

# **Avery James School of Cosmetology**

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## **2021 CATALOG**

### **Volume IV**

The content of this catalog does not constitute a contract between Avery James School of Cosmetology and its students on either a collective or individual basis. Avery James School of Cosmetology reserves the right to change any provision listed in this catalog including, but not limited to, course and curriculum changes; and including, but not limited to, academic requirements for graduation or modifications of tuition fee or other charges without actual notice to individual students. Every effort will be made to keep students advised of any such changes. It is the individual student's responsibility to keep apprised of current graduation requirements.

Avery James School of Cosmetology does not discriminate on the basis of race, color, national origin, age, sex, ethnic origin, religion, or handicap in admission to, access to, treatment in, or employment in its programs and activities.

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## **INTRODUCTION**

Demmon School of Beauty began operation in 1955. The school was named after Ms. Jane Demmon, the original owner. In 1968, the school was sold to Mr. and Mrs. Lester. The school operated under their leadership for the next 14 years. Upon their retirement, Mr. Jim Haynes purchased the company in 1982.

Mr. Haynes operated the school for the next 33 years. During this time, Mr. Haynes was a member of the Louisiana Board of Cosmetology and served as President of the Board.

On January 1, 2015, the school was purchased by Avery James, LLC and continues to operate as Avery James School of Cosmetology.

## **MISSION**

The mission of Avery James School of Cosmetology is to provide quality training in the cosmetology field enabling the graduate to take and pass the licensure exams to become a licensed cosmetologist in Louisiana.

## **PHILOSOPHY AND OBJECTIVES**

Avery James School of Cosmetology is dedicated to providing the finest career training to all its students, enabling them to grow both personally and professionally with the confidence that they are well versed in their respective fields of study. In pursuit of this goal, the school employs qualified teachers and utilizes modern equipment and facilities. Our philosophy which enables us to meet that goal is:

- \* To prepare students to assume a useful place in society and perform well in that place; hence, the objectives of qualified and employable graduates are of the utmost importance.
- \* To offer, through a sincere concern on the part of educated and experienced personnel, the necessary tools of learning that will help to make the students' future a success.
- \* To assure all students and prospective students that, from first contact to graduation, their relationship with all school officials will meet high standards of education and business ethics.

The primary objective of Avery James School of Cosmetology is to offer education and training that prepares students for the state and national cosmetology licensing exams and for entry-level positions in the field.

## **FACILITIES**

Avery James School of Cosmetology is located at 2948 Ryan Street, Lake Charles, Louisiana 70601. The school is near the intersection of Ryan Street and Eddy Street and has four classrooms, an inside student break room, an outside smoking area, a locker area, and a client waiting/reception area. The four classrooms provide access for up to thirty students for lecture and lab activities. The large salon floor has 24 stations, 7 shampoo bowls, and 7 dryers. Separate rooms for facials and manicures/pedicures are adjacent to the salon floor. In addition to the areas mentioned above, there are three storage rooms, laundry room, color/supply room, student computer lab, conference room, and six administrative offices. The equipment in use in the salon and labs is comparable to that utilized in the work place and is of such a quality as to endure classroom use.

There is also a large parking lot with handicap accessibility providing easy access to the building. The facilities are accessible to the handicapped person.

## **ADA CONTACT**

Persons with disabilities wishing to obtain information about Avery James School of Cosmetology should contact the Campus Director.

## **OWNERSHIP AND CONTROL**

Avery James School of Cosmetology is owned, governed, and controlled by Avery James, LLC, a proprietary school corporation of Louisiana and is owned by Billy L. Clark (33 1/3 %); David W. Clark (33 1/3%); and Randall C. Wagley (33 1/3%).

## **BOARD OF DIRECTORS**

Billy L. Clark .....President  
Randall C. Wagley ..... Secretary  
David W. Clark ..... Director

## **LICENSING AGENCY**

Avery James School of Cosmetology is licensed by the Louisiana State Board of Cosmetology. Their headquarters are located at 11622 Sun Belt Court, Baton Rouge, Louisiana, 70809. (225-756-3404)

## **ACCREDITATION**

Avery James School of Cosmetology is accredited by the Commission of the Council on Occupational Education (COE). The Commission of the Council on Occupational Education is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

## **ADMINISTRATION & FACULTY**

### **Senior Management**

Wayne Barineau, CPA.....	Accounting
Billy L. Clark.....	President
D. Aaron Clark.....	Director of Admissions
DeWanna Fontenot.....	Financial Aid Director
Carol Hasegawa.....	Director of Accreditation and Curricula
Vickie Hicks.....	Internal Compliance Director
Angela Garcia.....	Financial Aid Administrative Assistant
Michell Thurman.....	President's Assistant / IT Support
Dr. Christian Vigè.....	Provost
Randall C. Wagley.....	CEO
Vicki Weales.....	External Compliance Director

### **Administration**

Carol Brent.....	Campus Director
Barbara Holt.....	Financial Aid Officer
Jeremiah Brent.....	Admissions Representative
Joetta Sherman.....	Administrative Assistant

### **Faculty**

#### **Full-Time:**

Fiest, Britany, Opelousas School of Cosmetology.....	Cosmetology Instructor
Moss Shemika, Avery James School of Cosmetology.....	Cosmetology Instructor Assistant
Thibodeaux, Ashton, Avery James School of Cosmetology.....	Cosmetology Instructor Assistant
Fields, Melissa, Demmon School of Beauty.....	Cosmetology Instructor Assistant

#### **Part-Time**

Carol Brent, BA Mass Media Arts, Hampton Univ., Hampton, VA; Cosmetology Instructor License, Valley Vocational Technical Institute, VA.....	Program Director / Cosmetology Instructor
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## **ADMISSION REQUIREMENTS**

Requirements for admission to the career program at Avery James School of Cosmetology are as follows:

1. Applicant must be at least 17 years of age to start and 18 years of age at anticipated graduation date.
2. Applicant must be a High School graduate or equivalent (such as a GED or valid home education credential). (Foreign high school diplomas must be verified as equivalent to a U.S. high school diploma by an agency approved by the school. Contact the school's financial aid office for an approved agency.)
3. Applicant must successfully complete a personal interview with appropriate school personnel.
4. Applicants under 18 years of age must have parental approval (signature) prior to acceptance.
5. Applicant must be a US citizen or legal immigrant in possession of appropriate documentation or as an exception per federal rules and regulations such as DACA.
6. Applicant must freely submit to random drug testing at any time during the program, as deemed necessary by the Campus Director. A positive drug screen will result in disciplinary action, which may include termination from the school.
7. Applicant must be current with all required immunizations including 2-MMR's (Measles, Mumps, Rubella), Varicella, and a MCV4 (Meningitis) or titers for all showing immunity, as well as Tetanus booster every 10 years. A negative Mantoux (TB) test is required before attending externship. All Students are recommended to undergo the Hepatitis B Series vaccination.
8. Transfer students in the Cosmetology program must provide a completed "Certification of Payment of Contractual Fees" form from the last cosmetology school attended.

*Note: Valid home education credentials are accepted. Please contact the school Admissions Department for details.*

## **ADVANCED STANDING & TRANSFER HOURS**

Avery James School of Cosmetology will grant full credit for many subjects to those students who have successfully completed the same or substantially the same subjects on a post-secondary level as those listed in our catalog. **The student must request Advanced Standing or Transfer Hours prior to admission.** The student must have earned a grade of “C” or better and the student must have been taking coursework at the post-secondary level within two years prior to their expected start date at Avery James School of Cosmetology. A student receiving advanced standing and transfer credit will be given credit for up to 50% of the total program length at Avery James School of Cosmetology and therefore the student must complete at least 50% of their program at Avery James School of Cosmetology. For the Basic Cosmetology program, the school may accept up to 750 clock hours of transfer hours from another licensed cosmetology school.

It is the student’s responsibility to have official academic transcripts sent to Avery James School of Cosmetology and to provide a catalog containing course descriptions. The transcripts and prior school’s catalog will be reviewed. The decision to grant credit for prior school work shall be approved by the Campus Director (or designee). Written verification of accepted clock hours shall be placed in the student’s file. All accepted hours will be verified and approved by the Louisiana Board of Cosmetology. Transfer of hours from other institutions are recorded as grades of “TP” and are not counted as earned nor used when calculating grade point average.

### **Transfer of Credit**

The courses of study offered by Avery James School of Cosmetology are essentially terminal in nature. Most students go directly into employment after graduation. Courses offered by Avery James School of Cosmetology are specialized and do not imply, promise, or guarantee transferability of credits earned while in pursuit of the certificate or diploma.

## **ADMISSION PROCEDURE**

Prospective students should contact the school to arrange an appointment for an interview. At the time of the appointment, parents, spouse, or other interested parties should accompany the applicant.

During the interview, the applicant will answer questions pertaining to their vocational interests and career aspirations in order to ensure that the applicant has the ability to successfully pursue their studies.

Based on the results of this interview, the applicant moves on to complete a financial aid interview with the appropriate personnel.

Once the applicant successfully completes the enrollment process, makes satisfactory payment arrangements, completes orientation, is issued books/supplies and is scheduled for classes, he/she is considered a regular student.

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment.

### **Readmission Policy**

A student that has withdrawn (voluntary, involuntary, or for lack of Satisfactory Academic Progress (SAP)) may reapply for readmission. If the student demonstrates the desire and the academic ability to complete the program, rectifies any and all concerns of faculty and staff, and makes satisfactory payment arrangements; the student will be evaluated and readmitted accordingly.

## SCHOOL CALENDAR

	2021	2022
Classes Resume	02/02/21	01/4/22
Easter Break		
No Classes Beginning	04/02/21	04/15/22
Classes Resume	04/07/21	04/20/22
Memorial Day Holiday	05/31/21	05/30/22
Summer Break Begins		
No Classes Beginning	07/03/21	07/03/22
Classes Resume	07/07/21	07/12/22
Labor Day Holiday	09/06/21	09/05/22
Thanksgiving Holiday		
No Classes Beginning	11/25/21	11/24/22
Classes Resume	11/29/21	11/28/22
Christmas Break		
No Classes Beginning	12/24/21	12/25/21
Classes Resume	01/03/22	1/10/22

*Please note: We believe these dates are firm; however, they are subject to change as needed.*

## RULES AND REGULATIONS

### **Attendance (Excused/Unexcused Absences)**

It has become crystal clear that class attendance is the most important factor in student success (course completion and graduation). In order to be fair to all involved, and to show respect for yourself, your classmates, your instructor, and ultimately your future employer, good attendance is a necessity.

Perfect attendance is expected of each student, just as an employer expects perfect attendance from an employee. Satisfactory attendance is vitally important and is a requirement of all students. All absences are recorded and made a part of the student's permanent record. Students are responsible for notifying the Instructor or administration when they are to be absent or tardy.

**Any student missing eight (8) consecutive days of scheduled classes will be dismissed from school.**

The student will also be charged for each class that must be repeated due to forced withdrawal or due to failure of a class associated with poor attendance (See tuition & fees for details on these charges).

Legal and school holidays, breaks, and class cancellations (i.e. weather conditions, etc.) are not included in calculations for class attendance and therefore are not considered as days of absence.

### **Leave of Absence**

A Leave of Absence (LOA) may be granted under certain conditions. Acceptable reasons for requesting an LOA could include but not be limited to situations such as the onset of an illness or injury preventing attendance for a prolonged period of time, temporary loss of income or transportation, and other extraordinary circumstances that temporarily prevent the student from attending classes. Should you have a valid reason for requesting a "Leave of Absence" please see the Campus Director for guidance. The LOA must be requested in writing using the School's form, the student is required to follow the institution's LOA policy and the LOA must not exceed 180 days in any 12-month period and a student will not be granted a LOA if the LOA, together with any additional LOA's previously granted, exceed a total of 180 calendar days in a 12-month period. The LOA written form will include but is not be limited to the following information: a) student's reason for LOA b) Student signature. All LOA's must be granted in advance unless the LOA is due to an unforeseen circumstance. In the event the LOA is due to an unforeseen circumstance the institution is required to document the reason for its decision to grant a LOA due to unforeseen circumstances, the institution collects the request from the student at a later date and establishes the start date of the approved the LOA as the first date the student was unable to attend.

Students granted an LOA in accordance with the institution's policy is not considered to have withdrawn and that no refund calculation is required at that time. However, the student's contract period will be extended by the same number of calendar days taken in the LOA and that such changes to the contract period will be an addendum to the enrollment agreement and must be signed by all parties at the time the LOA is requested.

An extension to an existing Leave of Absence may be granted under certain conditions. The extension request must be in writing with student's signature and date. Administration approval is required. No telephone requests are accepted.

Failure to return to school at the scheduled LOA ending date or students taking an unapproved LOA will result in your being dropped from the rolls of the School and may affect your Financial Aid, and student loan repayment terms, including the expiration of your grace period.

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

A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning. Students failing to return from an approved leave of absence will be determined as withdrawn as of the date the student was scheduled to return from the approved leave of absence. Refunds will be calculated from the last date of attendance.

A student will not be assessed any additional charges as a result of a requested or approved LOA.

### **Tardiness**

Failure to report for class when the class begins or leaving before class ends is classified as tardy. Tardiness is measured in one (1) minute increments, rounded upward to the nearest 15-minute increment. All minutes missed are recorded as such in the student's official attendance record. Excessive tardiness is not acceptable and the student may be suspended or terminated, subject to extenuating circumstances, the student's progress, and the discretion of the Campus Director.

### **Make-Up Work**

Make-up work may be assigned to enable a student to progress in a timely manner. Scheduling of make-up work is left to the discretion of each Instructor. It is the student's responsibility to acquire any and all work missed and be ready for upcoming tests or assignments.

**Cosmetology Students:** Cosmetology students must complete all scheduled hours within each grading period. To aid students in completing all hours, make-up hours are regularly scheduled on Monday at the discretion of the Director. Attendance is required for students who are absent or tardy from class. There is a fee for make up hours-see "Extra Instructional Charges" in this document.

### **Student Conduct**

All students are expected to conduct themselves in a professional manner, taking their studies seriously. Respect is to be shown at all times to all faculty, staff and fellow students. No student will be permitted to attend class while under the influence of alcohol or other intoxicating substances. No food or drink is allowed in any classroom and smoking is not allowed within the school's facilities. Every student is expected to take part in the cleaning and straightening of classrooms at the end of each day.

Avery James School of Cosmetology reserves the right to dismiss any student whose conduct is unsatisfactory and/or detrimental to the best interest of the faculty, staff or other students.

### **Dress Code**

Students are required to wear the full school uniform for their respective program. Additionally, students are expected to conform to accepted professional standards of good taste in dress, grooming and overall appearance. Classes are conducted in a professional environment.

### **Class Size**

Class size is closely monitored to facilitate quality instruction. Class size for lecture style classes typically have 15-25 students (up to 50) to one instructor, while lab style classes typically have 10-15 students (up to 23) to one instructor. For Cosmetology classes, class size does not exceed a 20:1 student to teacher ratio.

### **Student Work**

Avery James School of Cosmetology reserves the right to make copies of all student work and to use such in promotions without the student's prior written consent.



## **Honor Code**

Cheating and related forms of dishonesty will not be tolerated. Cheating gives your Instructors and future employers a distorted view of your true abilities, and is very unfair to more honorable students who try hard to earn honest grades according to their abilities. Students caught cheating may be expelled from the class in question. The student may also be expelled from the school. If not expelled from the school, the student may repeat the class from which they were expelled the next time it is offered.

Students accused or suspected of cheating without clear and convincing proof may be required to re-take tests under controlled conditions to eliminate suspicion.

## **Grading**

The standard letter system of grading is used as follows: A--100-90; 4.0: B--89-80; 3.0: C--79-70; 1.0: D--below 69-70; 2.0: F--below 60: P--Pass: TP--Transfer Pass: W--Withdrawal (will be given to a student who withdraws before the mid-point of a particular course): WP--Withdrawal Passing (will be given to a student who withdraws with a passing grade after midpoint of a particular course): WF--Withdrawal Failing (will be given to a student who withdraws with a failing grade after midpoint of a particular course): I--Incomplete (An "I" may be given to a student who does not complete the course requirements of the course syllabus. This "I" will be converted to a letter grade 30 days after posting. If the course requirements were not completed to obtain a passing grade, the letter grade will be converted to an "F.") Upon repeating a course or subject, the student will receive credit only for the highest grade earned. The lower grade will be removed from the student's transcript.

## **Graduation Requirements**

A student must meet the following criteria to graduate from Avery James School of Cosmetology.

1. Each student must maintain an overall 2.0 average (on a 4.0 scale).
2. Each student must pass each required course in his/her curriculum with a grade of "C" or better.
3. Each student must be in good financial standing with the School before graduation.
4. Each student must complete all required hours in the program and at least 50% of those hours must be completed at Avery James School of Cosmetology.
5. Any additional programmatic criteria (please check your major in this catalog).

## **Transcripts**

Transcripts are available upon request unless the student is indebted financially to the School. No transcript of grades will be released without the student's prior written approval. Each graduate is issued an official transcript of his academic record. Each subsequent official transcript for a graduate is furnished after receipt of the transcript fee payable by cash, money order or certified funds. (See Miscellaneous Fees in the Tuition & Fees portion of this catalog). A government agency which periodically requires a transcript in order to determine a student's progress is exempt from this fee.

## **Termination**

The school may terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act. Termination from the school may result for any of the following violations:

1. Students are not to engage in behavior that reflects unfavorably on fellow students or the school.
2. Students are not to interfere with the progress of other students or the presentations of any member of the staff or faculty.
3. Students are not to have in their possession weapons of any kind while on the school property. A weapon may be considered anything with the potential of inflicting bodily harm and which serves no academic purpose.
4. Students are not to enter the school facilities under the influence or effects of alcohol, prohibited drugs, or narcotics of any kind.
5. Students are to abide by the dress code as established by the school and to keep themselves and their work areas clean at all times.
6. Students are expected to be prompt and attend all scheduled classes unless they can provide a valid excuse for any tardiness or absence.
7. Students must at all times cooperate fully with the staff and faculty.

8. Students must not remove from the school any supplies, books, equipment, or other property belonging to the school without prior written permission from the Director.
9. Students who participate in cheating or plagiarism of any kind may be subject to immediate termination.
10. Students must maintain acceptable academic standards as established by the school.
11. Profane or abusive language will not be tolerated.
12. Non-payment of school tuition as per enrollment contract.

### **Re-entrance After Dismissal**

Each student dismissed will have a chance to appeal his/her dismissal. The appeal should be submitted in writing to the Campus Director. Permission to re-enter shall be granted on an individual basis. The decision of the Campus Director shall be final.

### **Complaint Procedures**

Student complaints relative to the actions/policies of school officials should first be resolved with school officials. The complaint should be submitted in writing to the Campus Director. If it is not answered to the student's satisfaction, the student should send it in written form to Louisiana Board of Cosmetology, 11622 Sunbelt Court, Baton Rouge, Louisiana, 70809; OR the complaint should be sent in written form to the Commission, Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, phone (770) 396-3898, or website [www.council.org](http://www.council.org).

### **Security and Safety Policies and Procedures**

The institution is monitored during all operating hours to provide a safe and secure area for staff and students. The staff and students are encouraged to report crimes to local authorities and to the Director of the school. Should an incident occur, the Director would be called immediately who will respond, investigate and notify authorities as warranted.

### **Mandated Reporting**

All college employees who are not designated as confidential or "responsible employees" such as administration are expected to report the details of which they are aware about an incident. This information is shared in accordance with Title IX to the Campus Director and / or President. Giving a responsible employee notice of an incident constitutes official notice to the college. Incident of sexual misconduct will be taken seriously when official notice is given. Incidents of sexual misconduct will be investigated and resolved in a prompt and equitable manner, under the college's complaint policy. If suspicion of threat to the community based on the use of weapons, violence, pattern, predation, or threatening conduct by the person being accused confidentiality cannot be guaranteed.

### **Reporting Procedures**

**Incidents:** An incident is an offense (violation, misdemeanor, or felony), emergency or occurrence that is immediately dangerous to life, health, or the College as a whole that occurs or may occur at a college location.

**Incident Report:** An incident report is an official report taken by an college employee documenting information about an incident as defined above. A police agency report may serve as an official incident report under this definition.

All college staff, faculty and students are asked to assist in making the college a safe place by being alert to suspicious situations or persons and reporting them as outlined below.

If you witness, are the victim of, or are involved in any on-campus violation of the law such as assault, robbery, theft or sex offense, contact the local police agency (911) and follow their directions. In addition, the individual should immediately report the incident to the Campus Director who will inform additional college employees, as applicable.

Offenses or incidents of a lesser nature including, but not limited to: property crimes and larceny shall be immediately reported to the Campus Director who will inform additional college employees, as applicable. If an individual notices a person(s) acting suspiciously at a campus, she/he should contact the Campus Director or the local police agency (911), based on the situation.

Incidents requiring medical attention should be reported to local emergency 911 center. In addition, the individual should immediately report the incident to the Campus Director who will inform additional college employees, as applicable. The Campus Director will complete an incident report.

In the event of a critical incident or violent criminal act, the college, in conjunction and communication with local law enforcement will, in accordance with the Jeanne Clery Act (34 CFR 668.46(e), issue a “timely warning”. All college staff and students are provided with written notification by the administration regarding existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community, upon request.

**Identification of College Campus Security Authorities:** As required under, (34 CFR 668.46a), the College must designate certain administrative personnel as “College Security Authorities” (CSA) in accordance with the Clery Act. A CSA must report to the appropriate law enforcement personnel any allegations of Clery Act crimes that are “made in good faith.” A CSA must report the statistics regardless of whether the victim wants to speak to the police. The Corporate Office provides training to CSA’s annually to notify them of their status and explain what is expected of them.

The following persons are recognized as College Security Authorities: President, CEO, Campus Director, and Corporate Office representatives. These designated administrative personnel receive training and resources through [www.clerycenter.org](http://www.clerycenter.org).

**Facility Access:** All visitors and non-students are required to check in with the administration office before entering any other area / facility of the campus. Campus facilities exist to provide the spaces in which the college’s primary mission is fulfilled. Any activities occurring inside a campus facility must be an appropriate use of the facility. The college maintains the right to scrutinize all utilization of the space; determine what constitutes appropriate use; deny use; and/or change fees for services and equipment utilized. The campus is deemed closed to the general public after normal hours of business operation or when buildings are locked unless an event or function is sanctioned by the college and approved by the President. College facilities serve primarily the educational mission and are open to students and employees during normal hours of business operation. There are no residence facilities associated with the campus.

**Law Enforcement:** Campus Security personnel have no enforcement authority. The administration encourages the reporting of all crimes to the local Police Department or in the event of an emergency, 911.

**Crime Awareness / Prevention:** Normal operating procedures, rules and regulations are covered with students during orientation. Students are provided with education and training on awareness and risk reduction of sexual violence, dating violence, domestic violence, stalking, and consent in compliance with the Clery Act. General assemblies devoted to crime prevention and self-protection occur periodically and are conducted by an expert in the field.

Sex offenses should be reported to local law enforcement immediately. Counseling and education information is available by calling the National Sexual Assault Hotline at 1-800-656-HOPE (4673). The Louisiana registry of sex offenders and child predators may be accessed by phone at 1-800-858-0551 or 225-925-6100 (8:00 a.m. until 4:30 p.m. CST) or on the Internet at <http://www.lasocpr.lsp.org/socpr/>.

The Louisiana Coalition Against Domestic Violence provides the college with numerous publications and materials for awareness and prevention of domestic violence and dating violence and students can also access these resources at <https://lcadv.org/resources/>.

The college offers bystander intervention programming in an effort to ensure that each member of the campus community is invested in creating a safe campus environment for themselves and others. Program participants are instructed on safe options for preventing harm and intervening when a risk of sexual misconduct exists. Students and personnel can also access these resources at <https://stepupprogram.org>.

## **Title IX**

The college prohibits all forms of illegal discrimination, harassment, intimidation, and coercion on campus and at college related activities and functions. The college is required to investigate all allegations regarding sexual misconduct under Title IX. Sexual misconduct incorporates a wide range of behaviors including sexual assault (which includes rape and any kind of nonconsensual sexual contact), sexual harassment, intimate partner violence, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing another person. A list concerning registered sex offenders may be obtained at <https://www.icrimewatch.net/louisiana.php>.

**Sexual Harassment:** Unwelcome behavior of a sexual nature including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

**Sexual Violence:** Any physical act which is sexual in nature that is committed by force or without the full and informed consent of all persons involved.

**Consent:** Words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact.

**Dating/Domestic Violence:** Any of the following engaged or threatened to be engaged in by an adult against another adult living with or in a dating relationship with the person:

- Intentional impairment of physical condition
- First, Second or Third Degree Sexual Assault
- Whoever intentionally causes damage to any physical property of another without the person's consent

**Stalking:** Behavior directed at a specific person(s) that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

**Voyeurism:** Practice of spying on people engaged in intimate behaviors, such as undressing, sexual activity, or other actions usually considered to be of a private nature.

**Help & Support:** You can seek help and support AND make a formal anonymous campus report if you so choose by filling out a report form.

### ***On-Campus***

If you fear for your immediate safety, contact 911.

Note that by law, all staff are mandated to report any potential Title IX violations for investigation.

### ***Off-Campus***

Contact your local Police Department to report abuse and to help keep yourself safe, 911 or the non-emergency number. Any of the on-or off-campus resources can assist in finding information about legal options such as filing a protective/harassment order. Even if you do not plan on talking to anyone on campus about the incident, please submit a report form. This information will help the college obtain a more accurate picture of violence that is happening on and around campus.

### ***Bystander Intervention***

The college believes that risky, potentially dangerous situations can be avoided if a bystander witnesses the event and steps in to intervene. The college encourages students who observe a concerning situation to move past being a bystander and become active.

Here are some tips to become an active bystander:

- Dial 911
- Tell a staff person what you observed
- Submit a report.
- Yell for help
- Intervene directly, if you feel you can safely do so
- Ask a victim if he/she is OK and actively listen to them without telling them what to do

**Emergency Alert System:** Communication is crucial to effective crisis management. The institution subscribes to a text and email based emergency alert system to notify students, faculty and staff of weather related

cancellations or delays, school closures or security lock-downs. Participation in this system is optional for all students and staff. The college will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain respond to, or otherwise mitigate the emergency. The Corporate Office and / or Campus Director is responsible for carrying out the emergency response notification.

**Alcoholic Beverages:** Alcoholic beverages are not allowed on the premises at any time. Any person caught on campus under the influence or in possession on campus will be asked to leave immediately for the remainder of the day. On the next day, a determination will be made by the Director as to further action, which may include suspension or expulsion.

**Illegal Drugs or Weapons:** Neither is ever acceptable. Any person caught possessing illegal drugs will be immediately expelled from school (immediate termination for employees). Weapons are not allowed on campus. Any person caught possessing a weapon on campus will be suspended for the day and the incident will receive further investigation. After investigation, appropriate action will be taken which could include expulsion (termination for employees).

**Drug & Alcohol Abuse Prevention and Awareness:** During the financial aid interview, this document is handed out to each student. A copy of this statement is included in each “new employee package.” All students and employees are encouraged to seek professional help for any problems, and are advised to seek guidance from the designated school official as to professional help available.

### **Annual Security Reports**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law, originally known as the Campus Security Act. This legislation requires colleges and universities across the United States to disclose information pertaining to crimes that have been reported or occurred on or around college campuses, or in the vicinity of college properties on public properties, including properties owned or maintained by the college.

The annual report contains three years of campus crime statistics and must outline certain security policy and/or procedural statements, including sexual-assault awareness programs and reporting procedures. Specific information is provided regarding both the law-enforcement authority and how and where the college community may report crimes.

The Corporate office collects criminal statistical information, compile crime reports and distribute the annual security report, in accordance with law, on or before Oct. 1 of each calendar year. Criminal activity reports are filed annually at [www.survey.ope.ed.gov/campussaftey](http://www.survey.ope.ed.gov/campussaftey) through the Campus Safety and Security website.

Criminal Activity Report for 2018 – No criminal activity reported.

Criminal Activity Report for 2019 – No criminal activity reported.

Criminal Activity Report for 2020 – No criminal activity reported.

## **HEALTH & SAFETY MEASURES**

The institution maintains a written plan (Health & Safety Plan) for assisting students in cases of sickness, accidents, and emergency health care. In general, a health questionnaire is to be completed by every student prior to admission. This data is to be kept on file in the student's permanent file. In emergency situations, this data should be retrieved and appropriate action taken. All practical nursing students are encouraged to have provisions for hospitalization and liability insurance.

### **First Aid**

A basic first aid kit (band-aids and minor wound care materials) is available in the front office and other strategic points around campus.

### **Accidents & Health/Safety Emergencies**

1. Accidents/Emergencies should be immediately reported to the campus director or designee.
2. The campus director will assess the situation and determine the appropriate course of action.
3. If warranted, the campus director should have someone call 911 for further assistance
4. If the student is conscious and coherent and refuses treatment, the campus director will document this (have the student sign saying they refused treatment). The campus director will have someone contact an emergency contact of the student's choosing or we will access the student's file for an emergency contact.
5. After the emergency is over, the campus director will be responsible for investigating the incident and completing an incident report.
6. The investigation should include discussions with all involved parties to determine exactly what happened and if there are any changes needed at the institution.
7. In the event that an accident or illness should happen while a student is on the externship or clinical portion of their program, the student and the site are responsible for reporting the incident to the appropriate college official. The student and site supervisor should complete an incident report. The appropriate college official will follow up with reporting to the Campus Director and assist with completing any investigation or insurance claims that may be required to be completed by the institution. The Campus Director will store all copies of incident reports, insurance claims and all pertinent information.
8. If changes are recommended, the campus director will involve the President and CEO to develop and implement policy.

### **Insurance**

The institution maintains student malpractice and liability insurance for each student enrolled. This coverage extends with the student to all clinical sites. The institution also maintains general liability insurance.

### **Weather Emergencies / Evacuations**

In the case of an emergency while school is in session, the campus director has the authority to assess the situation and act accordingly. For emergencies occurring when school is not in session, the campus director will assess the situation and determine whether classes should be held. If classes are to be canceled, students and employees are notified through the emergency text, email and phone notification system of the college. Students and employees may also contact the school for voice messages left by administrative staff for procedures to follow regarding class cancellations. For weather emergencies occurring on weekends or holidays, the institution will follow the local school board's advice for cancellations. Due to the fact that many of our students have children in the local schools, we normally mirror the actions of the local public schools. If classes are to be held, no action is required.

Should evaluation be necessary administration will communicate to all college personnel in accordance with local authorities utilizing the emergency alert system. The Campus Director will facilitate the evacuation procedure in accordance with local authorities' recommendations.

### **Test of Emergency Response**

The college tests the emergency response and evaluation program routinely to ensure procedures are current and effective.

### **Notification of Changes from Provided Information**

The student is required to notify the Business Office of any change in marital status, address, telephone number, etc. Employment opportunities are sometimes lost because the College cannot locate students.

# **TITLE IX FORMAL RESOLUTION PROCESS FLOWCHART**

This document is an overview of the *Title IX* formal resolution process. For specific procedures, see the current *school catalog* available at [www.averyjameschool.com](http://www.averyjameschool.com).

## **Receipt of Complaint**

- The Title IX complaint process is initiated by the alleged victim (hereafter referred to as the "complainant"), appropriate Title IX coordinator, or an official with the authority to institute corrective measures on behalf of the school.
- To file a complaint, the complainant contacts the appropriate Title IX coordinator or deputy Title IX coordinator, or submit compliant to [admissions@averyjameschool.com](mailto:admissions@averyjameschool.com).
- If reported orally, the complaint is reduced to writing by the appropriate Title IX coordinator or designee.
- The complaint must contain the complainant's actual or digital signature. If the complainant is not willing or able to willing to sign the complaint, the appropriate Title IX coordinator or designee signs the complaint in the complainant's stead.

## **Notice of Supportive Measures**

- The appropriate Title IX coordinator or designee promptly contacts the complainant and offers the notice of supportive measures (as outlined in school catalog).
- These supportive measures and resources are available to the complainant whether or not they choose to file a formal complaint.
- In the event a formal complaint is filed and the appropriate Title IX coordinator or designee determines an investigation should be initiated, supportive measures are also offered to the respondent.

## **Determination to Proceed with an Investigation**

- The appropriate Title IX coordinator or designee determines whether the allegation(s): 1. occurred while participating in or attempting to participate in the school's education program or activity, 2. impacted a person in the United States, and/or 3. if proven, would meet the definition of prohibited conduct.
- If the allegations meet the criteria defined above, the appropriate Title IX coordinator or designee assigns an appropriate individual(s) to investigate the complaint.
- If the allegation(s) should be addressed through another school process, the appropriate Title IX coordinator or designee forwards the complaint to the appropriate party.
- If the allegations do not meet one (1) or more of the criteria listed under above, the complaint is dismissed. Additionally, the school may dismiss a complaint at any time if: 1. the complainant would like to withdraw the complaint, 2. the respondent is no longer enrolled at or employed by the school, or 3. specific circumstances prevent the school from gathering evidence sufficient to reach a determination.

## **Investigation**

- The respondent is presumed to be not responsible for the alleged misconduct until a written determination is made at the conclusion of the Title IX complaint process.
- The burden of gathering evidence and burden of proof falls on the investigator, not the parties.
- The investigator notifies the parties of their rights and options.
- The investigator meets separately with each party and their respective advisors (if the parties elect to provide their own advisors during this phase).
- The investigator meets separately with each witness.
- The investigator engages in an individualized safety and risk analysis to determine whether interim action(s) are appropriate and may recommend interim action(s) to the appropriate Title IX coordinator or designee. If the interim action(s) include a removal (e.g., temporary immediate suspension, temporary removal from the school premises, temporary employee administrative leave, etc.), the respondent has the right to challenge the interim action(s) immediately after the removal.



# TITLE IX FORMAL RESOLUTION PROCESS FLOWCHART

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## Investigation Report

- At the conclusion of the investigation, the investigator writes an *Investigation Report* that fairly summarizes the investigation and includes all evidence.
- The investigator sends the parties and their respective advisors (if the parties elect to provide their own advisors during this phase) the *Investigation Report* in electronic format or hard copy, and gives them 10 days to respond to the document prior to finalizing it.
- The investigator finalizes the *Investigation Report* at least 10 days prior to the live hearing.
- The investigator notifies the parties and their respective advisors (if the parties elect to provide their own advisors during this phase) simultaneously in writing of the final *Investigation Report*, and sends a copy of the document to them in electronic format or hard copy.

## Live Hearing

- The investigation is followed by a live hearing.
- If a party is unable to obtain an advisor, the appropriate Title IX coordinator or designee assigns an appropriate advisor to the party for the purpose of conducting cross-examination for the party during the live hearing.
- The appropriate Title IX coordinator or designee notifies the parties and their respective advisors simultaneously in writing of the date, time, and place of the live hearing.
- Specific procedures for the live hearing, including time limits for statements, rebuttal, and cross-examination, will be provided to the parties and their respective advisors prior to the live hearing.
- The appropriate Title IX coordinator or designee assigns an individual(s) from the pool of hearing officers to conduct the live hearing.
- The hearing officer deliberates on the evidence, determines responsibility using the preponderance of the evidence standard (i.e., more likely than not to have occurred), and composes a Written Determination of Responsibility.

## Appeal

- Either the complainant or respondent may appeal the hearing officer's determination within 10 school business days on the following grounds: 1. procedural irregularity that affected the outcome, 2. new evidence not reasonably available that could affect the outcome, or 3. conflict of interest or bias by the school's participants that affected the outcome.
- The appropriate Title IX coordinator or designee notifies the non-appealing party the other party has appealed and allows them to submit a written statement in response.
- The appropriate Title IX coordinator or designee assigns the appropriate vice president or designee to serve as the appeal decision-maker.
- The appropriate designee deliberates on the evidence, makes a determination using the preponderance of the evidence standard (i.e., more likely than not to have occurred), and composes an *Appeal Determination*.

## Expulsion and Termination Appeals

- In cases where expulsion of a student or termination of an employee is recommended, either party may appeal by submitting a written request to the appropriate Title IX coordinator or designee within 10 school business days of the appeal decision-maker's determination.
- The appropriate Title IX coordinator or designee notifies the non-appealing party the other party has appealed and allows them to submit a written statement in response.
- The appropriate Title IX coordinator or designee forwards all information regarding the case to the school president or designee.
- The school president or designee deliberates on the evidence and makes a determination to affirm, modify, remand, or reverse the recommendation for expulsion or termination.
- The school president or designee's decision is final and non-appealable.



## **EXAMINATION OF STUDENT RECORDS**

Pursuant to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, a student or former student has the right to inspect his/her educational record which is maintained by the School. In order to insure that the School's records are not inaccurate or misleading and to provide an opportunity for the correction or deletion of such inaccurate or misleading data, a student may request a hearing to challenge the content of his/her record. The student must comply with the following procedure:

### **Procedure for Examination**

All requests to inspect a student's educational record must be in writing. Upon receipt of a completed request, or as soon as practical thereafter but in no event longer than three (3) school days after the request is received, the Administration shall notify the student of the date, time and place for inspection of his/her educational record. The date shall not be more than thirty (30) days after the request was received.

### **Challenge to the Record**

A student may challenge any data in his/her educational record which he/she considers to be in violation of the privacy or other rights of the student. To avail himself/herself of such a hearing, the student shall file written challenge to the record. Such challenge shall specify the following: a) The specific data contested to be inaccurate, misleading, or in violation of the privacy or the right of the students; b) The reasons why the data is contested to be inaccurate, misleading, or in violation of the right of privacy or the rights of the students; c) The names and addresses of all persons who have, or may have knowledge, information, records or other data relevant to the contested data; and d) A request for a hearing on the challenge.

## **RELEASE OF INFORMATION**

Avery James School of Cosmetology does not permit access to or release of confidential information without the written consent of the student to any individual or agency for any reason except the following: 1) When records are required by school officials in the proper performance of their duties; 2) Organizations conducting studies for educational and governmental agencies; 3) U.S. Government agencies as listed in Public Law 93-380; 4) Accrediting agencies; 5) Parents of dependent minors as defined in the Internal Revenue Code of 1954; 6) Appropriate persons in connection with an emergency; 7) Other educational institutions upon request of transcripts for students seeking enrollment in that institution; 8) In connection with the award of financial aid; and 9) In response to legal court orders.

Students must complete and sign a FERPA authorization form in the Financial Aid Office or from the Campus Director in order for parent(s), spouse, or other relative(s), to discuss and/or disclose educational records with school personnel.

Avery James School of Cosmetology maintains files containing the following information for each student: 1) Social Security number; 2) name; 3) local address; 4) local telephone number; 5) permanent address; 6) permanent telephone number; and 7) medical information.

Additional items of information which may be released without the written approval of students include: dates of attendance, date and place of birth, participation in officially recognized activities, and the most recent previous educational institution attended.

## **ADVISING**

Staff and Faculty are available during regular school hours to aid the student with problems that may arise, whether academic or personal.

## **ORIENTATION**

Prior to class attendance, each new student attends an orientation to student life at Avery James School of Cosmetology.

## **STUDENT HOUSING**

There are no dormitory facilities at Avery James School of Cosmetology. Students from out of town or out of state must secure their own residence; however, the School will assist students in finding suitable accommodations.

# **SATISFACTORY ACADEMIC PROGRESS POLICY**

## **Process Overview & Responsibilities**

To be eligible for Title IV aid, a student must maintain satisfactory academic progress (SAP) as per section 668.16(e) of HEA 1965. The college developed policies to determine the academic standards that students are expected to meet and then a means and schedule of measuring the achievement of those qualitative and quantitative standards.

SAP standards are established and monitored by the Office of Academic Affairs. The relevant SAP policies are summarized below.

All students must maintain Satisfactory Progress according to the following standards in order to continue enrollment. Satisfactory Progress is measured at the beginning of each term/semester, and will be checked prior to disbursement of aid.

## **Same As or Stricter Than**

The SAP policy of the college for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid. However, the Title IV SAP policy may not be as strict as the college's academic policy – For more specific information, please note:

1. Please read "Rules and Regulations" in the main catalog for requirements concerning attendance, tardiness, grading, make-up tests, graduation requirements, etc. for more specific information on expectations of the college, and
2. Look at the requirements for your specific major to learn the requirements of that major. For example, the PN program requires that all classes be completed on the first attempt with a "C" or better.

The Director in the financial aid office reviews the Title IV SAP policy to ensure it meets all federal requirements. The Director of Academic Affairs notifies financial aid office if the school changes its academic policies.

## **Increments of Measurement and Quarter Credit, Non-Term Basis**

To ensure the student is making sufficient progress both quantitatively and qualitatively, the college's SAP policy divides the maximum time frame into equal evaluation periods called increments. These increments generally coincide with payment periods. But in any case it cannot be longer than half the program or one academic year, whichever is less. For example in a 22 credit program, an increment must not exceed 11 credit hours.

The college operates on a quarter credit, non-term basis with all programs being one or two academic years in length. Each academic year is divided into two payment periods for Title IV funding. As such each student must complete the required academic work and attendance requirements for the current payment period before receiving any Title IV proceeds for the next payment period.

1. One academic year programs: There are two equal payment periods throughout these programs. Each payment period is equivalent to one half ( $\frac{1}{2}$ ) of an academic year. During the first payment period, the student must complete one half ( $\frac{1}{2}$ ) of the program in quarter credits and time requirements in order to gain Title IV eligibility for the second payment period.
2. Two academic year programs: There are four equal payment periods throughout these programs. Each payment period is equivalent to one half ( $\frac{1}{2}$ ) of an academic year. During each payment period, the student must complete one fourth ( $\frac{1}{4}$ ) of the program in quarter credits and time requirements in order to gain Title IV eligibility for the next payment period.

## **Full Time Students**

A full time student must be scheduled for a minimum of 36 quarter credits per academic year or the prorated equivalent for a program of less than one academic year. Because this institution measures in non-term quarter credits, the length of a full academic year varies but is never less than 30 weeks of instruction.

## **Part Time Students**

Although virtually all students at the college are full time, we occasionally admit part time students. Part time students must also comply with SAP. However, the time limits (as listed in the following chart) will be adjusted to reflect the amount of time necessary at the current rate of attendance to complete each payment period. The part time student must earn all credits necessary to complete each payment period in order to gain Title IV

eligibility for the next payment period.

### **Qualitative - Grade Point Average (GPA)**

Students must maintain a 2.0 grade point average at all times while in school and in order to graduate. GPA is calculated at the end of each grading period.

If GPA falls below 2.0, the student will be notified in writing and will be placed on SAP Warning for the next grading period (minimum of six weeks). A copy of the notification will be made a part of the student's permanent record. If the student has not raised the cumulative grade point average to 2.0 at the end of the SAP Warning period, that student shall be dismissed from school for reasons of unsatisfactory progress.

A student dismissed may "Appeal" for reinstatement as described below. If the appeal is granted the student will be admitted under SAP Probation for the next grading period. If the student has not raised the cumulative GPA to 2.0 at the end of the SAP Probation period, that student shall be dismissed from school for reasons of unsatisfactory progress.

### **Quantitative – Time Frame**

A student is required to satisfactorily complete the program of study in a maximum time frame of 1.5 times the normal program length (as measured in credit hours). A student must have satisfactorily completed at least 67% of the credits attempted at the end of each payment period in order to remain enrolled as a regular student.

Students who fail to meet this standard will be notified in writing and will be placed on SAP Warning for the next grading period (or six weeks, whichever is greater). If the student is not in compliance at the end of the SAP Warning period, the student will be dismissed from school.

Additionally, when it becomes evident that a student will not be able to graduate within 1.5 times the normal program length (as measured in credit hours), the student will be dismissed from school.

A student dismissed may "Appeal" for reinstatement as described below. If the appeal is granted the student will be admitted under SAP Probation for the next grading period. If the student is not in compliance at the end of the SAP Probation period, that student shall be dismissed from school for reasons of unsatisfactory progress.

### **Transfer Students**

The college will count those transfer credits that apply toward the student's current program in determining SAP. A student who changes their major will be considered as a transfer student into the new program.

### **Withdrawals**

A student who withdraws from a course and receives a grade of "W" in the course will have that course counted in the quantitative (time frame) standard of SAP, but not the qualitative (GPA) standard of SAP.

### **Incompletes**

A student who receives an incomplete in a course must complete the course within 30 days or the "I" grade automatically changes to an "F".

### **Repeated Courses**

If a student repeats a course, only the highest grade will be counted and previous grades will be deleted. The previous grades will be excluded when considering the qualitative (GPA) standard, but the credits will be included when determining the quantitative (time frame) standard.

### **SAP Warning**

This status is assigned to a student who is failing to make satisfactory academic progress. A student placed on SAP warning, as described in the Quantitative and Qualitative standards, will maintain Title IV eligibility during the SAP warning period (not to exceed one payment period).

### **SAP Probation**

This status is assigned to a student who is failing to make satisfactory academic progress and who successfully appeals. A student allowed to return on SAP Probation, as described in the Quantitative and Qualitative standards, will have eligibility for aid reinstated for one grading period (not to exceed one payment period).

### **Attendance**

In accordance with the "Attendance Policy" in the "Rules and Regulations" portion of the catalog, any student

missing eight (8) consecutive days of scheduled classes will be dismissed from school, unless the student is on an approved Leave of Absence.

### Appeal

When a student has extraordinary or mitigating circumstances (such as injury or illness, the death of a relative, or other special circumstances) an appeal may be submitted in writing to the Director of the Institution. The appeal must explain why the student failed to make satisfactory progress and what has changed that will allow satisfactory progress to be made at the next evaluation. These circumstances will be considered in making a determination on satisfactory progress. The Director (or other appropriate personnel) will consider each case on its own individual merit and make a final decision.

### Satisfactory Progress Readmission Policy

A student dismissed for failure to make satisfactory progress may reapply for readmission by following the “Appeal” process above. If the student demonstrates the desire and the academic ability to complete the program, the student will be readmitted on SAP Probation for the next grading period (or three weeks, whichever is greater). Such student shall meet the institution's satisfactory progress standards including at least a 2.0 GPA on subjects taken during the first grading period after re-entry. This process applies only to dismissals caused by lack of satisfactory progress and will only be granted once: This process does not apply to any other withdrawals or dismissals.

## Satisfactory Academic Progress Chart

### Full Time Program - One Academic Year

Normal Program Length	Maximum Program Length	Evaluation Point # 1, Pymt Period	Evaluation Point # 2, Pymt Period	Evaluation Point # 3, Pymt Period	Evaluation Point # 4, Pymt Period	Evaluation Point # 5, Pymt Period	Evaluation Point # 6, Pymt Period
6.0 months	9 months	3 months	3 months	3 months	None	None	None
7.5 months	11.25 months	3.75 months	3.75 months	3.75 months	None	None	None
9.0 months	13.5 months	4.5 months	4.5 months	4.5 months	None	None	None
10.0 months	15.0 months	5 months	5 months	5 months	None	None	None
12 months	18 months	6 months	6 months	6 months	None	None	None
Cosmetology 1500 hours	2250 hours	450 hours attended	900 hours attended	1200 hours attended	None	None	None
	Minimum Required GPA	2.0	2.0	2.0	None	None	None
	Rate of Progress*	67%	67%	67%	None	None	None

\*Rate of Progress = the percentage of courses attempted that must be successfully completed

## **CAREER SERVICES**

Due to the proven competence of Avery James School of Cosmetology graduates, area employers are in frequent communication with the school Career Services Office. Our Career Services Office maintains complete records of available positions and graduates' qualifications.

The services of the Career Services Office are available to graduates of all programs. Whereas no reputable school guarantees a job to any student, special effort is made to place all graduates in positions for which they are best qualified.

Career services are available at no additional cost to Avery James School of Cosmetology graduates and include the following services:

1. Help in preparing a resume;
2. Advice on preparing for the interview; interview techniques and follow up, etc.;
3. Current job openings and potential employer lists;
4. Reference materials are available to students regarding job markets, interviewing, preparing a portfolio and preparing a resume'; and,
5. Referrals through notices of job openings (written and verbal) communicated to the school office.

All students seeking employment must submit a resume' to the Career Services Office during their final grading period prior to graduation. When possible, the Career Services Office will arrange interviews for students seeking assistance in gaining employment.

## **FINANCIAL AID**

The primary purpose of financial aid is to provide monetary assistance to students who can benefit from post-secondary education, but who cannot do so without such assistance. It is believed that when an individual has the opportunity to develop his or her capacity, that person not only enhances him or herself, but contributes greatly to our society.

The Financial Aid Office at Avery James School of Cosmetology is dedicated to: 1) Helping to remove the financial barrier for those students who are unable to pay; 2) Easing the financial burden for those who are more able to pay, but still are in need of financial assistance; 3) Striving to realize the goal of equality of educational opportunity; 4) Utilizing a consistent method for measuring the ability of families to pay for educational costs; and 5) Providing all students the opportunity to apply for aid.

Financial aid is to be offered after a determination that the resources of the family are insufficient to meet the student's educational cost. The Financial Aid Office makes the determination; then, a plan is recommended to the student that may include a combination of more than one type of aid. The School provides student financial aid to eligible applicants and priority is given to students who have the most financial need.

Most awards are renewable on an academic and award year basis if the financial need still exists, if academic and citizenship records are adequate and the student is making Satisfactory Academic Progress. The school defines its academic year as 30 weeks of training and 36 quarter credits or 900 clock hours and its award year is from July 1st to June 30th. Avery James School of Cosmetology makes every effort to assist students who need financial aid to complete their program.

### **Forms/Application Information**

Each student fills out the U.S. Department of Education's "Free Application for Federal Student Aid," commonly known as a FAFSA. This is a confidential financial statement of parental and student income. This form is available from the Financial Aid Officer or Campus Director. If you are interested in a student loan, a sample loan repayment schedule and the necessity for repaying the loan is included in the handouts you will receive from the financial aid office.

### **Eligibility**

1) You must be enrolled as a regular student; 2) You must be a U.S. citizen or eligible non-citizen; 3) You must be making Satisfactory Academic Progress, 4) You must sign a statement that you are not in default on any Federal, Title IV, Higher Education Assistance (HEA) loan, that you do not owe a Title IV refund at any institution, and that you are not involved in unlawful drug manufacture, distribution, dispensing, possession or use; 5) You have signed a statement of registration compliance indicating that (a) you have registered with the Selective Service; or (b) that you are not required to register.

### **Aid Recipient Selection**

Awards are determined and granted based upon financial need. Need is determined by evaluating the information you provide on your aid application. Students with greater need are given priority when awards are determined. If you are a handicapped student, let the financial aid officer know because your expenses may be higher with the costs associated with the handicap.

### **How Will My Aid Be Processed?**

During your financial aid interview, we will tell you how and when your financial aid will be processed and how much your financial aid will be. Proceeds from the grant programs are credited to students' accounts.

### **When Will my Aid Be Processed?**

Loan and grant payments are split into two payments per academic year. If federal student loans are utilized, the first loan disbursement is made 30 days after the first day of class if all the necessary paperwork is received and the student has completed a required Entrance Counseling session. The second loan disbursement is made once the student completes one half of the academic year in clock hours. The first grant payment is made as soon as the necessary paperwork is received after the student begins classes and the second grant disbursement is made once the student completes one half of the academic year in clock hours.

### **To Maintain Eligibility**

1) A student must meet the Satisfactory Academic Progress Policy printed in this catalog; 2) You must be

enrolled in order for disbursements of loan and grant to be credited to your student account; 3) If you are allowed to re-enter the school on a probationary basis after failing to meet the Satisfactory Academic Progress Policy standards, you must meet the terms and conditions of your probation in order to be eligible for further financial aid assistance; 4) A student may receive financial aid for no more than twelve (12) weeks while on probationary status.

### **Transfer Students**

If you transfer from one school to another, your financial aid does not automatically go with you. To receive aid at Avery James School of Cosmetology, check with our Financial Aid Officer to find out what steps you must take.

### **Verification**

Some students are selected for a process called verification. When this happens, Avery James School of Cosmetology is required to obtain documentation within 14 days that verifies any and all items/information requested by the USDOE, as well as any additional items/information requested by the school. The Financial Aid Office will inform the student of the documents needed to complete the verification process. Once the information is verified, financial aid can be processed. Any corrections needed to the student's information will be made by the Financial Aid Office, and the student will be informed of any changes to their financial aid as a result of those corrections. If a student fails to provide the required documentation by the deadline, he/she will not be eligible for financial aid and he/she will have to immediately make financial arrangements to remain in school. The Financial Aid Office is obligated to report any information from a potential student that is suspected as fraudulent in trying to obtain federal funds to the Office of Inspector General.

### **Veterans Information**

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

## **REFUND POLICY**

All monies paid by the prospective student, including registration fees will be refunded if cancelled within 3 business days after signing a Certificate of Enrollment, or after first making a payment to the college, or if the application is rejected by the College. After 3 business days, all tuition paid prior to entrance (with the exception of the \$100.00 registration fee) will be refunded. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three business days following either attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of equipment.

For tuition and fees collected in advance of a program start date, which is subsequently cancelled by the institution, the institution refunds 100% of the tuition and fees collected within 45 days of the planned start date.

For students withdrawing on or before the first day of class, the institution retains the registration fee, not to exceed \$100.00. All other tuition and fees are refunded within 45 days of the class start date.

For students withdrawing prior to the completion of their program, the following will apply. When a student's withdrawal date is before the sixty percent (60%) or less point (in time) for the student's current payment period, the School shall refund the portion of the tuition and fee charges equal to the portion of the period of enrollment for which the student has been charged that remains on the last recorded day of attendance, rounded downward to the nearest 1 percent (1%) of that period. The School will retain 100% of the charges for the current payment period whenever a student withdraws after completion of more than the sixty percent (60%) point (in time) of the student's current payment period. The school will retain 100% of the charges for previously completed payment periods. For programs longer than the current payment period, 100% of the stated program price attributable to the period beyond the current payment period will be refunded when the student withdraws.

In the case of a prolonged illness, accident, death in the family or other extreme circumstance beyond the control of the student, the College will make a settlement with the student, which is reasonable and fair to both the student and the College.

For students enrolled in professional development, continuing education or other short-term courses who withdraw prior to the start date, the institution retains the registration fee not to exceed \$100.00. All other tuition and fees are refunded within 45 days of the class start date. The institution retains all tuition and fees for students withdrawing after the first day of class.

### **Withdrawal Procedures**

A student may voluntarily withdraw by notifying the appropriate school official (i.e. campus director, financial aid officer, registrar).

Any student missing eight (8) consecutive days of scheduled classes will be dismissed from school, unless the student is on an approved Leave of Absence.

In these cases a student is considered to have unofficially withdrawn and will be dropped from school within 14 days of their last date of attendance.

Students failing to return from an approved leave of absence will be determined as withdrawn as of the date the student was scheduled to return from the approved leave of absence.

A student may be dismissed from school for non-payment of tuition and fees, poor attendance, failure to meet academic standards, misconduct, or violation of policies as outlined in the school catalog.

The termination date for refund purposes is the student's last date of actual attendance (LDA). Refunds will be made within 45 days of the School's notification or determination that the student will not return. Any refunds due will first be made to any third party funding agency (as applicable) then to the student. All refunds, when due, are made without requiring a request from the student.

## **RETURN OF TITLE IV FUNDS**

Students who receive financial assistance from Title IV programs (such as Federal Pell Grants, Federal Direct Loans, Plus Loans, FSEOG) and withdraw from school prior to completing more than 60% of the payment period are subject to the Return of Title IV Funds requirements of the U.S. Department of Education.

**Withdrawal prior to graduation may result in the loss of Title IV funding!** Loss of Title IV funding does not relieve the student of contractual obligations to the School (See Refund Policy).

The college's refund policy and Return of Title IV procedures are independent of one another. A student who withdraws from school may be required to return unearned aid and still owe the college for the time attended. The responsibility to repay unearned Title IV aid is shared by the college and the student.



Withdrawal prior to graduation does not relieve the student of the responsibility to complete payment on any Student Loan or Pell Grant that may be outstanding after the School has made appropriate refunds.

### **Calculation**

The law specifies the amount of Title IV program assistance that you earn when you withdraw from school. When you withdraw, the amount of Title IV aid that you have earned up to that point is determined on a pro-rata basis.

The percentage of aid earned = the number of days completed up to the withdrawal date divided by the total days in the payment period. (Scheduled breaks of five days or more are not counted as part of the days in the term.) If this percentage is less than 60%, this percentage is multiplied by the total amount of Title IV aid disbursed and Title IV aid that could have been disbursed to determine “Earned” Title IV aid. If this percentage is greater than 60%, the student earns 100% of the Title IV aid disbursed and the Title IV aid that could have been disbursed.

For example, if you completed 30% of your payment period, you earn 30% of the Title IV aid you were originally scheduled to receive during that payment period.

Another example, if you have completed more than 60% of the payment period, you earn all of the Title IV aid that you were scheduled to receive for that payment period.

### **Overpayments**

If you received more federal student aid than you earned, the excess funds must be returned by you, the school, or both in the order specified by Federal law.

The school will return any “Unearned” Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew in the order specified by Federal law.

There may be some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw due to other eligibility requirements – see the financial aid office for information specific to your case.

### **Post-withdrawal Disbursement**

If you received less federal student aid than the amount that you earned, you may be able to receive those additional funds through a post-withdrawal disbursement. In order to receive a post-withdrawal disbursement, the student must meet all other Title IV eligibility requirements.

**Grant Funds:** The school will credit a student’s account with the post-withdrawal disbursement of Title IV grant funds for current charges for tuition and fees up to the amount of outstanding charges. The school will disburse any amount of a post-withdrawal disbursement of grant funds that is not credited to the student’s account within 45 days after the date of the school’s date of determination that the student withdrew.

**Loan Funds:** Within 30 days after the date of the school’s date of determination that the student withdrew, the school will notify the student (or parent for a PLUS loan) by certified mail of any post-withdrawal disbursement of loan funds, explaining various options and requesting instructions from the student. The student must respond within 30 days of receipt of the letter. If the school receives instructions within the 30 day period requesting that the disbursement be made, the school will make the post-withdrawal disbursement no later than 180 days after the date of the school’s date of determination that the student withdrew. If no instructions are received from the student, the post-withdrawal disbursement will not be made to the student and any excess funds in the school’s possession will be returned to reduce the student’s Title IV loan obligation.

### **For More Information**

Additional explanations of the Return to Title IV Funds requirements are available in the School’s Financial Aid office. Also available are examples of refunds and an explanation of how the Return to Title IV Funds requirements and the applicable refund policy may affect a student’s obligations upon withdrawal.

## **REFUND DISTRIBUTION POLICY**

In the case of student withdrawal from classes prior to graduation, a refund of tuition received may be due. In such cases, refunds will be made within forty-five (45) days of the Institution's notification or determination that the student will not return. The distribution of refund will be made according to the following schedule:

1. Federal Unsubsidized Direct Loans (other than PLUS Loans)
2. Federal Subsidized Direct Loans
3. Federal Direct PLUS Loans received on student's behalf
4. Federal Pell Grants
5. Iraq and Afghanistan Service Grants
6. Federal Supplemental Educational Opportunity Grants
7. Other non-federal loan, grant, and/or scholarship programs as applicable
8. Refunded to Student

## **TUITION AND FEES**

### **Registration Fee**

Each new student is charged a registration fee of \$100 upon enrollment. Graduates entering a different program, and those applicants desiring re-entry due to voluntary or involuntary withdrawal should refer to the “Re-Entry Fees” section of the catalog.

### **Tuition & Fees Summary**

Any guarantee funds and/or prepaid tuition amounts are applied to tuition and should be deducted from total amounts due. Tuition is billable in Payment Periods as described in the following section, “Payment Periods.”

Registration Fee.....	\$ 100.00
Cosmetology Program Tuition .....	\$ 15,850.00
Books, Kit, Scrubs, Supplies* .....	\$ 1,550.00
Total Cost.....	\$ 17,500.00

*\* A laptop, notebook or tablet computer is required for this program and is included in this cost. The Admissions and Financial Aid offices have details on minimum system requirements.*

### **Books & Supplies**

Textbooks and most required supplies are included with tuition. These items will be issued and charged to students as needed according to each student's class schedule. Incidental supplies such as paper, notebooks, pens, pencils, etc. are the responsibility of the student. Please refer to the Miscellaneous Fees section for more information.

The School assumes no responsibility for lost textbooks or supplies and any student in need of additional books or supplies (due to theft or loss) must pay for these when issued.

A student wishing to supply their own textbooks may be able to do so. See the academic office for a listing of required books and supplies including retail prices for kit items, texts, and other supplies.

### **Uniforms**

Students are required to wear the full school uniform (after issued) for their respective programs. Uniforms will be issued shortly after the student has successfully completed the second week of class. Additional uniforms for all programs may be purchased from the School or an approved supplier.

### **Extra Instructional Charges & Make-Up Hours Fee**

Each course/program has been scheduled for completion within an allotted time frame. The school has reserved space, equipment, licensed instructors and class time for each student and course/program. Any student needing to make-up hours due to incomplete work and/or absences will be charged additional fees in accordance with the following policy:

For hours made-up during the contract period: \$1.00 per hour. The institution schedules several make-up days during each grading period. An additional fee of \$1.00 per hour will be charged and must be paid in full before the make-up time begins for students taking advantage of this option.

For hours made-up after the contract period: \$5.00 per hour. If a student does not graduate within the contract period, additional training will be billed at the rate of \$5.00 per hour, payable in advance, until graduation.

### **Repetition Fees**

The tuition amounts for each program of study allow for each course to be taken once. Any student needing to repeat a course due to failure, withdrawal, or incomplete work, will be charged an additional fee of \$50 per course. Any additional or replacement books and/or materials needed must be purchased separately.

### **Re-Entry Fees**

Students returning to school after a voluntary or involuntary withdrawal are considered re-entry students. Re-entry fees will be assessed based on the amount of time elapsing from the student's last day of attendance until the first day of returning to school according to the following:

- A. Less than 6 months of absence: Tuition charge will be equal to all uncollected tuition charges from the original tuition charge plus “Repetition Fees. No additional tuition assessed. No Registration Fee Charged.
- B. Between 6 months and one year of absence: Tuition charge will be equal to all uncollected tuition charges from the original tuition charge, plus any increase in tuition since the student's original tuition charge plus “Repetition Fees”. Please note that a re-entering student in this time period may be required to repeat the entire program depending on various evaluative criteria and recommendations from the campus faculty and administration. No Registration Fee Charged.

- C. Over one year of absence: Each re-entering student will be evaluated on a case by case basis. The student may be required to repeat the entire program and would then be charged current tuition with no Registration Fee or Repetition Fees Charged. For re-entering students given credit for previous work and tuition payments, the charges as described in “B.” above will apply. In all cases, the re-entering student must complete at least 50% of their total hours with Avery James School of Cosmetology.

**Leave of Absence Fees**

There are no tuition or registration fee charges for a student returning from an approved Leave of Absence. However, if a student must repeat courses, the “Repetition Fees” policy will apply.

**Miscellaneous Fees**

Registration Fee .....	\$100.00
Replacement Name Tag .....	\$10.00
Student File Copies (unofficial), per page .....	\$2.00
Maximum per file request (unofficial) .....	\$20.00
Student File copies (sealed/official; except diploma or transcript), per page .....	\$5.00
Maximum per file request (sealed/official; except diploma or transcript) .....	\$50.00
Duplicate diploma (sealed).....	\$15.00
Additional Transcript (sealed/official).....	\$5.00
Additional Unofficial Transcript.....	\$2.00
School Catalog (additional copy).....	\$20.00
LSBC Registration Fee .....	\$10.00
LSBC National Exam Fee .....	\$80.00
LSBC Practical Exam and State Test Fee .....	\$75.00
LSBC Exam Retake Fee .....	\$25.00

# COSMETOLOGY PROGRAM\*

## Diploma

Approximate Completion Time: 13 Months

Class sessions are held Tuesday through Friday, 8:00 AM to 4:00 PM.

**Program Description:** This program is designed to prepare students for employment as entry-level cosmetologists or to provide supplemental training for persons previously or currently employed in the field of cosmetology. Graduation from the program provides the student with the minimum requirements to sit for the Louisiana State Board of Cosmetology License examination, a nationally recognized License.

\* A laptop, notebook or tablet computer is required for this program and is included in Books/Supplies cost. The Admissions and Financial Aid offices have details on minimum system requirements.

**Program Objectives:** The program content includes, but is not limited to, hairstyling, haircutting, shampoo and scalp treatments, bacteriology and infection control, hair coloring, chemical rearranging, manicuring, pedicuring, facials, salon business, and employment information by a combination of theory and hands-on instruction. The student will be prepared to gain licensure as a cosmetologist in Louisiana.

### Cosmetology Program

Course Number	Course Title	Total Hours
CO101	History and Professional Life Skills .....	30
CO102	Infection Control, Practices and Principles .....	15
CO103	Properties of Hair & Scalp .....	15
CO104	Principles of Hair Design, Scalp Care, Shampooing & Conditioning .....	15
CO105	Principles of Hairstyling and Haircutting .....	45
CO106	General Anatomy & Physiology .....	15
CO107	State Board: Principles & Practices .....	7.5
CO108	Chemical Texture Services.....	22.5
CO109	Haircoloring .....	37.5
CO110	Skin Structure, Growth & Nutrition.....	22.5
CO201	Facials.....	30
CO202	Facial Makeup.....	22.5
CO203	Hair Removal .....	30
CO204	Basic Massage Manipulation .....	22.5
CO205	Nail Structure, Growth & Disorders .....	120
CO301	Nail Tips & Wraps and Nail Enhancements .....	45
CO302	Pedicuring and Light Cured Gels.....	45
CO303	Basics of Chemistry .....	45
CO304	Basics of Electricity .....	45
CO305	Braiding & Braid Extensions .....	45
CO401	Wigs & Hair Additions.....	45
CO402	Haircutting: The Blunt & Graduated Haircut.....	75
CO403	Haircutting: Layers & Men's Clipper Cut.....	60
CO404	Preparing for Success .....	45
CO501	Cosmetology Review 5.1 .....	90
CO502	Cosmetology Review 5.2 .....	60
CO503	Cosmetology Review 5.3 .....	75
CO601	Cosmetology Review 6.1 .....	90
CO602	Cosmetology Review 6.2 .....	60
CO603	Cosmetology Review 6.3 .....	75
CO701	State Board Practical Review Part 1 .....	50
CO702	State Board Practical Review Part 2 .....	50
CO703	State Board Practical Review Part 3 .....	50
	Total Hours.....	1,500

All classes are taught on campus in a traditional setting. Instructional methods include lecture, lab, and clinical. Evaluation of students' learning included tests, return demonstration, observation and faculty appraisal and evaluation of student performance.

### Attendance Requirement and Make-Up

Cosmetology students must complete all scheduled hours within each grading period. To aid students in completing all hours, make-up hours are regularly scheduled on Monday. Attendance is required for students who are absent or tardy from class. Any student needing to make-up hours due to incomplete work will be charged as follows: A) \$1 per hour if hours are completed during the contract period, and/or B) \$5 per hour if hours are completed after the contract period.

### Cosmetology Employment Requirements

No one may work as a Cosmetologist in the State of Louisiana unless currently licensed by the State. To obtain this license, a person must pass an approved written national certification exam and LSBC practical exam. The application will be submitted by the School within seven (7) – ten (10) business days from student completing the necessary number of clock hours. A license will be issued by the LSBC once the Board has student has taken and passed both exams and met the necessary requirements.

Upon completion of the Cosmetology curriculum, the student is awarded a diploma/certificate acknowledging graduation.

### Program Costs

Registration Fee .....	\$ 100.00
Cosmetology Program Tuition.....	\$ 15,600.00
Books, Kit, Scrubs, Supplies* .....	\$ 1,550.00
Total Cost .....	\$ 17,250.00

*\* A laptop, notebook or tablet computer is required for this program and is included in this cost. The Admissions and Financial Aid offices have details on minimum system requirements.*

### Certification

Graduates of the Cosmetology Program are prepared to take the Louisiana and National Licensing Exam. Avery James School of Cosmetology covers the cost of the following:

- LSBC National Exam Fee\*
- LSBC Practical Exam and State Test Fee\*

### Additional Expenses

While enrolled in the Cosmetology Program at Avery James School of Cosmetology, students will incur additional expenses NOT covered by tuition. These items may include:

Supplies***	
Replacement Name Tag .....	\$10.00
(1) pair black shoes .....	\$20.00 - 80.00
Black socks (per pair) .....	\$1.00 - 8.00
Licensure Fee	
LSBC Registration Fee .....	\$10.00
LSBC National Exam Fee* .....	\$80.00
LSBC Practical Exam and State Test Fee* .....	\$75.00
LSBC Exam Retake Fee .....	\$25.00

*\* One National Exam Fee and One Practical Exam and State Test Fee is paid by the school. Students are responsible for any retest fees.*

# **COSMETOLOGY PROGRAM COURSE DESCRIPTIONS**

## **MODULE I**

### **CO101 History and Professional Life Skills – 30.0 clock hours, No Prerequisites**

This course will provide students with an overview of the history of cosmetology, life skills of successful cosmetologists, recommendations on how cosmetologists can present a professional image and guidelines for successful communication.

### **CO102 Infection Control, Practices & Principles – 15.0 clock hours, No Prerequisites**

This course is a detailed introduction to state laws and regulations with relations to sanitation and sterilization in the beauty industry. Bacteria will be classified and identified. The student will understand how to clean, disinfect, and sterilize. Universal precautions will be introduced to the student in the salon and spa and how these precautions pertain to cleaning and disinfecting of salon and spa tools.

### **CO103 Properties of Hair & Scalp – 15.0 clock hours, No Prerequisites**

Students will discuss how and why hair grows and how and why it falls out in order to be able to differentiate between normal and abnormal hair loss. Students will know what creates natural colors and texture as a vital part of being able to offer a variety of chemical services to clients. In addition, the importance of being able to spot an unhealthy scalp condition that could be harboring a communicable disease or even be causing permanent hair loss as a way to aid clients in caring for their scalp and their hair's well-being.

### **CO104 Principles of Hair Design, Scalp Care, Shampooing & Conditioning – 15.0 clock hours, No Prerequisites**

This course will provide skills and knowledge needed for the student to demonstrate a variety of methods of hairstyling, including hair design. The course includes the learning of finger wave, pin curls, roller setting, hair wrapping, blow drying, thermal iron, manipulation, and three types of hair pressing. Students will gain the knowledge of hairstyling using a variety of methods while in class. Learn how to use various tools while forming hairstyling in a classroom setting. Students are also exposed to knowledge with relation to shampooing, rinsing, and conditioning and the various techniques used during these procedures.

### **CO105 Principles of Hairstyling and Haircutting – 45.0 clock hours, No Prerequisites**

This course will provide basic practice in permanent waving, relaxing, and straightening. Students will learn how to analyze a client's hair and consult a client that is requesting a permanent wave, a relaxer procedure, or a straightening procedure. Skills regarding chemical texturing services include both the physical and chemical actions occurring in the permanent waving and hair relaxing as well as numerous wrapping procedures used in permanent waving. Student will be introduced to the usage of the various tools used in performing a permanent wave procedure, a relaxing procedure and straightening procedure. This course will also introduce the general principles of haircutting and provide an understanding of skills and knowledge to perform haircutting in a salon. These skills include identifying point of reference on the head and understanding their role in haircutting, defining angles, elevations, guidelines for haircutting, successful consultation with client, use of tools, posture embodying position, graduate elevation haircut, long haircut, and knowledge of men's haircut.

### **CO106 General Anatomy & Physiology – 15.0 clock hours, No Prerequisites**

Students will be introduced to the importance of anatomy and physiology as it relates to the field of cosmetology. In addition, students will be exposed to the main body systems and their basic functions, the description of cells and their structure as well as the identification of basic types of tissue found in the body.

### **CO107 State Board: Principles & Practices – 7.5 clock hours, No Prerequisites**

The instructor will introduce concepts and information found in the State of Louisiana Cosmetology Gold Book.

### **CO108 Chemical Texture Services – 22.5 clock hours, No Prerequisites**

This course will provide basic practice in permanent waving, relaxing, and straightening. Students will learn how to analyze a client's hair and consult a client that is requesting a permanent wave, a relaxer procedure, or a

straightening procedure. Skills regarding chemical texturing services include both the physical and chemical actions occurring in the permanent waving and hair relaxing as well as numerous wrapping procedures used in permanent waving. Student will be introduced to the usage of the various tools used in performing a permanent wave procedure, a relaxing procedure and straightening procedure.

#### **CO109 Haircoloring – 37.5 clock hours, No Prerequisites**

This course will provide skills and knowledge with relation to hair coloring theory, with formulation and procedures being the foundation of the course. Student will learn the levels and tones, and their role in formulating hair color, the basic categories of hair color, and how lighteners work in the hair. Students will observe application techniques of temporary color, semi-permanent colors, permanent colors, lighteners and special effects hair coloring.

#### **CO110 Skin Structure, Growth & Nutrition – 22.50 clock hours, No Prerequisites**

Students will be exposed to discussions about the structure and composition of skin, the primary functions and essential nutrients for essential good health. Additional topics include common disorders of glands, common changes in skin pigmentation, forms of skin cancer, major causes of acne and possible treatment options.

### **MODULE 2**

#### **CO201 Facials – 30.0 clock hours, Prerequisite: Module 1**

This course introduces the student to skin care (including however, not limited to facials) and makeup in a salon and spa environment. Theory on how to perform a client consultation for skin care and makeup are included. OSHA and state regulations with relation to safety and best practices when performing makeup and skin care procedures are covered in the content of this course. Makeup color, theory and application incorporation with skin care (including however, no limited to facials) are presented. Theory of salon safety with relation to makeup and skin care treatments will be a part of this course.

#### **CO202 Facial Makeup – 22.5 clock hours, Prerequisite: Module 1**

This course allows the student to practice skin care (including however, not limited to facials) and makeup in a salon and spa environment. Students will conduct a client consultation for skin care and makeup are included. Student will exhibit knowledge of OSHA and state regulations with relation to safety and best practices when performing makeup and skin care procedures are covered in the content of this course. Student will perform makeup color, theory and application incorporation with skin care (including however, no limited to facials) are presented. Theory of salon safety with relation to makeup and skin care treatments are demonstrated and enforced during lab practice.

#### **CO203 Hair Removal – 30.0 clock hours, Prerequisite: Module 1**

This course introduces the student to various methods of hair removal and methods to advise clients of the method appropriate to meet their needs.

#### **CO204 Basic Massage Manipulation – 22.5 clock hours, Prerequisite: Module 1**

This course introduces the student to the basic techniques of a facial massage or the mechanical manipulation of the body by rubbing, pinching, kneading, tapping and other movements.

#### **CO205 Nail Structure, Growth and Disorders – 120.0 clock hours, Prerequisite: Module 1**

This course will provide knowledge regarding nail, structure and growth, nail diseases and disorders, manicuring techniques for performing a pedicure, nail tips, and wraps.

### **MODULE 3**

#### **CO301 Nail Tips & Wraps and Nail Enhancements – 45.0 clock hours, Prerequisite: Module 1**

Students will be exposed to the proper technique for applying and removing nail tips helping clients to keep their natural nails in the best possible health and condition. Students will understand the types and uses of nail wraps enabling them to determine the appropriate wrap. Students will also be introduced to monomer liquid and polymer powder enhancements, to understanding their chemical makeup and to perform these services safely.



**CO302 Pedicuring and Light Cured Gels – 45.0 clock hours, Prerequisite: Module 1**

Students will understand the importance and differences between the various pedicure tools and how to use them properly. Proper methods of performing a pedicure safely and correctly will be discussed. In addition, students will gain an understanding of the chemistry of light cured gel products, how they are made, applied, and cured to create a safe and effective salon service.

**CO303 Basics of Chemistry – 45.0 clock hours, Prerequisite: Module 1**

This course introduces the student to the use of chemistry in the beauty industry. Students will understand the difference between organic and inorganic chemistry, oxidations-reductions (redox), and pH scale. The course will define the nature of electricity, electrical safety, main electric modalities of cosmetology, electrical equipment used in the industry, types of light therapy; including the benefits, and electromagnetic spectrum.

**CO304 Basics of Electricity – 45.0 clock hours, Prerequisite: Module 1**

Best practices and techniques for using chemistry and electricity as a cosmetologist are established and practiced during this lab experience. Students practice the use of safety devices, electrical equipment safety, safety tips for the industry, the benefits, and usage of UL electrotherapy. Benefits of using a salon that performs chemical treatments, understanding the way chemicals function in cosmetology and training in the use of chemicals in the industry.

**CO305 Braiding & Braid Extensions – 45.0 clock hours, Prerequisite: Module 1**

This course will explain how to prepare the hair for braiding. Students will learn the general history of braiding, different techniques of braiding, and will be able to demonstrate procedures for braiding hair. Students will learn the procedure for starting locks and lock grooming of the hair. In addition to students learning how to braid, they will recognize braiding basics and the importance of a good consultation before performing any braiding service.

**MODULE 4****CO401 Wigs & Hair Additions – 45.0 clock hours, Prerequisite: Module 1**

This course will provide knowledge, and help students establish the differences between human and synthetic hair. Students will learn about wigs, how to distinguish the many types of hairpieces, and learn the several different methods of attaching hair extensions. Students will learn that “added glamour” can be some of the most lucrative services in a salon. Students will learn the importance of measuring the circumference of a clients head, and they will design and make a wig in class.

**CO402 Haircutting: The Blunt & Graduated Haircut – 75.0 clock hours, Prerequisite: Module 1**

This course will provide the basic foundation skills in mastering the blunt and graduated haircuts. Students will learn the skills to identify the reference points on the head and understand their role in haircutting, define angles, elevations and guidelines for haircutting. Students will also be taught how to perform an effective client consultation, have proper posture and body positioning and how to use the correct tools.

**CO403 Haircutting: Layers & Men’s Clipper Cut – 60.0 clock hours, Prerequisite: Module 1**

This course will introduce advanced principles of haircutting and provide an understanding of skills and knowledge for the student to perform haircutting in a salon. Two primary objectives of this course are to instruct the student on how to perform a layered cut and a men’s haircut. Further skills include; advanced techniques in identifying point of reference on the head and understanding their role in haircutting, defining angles, elevations, and guidelines for haircutting, successful consultation with client (including complex client consultation), use of tools, posture embodying position, graduate elevation haircut, and long haircut.

**CO404 Preparing for Success – 45.0 clock hours, Prerequisite: Module 1**

This course is an introduction to salon and spa management. Student will learn about rules, laws, sales, retail, and employment in the beauty industry. The course will introduce a variety of spa and salon types highlighting appropriate professional ethics. Students will be able to identify two options for going into business for themselves, renting a booth, salon ownership types, importance of selling services and products, and elements of successful salon operations, understand the importance of record keeping, and information that should be included in a business plan.

## **MODULE 5**

### **CO501 Cosmetology Review 5.1 – 90.0 clock hours, Prerequisite: Module 2, Module 3, Module 4**

This course is a review of Life Skills, Your Professional Image, Communicating for Success, Infection Control: Principles & Practices, and Basic Haircutting

### **CO502 Cosmetology Review 5.2 – 60.0 clock hours, Prerequisite: Module 2, Module 3, Module 4**

This course is a review of Properties of the Hair & Scalp and Hairstyling

### **CO503 Cosmetology Review 5.3 – 75.0 clock hours, Prerequisite: Module 2, Module 3, Module 4**

This course is a review of Principles of Hair Design and On The Job

## **MODULE 6**

### **CO601 Cosmetology Review 6.1 – 90.0 clock hours, Prerequisite: Module 2, Module 3, Module 4**

This course is a review of Chemical Texture Services, Braiding & Braid Extensions, and Preparing for Licensure & Employment

### **CO602 Cosmetology Review 6.2 – 60.0 clock hours, Prerequisite: Module 2, Module 3, Module 4**

This course is a review of Haircutting: The Blunt & Graduated Haircut, and Haircutting: Layers & Men's Clipper Cut

### **CO603 Cosmetology Review 6.3 – 75.0 clock hours, Prerequisite: Module 2, Module 3, Module 4**

This course is a review of Haircoloring, Hair Removal, and The Salon Business

## **MODULE 7**

### **CO701 State Board Practical Review Part 1 – 50.0 clock hours, Prerequisite: Module 5, Module 6**

This course is designed to prepare the student the for Louisiana State Board of Cosmetology practical exam. This is a hands-on course reviewing the skills learned in Module 1 through Module 4 with an emphasis placed on "Clinic Floor" and individualized learning plans to guide the learning experience.

### **CO702 State Board Practical Review Part 2 – 50.0 clock hours, Prerequisite: Module 5, Module 6**

This course is designed to prepare the student the for Louisiana State Board of Cosmetology practical exam. This is a hands-on course reviewing the skills learned in Module 1 through Module 4 with an emphasis placed on "Clinic Floor" and individualized learning plans to guide the learning experience.

### **CO703 State Board Practical Review Part 3 – 50.0 clock hours, Prerequisite: Module 5, Module 6**

This course is designed to prepare the student the for Louisiana State Board of Cosmetology practical exam. This is a hands-on course reviewing the skills learned in Module 1 through Module 4 with an emphasis placed on "Clinic Floor" and individualized learning plans to guide the learning experience.

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