

**JOHN JAY BEAUTY COLLEGE**  
**2844 TENNESSEE AVE.**  
**KENNER, LA 70062**

**504-467-2774**

**SCHOOL CATALOG**  
**Revised 02/23/2022**

## TABLE OF CONTENTS

Mission Statement	1
Opportunities for the licensed Cosmetology, Esthetician, Manicuring and Teachers Training	1-2
Accreditation	3
Memberships	3
State Licensing Body	3
Admission Policy	3
Transfer Students	3
Admission Requirements & Required Documents for Cosmetology, Manicuring and Esthetician	3-4
Admission Requirements & Required Documents for Teachers Training	4
Dress Code	4
Code of Ethics	4-5
Facilities	5
General Course Objectives	5-6
Approved Curriculum for Cosmetology	6-7
Approved Curriculum for Teachers Training	7
Approved Curriculum for Manicuring	7
Approved Curriculum for Esthetician	7
Grading System	8
Advising	8
Graduation Requirements	8
Absentee, Tardiness & Termination Policies	8-9
Class Schedule	9
Student Consumer Rights & Responsibilities	9
Financial Aid	9
Student Placement Services	9
Access to Student Files	9
Privacy Policy	9
Conduct	10
Make-up Work	10
Notification of School Closure	10
School Calendar	10
School Holidays	10
Attendance Policy	10
Overtime Charges	10
Excused Absence Policy	10
Leave of Absence Policy	11
Institutional Refund Policy	11-12
Return of Title IV Funds Policy	12-14
Reporting of Crimes and Annual Security Report	14
Drug and Alcohol Abuse Prevention	14
Notice of Non-Discrimination and Sexual Harassment Policies & Grievance Procedures	14-16

Administrative staff and faculty, tuition, rules and regulations, consumer information (on separate insert).

Before enrolling in Beauty College, most incoming students fear the lack of ability only because of insecurity.

### PROMISE

Having shared this experience and recognizing the peaks and valleys in acquiring a new skill, I pledge to all my students my sincere effort in helping you to overcome this insignificant problem.

### NEED

I need only your 100% effort, friendship and respect to guide you in selected areas of importance.

### EFFORT

We are confident of our teaching technique and material because of our past success. We know that all it takes for a student to succeed in desire, patience and the ability to communicate with teachers, customers, and co-workers, and if willing to work hard.

### METHOD

We are of the opinion that if the student does not learn, the teacher has not taught. I promise that this will never happen at John Jay Beauty College and there is only one college teaching the John Jay Beauty College method.

## MISSION STATEMENT

1. John Jay Beauty College strives to maintain the highest standards and fulfill the following objectives.
2. To provide educational experiences that will enable students enrolled in our school to become professional Cosmetology, Esthetician, Manicuring and Teachers Training who are worthy members of society, a credit to our profession and to become financially secure.
3. To provide daily instruction for prospective students in the field of cosmetology for 1,500 hours and 750 hours for Esthetician, Teachers Training and Manicuring using an established and approved curriculum that allows us to measure the level of proficiency of each student in each subject for each level of training.
4. To provide for constant educational growth by periodic evaluation of each student through the use of standardized test.
5. To provide for constant educational growth of teaching methods by observing each teacher each day.
6. To assist in placement of graduates into a meaningful occupational choice within the field of Cosmetology, Esthetician, Manicuring and Teachers Training.

## OPPORTUNITIES FOR THE LICENSED COSMETOLOGY, ESTHETICIAN, MANICURING AND TEACHERS TRAINING

### SALON JOB CHOICES

Permanent Waving Technician

Hair Stylist

Hair Straightening Specialist

Wig Specialist

Hair Color Technician

Scalp and Hair Specialist

Skin Care Expert

Manicurist

Esthetician

Staff Coordinator

Make-Up Artist

Salon Manager  
Salon Styles Director  
Salon Owner  
    In a Salon  
    In a Department Store  
    In a Salon Chain  
Salon Assistant  
Salon Receptionist

## COSMETIC INDUSTRY

### MERCHANDISING FIELD

Salon Person  
Buyer/Assistant Buyer  
Direct Seller

### SCIENTIFIC FIELD

Demonstrator or  
Manufacturer Representative  
Research Assistant  
Trade Technician  
Technical Supervisor

### WRITING FIELD

Beauty Editor (newspaper or magazine)  
Editorial Assistant  
Free Lance Writer  
Promotional Writer

## EDUCATIONAL POSITION OPPORTUNITIES

### PRIVATE BEAUTY COLLEGE

Teacher of Cosmetology (general)  
Teacher of Cosmetology (specialized)  
Supervisor or Dean  
Director  
Admissions  
School Owner

### PUBLIC VOCATIONAL SCHOOLS

Teacher of Cosmetology  
Teacher of Related Sciences  
Substitute Teacher  
Department Head  
Guidance Counselor

### OWNER OF BEAUTY SCHOOLS

State Board Inspector  
State Board Member  
Education Director  
Teacher Training  
Guest Artist (Hairstyling, hair color, make-up, etc.)

## **ACCREDITATION**

John Jay Beauty College was accredited in 1983 by the:  
National Accrediting Commission of Career Arts and Sciences  
3015 Colvin St.  
Alexandria, VA 22314  
703-600-7600

STATUS: ACCREDITED

The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and science and massage therapy.”

To receive accreditation, our schools must be examined by an outside team of experts at least every six years. We must meet standards covering faculty qualifications, curriculum, instructional methods and materials, classroom work, work space and facilities. In addition, we must meet high standards of school administration, tuition policies, refunds and advertising.

As with all other accredited schools, our students are eligible to participate in a variety of government financial aid programs, including the Pell Grant Program.

## **MEMBERSHIPS**

John Jay Beauty College is a member of the Louisiana Association of Cosmetology Schools.

## **STATE LICENSING BODY**

John Jay Beauty College is licensed by:  
Louisiana State Board of Cosmetology  
11622 Sunbelt Court  
Baton Rouge, LA 70809  
225-756-3404

## **ADMISSIONS POLICY**

Non-Discrimination clause – John Jay Beauty College in its admission, instruction and graduation policies, practices no discrimination on the basis of sex, color, race, ethnic origin, age, religion, physical handicaps, sexual orientation, gender identity, financial status or country of origin or residence. In order for a prospective student to be considered enrolled all admission requirements must be met prior to a being enrolled in and beginning a program.

## **TRANSFER STUDENTS**

We accept transfer students in our school 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 pro-rated as to students need. An administrative fee is also required; not to exceed 15 % of the tuition and no more than \$100.00

# **COSMETOLOGY, MANICURING AND ESTHETICIAN**

## **ADMISSION REQUIREMENTS**

The school admits as students:

1. High School graduates, or
2. Holders of a High School Graduation Equivalency Diploma (G.E.D) showing high school completion.

Students in good standing who temporarily withdrew from the course will be allowed to re-enter without loss of credit. The student will be required to pay a current weekly rate until completion of course. In the case of unusual circumstances the school may use professional judgment in determining cost of tuition as long as such judgments are consistent.

### **REQUIRED DOCUMENTS**

Before a student can be recognized by the Louisiana State Board of Cosmetology, the school must be furnished with the following:

1. Registration fee of \$10.00 payable to The LA State Board of Cosmetology
2. Birth certificate or current driver's license
3. Completed registration form
4. Proof of education – High School Diploma, GED, Official High School Transcripts showing high school completion or An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
5. Four current personal photographs
6. Social Security Card

All state board fees are to be paid in the form of a money order payable to the Louisiana State Board of Cosmetology.

## **TEACHERS TRAINING ADMISSION REQUIREMENTS**

Students enrolling in this course must have a current Louisiana Cosmetology, Manicuring or Esthetician license, a 12<sup>th</sup> grade education or hold the recognized equivalent of such certificate.

Students in good standing who temporarily withdrew from the course will be allowed to re-enter without loss of credit. The student will be required to pay a current weekly rate until completion of course. In the case of unusual circumstances the school may use professional judgment in determining cost of tuition as long as such judgments are consistent.

### **REQUIRED DOCUMENTS**

Before a student can be recognized by the Louisiana State Board of Cosmetology, the school must be furnished with the following:

1. Registration fee of \$10.00 payable to the LA State Board of Cosmetology
2. Birth certificate or current drivers license
3. Completed registration form
4. Proof of education – High School Diploma, GED, Official High School Transcripts showing high school completion or An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
5. Four current personal photographs
6. Current Louisiana Cosmetology, Manicuring or Esthetician License
7. Social security card

All state board fees are to be paid in the form of a money order payable to the Louisiana State Board of Cosmetology.

## **DRESS CODE**

All students attending the school must follow the published dress code.

The acceptable dress code for women is black John Jay Beauty College scrubs purchased from designated uniform shop with black socks and black shoes.

The acceptable code for men is black or white shirt, black slacks purchased from designated uniform shop with John Jay Beauty College logo, black socks and black shoes.

Jeans of any kind are not permitted by men or women. Students must be well groomed, hair neat with make-up applied before class.

## **CODE OF ETHICS**

1. Has as its principle objective the training of qualified cosmetologists to render the best possible service to patrons.
2. Strives continuously to improve its operation in order to keep abreast with the ever-changing developments and new techniques in cosmetology.
3. Observes all rules and regulations issued by the Louisiana State Board of Cosmetology.
4. Makes use of acceptable teaching techniques and training aids (such as textbooks, workshops, videos, PowerPoint, DVD's and other audio-visual aids) in order to provide the best possible training for its students.
5. Purchases only high grade standard equipment, cosmetics and supplies to be used for instruction of its students.
6. Maintains honest and fair relationships with its staff, students, patrons, state board and other schools.
7. Advertises truthfully and makes honest representations to its students.
8. Refrains from any advertisement or criticism which might reflect unfavorably on other schools and the cosmetology profession.
9. Explains all student rules and contracts before enrolling.

## **SCHOOL FACILITY DESCRIPTION**

### **JOHN JAY BEAUTY COLLEGE**

**2844 TENNESSEE AVE. KENNER, LA 70062**



The John Jay Beauty College was established in 1979 by John J. Grisaffi, Jr. It was accredited in 1983 by the National Accrediting Commission of Career Arts and Sciences. John Jay Beauty College is owned by the corporation John Jay Beauty College. John J. Grisaffi, Jr. is the Chief Executive Officer and owner.



The structure is a two story concrete and frame approved building occupied by the beauty college. The building has 7,000 sq. ft. to provide for clinic purposes, classroom and administration space. The Esthetician school occupies the second floor.

The school's headquarters and administrative office is located at 2844 Tennessee Ave. Kenner, LA 70062.

## **GENERAL COURSE OBJECTIVES**

### **COSMETOLOGY**

This course covers basic knowledge and techniques in developing skills in hairstyling, hair-shaping, permanent waving, hair relaxing, hair coloring, facial makeup and people skills. Graduates are trained and qualified for an entry level position in any phase of Cosmetology.

### **MANICURING**

To develop in each student theoretical and applicable knowledge and skill in the actual practice of manicuring and pedicuring necessary for successful entry and employment in the manicuring and sculptured nails profession.

Graduates are properly trained for an entry level position in all phases of manicuring and sculptured nails.

### **TEACHERS TRAINING**

To develop in each student teacher the teacher skills and techniques related to the teaching of cosmetology.

To provide supervised practical experience for each student teacher in the training of cosmetology.

To improve speed and accuracy in the student.

### **ESTHETICIAN**

Upon completion of this course, the student shall have demonstrated competencies required to pass the State Board Examination and the ability to:

Analyze and recognize skin disorders

Perform facial massage techniques

Operate skin care treatment machines

Apply masks for the improvement of the skin

Perform superfluous hair removal treatment

Recommend prescriptions for home care and retailing

Apply makeup

Apply safety and sanitary measures for the protection of the client, salon and public

Secure a position as an Esthetician, Makeup Artist, Salesperson or Manager, Cosmetic Buyer, Manufacturers' Representative, Research Assistant and Beauty Editor.

## **APPROVED CURRICULUM FOR COSMETOLOGY-1500 HOURS**

According to the requirements listed by the Louisiana State Board of Cosmetology, the following curriculum is used in preparing our students in the field of cosmetology.

Anatomy – Physiology .....50 Hours

Bacteriology –Disinfection & Sanitation .....100 Hours

Dermatology

Skin

Hair .....	125 Hours
Scalp Treatment .....	50 Hours
Facial Treatment .....	75 Hours
Make-up	
Hair Conditioning/Hair Chemistry	
Dyeing	
Coloring	
Bleaching .....	200 Hours
Contour Shaping	
Scissors, Haircutting	
Razor .....	150 Hours
Facial Massage-Lash & Eyebrow Dyeing-Facial Packs .....	35 Hours
Shampoo, Rinsing and Draping.....	100 Hours
Finger Waving – Pin Curling – Comb-Outs .....	250 Hours
Hair Relaxing & Permanent Waving Including Theory .....	160 Hours
Hair Removal-Waxing, Threading, Other	
Manicuring and Pedicuring.....	60 Hours
Hair Styling, Hair Cutting .....	65 Hours
Wiggery, Braiding.....	25 Hours
Salesmanship – Personality .....	20 Hours
Shop Management – Ethics/State Board Rules .....	25 Hours
Safety Measures .....	10 Hours
<b>TOTAL .....</b>	<b>1500 Hours</b>

## **APPROVED CURRICULUM FOR TEACHERS TRAINING -750 HOURS**

According to the requirements listed by the Louisiana State Board of Cosmetology, the following curriculum is used in preparing our students in the field of Cosmetology Teacher.

Classroom Training – Science of Teaching .....	234 Hours
Teacher Assistant – Observation .....	190 Hours
Performance of Demonstration .....	26 Hours
Clinic – Supervised practical teaching .....	300 Hours
<b>TOTAL .....</b>	<b>750 Hours</b>

## **APPROVED CURRICULUM FOR MANICURING – 750 HOURS**

According to the requirements listed by the Louisiana State Board of Cosmetology, the following curriculum is used in preparing our students in the field of manicuring, artificial nail extensions and nail wraps.

Salon conduct, professional ethics, introduction to manicuring, hygiene and personality.....	180 Hours
Bacteriology, sterilization and sanitation .....	180 Hours
The practice of Manicuring - manicuring, pedicuring and advanced nail techniques.....	350 Hours
Science of Manicuring.....	40 Hours
<b>TOTAL .....</b>	<b>750 Hours</b>

## **APPROVED CURRICULUM FOR ESTHETICIAN – 750 HOURS**

According to the requirements listed by the Louisiana State Board of Cosmetology, the following curriculum is used in preparing our students in the field of Esthetics.

Professional practices .....	100 Hours
Sciences .....	250 Hours
Facial treatments .....	200 Hours
Hair removal .....	25 Hours
Makeup .....	100 Hours
Body treatment .....	25 Hours
Exfoliation/Chemical peels .....	50 Hours
<b>TOTAL .....</b>	<b>750 HOURS</b>

## **GRADING SYSTEM**

Student evaluation is made in accordance with the following grading system for the written test and evaluations.

A – 90% - 100%	Excellent
B – 80% - 89%	Good
C – 70% - 79%	Average
F – 69% and below	Failing

A theory test is given weekly to all students. Practical and clinical grades are given on a daily basis denoting skills and knowledge.

After the first (10) weeks from the start date, all freshman students are given a practical evaluation to determine their preparedness for the clinic floor.

After the last (10) weeks, all advanced students are given a practical and written test to determine whether or not they are prepared to pass the State Board Exam.

## **ADVISING**

Student counseling is under the direction of the Director of the school. Students are counseled on their progress while in school. The well-being of every student is important to the faculty and administrative staff. There is a staff member available to provide guidance and assistance to those who need it. If it is necessary to refer the student to various sources of assistance, phone numbers are available.

## **GRADUATION REQUIREMENTS**

Hours required for graduation are as follows:

Cosmetology – 1500 Hours.            Esthetician, Teachers Training and Manicuring – 750 Hours.

1. Students in all courses must achieve satisfactory progress in all units both written and practical
2. Final evaluation test
3. Satisfaction of all financial obligations to the school

When the above graduation requirements have been met, John Jay Beauty College will issue the graduate a Diploma of Graduation suitable for framing.

## **ABSENTEE, TARDINESS AND TERMINATION POLICIES**

### **ABSENCES**

The student absentee charge per hour will be the same as the contracted tuition charge per hour.

### **LATENESS**

Day students not arriving by 8:00 AM are not allowed in class.

### **ABSENTEE TERMINATION POLICY**

An attempt to contact student by phone will be made if the student has 5 consecutive unexcused absences. If that attempt is unsuccessful, a letter is sent to the student asking for a response within 15 days or the student will be terminated. After 15 days has elapsed with no response from the student he/she will be terminated from the program. After 14 days of consecutive absences, financial aid monies received will be returned to the federal government per their policy.

## **CLASS SCHEDULE**

Cosmetology-Day, Esthetician, Manicuring and Teachers Training – Tuesday – Friday 8:00AM – 4:30PM until 600 hours achieved for Cosmetology and 250 hours for Esthetician, Manicuring and Teachers Training. When Cosmetology-Day reaches 600 hours (Esthetician, Manicuring and Teachers Training 250 hours) earned your schedule will be Wednesday – Saturday 8:00AM – 4:30PM. Saturday becomes mandatory and Tuesday becomes a make-up day. This totals 30 hours per week.

## **STUDENT CONSUMER RIGHTS AND RESPONSIBILITIES**

Education after high school costs you time, money and effort. It is a big investment, and as a student and a consumer, you should carefully evaluate the education or training you are considering. To help you make a good choice, you should have information on the school's academic program, facilities, dropout rates, full cost of attendance, refund policy, and any other information you think will help you make your decision.

## **FINANCIAL AID**

### **FINANCIAL AID DEPARTMENT**

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

### **PELL GRANT**

Pell grants are awarded to help under-graduate students pay for their education after high school. For many of these students these grants serve as a "foundation" of financial aid to which aid from other federal and non-federal sources may be added. Unlike student loans, grants do not have to be paid back.

The necessary forms for the student financial aid are available in the school office. The forms must be completed accurately and submitted on time. The student is responsible for checking the status of his/her application and making sure that it has been processed.

The method of payment for Pell grants is by issuing a voucher to the student. Disbursements are usually made in two payments for all students. All Pell disbursements are made out to the school and applied towards the students school expenses.

## **STUDENT PLACEMENT SERVICES**

John Jay Beauty College offers the student both placement services and advising. The school maintains placement services with salons in the metro area. The school will help to place the student in an area salon.

John Jay Beauty College DOES NOT GUARANTEE PLACEMENT. The student may avail themselves of the school's advising staff at any time.

## **ACCESS TO STUDENT FILES**

Only students and parents or guardians of dependent minors have a right to review academic and financial files within seven (7) days of written request submitted to the college administrative office. If requested, students will be given copies within (3) days. An officer of the college must be present when viewing the files.

## **PRIVACY POLICY**

No academic or financial information will be released without written permission from the student and parents or guardian of dependent minor student for each third party request. NACCAS and the law do not require consent prior to requesting information about a student.

## **CONDUCT**

A student is expected at all times to uphold the high standards of integrity and behavior which will reflect upon himself/herself, family and school. Students are expected to maintain a satisfactory attitude and appearance at all times. A student will not be allowed into class without a clean, proper uniform and/or the necessary equipment. He/she is expected to abide by the rules and regulations of the school. Failure to do so may result in suspension or dismissal at the discretion of the Director. Suspension from training may be from one hour to any number of weeks. During this period of time a student will receive no credit. All missing class hours must be made up at the convenience of the school before the previously set graduation date.

## **MAKE-UP WORK**

Students may be granted the privilege of make-up work due to absenteeism weekly on Tuesday or Thursday by scheduling with authorized school personnel. At the time of completion of the course, as determined by the scheduled graduation date on the Enrollment Contact, students must have all make-up work completed.

## **NOTIFICATION OF SCHOOL CLOSURE**

In the event of unexpected closure due to extenuating circumstances, the school will notify each student by email or text message.

## **SCHOOL CALENDAR**

Classes are offered every 10 weeks in January, March, June, August and October.

## **SCHOOL HOLIDAYS**

New Year's Day, Christmas, Thanksgiving, Mardi Gras and 4<sup>th</sup> of July.

## **ATTENDANCE POLICY**

Attendance is the first priority in order to achieve success in the school and work environment. Therefore, students are expected to attend classes scheduled by their respected instructor. An excused absence is one that is due to personal illness, illness or death in the immediate family or an emergency situation. All missed work must be made up.

## **OVERTIME CHARGES**

Our contract is a weekly/hourly contract with renewal each Tuesday until completion and in accordance with satisfactory progress commencing on the start date as established. I understand and agree that if I do not complete all graduation requirements for the course which I have selected at the agreed upon number of weeks, I will be charged for those additional hours necessary to complete the course at the agreed hourly rate disclosed on the school contract.

## **EXCUSED ABSENCE POLICY**

A Student is granted a one- time excused absence during their enrollment period. It is granted for no less than a week and no more than three weeks. For days granted for Excused Absence, time stops where you left off at and at same status when Excused absence was granted. Contracted date will not be extended for Excused Absence period.

## **LEAVE OF ABSENCE POLICY**

Any student requesting a leave of absence must follow the institutions policy. Student must complete and submit Leave of Absence Request Form to the Director or Financial Aid Director. The request should be signed and dated by the student and must contain the dates the student expects to be unable to attend school. All leave of absence requests must be approved by a school official. The request must be completed in advance (unless unforeseen circumstances prevent the student from doing so) to include the student's reason for the leave of request. If the school grants a leave of absence to a student who did not provide the request prior to the leave of absence due to unforeseen circumstances the school will document the reason for its decision and will collect the request from the student at a later date.

A leave of absence may be granted for medical, family emergency, vacation or child care issues.

John Jay Beauty College allows an approved leave of absence of no more than 120 calendar days. There are no exceptions. Only one leave of absence may be granted to a student in any 12-month period. A student on a leave of absence will incur no additional charges by the school. Any student failing to return to school the day after the expiration of a leave will be withdrawn from the school on that day and all refunds will be due 30 days from the date of the withdrawal determination.

A copy of the leave of absence request must be maintained in the students file.

For VA certified students, no leave of absence is granted.

A leave of absence may be granted to a student who does not provide the request prior to the leave of absence due to unforeseen circumstances. When the school is notified that a leave of absence is needed, the beginning date of the approve leave of absence will be the first date the student was unable to attend. A student meeting this criteria, is not considered to have withdrawn, and no refund calculation is required at this time. All leave of absences will extend the student's contract end period by the same number of days in the Leave of Absence. An addendum to the enrollment agreement is signed by all parties.

Students who are withdrawn from taking an unapproved leave of absence or not returning by the expiration of an approved leave of absence, the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

## **INSTITUTIONAL REFUND POLICY**

Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant not accepted by the school is entitled to a full refund of all monies paid.
2. If student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing within three (3) business days of the signing of an enrollment agreement or contract, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training. If a student cancels his/her contract after three business days after signing, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less a \$100.00 registration fee. If the student notifies the school of his/her withdrawal outside of these timeframes, all monies due student shall be refunded within 30 days of formal cancellation by the student.
3. Our schools refund policy applies to all terminations for any reason, by either party, including student's decision, course of program cancellation or school closure. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized. If determined by the return of Title IV funds that a refund is due to the Title IV program then that is refunded and then our institutional school refund policy is calculated to determine if money is owed to the school or to be refunded to the student. The school refund is based on number of hours scheduled. (1) If a termination occurs during the first 10% of the program length the institution retains 10% of the tuition, 100% of the kits and books plus a \$100.00 registration fee; (2) If a termination occurs during the first 10.01% and 20% of the program length the institution retains 20% of the tuition, 100% of the kits and books plus a \$100.000 registration fee; (3) If a termination occurs during the first 20.01% and 30% of the program length the institution retains 30% of the tuition, 100% of the kits and books plus a \$100.00 registration fee; (4) If a termination occurs during the first 30.01% and 40% of the program length the institution retains 40% of the tuition, 100% of the kits and books plus a \$100.00 registration fee; (5) If a termination occurs during the first 40.01% and 50% of the program length the institution retains 50% of the tuition, 100% of the kits and books plus a \$100.00 registration fee; (6) If a termination occurs during the first 50.01% and 60% of the program length the institution retains 60% of the tuition, 100% of the kits and books plus a \$100.00 registration fee; (7) If a termination occurs after the first 60.% of the program length the institution retains 100% of the tuition, 100% of the kits and books plus a \$100.00 registration fee. \*
4. (\*) Kit is non-refundable for Health and Sanitary reasons and Books are non-refundable unless returned in "like-new" condition within 20 days of last day of attendance.
5. Enrollment time is defined as the time elapsed between the actual starting date and date of the students last scheduled hours attended at the school. Any monies due the applicant or student shall be refunded within 30 days of formal cancellation by the student as defined in item 12.2, formal termination by the school which shall occur no more than 30 days from the last day of physical attendance or unofficial withdrawal for clock hour students which are determined by school monitoring clock hour attendance at least every thirty days on in the case of leave of absence, the student notifies the school that he or she is not returning. Date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the school that the student will not be returning. All refunds are calculated based on the students scheduled hours as of the last date of attendance. If the school

notifies the school of his/her withdrawal outside of these timeframes, all monies due student shall be refunded within 30 days of formal cancellation by the student.

6. If permanently closed or no longer offering instruction after the student has enrolled, and instruction has begun, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another school. If the course is cancelled subsequent to a student's enrollment, and before instruction has begun, the school shall at its option, provide a full refund of all monies paid or provide completion of the program. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach Out Agreement OR provide a full refund of all monies paid.

In case of illness or disabling accident or death of immediate family or other circumstances beyond the control of the student, the school will make a settlement which is reasonable and fair as negotiated. Students who receive financial assistance from Title IV programs (Federal Pell Grant, Campus-Based Programs, Stafford Loans, PLUS Loans) and withdraw from school prior to completing more than 60% of the payment period are subject to the Return of the Title IV Funds requirements of the United States Department of Education.

## **RETURN OF TITLE IV FUNDS POLICY**

Students who receive financial assistance from Title IV programs (Federal Pell Grant, Campus-Based Programs, Stafford Loans, PLUS Loans) and withdraw from school prior to completing more than 60% of the payment period are subject to the Return of the Title IV Funds requirements of the United States Department of Education.

### **The Return of Title IV Funds procedure is as follows:**

1. Determine the percentage of the payment period the student completed. To determine the percentage, the number of clock hours, up to and including the students last day of attendance is divided by the number of hours in the payment period. Do not count excused absences as completed hours.
  - A. If the percentage is greater than 60%, 100% is used in step 3 below.
  - B. If this percentage is less than or equal to 60%, determine the clock hours completed in the payment period divided by the clock hours scheduled to be completed as of the date the student withdrew.
  - C. If this amount is less than 70%, the percentage from Step 1 above is used in Step 3 below.
  - D. If this amount is 70% or greater, the institution will determine the clock hours scheduled to be completed as of the date the student withdrew divided by the total clock hours in the payment period. This amount will be used in Step 3 below.
2. Determine the amount of aid earned by the student. The amount of aid the student earned for the payment period is determined by multiplying the percentage derived from Step 1 (a – d) by the total amount of Title IV aid that was disbursed or that could have been disbursed as of the students withdrawal date.



3. Compare the amount earned to the amount disbursed. If less aid was disbursed than was earned, the student may receive a post withdrawal disbursement for the difference. If more aid was disbursed than was earned, the difference is refunded back to the Title IV Programs.
4. Allocate responsibility for returning unearned aid between the school and student. Students who receive living expenses would be responsible for repayment of any unearned aid. If the students share of unearned funds that must be returned are attributed to a Title IV Loan program, then repayment will still be based under the terms and conditions of the promissory note. If the students share of the unearned funds that must be returned are attributed to a Title IV Grant Program, the initial amount to be returned will be reduced by 50%.
5. Distribute the unearned aid back to Title IV programs.

### **Refund Timeline and Refund Allocation**

The school will make refunds within 30 calendar days of the date the student officially withdraws or the date the school determines that the student has unofficially withdrawn. Refunds will be returned in the following order:

1. Unsubsidized Federal Stafford Loans/William Ford Direct Loans
2. Subsidized Federal Stafford Loans/William Ford Direct Loans
3. Federal Perkins Loan Program
4. Federal PLUS Loans/Direct PLUS Loans
5. Federal Pell Grant Program
6. Federal SEOG Program
7. Other Title IV Programs
8. Other Federal, State, private or institutional assistance
9. The Student

Refunds less than \$25.00 will not be made to Title IV programs. By signing the enrollment agreement, the student authorizes the institution to retain any amount of the refund that would be allocated to the Title IV, HEA loan programs.

Please be advised that this is only the Refund to Title IV refund. Once the school determines the amount of Title IV aid that the school may retain the institution will then calculate the institutional/accrediting agencies refund policy.

### **Reporting of Crimes & Annual Security Reports**

Campus safety and security are important issues at John Jay Beauty College. Our goal is to provide students with a safe environment in which to learn and to keep students, parents, and employees well informed about campus security. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, requires institutions of higher education to record and report certain information about campus safety, including the number of incidents of certain crimes on or near campus, some of which constitute sexual harassment under this Policy. John Jay Beauty College has designated the School Director as the contact person for reporting any problems relating to campus security issues and the reporting of crimes.

Each year the school prepares this report to comply with the Clery Act. The full text of this report can be located on the school's website at [www.johnjaybeautycollege.com](http://www.johnjaybeautycollege.com). This report is prepared in cooperation with the local law enforcement agencies around our campus. Each year notification is made to all enrolled students and employees that provides the web site to access this report. Copies of the report may also be obtained in person from the School Director or by calling (504) 467-2915. All prospective employees may also obtain a copy from the School Director.

## **Drug and Alcohol Abuse Prevention**

In accordance with the Drug Free Schools and Communities Act, John Jay Beauty College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol beverages by students, staff, and faculty on its property or as part of any of its activities.

Any student, staff, or faculty member who is involved with the unlawful possession, use, or distribution of illicit drugs or alcohol is subject to termination from John Jay Beauty College and referral for prosecution for violations of applicable local, state, and/or federal laws.

The school's Drug Free School Policy is published as part of the school's annual security report. This Policy is disseminated widely to the school community through publications, the school website, new employee orientations, student orientations, and other appropriate channels of communication. You may also contact the School Director for the complete Drug and Alcohol Abuse Policy and/or a list of professional treatment centers in the local area.

## **NOTICE OF NON-DISCRIMINATION** **&** **SEXUAL HARASSMENT POLICIES & GRIEVANCE PROCEDURES**

### **I. Policy**

It is the policy of John Jay Beauty College (the "School") to maintain an environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual harassment. The School has enacted the Sexual Harassment Policies & Grievance Procedures (the "Policy") to reflect and maintain its institutional values, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy.

The Policy can be found at the School's website at [www.johnjaybeautycollege.com](http://www.johnjaybeautycollege.com) or obtained in person from the Title IX Coordinator (see below).

The School does not discriminate on the basis of sex in its educational, extracurricular, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

This Policy prohibits all forms of sex discrimination, harassment, and misconduct, including sexual assault, domestic violence, dating violence, and stalking. The requirement not to discriminate in the School's education programs or activities extends to admission. This Policy also prohibits retaliation against a person who has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. Inquiries about the application of Title IX may be referred to the School's Title IX coordinator, the U.S. Department of Education Office for Civil Rights, or both.

The School also prohibits other forms of discrimination and harassment, including discrimination and harassment on the basis of race, color, national origin, disability, or age in its programs and activities. The following person has been designated as the School's Title IX Coordinator to handle inquiries regarding the non-discrimination policies, including Title IX:

Shelly Laiche, Comptroller  
2844 Tennessee Ave.  
Kenner, LA 70062  
Phone: (504) 467-2774 ext. 12  
Email: [sclaiche@johnjaybeauty.com](mailto:sclaiche@johnjaybeauty.com)

Inquiries or complaints concerning the School's compliance with Title IX or other federal civil rights laws may be referred to the U.S. Department of Education's Office for Civil Rights.

Office for Civil Rights  
U.S. Department of Education  
Dallas Office  
1999 Bryan Street, Suite 1620  
Dallas, TX 75201-6810  
Telephone: (214) 661-9600  
Facsimile: (214) 661-9587  
[Email: OCR.Dallas@ed.gov](mailto:OCR.Dallas@ed.gov)

John Jay Beauty College desires to create and sustain an anti-discriminatory environment and will not tolerate discrimination of any kind. The School will achieve this through education, orientation, and training for all students, staff, and faculty for the purpose of creating awareness of both the issues surrounding discrimination as well as accountability, sensitivity training, and anti-discrimination training in their classrooms, at least once while the student is in school.

## **II. Sexual Harassment Grievance Procedure**

Reports of sexual harassment should be made to the School's Title IX Coordinator or a designated School official. As set forth in the Policy, the School's designated School officials are the Title IX Coordinator, School Owner, and School Director. The School will respond promptly when it has actual knowledge of sexual harassment in its education programs or activities. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

The School will investigate all formal complaints of sexual harassment. A formal complaint must be in writing, filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent, and request that the School investigate the allegation of sexual harassment. A formal complaint form may be obtained from the Title IX Coordinator, although no particular form is required to submit a formal complaint so long as the complaint is in writing, signed by a complainant, alleges sexual harassment against a respondent, and requests an investigation. The School's Title IX Coordinator oversees the School's investigation, response to, and resolution of all reports of prohibited sexual harassment, and of related retaliation, involving students, faculty, and staff.

If all parties voluntarily agree to participate in an informal resolution that does not involve a full investigation and adjudication after receiving notice of a formal complaint and if the School determines that the particular formal complaint is appropriate for such a process, the School will facilitate an informal resolution to assist the parties in reaching a voluntary resolution. The School retains the discretion to determine which cases are appropriate for voluntary resolution.

The School will convene a hearing panel following the end of an investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. If the respondent is determined to be responsible, the hearing panel's written determination will include any

disciplinary sanctions the School imposes on the respondent. The Policy provides that the parties have the right to appeal the hearing panel's determination under certain circumstances.