 years old and used force or threat of force.
- The victim was severely or profoundly mentally retarded, and the defendant was any age.
- The victim was age 13 to 17 and the offender was 17 years old or older and held a position of trust, authority, or supervision in relation to the victim.

A person is guilty of aggravated criminal sexual abuse under one last scenario, where he or she commits an act of sexual penetration with the victim who is age 13 through 17 and the offender is 5 years older than the victim. Compare this to that misdemeanor offense of criminal sexual abuse, in which it would be a misdemeanor if the defendant were less than 5 years older.

It is an affirmative defense to the crime of aggravated criminal sexual abuse where the defendant reasonably believed that the victim was 17 years old.

And so, the foregoing is an overview of Illinois sex laws. As said, the constitutional protections for the defendant include the presumption of innocence, the prosecution's burden of proving the case beyond a reasonable doubt, the right to confront the accuser, the privilege against self-incrimination, and the right to a jury which must render a unanimous verdict. All these safeguards make every sex case winnable.

### **Procedures for Victims of Rape**

If a student or staff member is a victim of rape, inform the victim that he or she has the option to notify the appropriate law enforcement authorities, including the local police and for medical assistance. If the victim wants the School Director/Campus Security Coordinator to notify the authorities, he or she will call (911) for medical assistance and to alert the police. The School Director/Campus Security Coordinator and a representative from the police department will guide the victim through the available options and support the victim in his or her decision, including where applicable, restraining orders, orders for protection, no- contact orders, or similar lawful orders issued by a criminal or civil court.

The school and police strongly advocate that a victim of rape report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a police report will ensure that a victim receives the necessary medical treatment and tests, at no expense to the victim; and it provides the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. It is important to preserve evidence for the proof of a criminal offense, so do not disturb the area surrounding the incident.

A student or staff member can file a complaint with the School Director/Campus Security Coordinator. The complaint should outline all details of the event and include a list of any witnesses or documentation to help support the allegations of rape. The complaint should be filed as soon as possible after the occurrence of rape has taken place.

If a student or employee is a victim of rape, he or she may request a change in his or her academic or work schedule, such as moving from night to day classes, or from a full-time to a part-time schedule; the school may also change the alleged perpetrator's schedule to prevent interaction with the victim until the complaint has been investigated thoroughly. The school will make available to the student the opportunity to drop and reenroll at a later date without incurring any additional charges or penalties. The school's Financial Aid Leader will meet with the victim to discuss his or her options regarding loan repayment or financial aid options. These, as well as other options will be provided to the alleged victim in writing, regardless of whether or not the victim chooses to report the crime to the police or file a complaint with the school; please notify the School Director/Campus Security Coordinator in person at 708-687-7800 or by e-mail at [studentservices@johnamco.com](mailto:studentservices@johnamco.com) to request an accommodation.

### **Hearing Process**

If a student is alleged to having committed rape, that student will have the right to a prompt, fair, and impartial investigation and hearing before the School Director/Campus Security Coordinator and two additional employees of the school's administration, who have received annual training on issues related to rape and how to conduct an investigation and hearing process that protects both the safety of the victim and promotes accountability. The accused and the victim will each be allowed to have others present, including an advisor of their choice to accompany them throughout the hearing. The standard of evidence in this case requires clear and convincing evidence that the incident more than likely occurred.

The school's policy is to investigate the allegations and conduct a hearing within thirty days of receiving the complaint. If necessary, the school's investigative team may need additional time in order to properly conduct a review of the alleged incident and to come to a fair conclusion; however, the school will make every effort to expedite the review process. If an extension of time is needed to conduct the investigation and hearing for good cause, the school will send a written notification to the accuser and the accused of the delay and the reason for the delay.

The proceedings will be conducted in a manner that is consistent with the school's policies and is transparent to the accuser and accused, which includes timely notice of meetings at which the accuser or accused, or both, may be present; provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and that will be conducted by school officials who do not have a conflict of interest or bias for or against the accuser or the accused. The accuser and the accused are entitled to the same opportunities to have an advisor of their choice present during the disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding. The school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. The appropriate school officials will meet upon the conclusion of the hearing to discuss the facts of the complaint and to render a decision. Both the accuser and the accused will simultaneously be informed in writing of the outcome and any institutional disciplinary proceeding, the opportunity for appeal and the notification of the outcome of any appeal before the results become final, and when the results of the proceedings become final. The results include any initial, interim, or final decision by the school regarding any sanctions imposed, as well as the rationale for the results and any sanctions. In accordance with the Violence Against Women Act, the school is required to publish the results of the hearing(s); however, the names of the individuals involved will be withheld.

A student found guilty of violating the school's rape policy could be criminally prosecuted in the state courts and may be placed on probation, suspended, or expelled from the school for the first offense. Any information obtained during the school's investigation process will be shared with any parallel law enforcement investigation upon receipt of a court subpoena of the school's records.

The school will protect the confidentiality of the victim(s) in accordance with the law. In some cases, the school may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. The school will only disclose information that is necessary to provide the accommodations or protective measures requested and will carefully consider who may have access to this information to minimize the risk to a victim's confidentiality. The school will inform the victim before sharing personally identifiable information about him or her and only if it is necessary to provide an accommodation or protective measure. Compliance with these provisions of the Violence Against Women Act does not constitute a violation of Section 444 of the General Education Provision Act (20U.S.C. 1232g), commonly referred to as the Family Education Rights to Privacy Act of 1974 (FERPA).

Any student or employee who reports to the school that he or she has been a victim of rape, whether the offense occurred on or off campus, shall be provided with a written explanation of the student's or employee's rights and options. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or responsibilities under any provision of the Violence Against Women Act.

## **Campus Security**

The school does not have individual campus security. All crimes are reported to the local police department for investigation and action on school premises or vicinity. We encourage all students and employees to timely report all crimes to the School Director/Campus Security Coordinator, who will promptly contact the local authorities to address the issue. Victims and witnesses are encouraged to report crimes, but it is solely on a voluntary basis. If you are a witness to the crime, contact 911 for immediate assistance, and, if you feel it is safe to intervene on behalf of the victim, do so in the presence of others, if possible, or call out to the perpetrator that you have contacted the police and indicate that they are on their way; do not put yourself in danger as well.

If you are a victim of a sexual assault, domestic violence, dating violence, or stalking at this institution or off the school premises, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. In the event of a rape or sexual violence on campus:

- a. Remain calm.
- b. Calm the victim; notify the School Director/Campus Security Coordinator.
- c. Inform the victim that he or she has the option to notify the appropriate law enforcement authorities, including the local police and for medical assistance. If the victim wants the School Director/Campus Security Coordinator to notify the authorities, he or she will call (911) for medical assistance and to alert the police. The School Director/Campus Security Coordinator and a representative from the police department will guide the victim through the available options and support the victim in his or her decision, including where applicable, restraining orders, orders for protection, no-contact orders, or similar lawful orders issued by a criminal or civil court.

If a victim chooses not to file a police report at the time of the incident, we recommend that the victim use a forensic nurse, who would conduct a forensic examination to preserve evidence in case the victim seeks to file criminal charges or obtain a restraining order at a later date. If the victim chooses to use a forensic examination, it does not require him or her to subsequently file a police report. Please contact the School Director/Campus Security Coordinator for information on where to obtain the services of a forensic nurse.

- d. The school encourages victims of sex offenses to seek professional counseling. The school will ensure that the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault, domestic violence, dating violence, stalking, and crisis intervention, as well as health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims both in the school and the community. If you need to seek professional help or pastoral counselors after having been a victim of a rape, sexual assault, domestic violence, or dating violence, you can contact the School Director/Campus Security Coordinator or contact one of the following counseling centers:

**ASSOCIATED COUNSELING**

4500 W. 147<sup>th</sup> Street, Midlothian, IL 60445

**708-597-0032**

The school educates the student community about sexual assaults and date rape through mandatory orientation. The police department offers sexual assault education and informational programs to students and employees. Literature on date rape education, risk reduction, and the school's response are available through the School Director/Campus Security Coordinator.

All designated Campus Security Coordinators will go through the *Campus Safety and Security Reporting Training Module* in January each year to stay abreast of changes to the regulations.

Other interested individuals can access information about the crime report at:

*<https://ope.ed.gov/campussafety/#/>*

**Updated: September 2025**

## ACKNOWLEDGEMENT OF STUDENTS/STAFF

I acknowledge that I have read and understand the policies and procedures explicated in this document titled: "Campus Safety and Security Policy" I also acknowledge that I accept the conditions and responsibilities outlined within this document.

Printed Name of Student / Employee: \_\_\_\_\_

Signature of Student/Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Administration: \_\_\_\_\_ Date: \_\_\_\_\_

*Please sign and date this form and return to  
Financial Aid Advisor for placement in your student/employee file*