



Stacey James Institute

Catalog and Handbook



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**Approved and Regulated by the Colorado Department of Higher Education,
Private Occupational School Board and Nationally Accredited by the
National Accrediting Commission of Career Arts and Sciences.**

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WELCOME TO STACEY JAMES INSTITUTE

Stacey James Institute has prepared this handbook to provide you with an overview of school policies, benefits, and rules. It is intended to familiarize you with important information about Stacey James Institute, as well as provide guidelines for your experience with us in an effort to foster a safe and healthy school & work environment. Please understand that this booklet only highlights school policies, practices, and benefits for your personal understanding and is intended to provide general information about the policies, benefits, and regulations governing the students of Stacey James Institute. The guidelines presented in this handbook are not intended to be a substitute for sound judgment and discretion.

It is obviously not possible to anticipate every situation that may arise in the school or to provide information that answers every possible question. In addition, circumstances will undoubtedly require that policies, practices, and benefits described in this handbook change from time to time. Accordingly, Stacey James Institute reserves the right to modify, supplement, rescind, or revise any provision of this handbook from time to time as it deems necessary or appropriate in its sole discretion with or without notice to you. Revisions may be done verbally or written as deemed necessary.

No school is free from day-to-day problems, but we believe our policies and practices will help resolve such problems. All of us must work together to make Stacey James Institute a viable, healthy, positive, and profitable organization. This is the only way we can provide a satisfactory school environment that promotes genuine concern and respect for others including all students, instructors, educators, employees and your client. If any statements in this handbook are not clear to you, please immediately contact any staff member at Stacey James Institute and if applicable Stacey or James directly.

COMPANY PHILOSOPHY

OPEN-DOOR POLICY

In keeping with Stacey James Institute's philosophy of open communication, all students have the right and are encouraged to speak freely with staff members about their school-related concerns. If you have any concerns or issues regarding clients, staff, students, curriculum or your role with Stacey James Institute...Please do not affect our positive school environment by ever talking ill about the situation to other students, staff or clients. Never defame or speak negatively regarding Stacey James Institute and/or its management, staff, clients, policies, procedures, your day at school, etc., through social media or any other source or medium. Whether you recognize it or not it just puts you in a bad light and may tarnish your reputation as well as Stacey James Institute. We urge you to go directly to a staff member to discuss your school-related ideas, recommendations, concerns and other issues which are important to you. Our entire staff is committed to resolving your individual concerns in a timely and appropriate manner and we are confident that we can come to a resolution that will benefit all. Also, please do not feel offended or discouraged if we do not implement your idea or recommendation right away as there are many factors to consider before making any changes (such as state/federal regulations, etc.).

Introduction

The Stacey James Institute (here in after referred to as the School) offers the finest technology and equipment for student training, and is staffed with qualified, approved instructors.

The School is owned by Stacey E. Meyer (President) and James A. Meyer (Vice President)

"I hereby certify that this catalog is true and correct in content and policy,"

Mission Statement

The mission of Stacey James Institute is to provide post-secondary students an excellent opportunity to learn and develop career professional skills as well as understand common problems and solutions presented by a salon environment. Our program, along with experienced and dedicated instructors, provides the knowledge and tools necessary for students to be successful in preparing for licensure and employment in the industries of Cosmetology, Esthetics, Hairstyling, Nails or Barbering fields.

Goals and Objectives

1. To teach and familiarize students in the current methods and theories of cosmetology, hairstyling, and esthetics.
2. To qualify and prepare students for the State Board examination.
3. To graduate proficient, qualified, and competent students who will go on to be successful in the field of their choice.
4. To provide assistance and advisement.

Licensing and Accrediting Agencies

Stacey James Institute is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board, 1560 Broadway, Suite 1600, Denver, CO 80202
Phone: 303-862-3001, FAX: 303-996-1330. Stacey James Institute is accredited by NACCAS, 3015 Colvin St., Alexandria, VA 22314 Phone: 703-600-7600, www.naccas.org

US Department of Labor

200 Constitution Ave NW
Washington DC 20210
1-866-487-2365
www.dol.gov

Non-Discrimination Statement

The school in its admission, instruction, grading, and graduation policies does not discriminate based on age, sex, race, ethnic origin, color, religion, financial status, or based on handicap as required by Section 504, 34 Code of Federal Regulations. Stacey James Institute will do its best to accommodate the student based on student needs. The school reserves the right to discontinue program/education if the school cannot accommodate a student's needs.

Administrative Staff:

Stacey E Meyer: Chief Executive Officer/Educator
James A Meyer: Chief Financial Officer
Patricia Westra: School Executive Director/Financial Aid
Miriam Webster: Assistant Financial Aid Director
Chelsea Kroeze: Assistant Director
Sarah Lark: Admissions

Institute Support

Jodi Chizek: Client Service

Faculty Members

Shelly Perry: Educator
Carliette Lemoine: Educator
Rena MacGregor: Educator

Larissa Komenda: Educator
Nacole Turner: Educator
David Chizek: Educator
Laina Dominick: Educator

Class Schedule

All Full- Time Students: Tuesday through Saturday 8:30 am – 4:30 pm with one-half hour lunch.

School Closure Policy

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by text, phone and/or radio, and/or TV who provide closure information as a public service. Classes are not held on the following holidays:

New Year's Eve	Labor Day
New Year's Day	Thanksgiving Day & the Friday following
Memorial Day	Christmas Eve
Independence Day	Christmas Day

School Breaks

Stacey James Institute has a summer break each year that is the first 2 weeks of July each year

Admission Entrance Requirements

Prospective students must show they are sixteen (16) years of age via a government issued picture ID, have a high school diploma or equivalency diploma (GED), and possess a United States social security card/number to be accepted for enrollment. We would also accept a high school transcript showing legible graduation date or a college transcript, which would be proof the student had completed high school. If applicable, have evidence of completion of home schooling that state law treats as a home or private school.

For former or current Millitary A DD214 may be used in lieu of an High School Diploma.

EVALUATING THE VALIDITY OF HIGH SCHOOL DIPLOMAS

Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma. The school may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma). Student self- certification is not considered sufficient proof of validity. In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools. The school maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online also may not be all inclusive. The school makes every reasonable effort to verify the validity of questionable high school diplomas. . <https://nscverifications.org/> The prospective student must provide us with the official evaluation prior to being enrolled. See the school administration for more details. Note after evaluation the document must be returned to the institute in a sealed envelope.

GRADUATION REQUIREMENTS

The graduation requirements for all courses are as follows:

- 1) Complete the required hours of training within the maximum time frame allowed.
- 2) Maintain satisfactory progress requirements per the criteria of the Satisfactory Progress Policy.
- 3) Take a final examination on practical procedures, and a final written examination-- having a score of not less than 80%.
- 4) Fulfill all financial obligations to the school and/or have a pre-approved Institutional Finance Plan (IFP) in place prior to completing required hours.
- 5) Completion of an exit interview and required exit paperwork. Upon completion of these requirements, a diploma and state required certification of hours will be provided.
- 6) School will charge additional tuition for hours remaining after the contract ending date at the rate of \$15.00 per hour, or any part thereof, payable in advance until graduation.

MAXIMUM TIME FRAME

Maximum time frame for students is 150% of the Enrollment Period. If, due to attendance or academic problems, a student must attend additional Program hours beyond the 150% Maximum Program Length in order to complete the Program, the Student's Enrollment Agreement will terminate. In order to file an appeal, the Student must have paid all Program charges in full and have 10% or less of the Program hours remaining to complete. If an appeal is granted, the Student will be charged and must pay \$100 re-registration fee and execute a new Enrollment Agreement for the remaining hours to complete the Program. If an appeal is denied, the Student will be dismissed from the Program.

Colorado Licensure Requirements:

If you are interested in getting your Colorado cosmetology license or other beauty license, below is all the information you need to know about getting licensed in Colorado!

The license types available are as follows: Cosmetologist, Hairstylist, Barber, Nail Technician, and Esthetician.

Required Hours:

Cosmetology 2: 1500 hours Title IV eligible

Barbering: 1500 hours

Hairstyling: 1200 hours

Nails: 600 hours

Esthetics: 600 hours Title IV eligible

All hours attempted counts towards Title IV

ESSENTIAL CAREER CONSIDERATIONS / REQUIREMENTS

Applicants interested in pursuing a career in cosmetology or a related field should consider all aspects of such a decision. Persons who want to become a professional in the beauty industry must:

- Enjoy dealing with the public and follow client directions.

- Continually keep up on all the latest fashions and beauty trends.
- Work longer hours while building a personal clientele to make your business grow.
- Make commitment to the continuing educational process and finish school.
- Expand your business skills that are applicable to your desired position.
- Keep yourself in good physical shape to ensure dexterity and endurance.
-

In addition, prospective students should be aware that:

- The work of a licensed professional in the cosmetology/barber/beauty industry can be arduous and physically demanding because of long hours standing with hands at shoulder level, bending to work on all areas of the client's head, bending to complete shampooing or other wet services, etc. Estheticians will spend a significant amount of time standing to complete facial services and body treatments, waxing, or makeup services. Nail technicians will spend long hours sitting at a nail technician's station. Instructors will spend long hours standing while teaching and walking to monitor their classrooms / clinic areas.
- An investment may be required for advertising and promotions such as printing of business cards or advertising.
- There will be exposure to various chemicals and fumes which may cause allergic reactions and skin irritations.
- Various methods of compensation can be but not limited to salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon or suite).
- The practice of safety and sanitation is crucial for effective and successful performance within the beauty industry.

Transfer Hours

Hours from another institution will be evaluated on a case-by-case basis. A maximum of 300 will be accepted on courses of 1200 hours or more. A maximum of 100 hours will be accepted on courses of 600 or less. A Practical test will be given to assess skills for number of hours being transferred. Stacey James Institute does not guarantee the transfer of our hours to another institution unless there is a written agreement with the other institution. Tuition will be pro-rated based on the number of hours accepted. All other fees will apply. All hours attempted count towards Title IV.

FINANCIAL AID INFORMATION

VA Benefits

“Approved by the Colorado State Approving Agency for Veterans Education and training to provide academic education to veterans and eligible beneficiaries

The school maintains a written record of the previous education and training of the veteran or eligible person and clearly indicates that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person and the Department of Veterans Affairs so notified. Please note VA may affect Title IV funding. Contact VA direct at 1- 800-827-1000

FINANCIAL ASSISTANCE

Financial assistance is available for those who qualify from Federal Direct Student Loans or Grants, private banking institutions, credit unions, or student loan programs available through the school. More information is available from the Financial Aid Officer. The school complies with all State and/or Federal regulations in any advisement to students. For more information concerning Title IV financial aid programs you may contact the

Financial Aid officer 303-810-1033. Please note: You must satisfy all financial obligations either by being paid in full or having a payment plan in place. Your Record of Completion/Certificates may be held until these obligations are met.

VERIFICATION

Students selected by the U.S. Department of Education for the process of verification are required to submit to the School Financial Aid Office additional student and or parents' financial and household information (the documentation required as indicated in the U.S. Department of Education's Application and Verification Guide). The school uses a Third-Party Servicer for awarding and approving student aid and for completing the verification process. The verification procedures will be conducted as follows:

Third Party Servicer Policy and Procedure for Verification

- 1) Students that require verification documents should be given a **"Verification Documents Required Form"** by their FA at the school listing any documents required. This form lists all the regulatory required notifications to the student regarding the process of verification. See form. These are listed below.
- 2) The School's designated official must then call the student in and collect the necessary documents to complete the Verification process.
- 3) The student should be asked to submit all required documentation to the School FA within 14 calendar days from the date the student is notified that the additional documentation is needed due to being selected for verification. If the student does not provide all of the required documentation within the 14 calendar day time frame, at the School's discretion the student may need to be notified that they will be required to make other payment arrangements until the documentation is received and the student's eligibility for Federal Aid has been established.
- 4) The appropriate School official may reserve the right to make exceptions to the 14-calendar day policy stated above on a case by case basis due to extenuating circumstances.
- 5) Once the documents have been received the School official should then review and upload those documents as part of the initial FA file.
- 6) Provided all the required documents are received and there are no discrepancies to hold up the process, the student's aid package will be further processed.
- 7) A Verification Comparison form will be completed, uploaded and an e-mail notification will then be sent to the School saying that verification has been completed.
- 8) The servicer FAA will notify the School FA of any changes to the student's financial aid awards resulting from corrections made due to the verification process. An adjustment(s) will be made to the Financial Aid Worksheet and a new Award Notification can then be printed at the School and presented to the student for signature.
- 9) Any students selected for Verification will have to fill out some or all the following forms V1 Income verification V4 High School completion or V5 Tax filer information verification will be reported on FAA Access. Examples of all forms are available upon request.

UNACCOMPANIED HOMELESS YOUTH

If a student does not have and cannot get documentation from any of the authorities given on page 27, you (the FAA) must determine if she is an unaccompanied youth who is homeless or is self-supporting and at risk of being homeless. Any student who is not yet 24 may qualify for a homeless youth determination. It is important to make homeless youth determinations on a case-by-case basis. As defined in the margin note, a student is considered homeless if he lacks fixed, regular, and adequate housing. This is broader than just living "on the street." It includes temporarily living with other people because he had nowhere else to go; living in substandard housing (if it doesn't meet local building codes or the utilities are turned off, it is generally not adequate); living in emergency or transitional shelters, for example, trailers provided by the Federal Emergency Management Agency after disasters; or living in motels, camping grounds, cars, parks, abandoned

buildings, bus or train stations, or any public or private place not designed for humans to live in. It also includes living in the school dormitory if the student would otherwise be homeless. A student living in any of these situations and fleeing an abusive parent may be considered homeless even if the parent would provide support and a place to live. The documentation for an FAA's evaluation of the living arrangements of a student must demonstrate that she meets the definition of this category of independent student.

The determination may be based on a documented interview with the student if there is no written documentation available. When you are making a determination of homelessness:

- Ask for help with determining eligibility from local school district homeless liaisons, state homeless education coordinators, the National Center for Homeless Education (<https://nche.ed.gov/>), or the National Association for the Education of Homeless Children and Youth (www.naehcy.org).
- School district homeless liaisons and shelter providers can help you develop and implement procedures for verification.
- Relevant information can come from recognized third-parties such as private or publicly funded homeless shelters and service providers, financial aid administrators from another college, college access programs such as TRIO and GEAR UP, college or high school counselors, other mental health professionals, social workers, mentors, doctors, and clergy.
- Use discretion when gathering information, and respect the student's privacy. Some information, such as that protected by doctor-patient privilege, is confidential. Also, documents such as police or Child Protective Services reports are not necessary.

Do not focus on why the student is homeless or unaccompanied but on whether the evidence shows that he is an unaccompanied homeless youth as defined in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a); see the margin note. Homeless youth definitions

- At risk of being homeless—when a student's housing may cease to be fixed, regular, and adequate, for example, a student who is being evicted and has been unable to find fixed, regular, and adequate housing
- Homeless—lacking fixed, regular, and adequate housing
- Self-supporting—when a student pays for his own living expenses, including fixed, regular, and adequate housing
- Unaccompanied—when a student is not living in the physical custody of a parent or guardian
- Housing Fixed—stationary, permanent, and not subject to change
- Regular—used on a predictable, routine, or consistent basis
- Adequate—sufficient for meeting both the physical and psychological needs typically met in the home

Homeless youth determinations DCL GEN-15-16 AVG-118 Application and Verification Guide 2019–2020 Glossary CFR DCL FSA HB June 2019

- Determine eligibility based on the legal definitions provided.
- Unaccompanied homeless youth may use the address of your school as their own on the FAFSA.

For students you determine to be unaccompanied homeless youths or unaccompanied, self-supporting youths at risk of being homeless, select the homeless youth determination option (#4) in the dependency override field in FAA Access to CPS Online or EDE. On the paper FAFSA, fill in the relevant bubble in the "College Use Only" box (see the graphic on page 112), include your school code, and sign. For students who have already filed their FAFSA, submit a FAFSA correction using the Homeless Youth Determination flag on the "dependency determination" page (Special Circumstances flag on the ISIR). To cancel a homeless youth determination, you use the same method as when canceling a dependency override: change the dependency override value to "2—FAA override canceled" in FAA Access or EDE. You may rely on a determination by another school that a student was in this category on or after July 1, 2018. Also, a new determination must be made each year for an applicant who is homeless or at risk of being homeless.

Confirmation not required You are not required to confirm the answers to the homeless youth questions unless you have conflicting information. A documented phone call with, or a written statement from, one of the relevant authorities is sufficient verification when needed. In most cases the officials authorized to make an unaccompanied homeless youth determination (see page 27) will only provide documentation of that status for persons they are directly providing services to. However, there may be a few case-by-case instances where such an official will provide documentation for a person who is no longer officially receiving services. Also, local liaisons may write subsequent-year letters of verification for unaccompanied homeless youth through age 23 for whom they have the necessary information to write such letters. This documentation is acceptable for

verifying unaccompanied homelessness. It is not conflicting information if you disagree with an authority's determination that a student is homeless.

If you believe the authority is incorrect or abusing the process, accept his determination but contact the following oversight party, as relevant, to evaluate the authority's determinations: • School district homeless liason: contact the coordinator of education for homeless children and youth programs of the state's educational agency. You can find state coordinator contact information at <https://nche.ed.gov/data/>. • Director of an emergency shelter or transitional housing program: you should contact the local Continuum of Care (CoC) administering the HUD homeless assistance program. Go to <https://www.hudexchange.info/programs/coc/> and click on "Contact a CoC" on the right side of the page. • Director of a runaway or homeless youth basic center or transitional living program: contact the National Clearinghouse on Families and Youth by phone at 301-608-8098 or by email at ncfy@acf.hhs.gov.

CONFLICTING INFORMATION

The school and servicer understand that all conflicting information must be resolved before any Title IV funds can be disbursed, therefore students with conflicting information in their files or paperwork may be selected for verification by the School or the servicer in order to resolve the conflict in question. In such an instance, a Verification Documents Required form will be sent to the School FA listing the documents required by the servicer to resolve the conflicting information.

Applicants Selected for Verification: If the servicer has any reason to believe that any information on the application or any supporting documentation used to calculate the EFC is discrepant or inaccurate, the applicant will be required to provide adequate documentation to resolve the conflict.

Applicants Not Selected for Verification: The servicer will review all tax returns provided by the school even if they were not requested and will resolve all conflicting information regardless of whether the applicant was selected for verification or not. All C-Codes will be reviewed and resolved.

Selective Service C-Codes will require the student to submit a letter to selective service to verify whether they are a veteran. In the event the Correction-code is because they did not register and were required to then they must provide the response letter and written documentation to support their reasons for not registering for selective service. All this will be reviewed, a determination will be made and the student will be notified in writing by the school of the decision.

For Citizenship C-codes students will be required to provide acceptable documentation proving they are a US Citizen or eligible non-citizen. If the eligible non-citizen student does not pass the automated secondary confirmation the documentation will be sent along with form DHS to Homeland Security for secondary confirmation of the validity of the documents submitted.

LOW INCOME

The servicer requires students and parents who provide financial data on their FAFSA that is below the established poverty level published in the Federal Register annually to complete and sign a low-income statement. This is regardless of being selected for verification.

RETURN OF TITLE IV FUNDS

RETURN TO TITLE IV FUNDS POLICY

This policy applies to students' who **withdraw official, unofficially or fail to return from a leave of absence or dismissed from enrollment** at Stacey James Institute. It is separate and distinct from the Stacey James Institute refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

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

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 withdraw 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.

"Official" Withdrawal from the School

A student is considered to be "Officially" withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1. Date student provided official notification of intent to withdraw, in writing or orally.
2. The date the student began the withdrawal from Stacey James Institute, records. A student can rescind his notification in writing and continue the program. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the official withdrawal information, Stacey James Institute, will complete the following:

1. Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record;
2. Two calculations are performed:
 - a. The student's ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
 - b. Calculate the school's refund requirement (see school refund calculation):
3. The student's grade record will be updated to reflect his/her final grade.
4. Stacey James Institute, will return the amount for any unearned portion of the Title IV funds for

- which the school is responsible within 45 days of the date the official notice was provided.
5. They will provide the student with a letter explaining the Title IV, HEA requirements:
 - a. The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
 - b. Any returns that will be made to the Title IV, HEA Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
 - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.

 6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

Unofficial Withdrawal from School

If the school unofficially withdraws a student from school, the School Director and/or Admissions Director must complete the Withdrawal Form using the last date of attendance as the drop date.

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 calendar days, will be subject to termination and considered to have unofficially withdrawn.

Within one week of the student's last date of academic attendance, the following procedures will take place:

1. The education office will make three attempts to notify the student regarding his/her enrollment status;
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;
3. The student's withdrawal date is determined as the date the day after 14 calendar days of absence;
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
5. Stacey James Institute calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation);
7. Stacey James Institute Executive Financial Director will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made and note return on the student's ledger card.
8. If applicable, Stacey James Institute will provide the student with a refund letter explaining Title IV requirements:
 - a) The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the

student received.

b) Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.

c) Supply the student with a final student ledger card showing outstanding balance due the school and the available methods of payment.

9. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

Initial Amount of Unearned Title IV Aid Due from the Student

The statute specifies that a student is responsible for all unearned Title IV program assistance that the school is not required to return. In Step 7 of the R2T4 calculation worksheet the initial amount of unearned federal student aid due from the student (or parent, for Direct PLUS Loan funds) (Box Q) is determined by subtracting the amount returned by the school (Box O) from the total amount of unearned Title IV funds to be returned (Box K). This is called the initial amount due from the student because a student does not have to return the full amount of any grant repayment due. Therefore, the student may not have to return the full initial amount due.

Repayment of Student Loans

The student loans that remain outstanding in (Box R) of Step 8 of the R2T4 calculation worksheet consist of the loans disbursed to the student (Box B) minus any loans the school repaid in Step 6, Block P. These outstanding loans are to be repaid by the student according to the terms of the student's promissory notes.

Title IV Grant Funds to Be Returned by a Student

The regulations limit the amount a student must repay to the amount by which the original overpayment amount exceeds 50% of the total grant funds disbursed or could have been disbursed by the student for the payment period or period of enrollment. The initial amount of unearned Title IV grant aid due from the student in step 9 (Box S) of the R2T4 calculation worksheet is found by subtracting the loans to be repaid by the student (Box R) from the initial amount of unearned aid due from the student (Box Q). The amount of grant overpayment due from a student is limited to the amount by which the original grant overpayment (Box S) exceeds half of the total Title IV grant funds disbursed and could have been disbursed to the student in (Box F).

Return of Title IV Grant Funds by the Student

The student is obligated to return any Title IV overpayment in the same order that is required for schools.

Grant overpayments may be resolved through:

1. full and immediate repayment to the school;
2. repayment arrangements that are satisfactory to the school;
3. or by overpayment collection procedures negotiated with Debt Resolution Services.

Time frame for returning an unclaimed Title IV, HEA credit balance

If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check.

If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned, or EFT is rejected, and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

There will be a 30 day delay for first time borrowers.

A School's Responsibilities in The Return of Funds by the Student

A school has responsibilities that continue beyond completing the Return calculation and returning the funds for which it is responsible. Here we discuss the institution's participation in the return of funds by the student.

Grant Overpayments

The applicable regulations limit the amount of grant funds a student must repay to one-half of the grant funds the student received or could have received during the applicable period. Moreover, repayment terms for students who owe Title IV grant overpayments were established to ensure that students who could not immediately repay their debt in full had the opportunity to continue their eligibility for Title IV funds.

Students who owe overpayments as a result of withdrawals initially will retain their eligibility for Title IV funds for a maximum of 45 days from the earlier of:

1. the date the school sends the student notice of the overpayment, or
2. the date the school was required to notify the student of the overpayment.

Within 30 days of determining that a student who withdrew must repay all or part of a Title IV grant, the school will notify the student in writing via U.S mail that he or she must repay the overpayment or make satisfactory arrangements to repay it. In its notification, the school will inform the student of the following five items:

1. The student owes an overpayment of Title IV funds.
2. The student's eligibility for additional Title IV funds will end if the student fails to take positive action by the 45th day following the date the school sent or was required to send notification to the student.

Order of Return of Title IV Funds

The school and or the student if applicable must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

1. Unsubsidized Direct Stafford loans (other than PLUS loans).
2. Subsidized Direct Stafford loans.
3. Direct PLUS loans.
4. Federal Pell Grants for which a return of funds is required.

There are three positive actions a student can take to extend his or her eligibility for Title IV funds beyond 45 days:

- a) The student may repay the overpayment in full to the school.
- b) The student may sign a repayment agreement with the school.
- c) The student may sign a repayment agreement with the Department.

Note: Two years is the maximum time a school may allow for repayment.

*******The student should contact the school to discuss his or her options*******

Consequences for Not Following upon the Notification

If the student takes no positive action during the 45-day period, the school will report the overpayment within a few days of the end of the 45-day period to NSLDS on the NSLDS Professional Access Web site under the AID tab, "Overpayment List" menu option after the 45-day period has elapsed.

If the student fails to take one of the positive actions during the 45-day period, the student's overpayment will be reported immediately to the NSLDS and referred to the Debt Resolution Services for collection.

When a student receives additional funds during the 45-day period of extended eligibility:

Students who owe overpayments as a result of withdrawals generally will retain their eligibility for Title IV funds for a maximum of 45 days from the earlier of (a) the date the school sends the student notice of the overpayment, or (b) the date the school was required to notify the student of the overpayment. A student who receives Title IV funds within that period of extended eligibility and then fails to return the overpayment or make repayment arrangements becomes ineligible for additional Title IV program funds on the day following the 45-day period. However, any Title IV program funds received by the student during the 45-day period were received while the student was eligible. Therefore, those Title IV funds do not have to be returned (unless the student withdraws a second time). A student who loses his or her eligibility for Title IV funds at the expiration of the 45-day period will remain ineligible for additional Title IV funds until the student enters into a repayment agreement with the Department.

If, at any time, a student who previously negotiated a repayment arrangement fails to comply with the terms of his or her agreement to repay, that student immediately becomes ineligible for additional Title IV funds.

The school will also notify the student in writing via U.S. mail using a Refund Calculation worksheet, of the amounts of aid that were retained by the school for institutional charges and the amount(s) of aid that will be refunded by the school to each Title IV program. The student will also be notified of the amount of Title IV loans they will owe after all applicable refunds have been made, the requirement for the student to complete exit counseling, when the student will be responsible to start repayment of their student loans and who they may contact for further assistance or to report any changes to their personal information.

The requirements for Title IV program funds when you withdraw are separate from any Institutional Refund Policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return.

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

Return of Title IV Funds

The law specifies how a school must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq Afghanistan Service Grant, Direct Student Loans and Direct PLUS Loans.

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

The amount of assistance that the student has earned is determined on a pro-rata basis. A calculation is done to determine the percentage of the payment period completed. Only scheduled hours are used to determine the percentage of the period completed by a student withdrawing from a clock-hour program.

Then the amount of aid received for the payment period is multiplied by the percentage of period completed to determine the amount of aid earned. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. When the result of this calculation is greater than 60%, the student earns all the assistance that he/she was scheduled to receive for that period.

The percentage of the period completed is calculated as follows:

$$\frac{\text{Number of clock hours the student was scheduled to complete in the period}}{\text{Total number of clock hours in the period}}$$

If the student did not receive all the funds that he/she earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the school must get the student's permission before it can disburse them. The student may choose to decline some or all the loan funds so that he/she doesn't incur additional debt. The school may automatically use all or a portion of the Post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees, and books/supplies. For all other school charges, the school needs your permission to use post-withdrawal disbursement. If the student does not give his/her permission (some schools ask for this upon enrollment), the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce his/her debt at the school.

There are some Title IV funds that the student are scheduled to receive that cannot be disbursed to him/her upon withdrawal because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program before withdrawal, the student will not receive any Direct loan funds that they would have received had they remained enrolled past the 30th day. If the student receives (or the school or parent receives on their behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of: the 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 program funds. 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 must return, he/she (or the parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, the student makes 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 amount of a grant overpayment that must be repaid is half of the grant funds the student received or were scheduled to receive. You do 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.

The requirements for Title IV program funds when a student withdraws are separate from any Institutional Refund Policy that the school may have. Therefore, the student may still owe funds to the school to cover

unpaid institutional charges. The school may also charge for any Title IV program funds that the school was required to return. A copy of the school's refund policy is contained in the school catalog.

If a student has questions about his/her Title IV program funds, he/she can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

Re-Entry Policy

Students who re-enter the school after discontinuation for any reason will return in the same satisfactory academic progress status at which they left and they will be required to pay all fees current at the time. Tuition will be pro-rated based on what the student has already paid. If a student's re-enroll date in school to finish their program is more than 181 days from their last attendance they will be charged for the remaining hours at the current hourly rate of tuition charged by the school. They will also be required to pay for a complete or partial kit as needed and text books as needed. There is a re-entry fee of \$150.00.

Enrollment

Prospective students may enroll anytime. However, their exact start date will be determined by course start date. Late enrollments will be accepted only one week into the course and must be made up at the next rotation.

Stacey James Institute 2020/2021 Calendar start dates:

August 11 th	Cosmetology
September 1 st	Esthetics
October 13 th	Esthetics
October 20 th	Cosmetology
November 24 th	Esthetics
January 5 th	Cosmetology
February 16 th	Esthetics
March 16 th	Cosmetology
March 30 th	Esthetic
May 11 th	Esthetic
May 25 th	Cosmetology
June 22 nd	Esthetics
August 17 th	Cosmetology, Esthetics
September 28 th	Esthetics
October 26 th	Cosmetology
November 9 th	Esthetics

Postponement of Start Date

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

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

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

Placement Assistance

Stacey James Institute offers employment opportunities and assistance to graduates, consisting of job lead referrals and job skills development. While assisting in your job search, we make no guarantee, expressed or implied, of future employment. **Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.**

CAREER OPPORTUNITIES

The licensed professional may choose from a variety of jobs within the Cosmetology/related field(s). The following vocations are options that may be considered upon graduation.

- **COSMETOLOGIST:** Professional Stylist, Skin, Platform Artist, Product Representative, Salon Owner or Manager, State Board Member/Examiner, Image Consultant, Retail Specialist
- **BARBER:** Professional Stylist, Salon Owner or Manager, Product Representative, Platform Artist, Retail Specialist, State Board Member/Examiner
- **ESTHETICIAN:** Skin Care Specialist, Spa Professional, Body Treatment Technician, Product Representative, Retail Specialist, Salon Owner or Manager, State Board Member/Examiner, Makeup Artist
- **NAILS:** Nail Technician, Spa Professional, Nail Art Specialist, Product Representative, Retail Specialist, Salon Owner or Manager, State Board Member/Examiner

Training is the important first step to an enjoyable, successful career in one of the above areas. If you like to work with people, and have an aptitude for the field, an education in the professional beauty industry can be a pathway to a secure income and a solid future.

Career Counseling: Opportunities for careers and jobs in the industry are discussed in class. Students build resumes, visit other salons, and employers from other salons are invited to recruit.

ADDITIONAL DISCLOSURE INFORMATION

Further information on potential employment for graduates can be found at www.onetonline.org.

STUDENT ACCESS TO FILES AND RELEASE OF INFORMATION

Stacey James Institute guarantees the student (or parent/guardian if student is a dependent minor) access to their files during regular school hours. A student's file may not be removed from the office and must be inspected under supervision of the School Director. If a copy of material in the student file is requested, a signed statement requesting the copy must be presented to the School Director by the student (or parent/guardian if student is a dependent minor).

Stacey James Institute requires written consent from the student (or parent/guardian if student is a dependent minor) for the release of records in response to each third-party request unless otherwise required by law. Such request is also required before publishing "directory information", such as name, address and phone number of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation, previous school attended, and/or date of graduation from previous school. Stacey James Institute will allow the student (or parent/guardian if student is a dependent minor) to deny authority to publish one or more of these items.

Stacey James Institute will provide and permit access to student and other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of

Career Arts and Sciences, or by any other authorized government agency, or in response to a directive of the Commission.

Satisfactory Academic Progress Policy (SAP)

All students are expected to maintain satisfactory academic progress, by maintaining an 80% grade point average and 80% attendance. The satisfactory progress policy applies to all students whether receiving Federal Title IV funds, partial funding assistance, or self-pay. Satisfactory Progress in attendance and academic work is a requirement. Students must maintain Satisfactory Progress to continue eligibility for funding. To determine Satisfactory Progress, all students are evaluated in academics and attendance by the midpoint of each academic year. Students are advised of their academic and attendance status via a progress report.

Grading System

- 90 – 100 = A Excellent
- 80 – 89 = B Good
- 79 or below = Not Passing

ACADEMIC PROGRESS

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a grade average of 80% and pass a FINAL written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

- Practical and Theory: 90 – 100 A = Excellent
- 80 - 89 B = Good
- 79 or below = Failing

DETERMINATION DATE / WITHDRAWAL DATE (OFFICIAL / UNOFFICIAL WITHDRAWAL)

The actual last date of attendance would be the last day the student was physically in attendance. A withdrawal date on a student who had been previously attending could be up to, but not to exceed 14 calendar days from that student’s actual last date of attendance. An active student officially withdraws when they notify the school’s administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school’s administrative office.

DETERMINATION OF PROGRESS

Students meeting requirements at the end of each payment period will be considered making Satisfactory Progress. In order for a student to be considered making Satisfactory Progress, the student must meet both attendance and academic minimum requirements. Students will be evaluated at the following points:

Course / Program	Attended Hours
Cosmetology	450, 900, 1350
Hairstyling	450, 900, 1200
Barber	450, 900, 1350
Esthetics	300, 600
Nails	300, 600

WARNING

Students failing to meet requirements for attendance or academic progress will be placed on Warning Status.

Students on Warning Status may continue to receive Title IV funding for one payment period. Students are not required to appeal a Warning Status.

APPEAL AND PROBATION

Students on Warning Status who do not meet requirements at the next evaluation point will lose eligibility for Title IV funding. Students who wish to appeal the school's determination (for reasons such as death of a relative, injury/illness of the student, or other special circumstances) must appeal within the required time frame and on the school required form (see Appeals). If the school grants the student's appeal, the student will be placed on Probation Status until the next evaluation point and the student's eligibility for Title IV funding will be reinstated. A student may be placed on Probation Status for one payment period.

APPEAL PROCEDURE

If a student is determined as NOT making Satisfactory Progress, the student may appeal the negative determination. The student must submit a written appeal on the school's form to the school administration within 5 days of the determination, with supporting documentation including reasons why the determination should be reversed and a request for re-evaluation. An appeal hearing will take place within five (5) business days of receipt of this written appeal. This hearing will be attended by the student, parent/guardian if applicable, and appropriate school staff. A decision on the appeal will be made within three (3) business days after this hearing, and will be communicated in writing. This decision will be final. Students who prevail upon appeal will have eligibility for Title IV funds reinstated.

REESTABLISHMENT OF STATUS

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by: 1) Making up missed tests and assignments and increasing grade average to 80% or better, and/or 2) Increasing cumulative attendance to 80%.

REINSTATEMENT OF FINANCIAL AID

Title IV aid will be reinstated to students who have prevailed upon appeal regarding the status of Satisfactory Progress or who have reestablished Satisfactory Progress. Students on suspension of funds will be monitored daily via an electronic Satisfactory Progress report to determine when they reestablish Satisfactory Progress.

COURSE INCOMPLETES, REPETITIONS AND NON-CREDIT REMEDIAL COURSES

Course incomplete, repetitions and non-credit remedial courses have no effect on the institution's Satisfactory Progress Policy.

REENTRY STUDENTS/INTERRUPTIONS

Attendance Policy

Students are expected to attend classes as per their enrollment agreement. Students are responsible to clock in and out appropriately to document their hours; the only documentation accepted for student hours is the time clock system. Late arrivals may enter school until 5 minutes after class/scheduled shift begins, students who are more than 5 minutes late must meet with the School Director to obtain authorization to remain in school for the day. Continued tardiness may result in disciplinary action up to and including termination. Students who are going to be absent are expected to call the school prior to the beginning of their scheduled shift. All absences are recorded and made a part of the school permanent record. The student is responsible for class material and/or tests missed while absent. Students are encouraged not to miss any days during their scheduled "freshman" phase. Students who miss 10 consecutive school days (14 calendar days) without communicating with the School Director/designee may be terminated on the 11th consecutive school day. Students who persist in repeating patterns of absenteeism will be advised and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; re-enrollment is at the discretion of the school. Any periods of time that a student does not receive Title IV funding counts towards maximum time frame (changes in programs/courses or pursuit of a second program/course are N/A to maximum time frame).

Students must attend a minimum of 80% of the cumulative scheduled hours to maintain Satisfactory Progress and complete the course within the maximum allowed time frame. The maximum time frame is equal to 1.5

times the published length of the course. Authorized leaves of absences will not be considered in the maximum time frame evaluation; LOAs will extend the student's contract period and max time frame by the same number of days taken in the LOA.

Saturday Policy

All Saturday absences must be approved in writing by the school Director Patty Westra at least two weeks prior to any Saturday absence. Telling any other staff member does not constitute approval of the Saturday off.

If you miss due to illness a doctor's note must be turned in to the director.

Any violation of this policy will result in an automatic 1/day suspension / 2nd offence is 3 day in school suspension. Repeated offences will result in doubling the numbers.

PROCEDURES FOR CALLING IN ABSENCES

- Students are to call the attendance line 303-841-4376 prior to their scheduled arrival time.
- Failure to notify the Institute before your start time is considered a NO CALL/ NO SHOW and
- will carry the following consequences.

NO CALL/ NO SHOW'S/EXCESSIVE ABSENCES

1st Offense-Suspended for the day=1 day

2nd Offense-5/day Suspension=5 days

3rd Offense – 10/day Suspension = 10 days

4th Offense-30/day Suspension=30 days

5th Offense-Termination of enrollment

When students are scheduled to perform Clinic Services on the student salon floor they are required to be available for clients when they are clocked in earning hours. Students who leave the building and are not available when paged to start a client on the salon floor are considered "absent without notice". This is considered a no call/no show and the above consequences will apply. Students on attendance probation will be held to the terms of that probation in lieu of the above policy. **All of the above-mentioned situations are calculated using school days Tuesday through Saturday Schedule.

Leave of Absence (LOA) Policy

For those students who find it necessary to be out of school for an extended period of time a leave of absence is available. A Leave of Absence must be requested in writing, a form is available from the Director. Leaves of Absence requests will only be approved for 6 or more consecutive school days. Leave of Absence requests are strongly discouraged during the "Beginning" phase of training. Leaves of Absence may not exceed 60 calendar days in any 12-month period. No federal student loan monies can be disbursed during a leave of absence:

1. The request must be made in advance of the leave;
2. The request must be made in writing and the reason(s) for the leave must be specified and contain the student's signature;
3. There must be a reasonable expectation that the student will return from the LOA;
4. The leave, together with any other leave of absence, must not exceed 60 days in any 12-month period;
5. In the event the student cannot make the request in advance (i.e., due to a car accident or other unforeseen circumstance), then the school will still allow a leave. The beginning of the leave will be determined as the first date the student was unable to attend the institution because of the accident and an end date will be noted that will not exceed the 180-day maximum within a 12-month period.

6. A contract addendum will be written to acknowledge the leave and there will be a new contract end date stipulated that will reflect the same number of days as the leave of absence. This addendum must be signed and dated by all parties. The maximum time frame will also be extended by the same number of days in the leave in the event the student is unavailable for signature due to the unforeseen circumstance, the school will maintain documentation in the file explaining the sequence of events;
7. No extra-instructional charges will incur during the leave of absence;
8. A student granted an LOA that meets these criteria is not considered to have withdrawn and no refund calculation is required at that time;
9. Should a student not return from a leave of absence, he or she will be terminated effective the documented date of return and the school refund policy will go into effect. The withdrawal date for purposes of conducting the refund is always the student's last date of attendance.

Conduct Policy

This educational facility believes that education sets the foundation for the success and careers of their students. Therefore, students will be expected to behave as if they are professionals. The Standards of Conduct have been put into place to ensure a fulfilling educational experience, and apply to every student who attends The Stacey James Institute – no exceptions.

1. Regular attendance is required. Classes may only be interrupted by a legitimate emergency.
2. Students are expected to be on time for their classes. A 10-minute grace period is given if the student calls or texts the school however, a good rule of thumb to use is "If you are not 10 minutes early, You Are Late!... your clients can show up for their appointment 10 -15 minutes early." Habitual tardiness is not tolerated. Students are to contact the school before the school day begins if going to be tardy. Students who are displaying habitual tardy practices will be advised on an individual basis and may be placed on an attendance review; the student's attendance will be closely monitored during the review period. The student will then be advised of any disciplinary action to be taken to discourage future tardiness. If the requirements are not met during the review period, suspension or expulsion may occur. Each Student is issued a "Tardy Card". This is a 1 time-call in after scheduled time, overslept, etc. The tardy card can only be used for a Mon-Fri Tardy. Students must contact the school within 1 hour of scheduled start time and make attendance arrangements to arrive no later than 11:00 am T-F in order to use the tardy card. Each student is also issued one all excuse card to be used for any unreported absence or tardy. Situations not meeting the above stipulations will be classified as a NO CALL / NO SHOW
3. If a student is unable to attend school, they are responsible for contacting the instructor to arrange for any makeup work.
4. All students are expected to clock in upon entering and leaving the school. This will verify student's attendance. It is absolutely prohibited for any student to clock a classmate in or out when they aren't in attendance. If any student does this, they will be suspended or terminated from the program.
5. If a student needs to leave the school grounds while they are on the clock, they must receive permission from a staff member. Permission will be given for lunch and break times.
6. Students are expected to dress according to the dress code and style their hair professionally. The clothing and shoes worn must be neat, clean, and free of tears/holes or stains.
7. Students are expected to be hygienic. This includes all of the following: use of deodorant, fresh breath, showered, and well groomed.
8. All stations, equipments, and towels must be cleaned after each client.
9. Cigarette smoking and the use of smokeless tobacco is not permitted in or around the building at anytime.
10. Every student is expected to complete their sanitation duties as indicated by the predetermined duties according to the roster.
11. Students will treat their fellow classmates, their clients, and the staff with respect and courtesy.
12. Students are required to speak professionally on school grounds. Unethical or unprofessional conversation and/or language will not be permitted. This includes, but is not limited to profanity, gossiping, slang, and other unprofessional conversation.

13. Students are NOT allowed to refuse clients and/or their sanitation duties. Doing so, is grounds for suspension.
14. Conflicts with other students, staff members, or any clients are not allowed on school property. No threats of any kind will be permitted.
15. Harsh criticism towards staff members or fellow students is not allowed on school grounds. Any student with a valid complaint or suggestion should talk to the school director and find a solution.
16. Kit and registration fees are due when the student signs the enrollment agreement. Student payments are due the 1st of every month, and are late on the 5th. A *late fee of \$25.00* will be assessed unless other arrangements have been made prior to the due date.
17. If a student does not graduate within the contract period, *additional training will be billed at the rate of \$15 per hour, payable before the release of hours on Record of Completion form, until graduation.*
18. Use, possession, and sale of nonprescription drugs (including alcohol) are not permitted.
19. Cheating, dishonesty, and theft are not allowed.
20. Willful vandalism of school property will result in repercussions, up to expulsion and including the reimbursement of the destroyed equipment
21. Students should not receive any visitors during school hours, unless they are clients. Clients and friends are not allowed in the break room, classrooms, or any of the offices. The clinic floor areas are for clients only, and any friends or family that come to visit must wait in the reception area.
22. The school accepts no responsibility for lost, stolen, or damaged property.
23. Students are expected to have their equipments and materials available for use during school hours.
24. Students are expected to attend school according to their published schedule. Students will have a ten-minute break after every theory class. Students will also receive a half hour lunch.
25. Weapons and firearms are never permitted on school property.

Dismissal

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision.

The Director of Education may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

Facilities

The school is located at 16534 Keystone Boulevard, Unit C, Parker, CO 80134. Our classrooms are furnished with the latest tools and equipment to assist our students in their learning process. The institute also has a main welcoming reception area, an esthetician waiting area that can double as a classroom, a clinic floor with 30 stations, five additional chairs in the basics, locker space, three shampoo chairs, two manicuring stations, six facial beds, two pedicure chairs, dispensary, library of materials in the lead instructor office, and four restrooms.

DRESS CODE STANDARDS

The School expects that students will comply with a dress code emphasizing professionalism. Students not complying with the dress code standards may be sent home. Students are reminded that any time missed from school could affect student funding. The school reserves the right to make a judgment on whether an individual's attire meets dress code requirements.

Professional Dress Code Criteria: Professionalism of attire to be determined by School Administration.

***Dress warm enough so you do not need to wear a jacket on the floor. Absolutely no hoodies!**

***Black, White, or Gray at all times unless in Stacey James Shirt; which cannot be hidden under a jacket**

- *No sports shoes or snow boots (can be worn on snowy days but you have to change once you get to school)
- *Hats are prohibited (your hair should be an example of your skill).
- *Nothing restricting. You should be able to work in anything you wear.
- *Jeans may only be worn on Tuesday if you are wearing your Stacey James Shirt, or you must wear your apron!
- *No midriff! We should not be able to see your stomach, including when you lift your arms!
- *If you wear leggings, your shirt must be long enough to cover your backside.
- *Tank tops must have something over them. Please no exposed armpits
- *If you wear skirts/dresses without leggings, they must be long enough to cover your backside if you bend over
- *Skirts that are shorter than four inches above the knee must be worn with leggings.
- *Hair and make up should be done before arriving at school
- *Open toe shoes must cover $\frac{3}{4}$ of your foot. No Flip Flops!
- *No sweat pants, yoga pants, or pajama bottoms
- *If you have any doubts about your outfit, bring a change of clothes just in case ☺

Saturday in “Bring it Day” you may wear color if you dress up BRING IT!!!

The school reserves the right to amend the dress code standard at any time deemed necessary by the Administration. If changes occur, students will be notified in writing through handouts and/or posted notices. Students are expected to arrive at school meeting dress code requirements and remain in dress code while in the building and while clocked in. Cell phones are to be on silent mode while in classrooms or clinic areas and are only to be answered in the break room or outside the building.

PERSONAL CALLS, VISITS, AND BUSINESS

Stacey James Institute expects the full attention of its students while they are at school in any capacity. Although students may occasionally have to take care of personal matters during the workday, students should try to conduct such personal business either before or after the school day or during breaks. Regardless of when any personal call is made, it should be kept short. Personal texting and phone calls should be avoided at all times when dealing with a client. Clients should always feel like they have your undivided attention.

Students should also limit incoming personal calls, visits. A pattern of excessive personal phone calls, personal visits, and/or private business dealings is not acceptable and may lead to disciplinary action.

Students spouses, family, friends, etc., do not have the freedom or the right just to walk back to your work area at any time. Please respect our customers and other student’s privacy by having any visitors check in at the reception area and wait for you to attend to them. Please inform your Family and Friends of this policy so they (and you) are not embarrassed.

If you have free time while clients are processing, drying, etc., please do not use this time to surf Facebook, the internet, your phone, the point of sale system, etc. Use this time to clean up your area, help fellow students, wash bowls & brushes, start and or fold laundry, etc. At Stacey James, we feel that by working together as a team, and by giving back, it will benefit all in many ways.

Products, Back bar, Supplies and Services

All products, back bar, and supplies are provided by Stacey James Institute and are solely intended to be used for and on our clients. All products that are for retail sale and all services that are performed must be paid for by clients and or students. All students should report to school already dressed, groomed and ready to learn & work. At no time should students use salon products, back bar, and supplies while at school or off the clock. At no time should students perform services on themselves or another student unless that service is approved by staff and is on the schedule (even on student service days). Students receiving any type of service must be scheduled as a client and pay for any and all services before service is performed. Consent from management

to sample a new product/service for personal use is considered to be for a one time use only and does not constitute permission to continually use any products or services.

Stacey James Institute will do its' best to always have back bar products to be used for client's services only. If a back-bar product is running low or is not available, it is up to the student to notify staff before the back-bar product runs out. **At no time can any staff, personnel, or students pull product from retail shelves to replenish back bar products!** At no time can any student bring in, supply, or use their own personal products of any kind for use at Stacey James Institute. Inspection of Personal and Company Property.

Stacey James Institute students use the property and equipment Stacey James Institute owns and provides. Students are not permitted to put up any pictures, stickers or any personal or promotional advertising without permission from staff. Students must remember that property supplied by Stacey James remains the property of Stacey James. Stacey James reserves the right to search any Company property at any time. Stacey James also reserves the right to inspect personal property (e.g., bags, purses, pockets) during the workday or as students leave for the day. Refusal to allow inspection may lead to disciplinary action, up to and including expulsion.

NETWORK AND ELECTRONIC RESOURCES POLICY

Network and Electronic Resources, such as computers, other hardware, software, e-mail, landline and cellular telephones, fax machines and internet access, are tools that Stacey James Institute provides its students to assist them in their day. These Network and Electronic Resources and related access systems are proprietary Company property and subject to review or access by Stacey James Institute at any time.

All students who use Stacey James's Network and Electronic Resources must follow the guidelines below:

- Use Network and Electronic Resources for Company business purposes only.
- Messages and communications sent via Stacey James's Network and Electronic Resources are subject to subpoena and access by persons outside Stacey James and may be used in legal proceedings. Please consider this before sending any confidential messages or material via the Network and Electronic Resources.
- E-Mail is not a substitute for face-to-face communication. If you have a conflict with someone or need to discuss an important issue, it should be handled in person or over the telephone if a meeting is not possible.
- Remember that all of Stacey James's policies, including but not limited to policies on Equal Opportunity, Harassment, Confidentiality, Personal Conduct and Rules of Conduct, apply to the use of Stacey James's Network and Electronic Resources. Students must not review or forward sexually explicit, profane or otherwise unprofessional or unlawful material through Stacey James's Network and Electronic Resources.
- Passwords protecting the use of Stacey James's Network and Electronic Resources are Stacey James's property and will be assigned to students as needed. Students may not change passwords without the consent of management. Students must notify staff of all passwords and encryption keys assigned to or used by them, and must notify management of any changes to such passwords or encryption keys. Any student attempting to copy or use another student or staff member's password will be subject to expulsion.
- Do not install any software or program on any Company computer or other hardware without the express consent of management.
- Stacey James Institute expressly prohibits the unauthorized use, installation, copying or distribution of copyrighted, trademarked or patented material.
- Students can only enter times scheduled for school or appointments on their personal calendars or cell phones and are never to enter client's names, phone numbers, emails, etc. Students should never give out their personal phone numbers or information to clients.
- Students must not attempt to override or evade any program or measure installed by Stacey James Institute to protect the security or limit the use of its Network and Electronic Resources.

- Students must not surf/evade Stacey James Institute point of sale information regarding reports, statistics, payroll, other students or staff member's information, etc. Stacey James retains the right to review all communications conducted and data saved, reviewed or accessed via Stacey James Institute Network and Electronic Resources, including Company computers, e-mail and internet access. Stacey James does not permit students to access or use any Company password, e-mail or internet access other than their own. Inappropriate use of Network and Electronic Resources may result in discipline, up to and including discharge. Students should be careful to safeguard their passwords, log off their terminals when not in use and not permit others to access Company systems.

Conflicts of Interest
 You cannot perform or solicit any external business, financial, or employment interests with clients, vendors, staff, and fellow students that conflict with Stacey James's business interests or with your ability to perform your school duties. This includes but is not limited to your possible relationships with any other Salons or Spas, multi-level marketing opportunities or any type of fundraising for schools or non-profit organizations. Violation of this policy will result in disciplinary action including but not limited to a formal write up and possible expulsion.

GRIEVANCE PROCEDURES

While most problems that occur can be resolved through discussion and compromise when addressed in a timely manner, sometimes a problem may require further conciliation. Our grievance procedures are designed to resolve a problematic situation that cannot be resolved in a simple manner. The steps that should be taken are as follows:

1. The student should register the complaint in writing within 30 days of the date that the act which is the subject of the grievance occurred. Please include date, time, people involved, any evidential facts to support your grievance, and the outcome expected.
2. This complaint letter should be handed to the Director of the school, Patty Westra.
3. The process of investigation may include interviewing other students, teachers, and staff in order to substantiate the grievance.
4. The results after a thorough investigation of the problem will be put in writing and given to the student within 10 days of receiving the grievance.
5. If the student feels that the problem has not been addressed satisfactorily and still feels it necessary to pursue further relief, the student may resubmit the grievance with reasons why the solution given will not suffice and request a hearing by the school's grievance hearing committee.
6. The school's management will appoint the members of this committee, which may include a staff member not included in the grievance, an instructor not related to the grievance, and an outside person not employed by the school and not a part of the grievance.
7. All facts and evidence will be discussed, and a written report with recommendations or modifications will be given to the student within 15 days after the student requests further relief.
8. The student may also file a written complaint online with the Colorado Division of Private Occupational Schools at higher.colorado.gov/dpos or **303-862-3001**. All student complaints submitted to the Division must be in writing. There is a two-year limitation from the student's last date of attendance on the Division taking action on student complaints. The student may also submit the complaint to NACCAS, 3015 Colvin St., Alexandria, VA 22314, 703-600-7600

Student Complaints

Student Complaints should be brought to the attention of the School Director to attempt resolution. The Director and student are to follow the grievance procedures according to school policy printed in the school catalog. A resolution will be suggested within ten (10) business days by the school administration. The student may also file a written complaint online with the Colorado Division of Private Occupational Schools at higher.colorado.gov/dpos or **303-862-3001**. All student complaints submitted to the Division must be in writing. There is a two-year limitation from the student's last date of attendance on the Division taking action on student complaints. The student may also submit the complaint to NACCAS, 3015 Colvin St., Alexandria, VA 22314, 703-600-7600.

Refund Policy¹

(Section 8, Rules & Regulations of Private Occupational Act of 1981)

1. Students not accepted to the school are entitled to all moneys paid.
2. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid.
3. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less.
4. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contracted scheduled hours, as described in the table below.
5. The refund is based on the last date of recorded attendance.

Refund Table

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

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

Programs/Courses Offered

Cosmetology: 1500 Clock Hours

CIP 12.0401

¹ Applies to all students, for any reason, by either party, including student decision, course or program cancellation or school closure.

Occupational Objective:	The graduate should be able to acquire an entry-level position as a cosmetologist.	CIP 12.0402
Barbering: 1500 Clock Hours Occupational Objective:	The graduate should be able to acquire an entry-level position as a Barber.	CIP 12.0407
Hairstyling: 1200 Clock Hours Occupational Objective:	The graduate should be able to acquire an entry-level position as a hairstylist.	CIP 12.0409
Esthetics: 600 Clock Hours Occupational Objective:	The graduate should be able to acquire an entry-level position as an esthetician.	CIP 12.0410
Nails: 600 Clock Hours Occupational Objective:	The graduate should be able to acquire an entry-level position as a nail technician.	

Cosmetology Program

COURSE DESCRIPTION:

The primary purpose of the Cosmetology Program is to train the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry level positions in cosmetology or related career avenue. The cosmetology course of study consists of 1500 hours of instruction of both theoretical and practical skill development required for licensure by the Department of Regulatory Agencies. Theory and practice precede student salon activities and students must complete the theory and practical for each exercise in the basic freshman curriculum and receive a passing grade on each exercise before being allowed to participate in the student salon activities. Theory and practice are integrated throughout the course. The Office of Barber and Cosmetologist Licensing/designated testing agency conducts all examinations in English and applicants shall submit answers in English. All education and learning environments in our school are conducted in English, to include classroom activity and clinic floor education.

COURSE GOALS:

To provide the student with the skills, information and training through thorough and reliable theoretical and practical instruction to successfully complete the program and pass the licensure required by the Department of Regulatory Agencies and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

COURSE FORMAT:

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state licensing preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in the course.

COSMETOLOGY PROGRAM HOURS

SHAMPOOING, RINSING & CONDITIONING

Shampoo chemistry, Hair & Scalp Analysis, Scalp Disorders & Diseases, Scalp Manipulations, Shampooing Procedures, Rinsing, Conditioning & Finishing, Treatments of the Scalp Hair. 6-Theory Hours/ 44-Lab 50 Hours

HAIRCOLORING

Color Theory, Color Applications & Techniques, Chemistry of Hair color, Hair Lightening (Bleaching), Special Effects Techniques, Corrective Color Theory & Techniques. 20-Theory Hours/ 180-Lab =200 Hours

HAIRCUTTING

Scalp Analysis & Hair Growth, Theory of Haircutting, Tools & Implements, Sectioning & Control, Angles & Elevation, Cutting Techniques & Applications. 20-Theory Hours/ 180-Lab. =200 Hours

HAIRSTYLING

Principles of Hair Design, Wet Hairstyling, Roller Sets, Pincurls & Fingerwaving, Thermal Hairstyling, Blow Dry Styling, Iron Curling, Waving, Long Hair Techniques, Hair Pressing 12-Theory Hours/159-Lab. =171 Hours

CHEMICAL TEXTURE SERVICES

Chemistry of Permanent Waving, Hair structure & Analysis, Sectioning, Wrapping, Permanent Waving Techniques, Chemical Relaxing, Relaxer Application Techniques, Soft Curl Permanent Waving. 12-Theory Hours/ 88-Lab.= 100 Hours

MANICURING & PEDICURING

Nail Structure, Growth & Anatomy, Diseases & Disorders of the Nail, Theory of Massage, Massage Manipulations, Manicure Procedures & Techniques, Pedicure Procedures. 18-Theory Hours/ 157-Lab.= 175 Hours

APPLICATION OF ARTIFICIAL NAILS

Chemistry & Safety for Artificial Nail Enhancements, Sculptured Nail Applications, Nail Tip Application & Overlays, Nail Wrap Application & Techniques 13-Theory Hours/ 112-Lab.=125 Hours

FACIALS & SKIN CARE

Theory of Massage, Benefits & Techniques, Histology of Skin, Diseases & Disorders of the Skin, Products, Ingredients, Use & Application, Consultation, Analysis & Preparation, Facial & Skin Care Techniques, Skin Care Treatments, Light Therapy, Masks & Packs Therapy & Treatments 16-Theory Hours/ 19-Lab.=175 Hours

FACIAL MAKEUP

Color Theory & Analysis, Cosmetic Product Ingredients & Chemistry, Cosmetic/Makeup Application & Techniques, Artificial Lash Application, Lash & Brow Tinting. 6-Theory Hours/ 19-Lab.=25 Hours

HAIR REMOVAL

Physical & Chemical Depilatories Theory, Chemistry & Product Knowledge, Client Consultation, Analysis & Safety, Physical Depilatory & Techniques, Chemical Depilatory Procedures 14-Theory Hours/ 65-Lab.=79 Hours

LAW, RULES & REGULATIONS

Local, State & Federal Laws and Statutes, School Rules, Regulations & Polices. 12-Theory Hours/ 13-Lab.= 25 Hours

MANAGEMENT, ETHICS, INTERPERSONAL SKILLS & SALESMANSHIP (includes orientation)

Interpersonal Skills, Communication & Human Relations, Professionalism, Management & Ethics, Salesmanship Skills and Traits 16-Theory Hours/ 9-Lab.= 25 Hours

DISINFECTION, SANITATION, & SAFE WORK PRACTICES

Bacteriology & Infection Control, Sanitation Practices in the Workplace, Patron Protection, Draping, Material Safety Data Sheets, OSHA in the workplace, Standards & Regulations, Public Sanitation Methods, Chemical Agents, Types, Classifications, Safe Use & Handling. 10-Theory Hours/ 140-Lab.=150 Hours

175-Theory Hours/ 1325-Lab. TOTAL.....1500 Hours

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HAIRSTYLING PROGRAM

COURSE DESCRIPTION

The primary purpose of the Hairstyling Program is to train the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry level position as a hairstylist or related career avenue. The hairstyling course of study consists of 1200 Hours of instruction of both theoretical and practical skill development required for licensure by the Department of Regulatory Agencies. Theory and practice precede laboratory activities and students must complete the theory and practical for each exercise in the Basic Freshman curriculum and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the course. The Office of Barber and Cosmetologist Licensing/designated testing agency conducts all examinations in English and applicants shall submit answers in English. All education and learning environments in our school are conducted in English, to include classroom activity and clinic floor education.

COURSE GOALS:

To provide the student with the skills, information and training through thorough and reliable theoretical and practical instruction to successfully complete the program and pass the licensure required by the Department of Regulatory Agencies, and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

COURSE FORMAT:

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state licensing preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through well developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in the course.

HAIRSTYLING PROGRAM HOURS

SHAMPOOING, RINSING & CONDTIONING

Shampoo chemistry, Hair & Scalp Analysis, Scalp Disorders & Diseases, Scalp Manipulations, Shampooing Procedures & Techniques, Rinsing, Conditioning & Finishing, Treatments of the Scalp & Hair..... 60 Hours

HAIRCOLORING

Color Theory, Color Applications & Techniques, Chemistry of Hair color, Hair Lightening (Bleaching), Special Effects Techniques, Corrective Color Theory & Techniques... 240 Hours

HAIRCUTTING

Scalp Analysis & Hair Growth, Theory of Haircutting, Tools & Implements, Sectioning & Control, Angles & Elevation, Cutting Techniques & Applications..... 240 Hours

HAIRSTYLING

Principles of Hair Design, Wet Hairstyling, Roller Sets, Pin curls & Finger waving, Thermal Hairstyling, Blow Dry Styling, Iron Curling, Waving, Artistry of Artificial Hair, Long Hair Techniques, Hair Pressing..... 210 Hours

CHEMICAL TEXTURE SERVICES

Chemistry of Permanent Waving, Hair structure & Analysis, Sectioning, Blocking & Wrapping, Permanent Waving Techniques, Chemistry of Chemical Relaxing, Relaxer Application Techniques, Soft Curl Permanent Waving.....120 Hours

LAW, RULES & REGULATIONS

Local, State & Federal Laws and Statutes, School Rules, Regulations & Polices..... 30 Hours

MANAGEMENT, ETHICS, INTERPERSONAL SKILLS & SALESMANSHIP (includes orientation)

Interpersonal Skills, Communication & Human Relations, Professionalism, Management & Ethics, Salesmanship Skills and Traits..... 30 Hours

DISINFECTION, SANITATION, & SAFE WORK PRACTICES

Bacteriology & Infection Control, Sanitation Practices in the Workplace, Patron Protection, Draping, Material Safety Data Sheets, OSHA in the workplace, Standards & Regulations, Public Sanitation Methods, Chemical Agents, Types, Classifications, Safe Use & Handling. ... 270 Hours

TOTAL..... 1200 Hours

ESTHETICS PROGRAM

COURSE DESCRIPTION:

The primary purpose of the Esthetics Program is to train the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry level position as an esthetician or related career avenue. The esthetics course of study consists of 600 hours of instruction of both theoretical and practical skill development required for licensure by the Department of Regulatory Agencies. Theory and practice precede laboratory activities and students must complete the theory and practical for each exercise in the Basic Freshman curriculum and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the course. The Office of Barber and Cosmetologist Licensing/designated testing agency conducts all examinations in English and applicants shall submit answers in English. All education and learning environments in our school are conducted in English, to include classroom activity and clinic floor education.

COURSE GOALS:

To provide the student with the skills, information and training through thorough and reliable theoretical and practical instruction to successfully complete the program and pass the licensure required by the Department of Regulatory Agencies, and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

COURSE FORMAT:

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state licensing preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through well developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in the course.

ESTHETICS PROGRAM HOURS

FACIALS & SKIN CARE

Theory of Massage, Benefits & Techniques, Histology of Skin, Diseases & Disorders of the Skin, Products, Ingredients, Use & Application, Consultation, Analysis & Preparation, Facial & Skin Care Techniques, Skin Care Treatments, Light Therapy, Masks & Packs Therapy & Treatments.
..... 210 Hours

FACIAL MAKEUP

Color Theory & Analysis, Cosmetic Product Ingredients & Chemistry, Cosmetic/Makeup Application & Techniques, Artificial Lash Application, Lash & Brow Tinting. 30 Hours

HAIR REMOVAL

Physical & Chemical Depilatories Theory, Chemistry & Product Knowledge, Client Consultation, Analysis & Safety, Physical Depilatory & Techniques, Chemical Depilatory Procedures & Techniques.....90 Hours

LAW, RULES & REGULATIONS

Local, State & Federal Laws and Statutes, School Rules, Regulations & Polices... 30 Hours

MANAGEMENT, ETHICS, INTERPERSONAL SKILLS & SALESMANSHIP (includes orientation)

Interpersonal Skills, Communication & Human Relations, Professionalism, Management & Ethics, Salesmanship Skills and Traits..... 30 Hours

DISINFECTION, SANITATION, & SAFE WORK PRACTICES

Bacteriology & Infection Control, Sanitation Practices in the Workplace, Patron Protection, Draping, Material Safety Data Sheets, OSHA in the workplace, Standards & Regulations, Public Sanitation Methods, Chemical Agents, Types, Classifications, Safe Use & Handling.
..... 210 Hours

TOTAL600 Hours

BARBERING PROGRAM

COURSE DESCRIPTION

The primary purpose of the Barbering Program is to train the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry level position as a Barber or related career avenue. The Barbering course of study consists of 1500 Hours of instruction of both theoretical and practical skill development required for licensure by the Department of Regulatory Agencies. Theory and practice precede laboratory activities and students must complete the theory and practical for each exercise in the Basic Freshman curriculum and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the course. The Office of Barber and Cosmetologist Licensing/designated testing agency conducts all examinations in English and applicants shall submit answers in English. All education and learning environments in our school are conducted in English, to include classroom activity and clinic floor education.

COURSE GOALS:

To provide the student with the skills, information and training through thorough and reliable theoretical and practical instruction to successfully complete the program and pass the licensure required by the Department of Regulatory Agencies, and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

COURSE FORMAT:

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state licensing preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through well developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in the course.

BARBERING PROGRAM HOURS

TREATMENT OF THE HAIR AND SCALP

Shampoo chemistry, Hair & Scalp Analysis, Scalp Disorders & Diseases, Scalp Manipulations, Shampooing Procedures, Rinsing, Conditioning & Finishing, Treatments of the Scalp Hair..... 60 hours

HAIRCOLORING

Color Theory, Color Applications & Techniques, Chemistry of Hair color, Hair Lightening (Bleaching), Special Effects Techniques, Corrective Color Theory & Techniques..... 240 Hours

HAIRCUTTING

Scalp Analysis & Hair Growth, Theory of Haircutting, Tools & Implements, Sectioning & Control, Angles & Elevation, Cutting Techniques & Applications..... 270 Hours

HAIRSTYLING

Principles of Hair Design, Wet Hairstyling, Roller Sets, Pincurls & Finger waving, Thermal Hairstyling, Blow Dry Styling, Iron Curling, Waving, Long Hair Techniques, Hair Pressing..... 270 Hours

PERMANENT WAVING & CHEMICAL HAIR RELAXING

Chemistry of Permanent Waving, Hair structure & Analysis, Sectioning, Wrapping, Permanent Waving Techniques, Chemical Relaxing, Relaxer Application Techniques, Soft Curl Permanent Waving..... 240 Hours

SHAVING

Theory of shaving, Techniques of shaving with a straight edge, Point of Hot Lather and Steamed Towels, General rules of Shaving, and shaving Strokes90 Hours

FACIAL MASSAGE AND TREATMENTS

Theory of Massage, Benefits & Techniques, Histology of Skin, Diseases & Disorders of the Skin, Products, Ingredients, Use & Application, Consultation, Analysis & Preparation, Facial & Skin Care Techniques, Skin Care Treatments, Light Therapy, Masks & Packs Therapy & Treatments.....90 Hours

LAW, RULES & REGULATIONS

Local, State & Federal Laws and Statutes, School Rules, Regulations & Polices..... 30 Hours

MANAGEMENT, ETHICS, INTERPERSONAL SKILLS & SALESMANSHIP (includes orientation)

Interpersonal Skills, Communication & Human Relations, Professionalism, Management & Ethics, Salesmanship Skills and Traits..... 30 Hours

DISINFECTION, SANITATION, & SAFE WORK PRACTICES

Bacteriology & Infection Control, Sanitation Practices in the Workplace, Patron Protection, Draping, Material Safety Data Sheets, OSHA in the workplace, Standards & Regulations, Public Sanitation Methods, Chemical Agents, Types, Classifications, Safe Use & Handling.180 Hours

TOTAL.....1500 Hours

NAILS PROGRAM

COURSE DESCRIPTION:

The primary purpose of the Nails Program is to train the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry level positions a nail technician or related career avenue. The Nails course of study consists of 600 hours of instruction of both theoretical and practical skill development required for licensure by the Department of Regulatory Agencies. Theory and practice precede laboratory activities and students must complete the theory and practical for each exercise in the Basic Freshman curriculum and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the course. The Office of Barber and Cosmetologist Licensing/designated testing agency conducts all examinations in English and applicants shall submit answers in English. All education and learning environments in our school are conducted in English, to include classroom activity and clinic floor education.

COURSE GOALS:

To provide the student with the skills, information and training through thorough and reliable theoretical and practical instruction to successfully complete the program and pass the licensure required by the Department of Regulatory Agencies, and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

COURSE FORMAT:

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state licensing preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through well developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in the course.

NAILS PROGRAM HOURS

MANICURING & PEDICURING

Nail Structure, Growth & Anatomy, Diseases & Disorders of the Nail, Theory of Massage, Massage Manipulations, Manicure Procedures & Techniques, Pedicure Procedures & Techniques.....210 Hours

APPLICATION OF ARTIFICIAL NAILS

Chemistry & Safety for Artificial Nail Enhancements, Sculptured Nail Applications, Nail Tip Application & Overlays, Nail Wrap Application & Techniques.....150 Hours

LAW, RULES & REGULATIONS

Local, State & Federal Laws and Statutes, School Rules, Regulations & Polices...30 Hours

MANAGEMENT, ETHICS, INTERPERSONAL SKILLS & SALESMANSHIP (includes orientation)

Interpersonal Skills, Communication & Human Relations, Professionalism, Management & Ethics, Salesmanship Skills and Traits..... 30 Hours

DISINFECTION, SANITATION, & SAFE WORK PRACTICES

Bacteriology & Infection Control, Sanitation Practices in the Workplace, Patron Protection, Material Safety Data Sheets, OSHA in the workplace, Standards & Regulations, Public Sanitation Methods, Chemical Agents, Types, Classifications, Safe Use & Handling.

..... 180 Hours

TOTAL.....600 Hours

Methods and Terms of Payment-

The first tuition payment is due on 1st of the month after Start date. Kit and registration fees are due when the student signs and submits the enrollment agreement unless other arrangements have been made. Monthly tuition payments are due by the 1st of every month, and are late on the 5th. A *late fee of \$25.00* will be assessed unless notification and other arrangements have been made prior to the due date. Tuition and fees are payable by check (*to Stacey James Institute*), cash, credit card, money order, Title IV², Loan. Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately ten percent has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, *additional training will be billed at the rate of \$15 per hour*, payable in advance, until graduation. 20% of your tuition paid upfront = 10% discount on tuition; 10% of your tuition paid upfront = 5% discount on tuition.

VACCINATION POLICY

While the school encourages its students to lead happy healthy lifestyles and stay disease free it does not have any specific vaccination policy. Vaccinations are not a requirement to be licensed in the State of Colorado.

DEFAULT PREVENTION AND MANAGEMENT

Entrance Counseling

Regulations require that first time borrowers of FFEL and Direct Loan program loans receive entrance counseling. During entrance counseling, schools must explain how the master promissory note works, emphasize the importance of repaying the loan, describe the consequences of default, and show borrowers sample monthly repayment amounts based on their program of study at the school. The school enhances entrance counseling to include financial literacy and ensure that borrowers thoroughly understand all information. In addition, the school collects as much contact information about borrowers as possible during entrance counseling to facilitate future contact if needed. These activities will ensure more knowledgeable, responsible borrowers, and will result in fewer defaulters as well.

Benefits of Our Default Prevention and Management Plan

The activities in the school's Default Prevention and Management Plan promote student and school success by increasing retention and reducing delinquency and default. The school and students receive benefits when we implement the activities, techniques, and tools outlined in this plan. The school benefits by avoiding any limitations on participation in the loan programs due to excessive cohort default rates (CDRs). Students benefit by having continued access to Title IV Student Financial Assistance Programs, learning good debt management practices, and establishing a healthy credit history. The school is actively committed to promoting student success by helping their students learn, graduate, obtain employment, and demonstrate financial responsibility through repayment of the funds borrowed to finance their education.

Consequences of Default for Borrowers

Borrowers who default on student loans face serious consequences. Stafford Loans are considered in default after 270 days without payment. At the time of default, outstanding interest is capitalized and collection fees may be added, resulting in a loan balance that is higher than the amount borrowed. Defaulted loans are reported to credit bureaus, causing borrowers to sustain long-term damage to their credit rating. Defaulters may also face difficulty in securing mortgages or car loans, may have their wages garnished, and their federal income tax refunds and other federal payments seized. Until the default is resolved, collection efforts continue and the defaulter will be ineligible for additional federal student aid. The Department, guarantors, and servicers undertake many activities to prevent borrowers from defaulting. With a minimal amount of time,

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effort, and expense, schools can play a critical role in helping borrowers avoid the damaging consequences of default.

Consequences of Default for The School

The school may face serious consequences due to high CDRs. Consequences include the loss of participation in the Direct Loan, and/or Pell Grant programs. The school must also be provisionally certified. Effective, easy-to-implement tools that reduce defaults, promote student and school success, help preserve the integrity of the loan programs, and reduce costs to taxpayers are available to schools.

Exit Counseling

Regulations require that the school provide exit counseling. Exit counseling is an effective way to prevent defaults and is often the last opportunity that borrowers have to work with someone at school regarding their loans. In-depth counseling that focuses on fully explaining repayment plans and choices that fit the borrowers' needs is essential. Exit counseling is the opportunity to clear up any misconceptions students may have about their loan obligations and re-emphasize the consequences of default. The school takes full advantage of this opportunity to work with their students. A large percentage of borrowers in delinquency either did not have the benefit of receiving this information or did not receive it timely. Exit counseling is a cornerstone of default prevention and is mandatory.

Withdrawals and Default

Many borrowers who default on their loans are borrowers who withdrew from school prior to completing their academic programs. These borrowers, at the highest risk of default, can often be identified while still on campus. Early identification and timely intervention can improve student retention and reduce the number of defaulted loans. In addition to fulfilling the regulatory requirement to provide exit counseling to students, the school attempts to work with students even after they have left school by encouraging them to complete their programs of study and helping them resolve the issue(s) that prompted their withdrawal.

1098T DISTRIBUTION

In accordance with Federal regulations, the school will mail a copy of a student's 1098-T form for a given tax year by January 31st of the following calendar year.

Loan Entrance Counseling

When you are borrowing from the Federal Direct Loan Program, you are required to participate in loan counseling prior to receiving a Federal Direct Loan. This is to ensure that you understand your rights, your responsibilities and the obligation you are assuming when borrowing. Go to <https://studentloans.gov> and complete the entrance counseling. Print a copy of your confirmation.

FINANCIAL AID CODE OF CONDUCT

The school is committed to ensuring the integrity of its employees and students with respect to all aspects of its school and its operations. Compliance with all applicable laws, regulations, company policies & procedures, and performance of duties according to the highest standards of honesty and integrity, is expected of all employees. Employees assisting students in the enrollment/financial aid process are required to affirm that they will 1) be ethical and conduct themselves with integrity, 2) avoid any conflicts of interest and comply with all Codes of Conduct required by the school, 3) provide prospective and enrolled students with accurate and complete enrollment/financial aid and policy information, 4) keep student information confidential and comply with the Family Educational Rights and Privacy Act (FERPA), and 5) comply with federal and state laws and regulations, accreditor rules, and school policies & procedures.

FERPA (Family Educational Rights and Privacy Act)

Review and record what office is responsible for reviewing and updating the information listed below. Also indicate where this information is located and when it was last updated.

Office Responsible:	Director and Assistant Director
Area Information is located:	Directors office
Date Document was last updated:	8/21/2019
Date Policy and Procedure was last updated:	8/21/2019

FERPA sets limits on the disclosure of personally identifiable information from school records, and defines the rights of the student to review the records and request a change to the records. Use the checklist below to ensure that your school meets the requirements outlined in the regulations:

- € The school ensures that students have the right to review their education records
- € The school ensures that students are allowed to amend inaccurate information contained in their records. If a request is denied, the school allows the student to request a hearing to challenge the contents of the education records, on the grounds that the records are inaccurate, misleading, or violate the rights of the student
- € The school ensures that students have the right to provide consent for the disclosure of their records
- € The school annually notifies student of their rights under FERPA
- € The annual notice describes the students' rights to review their educational records, request changes to their records, consent to disclosures of personally identifiable information, and to file complaints with the Department, as well as procedures for reviewing and amending their educational records
- € The school includes in the annual notice the procedure for exercising their rights to inspect and review education records
- € The school maintains a record in the student's file listing to whom personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information (does not apply to school officials with a legitimate educational interest or to directory information)
- € The school specifies which school officials with legitimate educational interest have access to student education records without student consent
- € The school indicates the types of information the institution has designated as directory information (name, address, major, etc.)
- € The school maintains a record of each request (who and why) for access to and disclosure of personally identifiable information, as well as others who disclose personally identifiable information without written consent from the student, unless the request was from the student, a school official with legitimate educational interest, or a party seeking records due to a law enforcement subpoena containing criteria that the subpoena not be disclosed, or the request is for directory information only

Review and record what office is responsible for reviewing and updating the information listed below. Also indicate where this information is located and when it was last updated.

Office Responsible:	Director and Assistant Director
Area Information is located:	Directors office
Date Document was last updated:	8/21/2019
Date Policy and Procedure was last updated:	8/21/2019

€ Except under one of the special conditions described in [34 CFR 99.31](#), a student must provide a signed and dated written consent before an education agency or school may disclose personally identifiable information from the student’s education records. The written consent must:

- €
- Specify the records that may be disclosed
 - State the purpose of the disclosure
 - Identify the party or class of parties to whom the disclosure may be made

When a disclosure is made:

- If a parent or eligible student so request, the school must provide him or her with a copy of the records disclosed, and if the parent of a student who is not an eligible student so request, the school must provide the student with a copy of the records disclosed

Signed and dated written consent may include a record and signature in electronic form that:

- Identifies and authenticates a particular person as the source of the electronic consent
- Indicates such person’s approval of the information contained in the electronic consent

Consent not required [34 CFR 99.31](#)

Review and record what office is responsible for reviewing and updating the information listed below. Also indicate where this information is located and when it was last updated.

A school may disclose personally identifiable information without student consent to the following parties:

- School officials with legitimate educational interests
- U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education
- State and local officials
- Authorized organizations conducting educational research
- Accrediting agencies
- Alleged victim of a crime
- Parent of a Dependent Student as defined by the IRS

- Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse

FERPA and Subpoenas

In contrast to the exceptions to the notification and recordkeeping requirements granted for law enforcement purposes, educational agencies or institutions may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action. Additionally, schools must comply with FERPA's recordkeeping requirements under [34 CFR 99.32](#) when disclosing information pursuant to a standard court order or subpoena.

Your school makes a reasonable effort to notify a student who is the subject of a subpoena or court order before complying, so that the student may seek protective action (unless the court or issuing agency has prohibited such disclosure).

The school follows the provisions outlined in the regulations as follows:

The school only discloses personally identifiable information from an education record to appropriate parties in connection with an emergency *if* knowledge of the information is necessary to protect the health or safety of the student or other individuals.

FERPA Contact Information:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., S.W.
Washington, DC 20202-4605
Phone: 202-260-3887

Email: ferpa@ed.gov(schools only)

Web site address: <https://www2.ed.gov/about/offices/list/om/pirms/index.html>

VOTER REGISTRATION

The school encourages its students to be registered voters and to exercise their right to vote. Students can register to vote in Colorado at www.sos.state.co.us/voter-mobile or www.dmv.org/co-colorado/voter-registration.php. This information is provided to each student during the enrollment process.

Tuition and Fees:

	<u>Program</u>	* <u>Registration</u>	<u>Books/Supplies</u>	<u>Total</u>
Cosmetology (1500 Hours):	<u>TuitionFee</u> \$18,500	<u>Equipment</u> \$150	*\$2,376.00	=\$21,026.00
Barbering				

(1500 Hours) Hairstyling	\$ 15,500	\$150	*\$1,944.00	=\$17,594.00
(1200 Hours): Esthetics	\$12,500	\$150	*\$1,728.00	=\$14,378.00
(600 Hours): Nails	\$10,500	\$150	*\$1,944.00	= \$12,594.00
(600 Hours) Add on Barbering	\$8,500	\$150	*\$1,404.00	= \$10,054.00
(300 Hours)	\$3,500	\$150	*\$ 864.00	=\$ 4,514.00

*(Non-refundable after the grace period and once issued & Subject to Cost Change, Includes 8% sales tax)

COST OF ATTENDANCE BUDGETS (For Need Analysis)

The school utilizes data available to the general public from The Board's website for calculating COA budgets for Schools that it services across the USA. "The Board's X- and X-month living expense budgets show living expense costs by region and metropolitan area. Both a moderate and a low budget are provided. The budgets reflect increases in the Consumer Price Index (calculated by the U.S. Bureau of Labor Statistics) "The budgets are developed based on data from the most recent Consumer Expenditure Survey (CES) and the Indexes of Comparative Costs, both produced by the U.S. Bureau of Labor Statistics. Budget regions correspond to the metropolitan statistical areas (MSAs) defined by the U.S. Office of Management and Budget. Since a factor could not be established for every region of the country, no region is adjusted by a value of less than 1.0."

The school utilizes the figures for the demographic area closest to the School location. For Schools that are not located in a demographic area provided, the scjpp; will use the standard average Board budgets listed for the entire USA. Also, some State Financial Aid Associations and Agencies set limits on budget figures and provide their own for the purpose of awarding State Grants.

Child Care cost allowances are developed from statistics and studies done by the National Association of Child Care Resources and Referral Agencies detailed tables of Average Annual Child Care Prices by State. The annual amount is divided by 12 and multiplied by the number of months/weeks in the student's COA Budget. Other allowances may be added to indirect costs for loan fees and disability costs on a case by case basis. Tuition, books, kit and fees will also be added.

The following sample shows how standard **monthly** allowances make up the indirect cost used in developing COA budgets.

COST OF ATTENDANCE BUDGET EXAMPLE

In order to determine a student's level of loan funding, the Department of Education requires us to develop annual cost of attendance budgets. These budgets include an average allowance for room & board, transportation, miscellaneous, loan fees and, if applicable, child care and expenses related to disability. The following are standard **monthly** allowances that make up the cost of attendance budgets for the 2017-2018 Award Year.

Dependents Living at home with parents:

Room & Board	Transportation	Miscellaneous	Total
724.00	246.00	396.00	1366.00

Independent/ Dependent Living away from home:

Room & Board	Transportation	Miscellaneous	Total
1081.00	367.00	592.00	2040.00

License Requirements:

Must be at least 16 years of age.

Reciprocity:

Colorado does not have cosmetology license reciprocity. Instead, they have "endorsement," and out-of-state licensees can apply for endorsement. Each candidate is reviewed on an individual basis.

Renewal:

Cosmetologist licenses in Colorado expire on April 30 of odd- or even-numbered years' dependent on the issuance date. Colorado barber, esthetician, hairstylist and manicurist licenses expire on March 31 of even-numbered years. To renew your Colorado cosmetology license, the following items are required at the Colorado Board of Cosmetology:

- 1) Renewal form
- 2) Fee

CO State Board of Cosmetology Contact Information:

Colorado Office of Barber and Cosmetology Licensure
 1560 Broadway, Suite 1340
 Denver, CO 80202

Phone: (303) 894-7772
 Fax: (303) 894-7764

**Licensing Services (Department of Regulatory Agencies - DORA)
 Colorado Office of Barber and Cosmetology Licensure Exams:**

PSI Exams Online will begin administering the exams starting January 2, 2014. Candidates are able to schedule exams online at: <https://candidate.psiexams.com/> or by calling 1-800-733-9267

For more licensing information and forms, visit <https://www.colorado.gov/pacific/dora/dpo>

Click on *Licensing Applications/Forms* under *Quick Links*; Scroll down and click on *Cosmetologists*

Stacey James Institute Success Rates

- Graduation Rate 86.21
- Licensure Rate 100.00%
- Job Placement Rate 88.00%

Pre-Requisites for Employment

- Pass State Board Exams
- Have a current state issued license

ADVISING

- Should a student have a need for advising or assistance in any way, he or she can ask an instructor or inquire with school administration.

HOUSING

- We do not offer housing facilities.

EMERGENCY PROCEDURES

- Always use the equipment properly
- Always follow manufacturer's directions when using chemicals and products
- Immediately report building and equipment safety hazards to Staff.
- Always assist disabled and elderly guests.
- Blood Borne Pathogens Act requires proper disposal of implements and blood spills. First Aid Kit is under the sink located in the sanitation room.
- Always wipe all spills found on the floor.
- Your work stations must be always be free from personal items and debris, cords, etc

INTRUDERS

The institute is equipped with two silent panic buttons. In the event of a robbery or a threatening individual the two buttons will be shown to students at their initial orientation.

MEDICAL EMERGENCIES

Immediately notify a Staff member if any medical emergency arises.

Educators or Staff members will:

- determine if medical assistance is needed.
- call 911.
- Have the address of the building.
- Can locate person in the building;
- Will remain and observe/help the injured person;
- Will have someone meet the Emergency personnel;
- Will keep the area clear of bystanders;
- Because a student is not an employee any medical expenses are the sole responsibility of the student.

An Administrator will document the medical emergency on Incident Report.

VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013 OR VAWA

This document has been designed to inform all students and employees of the Violence Against Women Act and it emphasizes our commitment to the health and safety of our students and employees. The policy explains how our school addresses and promotes awareness of domestic violence, dating violence, sexual assault and rape, stalking and consent. Each October we provide this policy with updated statistics to all our prospective and current students and staff. It is also reviewed with all students during orientation and with staff at the time of hire. Annual training is provided by local law enforcement officials and or local crisis centers to help emphasize the necessity of awareness and to provide different options for reducing the risk of becoming a victim

of sexual offenses or sexual violence. It includes education on the warning signs of abusive behavior and how to avoid potential attacks. The school's Campus Security Coordinator, the School Director, is committed to making this school a safe place for all to receive an education.

Sexual offenses or acts of sexual violence, including domestic violence, dating violence, sexual assault, and stalking are illegal regardless of the victims' gender, sexual orientation, gender identity or gender expression and as such are strictly prohibited.

Definitions and Examples

Domestic Violence: Abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant, or someone with whom the abuser has a child or is having a child, has an existing dating or engagement relationship, or has a former dating or engagement relationship.

Example: Jane, a student just broke up with her boyfriend Dan a few days ago. He just appeared on her doorstep yelling, kicking the door and threatening to do her bodily harm if she does not open the door right now. He has been physically abusive to her in the past but she kept it to herself. Dan is becoming quite angry and she hears him repeatedly calling her a "slut". He demands that she open the door. She is extremely frightened. He tells her he is not leaving until she opens the door.

Dating Violence: Violence committed by someone: a) who is or has been in a social relationship of a romantic or intimate nature with the victim and b) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- i. the length of the relationship
- ii. the type of relationship
- iii. the frequency of interaction between the persons involved in the relationship

Example 1: Jim and Jan have been dating for a few months. One day they are sitting on the couch watching TV together and Jan starts talking. Jim becomes angry with her talking and tells her to shut up or he will shut her up and he shakes his fist at her. Then he stands up and kicks the coffee table.

Example 2: Matt has started dating Mindy. Mindy is constantly on edge about remembering to check in with Matt. The relationship has become sexual and Matt has demanded they date each other exclusively and that Mindy should only see and talk to people Matt approves. Mindy wants out of the relationship but is afraid to tell Matt for fear the interaction will become physical.

Sexual Assault: The term "sexual assault" is defined as engaging in physical sexual activity without the consent of the other person. An act of sexual assault may involve:

- Physical force, violence, threat, or intimidation.
- Ignoring the objections of the other person.
- Causing the other person's intoxication or incapacitation through the use of drugs or alcohol.

- Taking advantage of the other person's incapacitation, including his or her voluntary intoxication, his or her state of intimidation, or other inability to consent.

Example 1: Alex and Kris are at a party and both are drinking heavily. Alex is having trouble standing up, so Kris leads Alex over to a couch where Alex can lie down. Alex passes out and wakes up to find Kris on top of her, engaging in sexual activity.

Example 2: Terry and Leslie are working late on clients at the school salon. Terry thinks Leslie is being nice when Leslie offers to walk Terry home. Terry invites Leslie inside the house so they can continue their conversation. Leslie starts to kiss Terry, and Terry readily kisses Leslie back. Leslie starts touching Terry's genitals. Terry pushes Leslie's hand away and says, "No, I don't want to." Leslie becomes more forceful, and continues to fondle Terry's genitals despite Terry saying, "No!"

Stalking: The term "stalking" is defined as behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

Example 1: Adrian meets Jesse through a class group project. The group members exchange telephone numbers and Jesse calls Adrian for help with the project. As the quarter goes on Jesse repeatedly asks her out on a date and he refuses to take no for an answer. Adrian is in fear of her safety and tells him that she is not interested in dating him, but Jesse continues with this behavior that is unwanted and unwelcome by Adrian. He repeatedly texts her throughout the day despite her requests that he stop texting her. Before each group meeting, Jesse waits outside the classroom to greet her, "What took you so long? I've been waiting for you for almost an hour, but I don't mind."

Example 2: Julian recently met Ashley, who works on campus. They've gone out a few times, always meeting at a public place, never at either person's home. Julian thinks these dates have been fun, but knows there isn't a serious future with Ashley and has told Ashley so. The next day, when Julian arrived at home, there were several notes left on the door from Ashley. The same thing happened again four times that week, with the same message asking if Ashley can have just one more chance. Julian, now in fear of her safety, arrives at home and sees Ashley sitting in a parked car staring directly at Julian's house.

Consent: Consent is:

Informed: Consisting of an affirmative, unambiguous, conscious decision by each participant to engage in mutually agreed-upon sexual activity.

Voluntary: Given without coercion, force, threats, or intimidation. Positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.

Revocable: Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent has been revoked, sexual activity must stop immediately.

Consent is given when a person is not:

Incapacitated:

- Physical and/or mental inability to make informed, rational judgments.
- States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts.
- Where alcohol or drugs are involved, incapacitation is defined with respect to how the alcohol or other drugs consumed impacts a person's decision-making capacity, awareness of consequences and/or ability to make fully informed judgments.

A person cannot give consent if he or she is:

- Unconscious or coming in and out of consciousness.
- Under the threat of violence, bodily injury, or other forms of coercion, or if his/her understanding of the act is affected by a physical or mental impairment.

Other considerations with regard to consent include:

- Silence does not equal consent, lack of verbal resistance does not constitute consent and lack of physical resistance does not constitute consent. Consent is not indefinite; consent may be withdrawn at any time, and at that time all sexual activity must cease unless or until additional consent is given.
- Minors and incapacitated persons cannot give consent. Whether the accused knew, or a reasonable person should have known, that the complainant was incapacitated.

Bystander Intervention:

- Most people want to help in difficult situations.
- Incorrectly assume that someone else will take action.

Phenomenon known as Diffusion of Responsibility:

- Each bystander's sense of responsibility to help decreases as the number of witnesses increase.
- End result is that nobody speaks up, comes forward, or helps.

This is not bystander apathy:

- People may be truly concerned about the welfare of the victim.
- Sincerely believe that someone else will help.
- Other person is either more likely or more qualified or more capable.

What should you do?

Specific interventions can be divided into four main types:

- **Engage:** say or do something that directly engages one or more of the parties involved.
- **Distract:** say or do something to interrupt the interaction.
- **Enlist:** ask for the help of someone else who may be better able to intervene.
- **Delay:** say or do something after the difficult moment or incident has passed.

How do you decide what to do?

Things to consider before you act:

1. Is the situation an emergency or non-emergency?
2. Should intervention be direct, indirect or both?

DIRECT Emergency

- Take someone's keys away, drive the person home.
- Remove the person from the situation.
- Administer CPR.

INDIRECT Emergency

- Call 911.
- Seek assistance from a professional.
- Distract the people involved.
- Enlist help from others.

DIRECT Non-Emergency

- Talk to the person directly about the situation.

INDIRECT Non-Emergency

- Speak to and get help from someone with more expertise and/or authority: your campus Director, a campus administrator, or other professional.

S.E.E.

Safe Responding:

- Choose a course of action, direct or indirect, that best ensures the safety of those involved, including yourself.

Early Intervention:

- Take action before the problem becomes worse.

Effective Helping:

- Implement specific helping skills depending on the situation.

Identifying Warning Signs

Identifying some of the warning signs that may lead to a sexual offense or an act of sexual violence.

These behavioral warning signs may include, but are not limited to:

- **Jealousy** – excessive questions about who a partner spends time with.
- **Controlling Behavior** – not allowing a partner to make personal decisions.
- **Isolation** – curtailing a partner's social interaction.
- **Verbal Abuse** – saying things about or to a partner that are meant to be cruel.
- **Blame-shifting for feelings and problems** – blaming a partner, family, or the School for one's own inabilities or lack of responsibility.
- **Making threats of violence** – saying things like "If you talk to him/her again, I'll kill you." Or "If you leave me, I will kill myself."

What to say:

If you suspect someone you know is a victim of a sexual offense or an act of sexual violence, talking with them about it can be difficult. The most important thing you can do is to let them know that they have support and that they do have options.

Some guidance on what to say and do can include:

- Offer your support without judgment or criticism.
- Tell him or her that you're concerned for his or her safety.
- Encourage him or her to get help.
- Try to avoid a confrontation while doing so.

Avoiding Potential Harm

It's important to remember that while we can take steps to minimize risk, the only person to blame when a sexual offense or an act of sexual violence happens, is the perpetrator. Strategies you can use for placing yourself in the best position to avoid harm and to minimize the risk of a sexual offense or an act of sexual violence. Some of these strategies include:

- Trust your gut instincts. If a situation doesn't feel right, don't worry about offending people, just leave.
- Notice when someone doesn't respect your boundaries, and not being afraid to assert your right to have your boundaries respected.
- Understand that most perpetrators of sexual violence look for someone in a vulnerable position. This understanding can help guide your actions and choices.

Other strategies for placing yourself in the best possible position to avoid harm and minimize risk may include:

- Control access to your home or dorm room and your car by locking your doors and not leaving windows wide open if they provide easy access.
- Use "situational awareness" by noticing where you are and who's around.
- Don't be afraid to ask for help in situations that feel unsafe, such as asking for an escort to your parked car or asking people to walk with you.
- Travel in groups when possible and appropriate.

Reporting and Offense

A sexual offense or an act of sexual violence can be very frightening and disorienting. Often, victims do not know where to turn or how to reach out for assistance and help. If you've been involved in a sexual offense or an act of sexual violence, you are encouraged to:

- Find a safe place.

- Seek medical attention.
- Get support.
- Preserve evidence.
- Report the crime.

In addition, as the victim of a sexual offense or an act of sexual violence, you are also encouraged to report this to:

- School Director. Patty Westra
- VAWA director Miriam Webster

See consumer information for contact info for organizations that can lend support.

Even if you are a bystander witnessing, or received a report of, a sexual offense or an act of sexual violence, you are encouraged to reach out to any of these resources for guidance and assistance.

Investigation and Disciplinary Proceedings

Campus proceedings to investigate and institute disciplinary action for sexual offenses or acts of sexual violence will:

- Provide a prompt, fair, and impartial investigation and resolution.
- Be conducted by trained officials.
- Use the standard of evidence set forth in the applicable policy.

Both the accuser and the accused will have the same rights to have others present during an investigation and disciplinary proceedings, including an advisor of their choosing.

Investigation and Disciplinary Proceedings

All parties involved will be informed simultaneously in writing of:

- Initial outcome of the proceeding.
- Appeal rights.
- Subsequent changes to the result, resulting from an appeal.

To the extent permitted by law, the School will protect the confidentiality of victims by omitting victim identifying information from publicly available documentation.

Disciplinary Actions and Sanctions

The following disciplinary actions and sanctions may be imposed, as appropriate, if a person is found to have committed a sexual offense or an act of sexual violence:

- Suspension.
- Expulsion.
- Termination of employment.

Perpetrators of crimes may also be subject to criminal prosecution.

Campus Resources

Depending on the circumstances and if reasonably available, victims may also request assistance with changing their:

- Academic situation.
- Living situation.
- Transportation situation.
- Employment situation.

Regardless of whether he or she chooses to report the sexual offense or act of sexual violence to campus or local law enforcement.

We hope this policy is helpful to all concerned and will help us to keep our campus a safe and pleasant learning environment.

HARASSMENT, INTIMIDATION, BULLYING, AND DISCRIMINATION POLICY

The school is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from bullying, harassment, intimidation, and discrimination of any kind. This policy includes anyone who engages in such behavior on school property, at school activities, or an electronic act through the use of cell phones, computers, personal communication devices, or other electronic gaming devices.

Harassment, intimidation, bullying, and discrimination may take many forms, including verbal aggression and name calling; physical aggression; relational aggression; graphic and written statements, which may include use of cell phones, computers, or gaming systems; and other conduct that may be physically threatening, harmful, or humiliating. Harassment, intimidation, bullying, and discrimination include intent to harm, they are directed at a specific target, and typically involve repeated incidents. Harassment, intimidation, bullying, and discrimination create a hostile environment and will not be tolerated in the school.

Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance and creates an intimidating, hostile, or offensive work or school environment. Harassment, intimidation, bullying and discrimination can interfere and limit a person's ability to participate in or benefit from the services, activities, or opportunities offered by the school Administration will take prompt, equitable, and remedial action on all reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Engaging in harassment, intimidation, bullying or discrimination will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone engaging in these behaviors on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate.

The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations, state laws and policies, and the necessity to investigate the allegations and take disciplinary and/or restorative action to resolve the problem.

Retaliation is prohibited against any person who makes a complaint or who is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation. Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary and /or restorative action. Each staff member is responsible for immediately reporting alleged harassment, intimidation, bullying or discrimination to his/her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary and/or restorative action up to and including termination.

For a list of state anti-bullying laws and policies please go to: www.stopbullying.gov.

STUDENT DIVERSITY

Student Body Diversity: Full Time Students Active During 8/1/2016 TO 10/31/2016 Were As Follows:		
Females 30	African American 0	Hispanic 2
Males 1	American Indian 0	Caucasian 28
Pell Recipients 0	Asian 1	Other 0

COPYRIGHT LAWS POLICY

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at: www.copyright.gov.HEA section 485(a).

Record Retention

Colorado Division of Private and Occupational Schools requires all records be kept of a minimum of 6 years from graduation. All institutional records related to accreditation (NACCAS Standards and Policies) must be maintained from the effective date of the most recent grant or renewal of accreditation and in accordance with state and federal law. Newly accredited institutions that do not have a six year post graduation accreditation history must maintain records from the Candidate Consultation visit forward. Student records must be maintained in accordance with state and federal law.

DRUG ABUSE PREVENTION

The school actively supports the prevention of drug abuse. Upon enrollment, students are provided the school’s policy on drug and alcohol abuse. A list of agencies and counselors is also available on the state website for personal assistance and is available to any student requesting assistance.

OSHA REQUIREMENTS

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in cosmetology/related training. During the course work the student learns about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing Material Safety Data Sheets for the chemicals used is available in the administrative office. The school endeavors to facilitate a safe environment for staff and students by teaching the proper and

safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

POLICY FOR SAFEGUARDING STUDENT INFORMATION

The school is committed to implementing and maintaining a comprehensive information security program, to maintain and safeguard your non-public personal information against damage or loss. The policy covers all student records in whatever form (hard copy, electronic).

The school Director/administrator shall be responsible to coordinate the school’s information security program. The Director shall, at least once every 3 years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of student information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including employee training & management, network & software design, information processing, storage, transmission and disposal, and ways to detect, prevent and respond to attacks, intrusions, or other system failures. The Director shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in the school will be held for 12 months then destroyed in a secure manner. Records of enrolled students shall be maintained in accordance with federal and state law and accreditation requirements. Students shall receive notice of this policy at the time they enroll.

The school shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers’ non-public personal information.

JOB DEMAND IN COSMETOLOGY / RELATED FIELDS

The **U.S. Department of Labor** provides current job information at <http://www.careerinfonet.org>. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor, state & national median wages for cosmetology related positions are as follows:

Job Position / SOC Code	National Median Hourly/Yearly Wage	State Median Hourly/Yearly Wage
Cosmetologists (Hairdressers) / 39-5012	\$10.85 / \$22,600	\$13.20 / \$27,500
Barbers / 39-5011	\$11.63 / \$24,200	\$14.46 / \$30,100
Estheticians (Skin Care Specialist) / 39-5094	\$14.03 / \$ 29,200	\$18.41 / \$38,300
Manicurists / Pedicurists / 39-5092	\$9.35 / \$19,400	\$10.79 / \$22,400
Instructors (Vocational Education) / 25-1194	\$23.46 / \$48,800	\$26.37 / \$54,800

2019 ANNUAL REPORT SUMMARY

School Name

School ID

Stacey James Institute	015053-00
Item 1 - Number of students scheduled to graduate	47
Item 2 - Number of students from Item 1 who actually graduated as of submission of Annual Report	42
Item 3 - Number of students from Item 2 who are eligible for employment	42
Item 4 - Number of eligible individuals (from Item 3) employed in a field for which training prepared them	35
Item 5 - Number of individuals from Item 2 who took all portions of their licensing exam	38
Item 6 - Number of individuals (from Item 5) who passed all portions of licensing exam	38
Item 7 - Length of longest NACCAS approved program taught in 2017 or 2018 (P/T or F/T) in weeks	62
Graduation Rate	89.36%
Placement Rate	83.33%
Licensure Rate	100.00%

