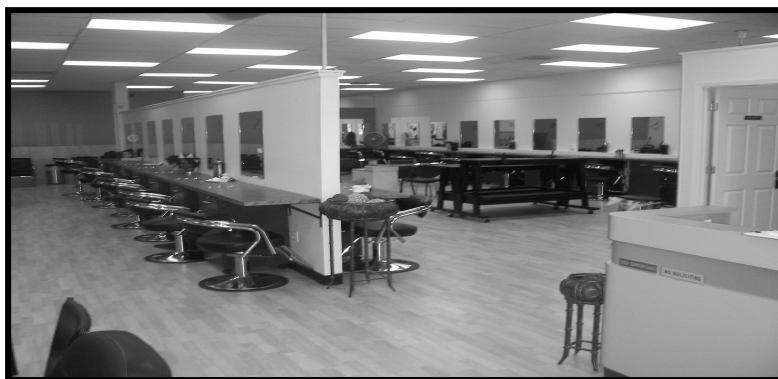


PJ's College of Cosmetology

*Bowling Green & Campuses
1901 Russellville Road
Bowling Green, KY 42101*



Student Catalog
Revised 10/2010

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OWNERS

Bowling Green Beauty Colleges Inc.
Judith Stewart
Phillip Stewart

MAIN CAMPUS ADDRESS

WWW.GOTOPJS.COM

PJ's College of Cosmetology
1901 Russellville Road
Bowling Green, KY 42101
(270) 842-8149

Corporate Office
PJ's College of Cosmetology
931 S. Rangeline Road
Carmel, IN 46032
(317) 846-6444

BRANCH LOCATIONS

GREENFIELD
1400 West Main Street
Greenfield, IN 46140
(317) 462-9239

INDIANAPOLIS
4200 South East Street
Southern Plaza, Suite 45
Indianapolis, IN 46227
(317) 781-9600

LOUISVILLE
10434 Shelbyville Road
Louisville, KY 40233
(502) 489-3757

MUNCIE
2006 North Walnut
Muncie, IN 47303
(765) 289-6144

PLAINFIELD
2026 Stafford Road
Plainfield, IN 46168
(317) 839-2761

ADMINISTRATIVE STAFF

Chief Executive Officer
Main Campus Director/CAO
 Greenfield Campus Co-Director
 Greenfield Campus Co-Director
 Indianapolis Campus Director
 Louisville Campus Director
 Muncie Campus Director
 Plainfield Campus Director
Education Director
Bookkeeper
Financial Aid Director
Student Records
Supplies/Media
Maintenance

Judith Stewart
Elnora Wade
Heather Shore
Brittany Davis
Judith Stewart
Norma Curl
Su Barber
Laura Wallman
Laura Wallman
Dorothy Hood
Arlena McClish
Dixie Davis
Lisa Shindler
Tim Small

FACULTY AND STAFF

Full-time Faculty & Staff:

Administration

Elnora Wade	<i>Chief Administrative Officer/Bowling Green- Main Campus Director</i>
Instructor License	House of James Beauty, College, Bowling Green, KY
Cosmetology License	House of James Beauty College, Bowling Green, KY
Arlena McClish	<i>Financial Aid Director</i>
MBA	University of Phoenix, Phoenix, AZ
Masters Business ACC	University of Phoenix, Phoenix, AZ
Bachelor of Arts	Franklin College, Franklin, IN
Dorothy Hood	<i>Bookkeeper</i>
MBA	University of Indianapolis, Indianapolis, IN
Bachelor of Science	Purdue University, Lafayette, IN
Barb Lewis	<i>Financial Aid</i>
High School Diploma	Scecina High School, Indianapolis, IN
Jeri Knox	<i>Financial Aid</i>
Associates Degree	Ivy Tech, Indianapolis, IN
Michelle Allen	<i>Financial Aid</i>
Bachelor of Science	Indiana University, South Bend, IN
Lisa Shindler	<i>Media/Supply Clerk</i>
High School Diploma	Pittsfield High School, Pittsfield, MA

Bowling Green

Elnora Wade	<i>Chief Administrative Officer/Bowling Green- Main Campus Director</i>
Instructor License	House of James Beauty, College, Bowling Green, KY
Cosmetology License	House of James Beauty College, Bowling Green, KY
Patricia Dunn	<i>Instructor</i>
Instructor License	PJ's College of Cosmetology, Bowling Green, KY
Cosmetology License	PJ's College of Cosmetology, Bowling Green, KY
Linda Southerland	<i>Instructor</i>
Instructor License	PJ's College of Cosmetology, Bowling Green, KY
Cosmetology License	PJ's College of Cosmetology, Bowling Green, KY
Rick Dorsey	<i>Instructor</i>
Instructor License	PJ's College of Cosmetology, Bowling Green, KY
Cosmetology License	PJ's College of Cosmetology, Bowling Green, KY
Lois Van Cleave	<i>Instructor</i>
Instructor License	Lindsey Madison Institute, Bowling Green, KY
Cosmetology License	PJ's College of Cosmetology, Bowling Green, KY
Kelly Prins	<i>Instructor</i>
Instructor License	PJ's College of Cosmetology, Bowling Green, KY
Cosmetology License	PJ's College of Cosmetology, Bowling Green, KY
Victoria Raymer	<i>Enrollment</i>
High School Diploma	Parkway West High School, Ballwin, MO

Greenfield

Heather Shore	<i>Greenfield Campus Co-Director</i>
Bachelor of Arts	Butler University, Indianapolis, IN
Brittany Davis	<i>Instructor/ Greenfield Campus Co-Director</i>
Instructor License	PJ's College of Cosmetology, Muncie, IN
Cosmetology License	Amber's Beauty College, Muncie, IN
Judy Miller	<i>Enrollment</i>
High School Diploma	Centerville Senior High, Centerville, IN

Indianapolis

Sarah Catron

Jr. Instructor Course
Cosmetology License

Susie Holsapple

Esthetician License
Instructor License
Cosmetology License
Massage Therapy

Cheryl Schmuecker

Instructor License
Cosmetology License

Mary Helen Hill

Instructor License
Cosmetology License

Todd Padgett

Instructor

PJ's College of Cosmetology, Muncie, IN
PJ's College of Cosmetology, Muncie, IN

Instructor

A Cut Above, Indianapolis, IN
A Cut Above, Indianapolis, IN
A Cut Above, Indianapolis, IN
Health Enrichment Center, Indianapolis, IN

Instructor

Josephs College of Beauty, Lincoln NE
Josephs College of Beauty, Lincoln NE

Instructor

Wright Beauty College, Kokomo, IN
Wright Beauty College, Kokomo, IN

Instructor

Louisville

Norma Curl

Instructor License
Cosmetology License

Shelley Vogel

Instructor License
Cosmetology License
Associates Degree

Melissa Goldsmith

Instructor License
Esthetics License
Cosmetology License

Claudia Carothers

Instructor License
Cosmetology License

Louisville Campus Director

House of James Beauty, College, Louisville, KY
House of James Beauty College, Louisville, KY

Instructor

The Hair Design, Louisville, KY
The Hair Design, Louisville, KY
Morehead State University, Morehead, KY

Instructor

The Hair Design, Louisville, KY
The Hair Design, Louisville, KY
Detrick Vocational School, Louisville, KY

Instructor

Hair Design, Louisville, KY
Hair Design, Louisville, KY

Muncie

Jamie Mercer

Instructor License
Cosmetology License

Tonya Graddy

Instructor License
Cosmetology License

Charlene Bertram

Instructor License
Cosmetology License

Tammy Slaven

Instructor License
Cosmetology License

Lead Instructor

PJ's College of Cosmetology, Muncie, IN
PJ's College of Cosmetology, Muncie, IN

Instructor

PJ's College of Cosmetology, Muncie, IN
PJ's College of Cosmetology, Muncie, IN

Instructor

Amber's Beauty College, Muncie, IN
Amber's Beauty College, Muncie, IN

Instructor

PJ's College of Cosmetology, Muncie, IN
PJ's College of Cosmetology, Muncie, IN

Plainfield

Laura Wallman

Vocational License
Instructor License
Cosmetology License
Esthetics License

Carolinda Bueno

Instructor License
Cosmetology License
Barbers License
Associates Degree

Instructor/ Plainfield Campus Director

Indiana State University, Indianapolis, IN
Tri State Beauty College, Evansville, IN
Tri State Beauty College, Evansville, IN
PJ's College of Cosmetology, Indianapolis, IN

Instructor

Kaye's Beauty College, Castleton, IN
Approved Beauty College, Indianapolis, IN
Kaye's Beauty College, Castleton, IN
IUPUI, Indianapolis, IN

Jennifer Randolph
Instructor License
Cosmetology License

Instructor
Wrights Beauty College, Logansport, IN
Rudae's Beauty College, Lafayette, IN

Part-time Faculty & Staff:

Angela Nolte
Masters of Education
Bachelor of Science
Dixie Davis
High School Diploma

Technical Advisor-Enrollment & Education
Indiana Wesleyan University, Indianapolis, IN
Ball State University, Muncie, IN
Student Records
Jackson Central, Arcadia, IN

WELCOME

Welcome to PJ's College of Cosmetology. The administration, instructors and staff welcome you to our school, which is dedicated to teaching all phases of cosmetology.

This catalog/handbook is designed to familiarize you with your role here. It explains the rules and regulations, which are necessary for the orderly operation of your school. It will clarify policies and acquaint you with PJ's College.

Again welcome to PJ's College of Cosmetology. Make the most of your time, take advantage of what you find, give us the benefit of your ideas, and contribute with creativity as only you can.

Judith Stewart
Chief Executive Officer

OUR MISSION

PJ's College of Cosmetology is a co-educational beauty school dedicated to improving the standards of our profession through education. We are committed to preparing our students for a productive and satisfying future. Founded in 1950, we are committed to training and producing each student as a stylist, color technician, and in all areas of cosmetology. We insist that all students fulfill requirements in both theory and practical work. PJ's College of Cosmetology's Mission is as follows:

The mission of PJ's College of Cosmetology is to educate students in the art of cosmetology and encourage the development of creative hair design, nail design techniques and skin care. Graduates will be knowledgeable in the methodology and have practical skills necessary to sit before the State Board of Cosmetology for licensing. PJ's College is dedicated to improving the standards of our profession through education.

The staff and advisory board reviews PJ's College of Cosmetology's mission annually.

Today, beauty culture is an essential profession and the best-trained hairdressers are always in demand. Billions of dollars are spent annually in beauty salons; there are no layoffs or slump periods. No other profession offers an ambitious person opportunity comparable with that of other fields; yet no other profession offers such financial opportunities after only ten to twelve months of training.

SCHOOL OBJECTIVES & PURPOSES

- To help students discover and develop the skills of their chosen field in order to earn a living.
- To enlarge the student's store of knowledge, skill and understanding.
- To contribute to the development of responsibility by self control, self-discipline and self-direction.
- To stress in all things the importance of human relationships with the ideas and attitudes of trustworthiness and of willingness to cooperate with employers and employees.
- To understand the problems and obligations of our community and to impart vision in seeking answers.
- To foster, by example, an appreciation of cosmetology, tolerance, professionalism, and a sense of humor.
- To prepare the student for state board examinations and promote a learning of skills.
- To cultivate the imaginative designs that develop creativity particularly in hair fashions, nail arts and cosmetic arts.
- To create of sense of self worth and belonging.
- To insure an awareness of needs and demands for professionalism, job procurement skills, and desirable social skills.

CAREER OPPORTUNITIES

Upon graduation from PJ's College of Cosmetology and licensing by the State Cosmetology Board, licensed cosmetologists can be qualified to pursue their future in many varied and interesting careers.

A few career choices available are:

Hairdresser	Cosmetology Instructor
Beauty Salon Manager	Beauty Salon Owner
Permanent Wave Specialist	Manufacturers Specialist
Operator on a Cruise Ship or Resort	Manufacturers Field Rep.
Demonstrator/Lecturer	Skin, Scalp & Hair Specialist
Hair Color Specialist	Esthetician
Nail Technician	Nail Artist

PJ's College of Cosmetology's courses are designed to equip the student for any one of numerous positions in the beauty field. Students are taught how to shampoo, cut and style hair, how to perform the proper techniques in permanent waving, hair relaxers, hair tints, bleaches; how to give manicures, facials, pedicures and scalp treatments; how to use electricity to correct various skin and scalp conditions and apply make-up esthetically appealing. Our school's goal is dedicated to improving the standards of our profession through many aspects of education.

FACILITIES

Classroom: The classroom is equipped with armchairs and desks or tables to comfortably accommodate twenty students during lecture or theory classes. Each classroom contains a chalkboard, charts, and other visual aids to enable the instructors to communicate effectively with the class.

Clinic/Practical Services Area: Each clinic area is designed to give the student the opportunity to practice actual salon procedures. All cosmetology services are carefully checked and supervised by licensed instructors. This area includes shampoo bowls, styling stations; hair dryers, facial area, manicure tables and blow dry stations. Students perform cosmetology services for salon patrons and thus are gaining further experience with their skills.

Reception Area: Patrons of the salon services are greeted and introduced to the student who will perform the needed cosmetology service. This area provides a pleasant and comfortable setting for the patron who arrives a few minutes early.

Dispensary Area: This area in which hair color is formulated, all bleach is mixed, all perm solutions are poured into applicator bottles, and all products are stored and dispensed. Facilities are available to clean and sanitize all equipment and instruments. Students should use professional caution when preparing and using chemicals. Safety glasses, aprons, and gloves should be used for your protection. All students should review the OSHA material prior to using products. MSDS sheets are available on all products used. Students are responsible for their own safety when misusing products or equipment.

Student lounge & locker area: This area is provided so students can store their personal items, eat lunch and generally relax during break times.

HOUSING

PJ's College of Cosmetology neither owns nor operates housing facilities, though we will assist students in finding roommates and suitable housing if requested.

ACCREDITATION

PJ's College of Cosmetology is accredited by the Accrediting Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325. Atlanta, GA 30350, (770) 396-3898. Accreditation Commission of the Council on Occupational Education assures our students that PJ's College of Cosmetology has met standards required by the Commission. The institution is also licensed by the Kentucky Board of Hairdressers and Cosmetologists, Indiana Professional Licensing, as well as an active member of the Association of American Cosmetology Schools, Indiana Cosmetology Educators Association and the Kentucky Educators Association. Some locations are approved to accept Veterans Administration students, JTPA, WIA and Vocational Rehabilitation.

ADMISSION REQUIREMENTS

KENTUCKY

Age:	Basic Cosmetology	16 years of age
	Nail Technician	16 years of age
	Instructor Training	18 years of age

Each applicant must be above the age of compulsory school attendance.

Education:	Basic Cosmetology	10 th grade or its equivalency
	Nail Technician	12 th grade or its equivalency
	Instructor Training	12 th grade or its equivalency

Students who have not completed a high school diploma or its equivalency must take an ability to benefit exam. The ability to benefit exam is determined by the US Department of Education. Passing test scores are determined by the Department in order to achieve admission to PJ's College of Cosmetology.

Students with a high school diploma or its equivalency are not required to take an ability to benefit exam.

Fees & Photo:

The Kentucky Board of Hairdressers and Cosmetologists requires that each student purchase a permit, which includes a photo and a five-dollar fee.

INDIANA

Age:	Basic Cosmetology	16 years of age
	Manicuring	17.5 years of age
	Junior Instructor	18 years of age
	Esthetician	16 years of age

Each applicant must be above the age of compulsory school attendance.

Education:	Basic Cosmetology	10 th grade or its equivalency
	Manicuring	8 th grade or its equivalency
	Junior Instructor	12 th grade or its equivalency
	Esthetics	10 th grade or its equivalency

Students who have not completed a high school diploma or its equivalency must take an ability to benefit exam. The ability to benefit exam is determined by the US Department of Education.

Passing test scores are determined by the Department in order to achieve admission to PJ's College of Cosmetology.

Students with a high school diploma or its equivalency are not required to take an ability to benefit exam.

DISCRIMINATION POLICY

PJ's College of Cosmetology complies with the Civil Rights Act of 1964, which prohibits discrimination because of age, race, color, religion, sex or ethnic origin. Applicants are considered without regard to age, marital status, or the presence of a non-related medical condition or handicap.

STATE LICENSING

KENTUCKY

Certificates of registration; beauty culturist; qualifications:

- ✂ Is at least sixteen years of age
- ✂ Is of good moral character and temperate habit
- ✂ Has an education equivalent to the completion of the tenth (10th) grade
- ✂ Has graduated from a licensed school of beauty culture
- ✂ Has satisfactorily passed examination conducted by the board to determine the fitness to practice as an apprentice cosmetologist
- ✂ Has paid the fee for issuance of a beauty culture license

Certificates of registration; nail technician; qualifications:

- ✂ Is at least sixteen years of age
- ✂ Is of good moral character and temperate habit
- ✂ Who has completed 600 hours of instruction, of not more than eight (8) hours in one (1) secular day, in theory and practice of manicuring in a licensed school of beauty culture; and
- ✂ Has graduated from a licensed school of beauty culture
- ✂ Has satisfactorily passed examination conducted by the board to determine the fitness to practice as registered nail technician
- ✂ Has paid the fee for issuance of a nail technician license

Certificates of registration; Esthetician, qualifications:

- ✂ Is at least sixteen years of age
- ✂ Is of good moral character and temperate habit
- ✂ Has graduated from high school or received the equivalent of a high school education;
- ✂ Has satisfactorily passed examination conducted by the board to determine the fitness to practice as an apprentice esthetician
- ✂ Has paid the fee for issuance of a beauty culture license

INDIANA

Certificates of registration; beauty culturist; qualifications:

- ✂ Is at least eighteen years of age;
- ✂ Has not been convicted of a felony that has a direct bearing on his or her ability to practice competently;
- ✂ Has an education equivalent to the completion of the tenth (10th) grade;
- ✂ Has graduated from an approved school of beauty culture;
- ✂ Has satisfactorily passed examination conducted by the board to determine the fitness to practice beauty culture; and

Certificates of registration; manicurist; qualifications:

- ✂ Is at least seventeen and one half year of age;
- ✂ Has not been convicted of a felony that has a direct bearing on his/her ability to practice competently;
- ✂ Has completed the eighth grade;
- ✂ Has completed 450 clock hours, with not more than eight hours in one day, in theory and practice manicuring in a licensed school of beauty culture;
- ✂ Has satisfactorily passed an examination conducted by the board to determine his/her fitness to practice as a registered manicurist; and
- ✂ Has paid the fee for issuance set forth by the board.

Certificates of registration; Esthetician, qualifications:

- ✂ Be at least eighteen years of age;
- ✂ Have successfully completed the tenth grade or received the equivalent of a tenth grade education;
- ✂ Have graduated from an esthetics program in a cosmetology school;
- ✂ Have received a satisfactory grade (as defined by IC 25-8-4-9) on an examination for esthetician license applicants prescribed by the board;
- ✂ Not have committed and act for which the person could be disciplined under IC 25-8-14;
- ✂ Has paid the fee for issuance set forth by the board.

Certificates for registration; Instructor, qualifications:

- ✂ Be at least eighteen years of age;
- ✂ Has graduated from high school or received the equivalent of a high school education;
- ✂ Holds a cosmetologist license issued by Indiana Professional Licensing;
- ✂ Has actively practiced cosmetology for at least six months in a cosmetology salon and subsequently completed at least six months of instructor training as a student in a cosmetology school;
- ✂ Have received a satisfactory grade (as defined by IC 25-8-14) on an examination for instructor license applicants prescribed by the board;
- ✂ Not have committed and act for which the person could be disciplined under IC 25-8-14;
- ✂ Has paid the fee for issuance set forth by the board.

HOURS OF INSTRUCTION

Full-time students are scheduled 26 hours or more per week. The state of Kentucky requires a minimum of 20 hours per week attendance, no more than eight (8) hours per day attended, no more than forty (48) hours per week. Indiana requires a minimum of 20 hours per week attendance, no more than ten (10) hours per day attended. Saturday attendance is mandatory.

ACADEMIC/SCHOOL CALENDAR**START DATE FOR CLASSES**

Enrollment at PJ's College of Cosmetology is done on a continuous basis, with classes starting on the second Tuesday of each month. However, PJ's College has the option to have open enrollment, depending on the demand at any particular time.

SCHOOL HOLIDAYS

PJ's College of Cosmetology will be closed on the following holidays: New Year Day, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day. Days off due to legal holidays/school closures are recorded as such and extend the enrollment contract.

PROBATION

Students MUST attend their scheduled time. Those students missing excessive consecutive school days will be dropped from the course. Students failing to attend according to their schedule may be placed on probation. See Satisfactory Progress Policy Requirements for additional information.

STUDENTS RIGHTS

The school guarantees the right of the students to gain access to their financial aid and academic files. A date and time should be scheduled with the school director.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACTS (FERPA)

The school guarantees the right of the student to gain access to their financial and academic files. An appointment should be scheduled with a school official. This school official will be present to provide supervision and interpretation of the records when reviewed. No information about the student will be released to third parties unless authorized in writing by the student.

Under FERPA, PJ's College affords students who are 18 years or over, or attending a postsecondary institution: access to their education records, an opportunity to seek to have the records amended and some control over the disclosure of information from the records.

Access to Education Records

PJ's College of Cosmetology will provide a student with an opportunity to inspect and review his or her education records within 45 days of the receipt of a request, provide a student with copies of education records or otherwise make the records available to the student if the student, for instance, lives outside of commuting distance of the school and redact the names and other personally identifiable information about other students that may be included in the student's education records.

Schools are not required by FERPA to: Create or maintain education records; Provide students with calendars, notices, or other information which does not generally contain information directly related to the student; and respond to questions about the student.

Amendment of Education Records

PJ's College of Cosmetology will consider a request from a student to amend inaccurate or misleading information in the student's education records; Offer the student a hearing on the matter if it decides not to amend the records in accordance with the request; Offer the student a right to place a statement to be kept and disclosed with the record if as a result of the hearing the school still decides not to amend the record.

A school is not required to consider requests for amendment under FERPA that: Seek to change a grade or disciplinary decision; Seek to change the opinions or reflections of a school official or other person reflected in an education record.

Disclosure of Education Records

PJ's College of Cosmetology must:

- Have a student's consent prior to the disclosure of education records;
- Ensure that the consent is signed and dated and states the purpose of the disclosure.

PJ's College of Cosmetology MAY disclose education records without consent when:

- The disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the institution's annual notification of rights to students;
- The student is seeking or intending to enroll in another school;
- The disclosure is to state or local educational authorities auditing or enforcing Federal or State supported education programs or enforcing Federal laws which relate to those programs;
- The disclosure is to the parents of a student who is a dependent for income tax purposes;
- The disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid;
- The disclosure is pursuant to a lawfully issued court order or subpoena; or
- The information disclosed has been appropriately designated as directory information by the school.
- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. PJ's College of Cosmetology considers "directory" information to include a student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance. Parents and eligible students may notify the school if they wish to not have this information disclosed. The release of directory information allows the students to book clients for appointments and has notice of awards on the school web site and local publications.

Annual Notification

PJ's College of Cosmetology will annually notify students in attendance that they may: Inspect and review their education records; Seek amendment of inaccurate or misleading information in their education records; Consent to most disclosures of personally identifiable information from education records. Annual notification is posted on the school's bulletin board.

PJ's College of Cosmetology also complies with the FTC standards for safeguarding customer information. These standards apply to all customer information in the school's possession, regardless of whether such information pertains to students, parents or clients. Administrative, technical and physical safeguards that are appropriate are in place to insure the security and confidentiality of customer information, protect against any anticipated threats or hazards to the security or integrity of such information and protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any customer.

PJ's College of Cosmetology considers "directory" information to include a student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance. Parents and eligible students may notify the school if they wish to not have this information disclosed. The release of directory information allows the students to book clients for appointments and has notice of awards on the school web site and local publications.

UNIFORMS & SUPPLIES

Cosmetology/Nail Technician

Female:

PJ's College of Cosmetology's black smock
Black uniform skirt or pants
Black or white professional shoes
Undergarments are required
Socks and hosiery required
Skirts may not be more than one inch above the knee
Student nametag

Male:

PJ's College of Cosmetology's black smock
Black trousers
Black or white professional shoes
Undergarments required
Socks required
Student nametag

Esthetician (student must supply all items except the nametag)

Female:

White smock/lab coat
white uniform skirt or pants
white professional shoes
Undergarments are required
Socks and hosiery required
Skirts may not be more than one inch above the knee
Student nametag

Male:

White smock/lab coat
white trousers
white professional shoes
Undergarments required
Socks required
Student nametag

Prohibited: shorts, dresses, colored tops, bandannas, scarves, open toed-heeled shoes, hats, and sandals, tights, leggings

☞ Smock must remain buttoned at all times UNLESS the shirt worn beneath is plain black
PJ's Smocks may not be altered in any way.

Students must dress professionally at all times.

- Shoes must be clean and kept in good repair.
- Nametags are required to be worn and must have the student's correct proper name. Lost name tags must be replaced at once.
- Sunglasses or shaded prescription sunglasses are not allowed. Any item that restricts vision is not permitted.
- Questionable student dress, appearance, hairstyle or hair color for which there is no guideline will be ruled either acceptable or unacceptable by the school manager or the instructor in charge.
- Hair must be cared for in a professional manner.
- Students must be dressed and prepared for class prior to arrival including hair styles and makeup
- Any questions as to the propriety or permissibility of a certain type of dress, appearance, hairstyle, or hair color should be resolved by prior consultation with the school manager. Any student reporting to school in unacceptable attire will not be allowed to clock in until the situation is resolved, and will not be excused from any resulting penalties for absence or tardiness.

PJ's College of Cosmetology reserves the right to change the dress code at its discretion.

Students are required to replenish supplies that they consume such as paper, razor blades, notebooks, etc. Students also need to supply themselves with a padlock for their locker. Student must pay "student price" for any personal work they have done unless the attending instructor assigned this work as a class project.

STUDENTS ARE GIVEN ONE (1) NAME TAG. THIS NAME TAG MUST BE WORN AT ALL TIMES WHEN IN SCHOOL (according to state law). The student is responsible for replacing the nametag if it is lost or misplaced. The cost for additional nametags is five dollars each.

REFRESHER COURSE CURRICULUM (Indiana only)

The mission of PJ's College of Cosmetology is to educate students in the art of cosmetology and encourage the development of creative hair design, nail design techniques and skin care. Graduates will be knowledgeable in the methodology and have practical skills necessary to sit before the State Board of Cosmetology for licensing. PJ's College is dedicated to improving standards of our profession through education.

This course is especially for persons who have been out of the beauty profession for a while and need to brush-up on the new methods of hair cutting, permanent waving, hair coloring, nail techniques, make-up and hairstyling.

Hair shaping	5 hours
Curl Techniques	5 hours
Perm Waving	5 hours
Hair Coloring	5 hours
Nail Techniques	5 hours
Practical Application	250 hours
Discretionary Hours	<u>25 hours</u>
Total	300 hours

COSMETOLOGY COURSE CURRICULUM 1800 Hours (Kentucky only)

The mission of PJ's College of Cosmetology is to educate students in the art of cosmetology and encourage the development of creative hair design, nail design techniques and skin care. Graduates will be knowledgeable in the methodology and have practical skills necessary to sit before the State Board of Cosmetology for licensing. PJ's College is dedicated to improving standards of our profession through education.

The cosmetology course requires 1800 clock hours for completion. The first 100 hours of instruction is general theory class, both clinical and classroom. Theory and clinical instruction will cover the following subjects:

Histology of the hair, skin, muscles and nerves; structures of the head, face, neck, arms and hands; elementary chemistry relating to sterilization and antiseptics; diseases of the hair, skin and glands; wig styling and care; shampooing; facial massage and arches; hair tinting, coloring and bleaches; permanent waving; hair styling (thinning, trimming, shaping, curling); manicuring; sanitation and the use of antiseptics; personal hygiene; written tests; Board of Health rules and Kentucky State Statutes and Regulations; salesmanship techniques; salon management and professional ethics.

After an initial 100 hours of theory instruction, 200 hours are spent practicing techniques learned on fellow students and mannequins. After the first 300 hours, a remaining 1500 hours of instruction are in theory class work (500 hours) and clinical practice (1000 hours).

Hours

250	Haircutting	35	Shampooing
40	Sanitation	35	Scalp Treatments
10	Law	55	Facials and Make-up
10	Salesmanship	100	Hair Coloring
10	Management	370	Permanent Waving and Chemical
45	Manicuring and Pedicuring	280	Hair Styling
15	Hair Removal	5	State Laws
5	Anatomy and Physiology	510	Discretionary Hours
5	Skin		
5	Hair	<u>1800</u>	

5	Electricity
10	Chemistry

COSMETOLOGY COURSE CURRICULUM 1500 Hours (Indiana only)

The mission of PJ's College of Cosmetology is to educate students in the art of cosmetology and encourage the development of creative hair design, nail design techniques and skin care. Graduates will be knowledgeable in the methodology and have practical skills necessary to sit before the State Board of Cosmetology for licensing. PJ's College is dedicated to improving standards of our profession through education.

A study toward preparation to take a state board examination to become a licensed cosmetologist in the State of Indiana.

Each student must attend the 1500 hours of training plus complete the required *Official Student Progress Book*.

Curriculum:

Subject	Practice	Theory & Demonstration Practice Hours	Actual Hours	Total
Haircutting		100	150	250
Sanitation		40		40
Statute and rules	10			10
Salesmanship		5	5	10
Management		10		10
Manicuring		5	20	25
Pedicuring		5	15	20
Hair Removal		5	10	15
Anatomy/Physiology		5		5
Skin		5		5
Hair		5		5
Electricity		5		5
Chemistry		10		10
Shampooing		5	30	35
Scalp Treatments		10	25	35
Facials/Make-up	20		35	55
Hair Coloring		40	60	100
Permanent Wave/Relaxing		70	300	370
Hair Styling		70	210	280
Discretionary Hours		215		215
Totals		640	860	1500

The first 200 hours of instruction are general theory class, both clinic and classroom, where students practice techniques taught on fellow students and mannequins. After the first 200 hours, a student is then allowed in the salon area to provide services to patrons. The remaining 1300 hours of instruction are in theory, practical class work and clinic practice.

NAIL TECHNICIAN COURSE CURRICULUM (Kentucky & Indiana)

The mission of PJ's College of Cosmetology is to educate students in the art of cosmetology and encourage the development of creative hair design, nail design techniques and skin care. Graduates will be knowledgeable in the methodology and have practical skills necessary to sit before the State Board of Cosmetology for licensing. PJ's College is dedicated to improving standards of our profession through education.

The nail technician course requires 600 hours of instruction. Theory instruction includes classes in sterilization, antiseptics, and histology of the arm, hands, skin, muscles, nerves and diseases of the nails.

Subject	Hours
Science and theory	200
Equipment, sterilization, sanitation, chemistry and types of artificial nails, public and personal hygiene safety measures, statutes and administration regulations governing cosmetology and nail technology	
Nail condition and manicure techniques	
Hand and arm massage	
Science pertaining to areas of hands and arms	
Personality, grooming, salon management, professional ethics, and cosmetic theory laws	
Nail structure and composition; growth and regeneration; and irregularities	
Clinic	400
Oil and plain manicure	
Nail polish changes, moons, half-moons, tips	
Hand and arm massage	
Safety measures	
Care of equipment	
Removal of stains	
Repair work including wraps and tips	
Buffing	
Application of lacquer	
Application of artificial nails	

MANICURING COURSE CURRICULUM (Indiana Only)

The mission of PJ's College of Cosmetology is to educate students in the art of cosmetology and encourage the development of creative hair design, nail design techniques and skin care. Graduates will be knowledgeable in the methodology and have practical skills necessary to sit before the State Board of Cosmetology for licensing. PJ's College is dedicated to improving standards of our profession through education.

A study toward preparation to take a state board examination to become a licensed manicurist in the State of Indiana.

Curriculum:

Subject	Practice	Theory & Demonstration Practice Hours	Actual Practice Hours	Total
Sanitation		40		40
Anatomy and disorders		25		25
Statute and rules	10			10
Nail Techniques		40	160	200

Manicuring	10	50	60
Pedicuring	10	25	35
Chemistry	10		10
Salesmanship	5	10	15
Electric Drill/File	10	10	20
Discretionary Hours	35		35
Totals	195	255	450

ESTHETICS COURSE CURRICULUM

1000 Hours (Kentucky only)

Kentucky

Course Description:

The Esthetics Program specializes in providing comprehensive knowledge and skill in the field of esthetics for the state of Kentucky. Instruction is a combination of classroom instruction and clinic floor practice focusing on how to provide customized skin treatment, hair removal and makeup services.

The program includes instruction on the structure of the skin and its function, disorders and esthetic treatment procedures, hair removal services and professional makeup techniques, including:

- ✓ customized facial treatments and services
- ✓ spa treatment service procedures
- ✓ hair removal techniques
- ✓ makeup applications
- ✓ treatment and service customization
- ✓ client service and professional recommendation skills
- ✓ business-building skills for salon and spa professionals

Basics	Techniques	Salon and Spa Success
Skin Basics The introductory phase includes complete classroom instruction on the theory and application of esthetics. This pre-clinical course prepares students to work with live models and service clients.	Salon and Spa Technique During the technique phase students focus on improving their knowledge of skin analyzes, while making appropriate treatment and home care recommendations. The second phase of training includes a combination of classroom training and clinical instruction applying the knowledge and techniques learned to conduct quality esthetic services.	Business Success The final preparation phase is designed as a “finishing and refining process” for students to prepare for the rigors of the professional world. The phase includes: -Personal and Professional Success Skills -Retail Success -Service Success -Business Building -Career Skills -State test preparation and “mock state board”
Basics	Techniques	Salon and Spa Success
Theory one hour each day Skin Basics hours <ul style="list-style-type: none"> • Professional Practices 50 • Sciences 50 • Sanitation 	Salon and Spa Technique hours <ul style="list-style-type: none"> • Basic Facials 30 • Hair Removal 10 • Variations of Facials 20 • Makeup 	Business Success hours <ul style="list-style-type: none"> • Spa management 40 • Career planning 110 • State board prep 25 • Retail 10 • Creating a spa environment 10

50 • Physiology 25 • Histology 25 • Basic Facials 20 • Hair Removal 20 • Consultations 20 • Equipment and Technological Tools 20 • Advanced Esthetic Topics 265 Clinic Floor Preparation Training	20 • Spa Body Treatments 50 • Corrective Makeup 10 • Machine Treatments 20 • Advanced treatments 100	
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ESTHETICS COURSE CURRICULUM

700 Hours (Indiana only)

The mission of PJ's College of Cosmetology is to educate students in the art of cosmetology and encourage the development of creative hair design, nail design techniques and skin care. Graduates will be knowledgeable in the methodology and have practical skills necessary to sit before the State Board of Cosmetology for licensing. PJ's College is dedicated to improving standards of our profession through education.

A study toward preparation to take a state board examination to become a licensed esthetician in the State of Indiana.

Curriculum:

Subject	Practice	Theory & Demonstration Practice Hours	Actual Hours	Total
Chemistry of the skin		15	25	40
Physiology & Dermatology		30	30	60
Bacteriology, Sterilization And Sanitation		15	20	35
Intro and operation to Skin care machinery		20	70	90
Intro to skin care	15		30	45
Skin care		35	120	155
Make-up		15	35	50
Eyebrows and lashes		10	30	40
Hair removal		10	30	40
Safety Precautions		20		20
Professional and Personality Development		25		25
Management		25		25
Salesmanship and Marketing		5	5	10
State Statute and rules		10		10
Testing evaluation		10		10

Discretionary Hours	45		45
Totals	305	395	700

JUNIOR INSTRUCTOR COURSE CURRICULUM (Kentucky & Indiana)

The mission of PJ's College of Cosmetology is to educate students in the art of cosmetology and encourage the development of creative hair design, nail design techniques and skin care. Graduates will be knowledgeable in the methodology and have practical skills necessary to sit before the State Board of Cosmetology for licensing. PJ's College is dedicated to improving standards of our profession through education.

The Junior Instructor course requires 1000 hours of instruction. This instruction includes training both theory and practical. After attending our course, students will be prepared in all phases of teaching, lesson planning, teaching methods, course outlines, development, teaching techniques, classroom management and student-teacher relations.

Junior Instructor students will be evaluated every four (4) weeks. After six (6) weeks, the student will be given a written and practical exam. After completing week 12, the teacher trainee will be given a pre-state exam both written and practical.

Course outlines and lesson plans must be retained and placed in a binder. These must be submitted for evaluation to your supervisor; however, grading will occur after each lesson is completed. The following are the requirements for the six (6) months of instructor training.

Subject	Theory& Demonstration Practice	Actual Practice Practice	Total
Orientation& review of the Cosmetology curriculum	50	100	150
Introduction to teaching	60		60
Course outline & development	60	170	230
Laws and rules	30	20	50
Teaching	100	410	510
*assisting in the clinic & theory classrooms			
*practice teaching in clinic and theory classrooms			
Totals	300	700	1000

SATISFACTORY PROGRESS POLICY

In order to be considered to be making satisfactory progress toward a diploma, a student must maintain specified grade averages, as well as, proceed through the course at a pace leading to completion in the specified time frame. The student's progress is reviewed monthly and formally evaluated in segments. A segment is every 450 scheduled hours for courses 1000 hours and over and every 100 scheduled hours for courses under 1000 hours. Each month students receive a progress report showing attendance and academic progress. A copy of this report is given to the student.

Academic Satisfactory Progress:

Students receive a numeric grade in both theory and practical work and a competency based grade in clinic. An average of 75% is required for graduation. The following represents the equivalent of the grades assigned:

A	96-100%	Excellent
B	90-95%	Good
C	80-89%	Satisfactory
D	75-79%	Poor but passing
F	Below 75%	Failure

When a student does not average 75% for the evaluation period he/she is placed on probation for one segment. During the probation period, it is the student's responsibility to retake any work. If by the end of the probation period, the student has not raised his/her grade average to not less than 75% he/she will be asked to interrupt the course rather than continue in an unsatisfactory manner. After the probation period, students are encouraged to maintain satisfactory progress for the remaining segments. If grade deficiency is repeated, the student's progress is reviewed and may be taken before a review board for continuing their education.

Attendance Satisfactory Progress:

A student must satisfactorily complete a minimum number of hours toward his/her educational goal based on segments. The student must complete his/her course prior to 150% of the regular time frame scheduled for completion of the course the student is enrolled in. The following is a listing of the courses offered, the regular time frame and the maximum time frame for completion in each instance. In order for the student to graduate within the maximum time frame, he/she must maintain an attendance percentage of at least 67% of the scheduled attendance.

Course Name	Hours	Regular time frame	Maximum time frame
Refresher	150	5.77 wks - 7.5 wks	8.66 wks - 11.25 wks
Cosmetology	1800	16.1 mo - 20.9 mo	24.1 mo - 31.4 mo
Cosmetology	1500	13.4 mo-17.4 mo	20.1 mo - 26.6 mo
Nail Technician	600	23 wks - 30 wks	34 wks -44.5 wks
Manicuring	450	17.3 wks - 22.5 wks	25.8 wks - 33.6 wks
Esthetics	700	26.9 wks - 35 wks	40.4 wks - 52.5 wks
Esthetics	1000	8.94 mo - 11.63 mo	13.41 mo -17.45 mo
Junior Instructor	1000	8.94 mo - 11.63 mo	13.41 mo -17.45 mo

The forgoing schedule is based on a scheduled attendance of 26 hours per week on a full-time basis, and 20 hours on a part-time basis. Attendance satisfactory progress will be measured in segments. For courses under 1000 hours, a segment is defined as every 100 scheduled hours. Courses over 1000 hours are measured in segments of 450 scheduled hours. This schedule will assure that students are evaluated and attaining satisfactory progress by the midpoint of the course. Students who are not attending at a level, which will allow them to graduate by the maximum time frame of their course, will be placed on probation and must bring their attendance up to an acceptable level by the end of the probationary period. Additionally, the school will be monitoring student attendance and discuss any problems they determine in this area so that it can be corrected at the earliest possible time.

Students on probation for more than one segment will have a designated schedule for attendance/academic as determined by the school administrator. Students failing to follow a designated schedule to reinstate satisfactory progress will be dismissed from the program. Designated schedules last until the student reinstates satisfactory progress or have been terminated from the program. Approved leave of absences are not calculated in the time frame.

Financial Aid:

While on probation, during a student's first probation, students are not eligible to receive Title IV funds.

APPEAL OF UNSATISFACTORY PROGRESS

In case of mitigating circumstances (such as serious illness, death in the family, etc.) a student may appeal the findings of unsatisfactory progress by written explanation to the school's Appeal Committee, c/o Administrative Office. The Appeal Committee may determine that the student is making satisfactory progress toward his/her diploma notwithstanding the failure to confirm within the time frame or minimum grade average. All decisions of the Appeal Committee will be final and included in the student's records.

TO REENTER/REESTABLISH ELIGIBILITY FOR FEDERAL FUNDS

A student whose training is interrupted due to unsatisfactory progress and who wishes to reenter may do so after receiving individual counseling from the school administration as well as a resolution of any prior balance. A decision will be made regarding the student's reentry to the school by the CEO (Judith Stewart). A student who is permitted to reenter must maintain satisfactory progress (as outlined above). Students who re-enter within 180 days assume their prior attendance history and satisfactory progress status. Students who reenter after 180 days are issued a new account number and reestablished satisfactory progress status. Students, who voluntarily withdraw from classes, may reenter school after permission from the CEO (Judith Stewart) is granted.

REENROLLMENT

Students wishing to reenroll at PJ's College of Cosmetology must receive approval from CEO (Judith Stewart). The CEO (Judith Stewart) will evaluate a student's potential to complete the course and work within the rules and regulations established by PJ's College of Cosmetology and state licensing requirements. During the review period, a student's past educational experience including, but not limited to, attendance, grades and professional behavior will be evaluated. Students may be declined admittance based on the results of the review.

Within one year of the withdrawal date, the student may reenter with 100% tuition and hour credit. After one year, a minimum of 150 hours may be required. All tuition payments made will be credited to the account if the student returns within the one-year period from the student's last date of attendance. It will be up to the school's discretion to credit payments after the one-year period has elapsed. Prior unpaid balances must be resolved to receive approval for reentry.

It is the school's decision on whether to accept reentries at any time.

Students will be evaluated upon making application for reenrollment based on hours needed to complete within the law requirement. Indiana students must complete the course within three (3) years from their original start date. Kentucky students must complete the course within five (5) years from their original start date.

WITHDRAWAL

Any student wishing to formally withdraw from school must do so through the Administration Office. Any such withdraw should be made in writing. When the student is under the legal age, the parent or guardian must submit the notice. Student's not attending for a period of 14 consecutive days without

contact will be terminated by the school. All withdrawal determinations for students failing to attend according to their schedules are made within 30 days of a student's last date of physical attendance.

A student is considered to be withdrawn from PJ's College of Cosmetology if he or she notifies the school of a desire to officially withdraw from the program or fails to return to class on the return date from an approved leave of absence. Should a student fail to attend classes, PJ's College's date of determination for withdrawal is no later than 14 days from the student's last date of attendance according to the school's attendance records. An administrative withdrawal will be determined if a student fails to attend for more than 14 days. The student's withdrawal date (used in withdrawal/refund calculation) is always the last date of attendance as determined by the school's attendance records.

LEAVE OF ABSENCE

Written requests for a leave of absence will be considered on an individual basis for personal or medical reasons. Proper documentation is required. A leave of absence is not computed into the maximum completion time frame or in satisfactory progress calculations. All requests for a leave of absence must be submitted in writing to be approved by the CEO (Judith Stewart).

An approved leave of absence (LOA) is a temporary interruption in a student's program of study. In order for a LOA to qualify as an approved LOA the following criteria must be met: Students must submit a request for LOA in writing and include the reason for the request; the student must provide a reasonable assurance that they will return from the LOA; approval from the CEO or her representative must be designated on the LOA form; PJ's College of Cosmetology will not assess the student any additional institutional charges during or due to the LOA; the LOA together with any additional leaves of absence can not exceed a total of 180 days in a 12-month period; the student will resume training at the same point in the program as they were prior to the LOA; if the student is a Title IV loan recipient, the student will be notified of the effects the student's failure to return from the LOA may have on the student's loan repayment terms, including the expiration of the student's grace period and counseling with regard to the effects of a temporary withdrawal from the course.

Title IV processing on the student account will continue as previously awarded for the period after the student has returned from the LOA. Students will be notified of the student's rights and responsibilities with respect to enrollment and receipt of financial aid as it relates to an approved leave of absence as well as the awareness that they may choose to return early from the approved LOA. Any student failing to follow the school's policy in requesting a LOA will not be granted an approved LOA and their account will be processed according to PJ's College of Cosmetology's withdrawal procedures.

GRADUATION

After completing the required training and successfully passing the course, the student is required to take the State Board Examination to receive a license. A diploma is awarded to the student upon graduation.

Requirements for graduation:

- ☒ Completion of 1800 hours for the cosmetology course
- ☒ Completion of 1500 hours for the cosmetology course
- ☒ Completion of 450 hours for the manicuring course
- ☒ Completion of 700 hours for the esthetics course

- ☑ Completion of 1000 hours for the esthetics course
- ☑ Completion of 600 hours for the nail technician course
- ☑ Completion of 1000 hours for the Junior Instructor course
- ☑ Completion of all state board and school progress requirements
- ☑ Completion of all tests with a satisfactory passing grade
- ☑ Complete settlement of tuition account

Upon completion of the required hours and progress requirements for each course, and after passing the final exam, the student shall be given a state board application enabling them to apply for the state board examination.

GRADUATE PLACEMENT

The school offers reasonable assistance to all graduating students in obtaining a position in the cosmetology industry if requested; however, we do not guarantee employment. Upon graduation, the student may sign a release statement for job placement purposes. The school's placement service (job opportunities) consists of graduate referrals, salon owners, requests, and classified ads. Job references are made public to students and kept on file in the office.

REFUND POLICY

- ❖ An applicant not accepted by the school shall be entitled to a refund of all monies paid.
- ❖ If a student (or in the case of a student under the legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her money back in writing within three (3) business days of signing the enrollment agreement or contract, all monies collected by the school shall be refunded. The postmark on written notification will determine the cancellation date, or the date said information is delivered to the school administration/owner in person. This policy applies regardless of whether or not the student has actually started training.
- ❖ If the student cancels his/her enrollment after three (3) business days after signing, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the schedule of payments. Monthly tuition payments are set up as a convenience for the student in paying their tuition. These payments will not necessarily pay for all hours accrued.
- ❖ All federal funds will be refunded according to the Title IV refund policy if a student withdraws from the school.
- ❖ If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100.00 of the tuition and fees will be retained by PJ's College. Appropriate refunds for a student who does not begin classes will be made within 30 days of the class start date.
- ❖ Refunds, when due, will be made without requiring a request from the student.

All monies due the applicant or student shall be refunded within thirty (30) days of formal cancellation by the student as defined below - or formal termination by the school, which shall occur no more than thirty (30) days from the last day of attendance, or in the case of a leave of absence, the documented date of return.

Policies for granting of credit for previous training shall not impact the above mentioned refund policies.

Refunds for Withdrawal After Class Commences:

Refund Policy for Programs Obligor Students for Periods of 12 Months or Less

The refund policy for students attending who incur a financial obligation for a period of 12 months or less shall be as follows:

After the first day of classes and during the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition;

After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition;

After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition; and,

After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

Refund Policy for Programs Obligating Students for Periods Beyond Twelve Months

Programs longer than 12 months that financially obligate the student for any period of time beyond 12 months shall release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months. The calculation of the refund for the unused portion of the first 12 months shall be based on section above.

If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal shall be based on the section above.

NOTE: For all students attending the institution and are receiving federal funding, a statutory Return of Title IV Funds is in effect to determine the amount of Title IV earned by the student. For Title IV students both the Return of Title IV Funds and the institutional refund policy apply. Up to the 60% point of each payment period of enrollment, a schedule id determines the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period of enrollment, a student has earned 100% of the Title IV funds for that period.

Return of Title IV Funds

1. A student's percentage of Title IV aid earned is calculated. PJ's College of Cosmetology defines enrollment time as the clock hours scheduled to have been completed as of the withdrawal date in the payment period or period of enrollment. PJ's College's date of determination for withdrawal is no later than 14 days from the student's last date of attendance according to the school's attendance records. The determination of enrollment time and a student's withdrawal date is used to comply with R2T4 requirements.
 - Then the amount of Title IV aid is determined
NOTE: Any student who withdraws at any point after the 60% point in the payment period has earned 100% of their Title IV aid.
 - The amount of Title IV aid that must be returned is determined
 - The amount of unearned Title IV aid that must be returned by the school is calculated.
 - Finally, the amount of unearned Title IV aid that must be returned by the student is determined.
NOTE: If it is determined that a student must return a portion of the Title IV aid received, the school will notify the appropriate agency or student within 30 days of the determination that the student withdrew from school.
 - If it is determined that that the amount of aid disbursed to the student is less than the amount of aid the student has earned, then a post withdraw disbursement is made to receive the amount of aid earned by the student.

The following list contains the types of Title IV aid that are subject to being refunded according to the Return of Title IV Funds policy, either by the school, the student, or both (not necessarily in this order): Federal Direct Student Loan Program (subsidized, unsubsidized, and Plus loans), Pell Grants and FEOG Grant.

NOTE: The Return of Title IV calculation may result in funds that have already posted to the student account being returned. Students then assume the responsibility for payment on their account balance. Generally a withdrawal from a program will result in an outstanding balance with PJ's College of Cosmetology. Balances unpaid after leaves a program may be submitted to a collection agency for further collection of debt.

Please see the Financial Aid Office for examples of refunds.

2. ENROLLMENT TIME IS DEFINED AS THE TIME ELAPSED BETWEEN THE ACTUAL STARTING DATE AND THE DATE THE STUDENT NOTIFIES THE SCHOOL OF THEIR TERMINATION OR THE DATE THE SCHOOL DETERMINES THE STUDENT WITHDREW. All monies due the applicant shall be refunded within 30 days of formal cancellation by the student as defined above, or the last day of physical attendance, or in the case of a leave of absence, the documented date of return. PJ's College of Cosmetology defines enrollment time as the clock hours scheduled to have been completed as of the withdrawal date in the payment period or period of enrollment. PJ's College's date of determination for withdrawal is no later than 14 days from the student's last date of attendance according to the school's attendance records. The determination of enrollment time and a student's withdrawal date is used to comply with R2T4 requirements.

When situations of mitigating circumstances are in evidence, the school may provide a refund, which exceeds this policy.

All extra costs, such as books, equipment, and enrollment fee/application fee are adjustment computations. These items become the property of the student when issued and are non-refundable except as stated above.

If the school is permanently closed and no longer offering instruction after a student has enrolled; the student shall be entitled to a pro rata refund. If a course is canceled subsequent to a student's enrollment, the school shall at its option: 1. Provide a full refund of all monies paid. 2. Provide completion of the course. Students will be notified in writing by mail of unexpected closures due to extenuating circumstances.

An additional withdrawal termination fee of \$150.00 will be charged to all accounts that withdraw from the program.

TRANSFER POLICY

Our school, operating in accordance with state regulations, will accept transfer students from another school. PJ's College does not, however, give credit for more than one half the total hours of instruction mandated by state law, unless an exception is warranted and approved by the Chief Executive Officer. PJ's College may refuse transfers if its admission requirements cannot be met, which includes tuition monies. All transferred hours, progress and grades will be posted on the student's progress report after transcripts have been received in the corporate office. Arrangements must be made with regard to tuition monies.

Students wishing to transfer from one program to another within the PJ's location must obtain permission from the Chief Executive Officer. All balances due from the prior course must be resolved prior to beginning a new program. Additional kit items may be required to be purchased upon discretion of the school.

Transcripts and transfer document requests should be made through the corporate office. A transcript charge of \$10.00 will be assessed to students transferring to another school prior to completion of training. No transcripts will be issued unless the balance on the student account is resolved. Accounts with balances will have the transcript fee posted against the outstanding balance.

FINANCIAL AID

PJ's College of Cosmetology is approved by the United States Department of Education to offer the following federal financial assistance programs whereby an eligible student is awarded aid for post secondary education. To be eligible to receive financial aid, a student must be enrolled in an eligible program on at least a half-time basis and be a US citizen, national or recognized alien. Additionally, to be eligible for financial aid students must demonstrate a financial need based on income and other personal information. Financial aid awards are determined upon budgets representing the cost of attendance. These budgets will vary depending on the program. The budgets are available for review at the financial aid office. Short-term courses are not available to receive financial aid.

Federal Direct Student Loans: Subsidized, Unsubsidized and PLUS, **these are loans that must be paid back.**

Pell Grant: This is a federal grant based on the financial need of the family.

FSEOG: This is also a grant based on family need and available funding.

PJ's College also participates in the following programs: Veteran's Administration, Vocational Rehabilitation, WIA and JTPA. Please see your school director for specific program availability. VA approvals are dependent on individual campus approvals.

The academic year for financial aid purpose is defined as 900 clock hours and/or 30 weeks.

A student must be of compulsory age as defined by the State Department of Education to qualify for financial aid.

Students have the right to appeal any financial aid determinations. An appointment should be scheduled with the financial aid director to discuss and review the file before the appeal committee.

POLICIES AND PROCEDURES FOR VERIFICATION

The institution has developed the following Policies and Procedure regarding the verification of information provided by applicants for Federal Aid under the Title IV programs:

Only those students who are selected for verification by the US Department of Education will be required to submit supporting documentation.

No federal funds will be disbursed prior to the completion of verification

The student will have until 60 days after his/her last day of physical attendance or the end of the academic year, whichever is earlier, to complete verification. However, in the interim the student must have made arrangements with the school for payment of all tuition and fees due or risk termination at the option of the school. After the passage of the aforementioned period, all financial aid that might have been due is forfeited.

SCHOLARSHIPS

The Administrative office administers all scholarships. The school may award a scholarship to an outstanding senior in an area high school. This award may not necessarily be made annually. The applications must be submitted and reviewed by the Scholarship Committee, who will determine the amount and availability of the award.

A number of organizations and corporations offer scholarships. Students should check with their employers or parent's employers for available scholarship programs. In addition, students should check with groups (i.e. Kiwanis Club, Rotary Club, Elks Foundation, churches, etc.) with which they or their parents have an affiliation.

Students receiving PJ's College Scholarships will receive this award upon completion of the contracted course. All scholarships are non transferable to other schools.

ADVISING

All staff members are available for individual advising of students with school related problems. Staff members are knowledgeable for advising and placement services. Staff members are not professional counselors; however, they may provide information leading to personal counseling referrals with professionals.

Our staff will advise any student with regard to curriculum, future employment, and personal school-related concerns. Prior to graduation, students will be advised on career opportunities, placement, and resume/procurement skills and techniques.

STUDENT APPEAL PROCEDURE

Students may appeal any decision by using the following procedure:

1. Submit a written request for a hearing to the corporate office and include:
 - Name, address, and telephone number of person requesting the hearing.
 - Date of incident or decision.
 - Written statement of incident or decision being appealed.
 - Names, addresses and telephone numbers of persons (other than the student) who have knowledge regarding this appeal.
2. A date for the hearing will be set within thirty (30) days from the date the request is submitted. The student and the school may request information from witnesses.
3. The hearing will be held at the school location or the corporate office at the discretion of the Chief Executive Officer.
4. The hearing officer will be the Chief Executive Officer or a person designated by the Chief Executive Officer to act on her behalf, as chairman of the impartial board.
5. The hearing officer shall make all decisions with respect to procedure and the type of hearing to be held.
6. The hearing officer shall render a written decision, signed by the owner, within thirty (30) days of the date of the hearing.

GRIEVANCE PROCEDURE

PJ's College of Cosmetology has an "open door" policy for all students regarding complaints and concerns. This policy allows all students to work directly with the school director initially and, if matters cannot be resolved, the Chief Executive Officer.

Students with a grievance that has not been resolved with the local campus director may submit their concerns in writing to:

PJ's College of Cosmetology
Chief Executive Officer, Judith Stewart
931 S. Rangeline Road
Carmel, IN 46032
stewarts@gotopjs.com

A grievance submitted to the Chief Executive Officer will be addressed in writing within thirty (30) days of receipt of the letter.

After an issue is addressed by the Chief Executive Officer and the student feels the issue was not resolved at PJ's College of Cosmetology, students have the right to contact Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, (770) 396-3898.

FIRST AID

All students must complete the "Personal Data Form" when enrolling. This form will be kept in the student's file and a copy will be included in the student's file at the corporate office.

Rendering first aid at PJ's College does not mean the treatment of a major injury or illness. It does mean "the immediate and temporary care given a victim of an accident or illness".

Should a student become ill or have an accident during the school day, the instructor should be notified immediately.

There are accident report forms at each location; these should be filled out when the injury is of serious nature that medical assistance may be required. To protect both parties, the signature of the patient should be obtained at the time of the assistance unless the patient is physically and/or mentally incapable. These confidential reports should be mailed to the corporate office.

CHANGES & REVISIONS

The school retains the right to change and/or revise materials, programs, classes, and policies as changing conditions and law may dictate.



931 South Rangeline Road, Carmel, Indiana 46032

Ph: 317-846-6444 Fax: 317-573-5940

Pjs.fa@3333law.com

Bowling Green & Campuses

Security Disclosure Statement

PJ's College of Cosmetology makes every effort to provide a safe crime-free environment for our students and staff, however in the event a crime does occur; we want you to be aware of the procedures you should follow.

If you are personally involved in, or witness of, a crime at our institution's immediate building or surrounding parking areas you should call 911 as soon as possible. You should also immediately report the crime to the school director or the most senior official in his/her absence.

Evening students should use the buddy system for security when leaving the building at night.

Students and staff committing any crime or sexual offense, while a student or employed will be suspended or terminated based on the discretion of the Chief Executive Officer, Judith Stewart.

Weapons Policy: PJ's College of Cosmetology does not allow students, staff or visitors to the school to have any weapons on the campus property. This policy includes, but is not limited to concealed weapons including those with weapons permits. Any employee or student carrying a weapon on their person or among their property is in violation of PJ's College of Cosmetology policy. PJ's College of Cosmetology has a zero tolerance for weapons possession. Violation of this policy will result in immediate dismissal and referral to the appropriate law enforcement agency for possible prosecution.

The following statistics are provided under the Student Right to Know and Campus Security Act Public Law 101-542 with regard to the occurrence of the following criminal offenses reported to campus authorities and provided by local law enforcement for the period of 07/01/09 to 06/30/10.

Murder	0	Motor Vehicle Theft	0
Sex Offenses	0	Hate Crimes	0
Robbery	0	Liquor Law Violations	0
Aggravated Assault	0	Drug Abuse Violations	0
Burglary	0	Weapons Possessions	0

Each campus location has Security Disclosure Form specific to their location and analysis of reported crimes. Please see your enrollment advisor or the school bulletin board for the detailed report.

RULES AND REGULATIONS

1. Students must report to school promptly. Students who arrive after their scheduled time may not be allowed to enter classes. A late student must report to the Director's office.
2. Students are required to wear the dress code uniform established by PJ's College at all times while clocked in.
3. The use of illegal drugs or alcohol before or during school hours is strictly prohibited. Students found in violation of this rule will be terminated immediately.
4. Your attendance is crucial. Absenteeism will not be tolerated. Absences must be phoned in to the school director prior to your scheduled time to arrive. Absence from class without acknowledgment is not permitted. Late students must first report to the office before clocking in.
5. Foreseen absences due to vacation must be arranged with the school director.
6. Your time card is our document of your clock hours attended. Be sure to clock yourself in and out daily, otherwise you will not be recognized. Students must clock out at any time when they leave the school premises. It is the student's responsibility to clock in and out from school. Failure to clock in and out will result in lost hours. The student will not get credit for time missed due to failure on the student's part to clock themselves in and out.
7. No telephone privileges except in emergencies. Telephones are for business use only.
8. Students must understand the importance of professionalism and conduct themselves in such a manner while in school. This would include showing courtesy and respect to fellow students, patrons and PJ's staff. Students using unprofessional language or inappropriate behavior will be clocked out and sent home until the situation is resolved.
9. A lunch break is required after 6 hours of instruction. No more than ½ hour is allowed without approval.
10. PJ's College is a non-smoking school.
11. To present ourselves as professionals, there is no chewing gum; eating or drinking in any area except the student lounge. Clear water bottles are permitted on the clinic floor.
12. Students must report to school prepared with equipment.
13. Students denying a clinical assignment will be clocked out and sent home.
14. There will be a \$25.00 charge for schedule changes. Any exception must have approval from the school administrator, CEO.
15. If graduation requirements are not completed by the term to end on the contract, an additional \$8.50 per hour charge may be assessed until these requirements are met.
16. Each student is held responsible for his/her own equipment and personal property. Equipment and personal property left in the school beyond thirty (30) days is considered abandoned. All abandoned property is discarded.
17. Any student caught stealing will be expelled from school.
18. Student hours shall be transferred to another school upon written request, provided that all accounts are paid in full and a \$10.00 transcript fee is paid.

19. All make-up time is at the discretion of the school official. Students must schedule and receive approval prior to attending additional hours.
20. Cellular Telephones, blackberries, laptop computers and other personal communication devices are not allowed in the classroom or on the clinic floor. These devices create distractions in an otherwise productive learning atmosphere.