

JOHN JAY BEAUTY COLLEGE

CONSUMER  
DISCLOSURES

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ANNUAL SECURITY REPORT

2024



## **School Catalog**

Our school catalog is available on our website, <https://www.johnjaybeautycollege.com>. A copy may be obtained by a request in writing to the school administrative office.

## **List of Faculty and Instructional Staff**

A complete list of our school faculty and staff is available in our catalog on our website at <https://www.johnjaybeautycollege.com>.

## **School Accreditation and Licensing**

John Jay Beauty College is licensed by the State of Louisiana and accredited by the National Accrediting Commission of Career Arts and Sciences. Our letter of accreditation and state license are available for review upon written request. Additional information regarding these approvals is in our school catalog, <https://www.johnjaybeautycollege.com>.

## **Programs offered**

A complete description and information regarding all courses offered is available in our school catalog, <https://www.johnjaybeautycollege.com>.

## **Instructional and Laboratory Facilities**

Information regarding our school facilities is in our school catalog, <https://www.johnjaybeautycollege.com>.

## **School policy on Transfer of Credit**

We accept transfer students with previous credit from a licensed school. We accept up to 500 hours for cosmetology and 250 hours for all other courses. Tuition, equipment and book charges are prorated as to student's need. An administrative fee is also required; not to exceed 15% of the tuition and no more than \$100.00.

## **Financial aid available and who to contact**

John Jay Beauty College is an eligible institutions approved by the U.S. Department of Education to participate in the Federal Financial Aid Programs. Financial Aid Programs available to our students are as follows:

### **PELL GRANTS**

Pell grants are awarded to help under-graduate students pay for their education after high school. Unlike student loans, grants do not have to be paid back.

Any information regarding Financial Aid may be requested by contacting the Financial Aid Director in the school administrative office by calling 504 467-2774 x 13.

State and Local Government and private funding sources available are as follows:

Veterans Administration

TOPS

Louisiana Rehabilitation Services

John Jay Beauty College does not participate in the Federal Loan Program.

## **Financial Aid Procedures and Eligibility Requirements**

Students interested in applying for financial aid need to complete an application on the federal aid website <https://www.fafsa.ed.gov/>. Enter the appropriate school code; John Jay Beauty College, 016002, and your information will be forward to the school. You may contact the Financial Aid Director for further information regarding your available aid.

Whether or not you are awarded financial aid will be determined by your “financial need”. Your “need” is the difference between what it costs to attend a particular school and what you and your family can contribute.

This is determined as follows:

### **COST OF ATTENDING SCHOOL**

(Tuition, fees, books, supplies, room and board and personal expenses).

Minus -

### **YOUR FAMILY CONTRIBUTION**

(The amount that you and your parents should be able to contribute)

1. You must be a U.S. citizen, a permanent resident, or in the U.S. for other than temporary purposes.
2. Be enrolled in an eligible program.
3. Be scheduled to attend at least twelve clock hours per week.

4. Not in default on any Federal Loan or owe a refund on any grant.
5. Be making satisfactory academic progress.
6. Register with the Selective Service if you are a male who is at least 18 yrs old & born after 01.01.60.
7. For the Federal Pell Grant, you may not have previously received a bachelor's degree or have reached 600 percent lifetime eligibility usage.
8. For all Title IV programs, you may not currently be enrolled in high school.

## **Rights and Responsibilities of Students Receiving Financial Aid**

### STUDENT RIGHTS

1. You have the right to know what financial aids programs are available.
2. You have the right to know the deadlines for submitting application for financial aid programs available.
3. You have the right to know how financial aid will be distributed, how decisions on that distribution are made, and the basis for those decisions.
4. You have the right to know how your financial need was determined.
5. You have the right to know how much of your financial need as determined by the institution has been met.
6. You have the right to know your school's verification policies and procedures and how your application will be affected if you fail to meet established requirements and/or deadlines.
7. You have the right to know your school's refund policy.
8. You have the right to know how the school determines whether you are making satisfactory progress and what happens if you are not.

### STUDENT RESPONSIBILITIES

1. You must complete all application forms accurately and submit them on time and to the appropriate entity.
2. You must provide correct information. In most instances, misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense which could result in indictment under the US Criminal Code.
3. You must promptly submit additional documentation, verifications, corrections, and/or new information requested by either the financial aid office or the agency to which you submitted your application.
4. You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them.
5. You must accept responsibility for all agreements that you sign.
6. You must be aware of and comply with the deadlines for application or reapplication for aid.
7. You must be aware of your school's refund policy and procedures.

# Terms and Conditions of any Employment in the Financial Aid Package

## Satisfactory Academic Progress Policy

Each student who receives financial aid and those who do not are required to maintain satisfactory progress. For Cosmetology (1500 hours), satisfactory progress shall be evaluated and student will be informed of their progress at the completion of 450, 900 and 1200 actual hours during their course study as well as their completion of study. For Esthetician, Teachers Training and Manicuring (750 hours), the evaluation period will be at 375 actual hours. To be considered to be making satisfactory progress towards a diploma a student must maintain a specific grade point average and proceed through the course at a pace leading to completion within the maximum time frame. The school notifies students of any evaluation that impacts the student's eligibility for financial aid. The school defines satisfactory progress as:

Attendance	A minimum attendance of 70% of scheduled hours offered to date.
Academic	A minimum grade point average of 70% on theory test and practical performance.

To be considered making satisfactory progress towards a diploma a student must maintain the above specified grade average as well as proceed through the course at a pace leading to completion within the maximum time frame.

### ATTENDANCE AVERAGE CALCULATION

The attendance average is calculated on a 30 hour per week basis for all courses offered as indicated in the following chart:

	IN HOURS	COURSE PROGRAM LENGTH WEEKLY HRS
Cosmetology	1500	30
Teachers Training	750	30
Manicuring	750	30
John Jay Beauty College Esthetician	750	30

To remain in satisfactory progress, students must complete their program within 143% of the actual maximum time frame as follows:

Students who exceed 143% of the actual maximum time frame no longer are eligible for financial aid. Students who exceed the maximum time frame will be terminated from the program and if the student re-enrolls in the program it will be on a cash-pay basis consistent with our re-enrollment provisions of the school's admissions policy.

COURSE	PROGRAM LENGTH IN HOURS	MAXIMUM TIME FRAME
Cosmetology	1500	72 Weeks
Teachers Training	750	36 Weeks
Manicuring	750	36 Weeks
Esthetician	750	36 Weeks

Students must meet satisfactory progress in both attendance and academic at each evaluation. Mid-point of a 900 academic year or program "whichever comes sooner" of the courses offered are as follow:

Cosmetology	450 clock hours and 15 weeks	900 clock hours and 30 weeks	1200 clock hours and 40 weeks	1500 clock hours and 50 weeks
Teachers Training	375 mid-point or/ 12.50 weeks			
Manicuring	375 mid-point or/ 12.50 weeks			
Esthetician	375 mid-point or/ 12.50 weeks			

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

### **ACADEMIC: GRADING POLICIES AND REQUIREMENTS**

Students receive a numeric grade in both their theory and clinic/practical work. An overall academic average of 70% is required for graduation. The following represents the equivalencies of the grade assigned:

90 -100	A	Excellent
80 -89	B	Good
70 -79	C	Average
69 - Below	F	Failing

### **MAKE UP WORK**

Makeup work can be assigned to students giving each student the opportunity to maintain satisfactory progress. Each student is responsible for requesting makeup work for his/her instructor. Credit cannot be given for work that is incomplete. "I" will be inserted for the day. Incomplete status remains until work is made up. If work is not made up, then "I" will be change to "O". If a student is present and refused to do assigned work, he/she will automatically be dismissed and receive "O". This grade will not be allowed to be made up. Makeup work must be completed prior to issuance of the scheduled report card. Makeup work and absenteeism can be done on Tuesdays and Thursdays by scheduling with authorized personnel.

### **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academic and attendance at the evaluation point are considered to be making Satisfactory Academic Progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of Probation.

### **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making Satisfactory Academic Progress while during the warning Period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will be ineligible and the student will not be eligible to receive Title IV funds.

### **APPEAL PROCEDURE**

If a student is determined to be making unsatisfactory academic progress, the student may appeal the determination within 10 calendar days, Reasons for which students may appeal a negative progress determination include death of a relative, and injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation of the reason why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 15 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and the student will be placed on probation and / or may be placed on an academic plan and federal financial aid will be reinstated, if applicable.

**PROBATION**

Students who fail to meet attendance or academics after warning period may appeal and if the student received an approval appeal decision they are then considered to be on probation but eligible for Title IV funds, only students who have the ability to meet Satisfactory academic Progress policy standards by the end of evaluation period may appeal. If the student has not met satisfactory progress by the end of the probation period they are ineligible for Title IV funding. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress.

**RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

**INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

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

**NONCREDIT AND REMEDIAL COURSES**

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

**TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student’s transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

I acknowledge receiving a copy of the Satisfactory Academic Progress Policy prior to enrollment.

\_\_\_\_\_  
STUDENT SIGNATURE      DATE                      SCHOOL OFFICIAL SIGNATURE      DATE

**Cost of attending John Jay Beauty College**

**Return of Title IV Funds**

All costs and fees associated with attending our school can be found on our website,

<https://www.johnjaybeautycollege.com>.

**Requirements for Official Withdrawl**

Information regarding Return of Title IV Fund can be found in our catalog,

<https://www.johnjaybeautycollege.com>.

If a student elects to withdraw from enrollment from the school, the student must notify the Financial Aid Director or the Admissions Director.



# John Jay Beauty College

## Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

- The right to inspect and review the student's education records within 45 days after the day the John Jay Beauty College (“School” or “Institution”) receives a request for access. A student should submit to the Financial Aid Director a written request that identifies the record(s) the student wishes to inspect. The Financial Aid Director will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask John Jay Beauty College to amend a record should write the Financial Aid Director, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the School decides not to amend the record as requested, the School will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before the School discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

John Jay Beauty College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the School in an administrative, supervisory, academic, research, or support staff position; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the School who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education

400 Maryland Avenue, SW  
Washington, DC 20202

### Directory Information

FERPA requires that the School, with certain exceptions, obtain student written consent prior to the disclosure of personally identifiable information from education records. However, the School may disclose appropriately designated “directory information” without written or authorized electronic consent, unless you have advised the School to the contrary in accordance with School procedures. John Jay Beauty College has designated the following information as directory information:

- student’s name
- telephone number
- email address
- program of study
- honors and awards
- dates of attendance.
- enrollment status

Requests to have directory information about you withheld should be submitted in writing to the Financial Aid Director.

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within the School whom the School has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the School has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by



**JOHN JAY BEAUTY COLLEGE**

Name (Please Print) \_\_\_\_\_

Student ID # \_\_\_\_\_ Class \_\_\_\_\_

**AUTHORIZATION TO WITHHOLD DIRECTORY INFORMATION**

The following is considered "Directory Information" at John Jay Beauty College and will be made available to the general public unless the student notifies the Financial Aid Director in writing:

Student's name, telephone number, email address, program of study, honors and awards, dates of attendance, and enrollment status.

Under the provisions of the Family Educational Rights and Privacy Act of 1974 you have the right to withhold disclosure of such Directory Information. John Jay Beauty College will honor your request to withhold Directory Information. Please consider carefully the consequences of any decision to withhold such Directory Information. Should you decide to inform the school not to release any of this information, any request for such information from the school will be refused.

This signed request must be received by the Financial Aid Director.

I request that John Jay Beauty College withhold the release of my Directory Information.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_







