



Richmond, Indiana

**Student Catalog
Revised June 2018**

TABLE OF CONTENTS

Administrative Staff _____	3
Welcome from the President _____	4
About our College _____	5
Career Opportunities _____	5
Our Schools Mission and Objectives _____	5
Facilities _____	6
Accreditation/Licensing/Associations _____	7
Admission Requirements _____	7
Non-Discrimination Clause _____	8
Hours of Instruction _____	8
Class Starting Dates _____	9
School Holidays/Closure _____	9
Student Rights/Privacy Act _____	9
Dress Code & Supplies _____	11
Curriculums _____	12
Satisfactory Academic Progress Policy _____	17
Appeal Unsatisfactory Progress _____	19
Reenrollment _____	20
Graduation _____	20
Graduate Employment Counseling _____	21
Withdrawal _____	21
Refund Policy _____	21
Transfer Policy _____	24
Financial Aid _____	25
Policies/Procedure for Verification _____	25
Scholarships _____	26
Advising _____	26
Rules and Regulations _____	26
Internal Grievance Procedure _____	28
First Aid _____	29
Changes and Revisions _____	29
Tuition Cost Sheet _____	INSERT
▪ Price Sheet Addendum	
▪ Daily Schedule Addendum	
▪ Veteran's Addendum	

OWNERS

PJ's College of Cosmetology Inc.
Judith Stewart
Phillip Stewart

MAIN CAMPUS ADDRESS

PJ'S COLLEGE OF COSMETOLOGY
50 Hayes Arboretum Road
Richmond, IN 47374
(765) 962-3005

CORPORATE OFFICE
PJ's College of Cosmetology
931 S. Rangeline Road
Carmel, IN 46032
(317) 846-6444
www.gotopjs.com

ADMINISTRATIVE STAFF

Chief Executive Officer/President
Main Campus Director
Education Director
Bookkeeper
Financial Aid Director
Instructors

Placement/Enrollment
Student Records
Supplies/Media
Maintenance

Judith Stewart
Tammy Acrey
Angela Witham
Dorothy Hood
Tammy Simmons
Lisa Cochran
Nicole Vanmeter
Katherine Hopkins
Natasha Smith
Tammy Simmons
Morgan Cooper
Dave Knight

WELCOME FROM THE PRESIDENT

Welcome to PJ's College of Cosmetology. The administrators, instructors, and staff welcome you to this cosmetology college, which is dedicated to teaching all phases of cosmetology.

This catalog 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 to PJ's College of Cosmetology.

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, President

ABOUT OUR COLLEGE

PJ's College of Cosmetology is an 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. Our reputation for successful students and quality education, nurtured by over 50 years of experience, ensures a program designed to help you reach your fullest potential. To build a career, you will need the training to get your professional license. PJ's College of Cosmetology provides you the necessary tools and techniques to enable you to build a creative and rewarding career.

WE OFFER CAREER OPPORTUNITIES

Over the years, the beauty industry has grown and changed drastically and the need for creative, well-trained *beauty professionals* is on the increase every day. If you like working with people and are willing to devote the time for professional training, then the opportunities in the hairdressing field are limitless. Graduates will be prepared for profitable employment. Following are some examples of the areas you may choose:

COSMETOLOGY (1500 Clock Hours):

Cosmetologist, Salon Manager, Hair Colorist, Salon Owner, Product Demonstrator/Distributor, Skin Specialist, Manicurist, Makeup Artist, Image Consultant

NAIL TECH (600 Clock Hours):

Manicuring Specialist, Pedicuring Specialist, Product Demonstrator, Lecturer, Sales Consultant, Nail Salon Owner

INSTRUCTOR TRAINING (1000 Clock Hours):

Cosmetology, Manicuring or Esthetics Instructor

ESTHETICS (700 Clock Hours):

Esthetician/Skin Care Specialist, Product Distributor, Sales Consultant, Day Spa Manager/ Owner

OUR SCHOOLS MISSION AND OBJECTIVES

The educational programs offered by PJ's College of Cosmetology are designed to educate students in the art of cosmetology and encourage the development of creative design skills. Graduates will be knowledgeable in the methodology and have practical skills necessary to sit before the State Board of Cosmetology for licensing. Our objectives are as follows:

1. To help the students discover and develop the skills of their chosen field in order to earn a living.
2. To enlarge the student's store of knowledge, skills and understanding.
3. To contribute to the development of responsibility by self control, self-discipline and self-direction.
4. 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.
5. To understand the problems and obligations of our community and to impart vision in seeking answers.

6. To foster, by example, an appreciation of professionalism and a sense of humor.
7. To prepare the student for state board examinations and promote a learning of skills.
8. To cultivate the imaginative designs which develop creativity particularly in cosmetology.
9. To create a sense of self worth and belonging.
10. To insure an awareness of needs and demands for professionalism, job procurement skills, and desirable social skills.

FACILITIES

Main Campus:

50 Hayes Arboretum Road, Richmond, Indiana,

PJ'S COLLEGE OF COSMETOLOGY FACILITY INCLUDES THE FOLLOWING:

CLASSROOM:

The classroom is equipped with armchairs and desks to comfortably accommodate at least 20 students during lecture or theory classes. Each classroom contains a chalkboard, charts, and other visual aids to enable the instructor 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 beauty 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 beauty services for salon patrons and thus are gaining further experience with their skills.

RECEPTION AREA:

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

DISPENSARY AREA:

This area is where 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.

STUDENT LOUNGE & LOCKER AREA:

This area provides adequate space and comfort where students can store their personal items, eat their lunch and generally relax during break times.

HOUSING:

PJ's College of Cosmetology does not offer housing facilities. The institution will aid in assisting students in finding available housing in the area if requested.

ACCREDITATION/LICENSING/ASSOCIATIONS

PJ's College of Cosmetology is accredited by the National Accrediting Commission of Career Arts & Sciences, 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302, 703-600-7600 and operates under the guidelines of the commission. The National Accrediting Commission of Career Arts & Science is recognized by the United States Department of Education as a National Accrediting Agency for Post-Secondary Schools and Programs of Cosmetology Arts and Sciences. Accreditation by the National Accrediting Commission of Career Arts & Sciences assures our students that PJ's College of Cosmetology has met, or exceeds standards of the cosmetology profession. The school is also licensed by Indiana Professional Licensing, IGCS Room W072, 402 West Washington Street, Indianapolis, Indiana 46204 317-234-3031. The school is approved to accept Veterans Administration students as well as Vocational Rehabilitation students. Accreditation and license certificates are posted for viewing on the clinic floor.

ADMISSION REQUIREMENTS

1. AGE:

Cosmetology	16 ½ years of age
Nail Technician Course	17 ½ years of age
Instructor Training	18 years of age
Esthetics	17 ½ years of age

2. **EDUCATION:** Each applicant for any program must have a high school diploma or its equivalency to be admitted.

3. **LANGUAGE:** All programs at PJ's College of Cosmetology are taught in English only.

4. **Secondary Students:** Students enrolling through the Richmond High School vocational program must meet the requirements as determined by Richmond High School Adult Education Center.

5. Each applicant must be beyond the age of compulsory school attendance as set by the State of Indiana.

6. PJ's College of Cosmetology requires that all students admitted into a program have a valid email address on file.

7. Complete an admission interview with a school representative and complete an enrollment package.

8. Submit a copy of a state or federal issued photo such as driver's license and a copy of student's social security card.

9. Certification to the school that they have a high school diploma or it's equivalency followed up with documentation of education. PJ's College of Cosmetology does not offer Ability to Benefit. Foreign diploma must be translated from a recognized agency. PJ's College of Cosmetology

accepts home school diplomas if the education was in a home school that the state laws treat them as a home or private school.

10. All courses and textbooks are taught in English
11. PJ's College of Cosmetology does allow students to re-enter a program after they have withdrawn as long as any prior balance due is resolved and approval is granted by the school owner or her designee.
12. Training or education received at another institution will be credited to the student after evaluation by the school Director or her designee. Only test scores above 75% will be credited to the student from another institution. Progress will be credited to the student based according to state board requirements.

RE-ENROLLMENT:

Students wishing to be re-admitted after withdrawing need to consult with the School Director prior to re-enrolling and receive approval from the Corporate Office. Re-enrollment are approved on a case by case basis and approved by the school owner or her designee. Re-entry to PJ's College of Cosmetology may be denied for any reason including but not limited to prior attendance and academic performance and professionalism/conduct.

TRANSFER STUDENT:

The school may accept appropriate credits from other licensed schools for previous education. Official transcripts are required prior to enrollment along with a letter requesting transfer. Additional examinations may be used to determine the appropriate hours accepted by PJ's College of Cosmetology based on state requirements. PJ's College of Cosmetology does not recruit students already attending or admitted to another school offering a similar course of study. Transfers are approved on a case by case basis and approved by the school owner or her designee.

NON-DISCRIMINATION CLAUSE

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.

PJ's College of Cosmetology does not discriminate on the basis of race/ethnicity, color, national origin, sex, disability, veteran status, or age in the administration of any of its employment, educational programs, admissions policies, scholarship and loan programs, recreational, and other school-administered programs.

HOURS OF INSTRUCTION

The school is open Tuesday-Friday 9:00 a.m. to 5:00 p.m., as well as Saturday 8:00 a.m. to 4:30 p.m.. Indiana requires a minimum schedule of 20 clock hours per week attendance with no more than 10 hours per day attended. For full-time status, a student must be scheduled a minimum of 26 hours per week.

Students are required to sign in and out, in addition to “punching” a time clock for verification of hours attended.

CLASS STARTING DATES

Enrollment at PJ’s College of Cosmetology is done on a continual basis, with classes starting as follows:

Cosmetology	Last Tuesday of every month
Nail Technician	First Tuesday of every month
Instructor Training	Third Tuesday of every month
Esthetics	Fourth Tuesday of every month

In the event a class starting date must be changed, students will be notified of the new date.

SCHOOL HOLIDAYS AND SCHOOL CLOSURES

The school is not in session during the following holidays:

New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day.

In case of unexpected closures, notification will be broadcasted on local Television and Radio stations as well as posted on social media (i.e. Facebook).

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. Rights are only given to the students and parents or guardians of dependent minors.

Under FERPA, PJ’s College of Cosmetology 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 school provides access to student and other school records to its accrediting agency;
- 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;
- This policy only gives rights to students and parents or guardians of dependent minors.
- 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.

Please see your school Director or Enrollment staff for the Release of Information Form if any documents are needed.

DRESS CODE & SUPPLIES

PJ's College of Cosmetology students are to wear professional uniforms at all times. Each student shall wear a clean, stained free, wrinkle-free, washable outer garment:

UNIFORM FEMALE:

Black Smock/Apron
Apron (During Chemical Services)
Solid Black shirt
Black uniform skirt or pants
Black or white professional shoes
Proper under garments
Socks or hose required
Pants should be 2" off the floor
Student Name tag required*

UNIFORM MALE:

Black Smock/Apron
Apron (During Chemical Services)
Solid Black shirt
Black trousers
Black or white professional shoes
Under garments required
Socks required
Pants should be 2" off the floor
Student name tag required*

PJ's College of Cosmetology will provide one nametag. If the nametag is lost or misplaced it is the student's responsibility for purchasing a replacement.

PJ's College of Cosmetology t-shirts or smocks may not be altered other than a light hem on the smock for proper length.

PROHIBITED:

Sweat pants, sleeveless shirts, tops that reveal cleavage, miniskirts, blue jeans, shorts, bandanas, scarves, open toed shoes, sandals, heeled shoes, hats.

THE INSTITUTION RESERVES THE RIGHT TO CHANGE THE DRESS CODE AT ITS DISCRETION.

ADDITIONAL EXPENSES

Students are required to replenish their supplies that they consume such as paper, razor blades, notebooks, etc. Students also need to supply themselves with a padlock for use with the student lockers.

1500 HOUR COSMETOLOGY COURSE CURRICULUM

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

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

The first 300 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 clinic area to provide services to patrons.

The remaining 1300 hours of instruction are in theory and practical class work and clinic practice.

CURRICULUM:

Subject	Theory and Demonstration Practice	Actual Practice	Total Hours
Hair cutting	100	175	275
Sanitation	40		40
Statue and Rules	10		10
Salesmanship	5	5	10
Management	10	10	20
Manicuring	5	25	30
Pedicuring	5	15	20
Hair removal (waxing)	5	10	15
Eyebrow			
Upper lip			
Chip area			
Anatomy and physiology	5		5
Skin	5		5
Hair	5		5
Electricity	5		5
Chemistry	10		10
Shampooing	5	30	35
Scalp performances	10	10	20
Facials and makeup	20	45	65
Hair coloring	40	150	190
Texture Services	70	250	320
Hair styling	70	200	270
Includes: wet and thermal sets, hair waving, hair pressing, hair braiding and			

fingerwaves			
Discretionary hours	150		150
Totals	575	925	1500

NAIL TECHNICIAN COURSE CURRICULUM (600 HOURS)

A study toward preparation to take a State Board examination to become a licensed nail tech.

Each student must attend the 600 hours of training plus complete the school's progress requirements. After the first 40 hours, a student is then allowed in the clinic area to provide services to patrons.

CURRICULUM:

Subject	Theory and Demonstration Practice	Actual Practice	Total Hours
Sanitation	40		40
Anatomy and disorders	25		25
Statutes and rules	10		10
Nail techniques with sanitation	30	160	190
1. Basic preparation			
Tips			
Sculptures			
Overlays			
2. Product application			
Fiberglass			
Gelnails			
Nail wrapping			
Acrylic nails			
Manicuring	10	50	60
Pedicuring	10	25	35
Chemistry	10		10
Salemanship	5	10	15
Electric drill/file	10	10	20
Discretionary hours	195		195
Totals	345	255	600

ESTHETICS COURSE CURRICULUM (700 HOURS)

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

Each student must attend 700 hours of training plus complete the required Official Student Progress Book. After the first 90 hours, a student is then allowed in the clinic area to provide services to patrons.

CURRICULUM:

Subject	Theory and Demonstration Practice	Actual Practice	Total Hours
Chemistry of skin care	15	25	40
Physiology and histology	30	30	60
1. Anatomy			
2. Skin and gland structure and function			
3. Conditions and disorders of skin			
4. Histology of skin; cells and tissue			
Bacteriology, sterilization and sanitation	15	20	35
1. Personal hygiene			
2. Public health			
3. Sanitation and sterilization			
4. Methods and procedures			
Introduction and operation to skin care machinery	20	30	50
1. Types of current			
2. Purpose and effects			
Introduction to skin care	15	30	45
1. Facial structure			
2. Skin diagnose			
3. Patron appointments and consultation			
Skin care	35	120	155
1. Massage and cleaning procedures			
2. Movements in facial massage manipulations			
3. Mask and packs			
4. Massage and			

cleaning hands and feet (credit will not be allowed for manicures and pedicures)			
5. Extraction technique			
Makeup	15	40	55
1. Contouring			
2. Application			
3. Color accent			
4. Purpose and effects			
5. Supplies and implements			
6. Preparation and procedures			
7. Eyelash application			
Hair removal (superfluous hair)	15	55	70
Tweezing, waxing and depilatories			
1. Eyebrow arching			
2. Lip, chin, and face			
3. Leg			
4. Body areas			
Introduction to advanced spa techniques	10	15	25
1. Exfoliation techniques			
2. Advanced techniques			
Safety precautions	5	15	20
1. In skin care			
2. Machinery (electrical)			
3. Facial treatments			
4. Make-up			
Professional and personality development	20		20
1. Professional ethics and practices			
2. Personality development			

3. Personal attitude and image			
Salesmanship, marketing, salon management and retailing	25	20	45
1. Salon development			
2. Insurance			
3. Client records			
State statute and rules	10		10
Discretionary hours	70		70
Total	300	400	700

INSTRUCTOR TRAINING COURSE CURRICULUM (1000 HOURS)

A study toward preparation to take the State Board examination to become a licensed instructor in the state of Indiana. The Instructor Training 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..

CURRICULUM:

Subject	Theory and Demonstration Practice	Actual Practice	Total Hours
Orientation and review of the pertinent curriculum	50	100	150
Introduction to teaching	60		60
Course outline and development	160	170	330
1. Lesson planning			
2. Teaching techniques			
3. Teaching aids			
4. Developing, administering and grading examinations			
School administration	30	20	50
Record keeping			
Law and rules			

Indiana laws			
Teaching			
1. Assisting in the clinic and theory classrooms		150	150
2. Practice teaching in the clinic and theory classrooms		260	260
Totals	300	700	1000

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. All periods of enrollment count toward satisfactory academic progress (start date through completion of course) , including periods when a student does not receive Title IV aid.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450, 900, 1350 clocked (actual) hours
Esthetics	350 clocked (actual) hours
Nail Technician	300 clocked (actual) hours
Instructor Training	450,900 clocked (actual) hours

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	WEEKS	MAXIMUM TIME ALLOWED SCHEDULED HOURS
Cosmetology (Full time, 30 hrs/wk) - 1500 Hours	75 Weeks	2250
Cosmetology (Part time, 20 hrs/wk) – 1500 Hours	112 Weeks	2250
Esthetics (Full time, 30 hrs/wk) – 700 Hours	35 Weeks	1050
Esthetics (Part time, 20 hrs/wk) – 700 Hours	52.5 Weeks	1050
Instructor (Full time, 30 hrs/wk) - 1000 Hours	50 Weeks	1500
Instructor (Part time, 20 hrs/wk) – 1000 Hours	75 Weeks	1500
Nail Tech (Full time, 30 hrs/wk) - 600 Hours	30 Weeks	900
Nail Tech (Part time, 20 hrs/wk) – 600 Hours	45 Weeks	900

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to test procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100	EXCELLENT
85 - 92	VERY GOOD
75 - 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS

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

WARNING

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

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

INTERRUPTIONS AND WITHDRAWALS

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 (if re-entry is approved by the school owner) in the same satisfactory academic progress status as at the time of withdrawal.

COURSE INCOMPLETES

Students who have an incomplete grade can work with their instructors to complete the course requirements so a grade can be reported.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the

student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

CHANGE IN PROGRAMS

A student transferring from one program to another has to withdraw from one program first and then enroll in the second program, as long as all admission requirements are met. A student may be awarded transfer hours for the common courses among the program that a student has withdrawn from and the program a student will be joining. All accepted transfer hours will be counted as both attempted and earned hours toward Satisfactory Academic Progress.

PURSUIT OF A SECOND PROGRAM

A student must complete one program before applying to a second program. Satisfactory academic progress will begin for the second program when the student starts a new program.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, repetitions, and withdrawal passing vs. withdrawal failing do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS

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

ACCESS TO SATISFACTORY ACADEMIC PROGRESS EVALUATIONS

A student's Satisfactory Academic Progress Evaluations are provided to each student at the time of the evaluation and a copy is maintained in the student's academic file in the school. Student's requesting additional copies of their evaluations should contact the school director for additional copies if needed.

REENROLLMENT

Within one year of the withdrawal date, the student may reenter with 100% tuition and hour credit. PJ's College accepts all previous hours completed by the student. All tuition payments made will be credited to the account if the student returns within one year from the prior last date attended. It is up to the school's discretion to accept reenrollments. Students will be evaluated upon making application for reenrollment based on hours needed to complete within the state law requirements.

GRADUATION

Upon completion of the required hours and progress requirements for each course and after passing the written state board licensure exam, the student shall be given a State Board Application. PJ's College of Cosmetology will also issue the student a graduate exit form to complete, along with the State Board Application. PJ's College of Cosmetology asks that these papers be returned to the school director within

10 days of the last day of attendance. PJ's College of Cosmetology reserves the right to require additional hours of education for those students who fail to meet this requirement. Additional education hours are determined at the school's discretion.

PJ's College of Cosmetology will award each graduate a diploma upon the completion of the following graduation requirements:

- a. Complete a minimum of the documented hours for the contracted course of study as required by the State and/or PJ'S College of Cosmetology, whichever is higher.
- b. Complete all examinations, both written and practical and complete all assignments as outlined in the course description.
- c. A passing score of at least 75% on each required exam.
- d. Fulfill all financial obligations to the College as stipulated in the enrollment agreement (contract), payment schedules, addendums and/or as outlined by satisfactory payment agreement or with other acceptable arrangements made.

GRADUATE EMPLOYMENT COUNSELING

PJ's College of Cosmetology will assist each graduating student in any way possible concerning job placement. Although we cannot guarantee employment, we make an active effort through interviews with students and salon owners and manager.

Upon graduation, the student is asked to sign a release statement for the purpose of potential employers' inquiries and references; as well as, an agreement to job placement terms and condition. The school's job opportunities consist of salon requests and classified ads. An Employment Opportunity bulletin board is located in the placement office where all prospective jobs are posted.

PJ's College of Cosmetology does not guarantee employment.

WITHDRAWAL/TERMINATION FROM SCHOOL

Any student wishing to withdrawal from the program should do so through the Administration office. When a student is under legal age, the notice must be submitted by the parent or guardian. Students should note that withdrawing from the program might result in a balance due to the institution. An additional withdrawal/termination fee of \$150.00 will be charged to all account that fails to complete the program. This fee may be waved based off extenuating circumstances and approved by the Chief Executive Officer, Judith Stewart. This charge is in addition to tuition and fees already due to the institution. Students receiving Title IV funds will also have a Return of Title IV calculation made on their account which may result in funds already posted to their account begin returned back to the US Department of Education. In the event a student fails to submit formal termination (in writing), formal termination shall occur within 30 days of a determination by the institution that the student has withdrawn. In the event a student fails to submit formal termination (in writing), formal termination shall occur within 30 days of the last date of attendance.

REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
 2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
 3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$100.
 4. A student notifies the institution of his/her withdrawal in writing.
 5. 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.
 6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
 7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a

student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

- For clock hour schools, the refund is calculated based on the student's last date of attendance. PJ's College of Cosmetology is a clock hour school.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.
- Should an account be referred to a collection company, the collection company shall reflect ethical business practices and comply with the above mentioned refund policy.

RETURN OF TITLE IV FEDERAL STUDENT AID

1. A student recipient of Federal Title IV funds (i.e., Federal Pell, SEOG, Direct or PLUS loans) who withdraws from the school before completing 60% of the term is subject to the Return of Title IV Calculation to determine the percentage of Title IV funds required to be returned to the federal government. The Return of Title IV calculation is a federally mandated formula to determine how much federal funding was "earned" up to the time of withdrawal.
2. All Federal Student Aid funds including disbursements from Pell Grant, FSEOG and Federal direct Loan programs will be credited to the student's account for charges including tuition, fees, books and kit. After a student's account is paid in full, if a credit balance occurs, the credit balance will be paid to the student as soon as possible but no later than 14 calendar days after the balance is created. A student may give PJ'S College of Cosmetology authorization to retain a credit balance in place of delivering the credit balance to the student. Contact the Financial Aid Office to complete an authorization form.
3. 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

- Timeline to return funds to the Federal Government is 45 days.
- 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 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.

A student may be eligible for a post-withdrawal disbursement if, prior to withdrawing, the student earned more federal financial aid than was disbursed. If a student is eligible for a post-withdrawal disbursement for Title IV funds, it will be processed for the student and a refund will be issued within 14 days of the credit balance.

If the post-withdrawal disbursement includes loan funds, PJ's College of Cosmetology must get the student's permission before it can disburse the loan. Students may choose to decline some or all of the loan funds so that s/he does not incur additional debt. A notice will be sent out to the student, and the signed, original document must be returned to the School within 14 days.

PJ's College of Cosmetology may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees. However, the school needs the student's permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not give his/her permission, the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce the student's debt at the school.

It is also important to understand that accepting a post-withdrawal disbursement of student loan funds will increase a student's overall student loan debt that must be repaid under the terms of the Master Promissory Note. Additionally, accepting the disbursement of grant funds will reduce the remaining amount of grant funds available to the student should the student continue his/her education at a later time.

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. Funds that are returned to the federal government are used to reduce the outstanding balances in individual federal programs. these funds must be returned to the federal government with 45 days and must be allocated in the following order:

Federal Direct Student Loan Program - unsubsidized

Federal Direct Student Loan Program - subsidized

Parent Plus loans

Pell Grants

FEOG Grant

All aid sources are repaid before any funds are returned to the student.

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.

4. 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.

OFFICIAL WITHDRAWAL

A student must contact the School director (verbally or in writing) to withdraw or take a leave. for tuition refunds and financial aid refunds, the date of withdrawal is the date the student notifies the School director they are withdrawing. The student's last date of academic attendance will be the date used to calculate the Return of Title IV Funds.

UNOFFICIAL WITHDRAWAL

Occurs when a student leaves school without notice, or when the courses in which the student is enrolled are given a failed grade due to non-completion of the courses. The student's last date of academic attendance will be the date used to calculate the Return of Title IV Funds.

LEAVE OF ABSENCE POLICY

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 a LOA in writing and include the reason for the request.
- Students must provide a reasonable assurance that they will return from the LOA.
- Approval from the Owner/CEO or her representative must be designated on the LOA form
- PJ's College of Cosmetology will not assess the student any additional charges during or due to an approved LOA.
- The LOA together with any additional LOAs cannot 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 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 expiration of the student's grace period.
- Title IV processing on the student account will continue as previously awarded for the period after the student has returned from the LOA.
- Student's taking a LOA over 60 days may have adjustments to their Title IV funding as required under Return of Title IV. Additionally a student's Title IV loan period may be effected.
- A student approved for a LOA 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 LOA as well as the awareness that they may choose to return early from the LOA.
- The student's contract period will extend by the same number of days taken in the LOA.
- A student that fails to return from an approved LOA on the documented date of return will be terminated from the program. The withdrawal calculation will calculate effect the student's last day of attendance.
- 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.

TRANSFER POLICY

Transcripts and transfer document requests should be made in writing through the Administration Office. A transcript charge of \$10.00 will be assessed to students transferring to another school prior to completion of training. Our school, operating in accordance with state regulations, will accept transfer students from another school. Official transcripts are required prior to enrollment along with a letter requesting transfer. Additional examinations may be used to determine the appropriate hours accepted by PJ's College of Cosmetology based on state requirements. PJ's College of Cosmetology 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 (Judith Stewart). PJ's College of Cosmetology does not recruit students already attending or admitted to another school offering a similar course of study.

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 a grant for post secondary education. To be considered eligible to receive financial aid, a student must be enrolled in an eligible program, attend at least at a half-time basis and be a U.S. citizen or eligible non-citizen. 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 program 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. Financial aid applicants will be required to sign a statement verifying that they do not owe a refund on any grant and are not in default of any loan and will use all Title IV money for related school expenses.

PELL GRANT:

This federal grant is based on the financial need of the family. The Pell Grant is a type of funding that is not required to be repaid.

WILLIAM D. FORD FEDERAL DIRECT STUDENT LOAN:

This loan may provide eligible students with long term low interest loans for educational expenses through the United States Department of Education, Direct Loan Servicing Center.

- PJ's College of Cosmetology also participates in the following programs: Veteran's Administration, Vocational Rehabilitation.
- The academic year for financial aid purposes is defined as 900-clock hours/and or 30 weeks.
- A student must be of compulsory age as determined by the Indiana State Department of Education to qualify for financial aid.

POLICIES AND PROCEDURES FOR VERIFICATION

This institution has developed the following Policies and Procedures regarding the verification of information provided by applicants for federal aid under Title IV programs.

1. Only those students who are selected for verification by the Department of Education will be required to submit supporting documentation.
2. No Pell Grant funds will be disbursed prior to the completion of verification.
3. A Williams D. Ford Federal Direct Student Loan may be certified by the institution prior to the completion of verification. However, the student has but 45 days from the time of disbursement to provide the necessary documentation. If not completed by that time, the loan will be canceled.
4. For Pell, 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.

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

TARDINESS, ABSENCES & MAKE-UP WORK

Students who arrive more than ten minutes late for theory class must wait until after theory to clock into classes for the day. All make-up work must be scheduled and approved by the school director. *Should a student miss more than 10 consecutive days without contact with the School Director may result in termination from the school.*

SCHOLARSHIPS

Scholarships are available to students currently in school who prove to be outstanding and/or have excess need. These scholarships are administered by the Administration Office. Furthermore, the school may award a scholarship to any outstanding senior in an area high school. This award may not necessarily be made annually. The application must be submitted and reviewed by the Scholarship Committee, who will determine the amount of the award.

ADVISING

All staff members are available for individual advising of students with school related challenges. Staff members are knowledgeable for advising in areas of academic/curriculum, career counseling and placement services. Staff members are not professional counselors; however, they can offer referrals for confidential counseling for emotional and drug/alcohol problems.

BULLYING/HARASSMENT POLICY

BULLYING/HARASSMENT/HAZING No kind of bullying, harassment or hazing will be tolerated. If you believe you are the victim of any kind of bullying, harassment or hazing or have observed such actions taken by another student, staff member, or other person associated with the corporation, you should report it immediately to your counselor or an administrator. The complaint will be investigated in a confidential and timely manner.

Discipline Recommendations:

- 1st offense - Warning
- 2nd offense - 3 day suspension
- 3rd offense - 5 day suspension
- 4th offense - recommendation for expulsion

VIOLATION OF SCHOOL RULES AND REGULATIONS

School rules and regulations pertaining to equipment, sanitation, dress code, attendance and conduct will be explained to each student. Violation of these rules can result in temporary or permanent suspension from school.

RULES AND REGULATIONS

Please remember that your actions must at all times be professional and considerate of others. PJS College is a place of learning. It is necessary to have respect for all those here to learn as well as all the clients who have generously chosen PJ'S COLLEGE OF COSMETOLOGY to assist you in your learning process. Please remember to always be kind, think kindly of others and offer a helping hand to those who

may have struggles. We all have many burdens and issues that are personal, please understand that a genuine kind word or smile really does go a long way to help.

1. Professional behavior is expected at all times. Students not acting in a professional manner may be asked to leave the school. Repeated behavioral issues may result in termination from school. This also may result in declines for future re-entry as well. It is up to the school director to determine if actions are considered inappropriate, unprofessional or in any means hinder the learning environment of others. Any of those actions are considered as violation of the school rules and can result in termination from the program.
2. 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.
3. Students are required to wear the dress code/ uniform established at all times while clocked in.
4. 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. Students taking prescription drugs must declare any prescriptions taken on their enrollment application. Any medication taken in the school without it being listed may be result in the student being sent home or cited as in violation of PJS College's drug policy.
5. 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 Director's office before clocking in.
6. Foreseen absences due to vacation must be arranged with the school director.
7. Be sure to clock yourself in and out daily, otherwise your 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.
8. No telephone calls can be made while on the time clock except in emergencies. Telephones are for business use only.
9. 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 College of Cosmetology staff. Students using unprofessional language or inappropriate behavior will be clocked out and sent home until the situation is resolved.
10. A lunch break is required after 6 hours of instruction. No more than ½ hour is allowed without approval.
11. PJ's College of Cosmetology is a non-smoking school. PJS College is tobacco free. This includes, but it not limited to cigarettes, cigars, pipe tobacco, smokeless tobacco, including cigarettes, electronic cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spitless tobacco, or snuff. This policy covers the theory classroom, on the floor, and any area inside the PJ'S COLLEGE OF COSMETOLOGY facility. Smoking is also prohibited within 8 feet outside the facility.
12. 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.
13. Students must report to school prepared with equipment.
14. PJ's College of Cosmetology does not condone fraternization between faculty, staff and students. This includes, but is not limited to texting, phone calls, all aspects of social media (i.e. Twitter, Facebook, Instagram, etc), activities outside the classroom etc. It is important to maintain a professional atmosphere. This policy extends to faculty of the opposite sex or the same sex as the student, and applies regardless of whether the student or staff member is the initiator of the behavior and whether or

not the student or staff members welcomes or returns the attention. Any student found fraternizing with faculty or staff may be terminated.

15. Students denying a clinical assignment will be clocked out and sent home.
16. There will be a \$25.00 charge for schedule changes. Any exception must have approval from the school administrator, CEO.
17. If graduation requirements are not completed by the term to end on the contract, an additional \$10.00 per hour charge may be assessed until these requirements are met.
18. 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.
19. Any student caught stealing will be expelled from school.
20. Any threats to a person or property will not be tolerated and are grounds for immediate termination. This includes either verbal or any written (electronic such as social media) threats.
21. 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.
22. All make-up time is at the discretion of the school official. Students must schedule and receive approval prior to attending additional hours.
23. Cell phones, tablets, laptop computers and other personal communication devices are allowed in the classroom and on the clinic floor at the discretion of the school Director. However, if any of these devices begin to create distractions in the student's education, this can result in electronic devices not being permitted. This interpretation is up to the school Director. All cell phone ringers should be silenced or put on vibrate while clocked in. Electronic devices are only permitted for professional and creative use. If a student needs to make a phone call or send a text he/she will have to do so in the designated break area.

INTERNAL GRIEVANCE PROCEDURE

Student grievances should be first directed to your school director. If the situation is not resolved the student should submit his/her grievance in writing to the corporate office. Any such materials received will be reviewed by the Chief Executive Officer.

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 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 description, signed by the owner, within thirty (30) days of the date of the hearing.
7. The decision of the Chief Executive Officer shall be a final decision.

Students may also contact the state regulatory agency if they feel their concern has not been addressed.

FIRST AID

All students must complete the enrollment application, which includes personal data. The enrollment application is kept in the student's file.

Rendering first aid at PJ's College of Cosmetology does not mean the treatment of 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. The school has a first aid kit on hand to respond to these instances.

There are accident report forms in the school office. 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 assistance unless the patient is physically and or mentally incapable. These confidential reports should be mailed to the Administration Office.

CHANGES AND REVISIONS

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

REVIEW PRIOR TO ENROLLMENT

This catalog is provided to all students, prospective students and interested parties prior to enrollment. Copies are available at the campus location as well as online at gotopjs.com. Prospective students and their parents (if applicable) should review PJ's College of Cosmetology's policies, curriculums, Satisfactory Academic Progress Policy and rules prior to making the enrollment decision. Please feel free to contact us at anytime with any questions regarding this material.



Tuition Price Sheet

2018

50 Hayes Arboretum Road
Richmond, IN 47374
765-962-3005

Cosmetology		1500 clock hours
Registration Fee:	100.00	
Educational Materials:	2000.00	
Technology Fee:	255.00	
Sales Tax:	140.00	
Tuition:	15100.00	
Total:	\$17,495.00	
Instructor Training		1000 clock hours
Registration Fee:	100.00	
Educational Materials:	400.00	
Sales Tax:	28.00	
Tuition:	10090.00	
Total:	\$10618.00	
Esthetics		700 clock hours
Registration Fee:	100.00	
Educational Materials:	1705.00	
Sales Tax:	119.35	
Tuition:	9566.65	
Total:	\$11491.00	
Nail Technician		600 clock hours
Registration Fee:	100.00	
Educational Materials:	650.00	
Sales Tax:	45.50	
Tuition:	8944.50	
Total:	\$9740.00	

PJ's College of Cosmetology accepts cash, checks, MasterCard, Visa as well as financing plans for all programs and costs listed. PJ's College of Cosmetology charge for transfer students is 10 dollars per hour plus all applicable fees and equipment charges. All transfers and re-enrollments must be approved by the school owner prior to starting. Re-enrollments with prior balances due must resolve those balances before requesting to re-enter. Unfortunately not all requests for transfer or entry can be approved. Please see you Career Specialist for more details. PJ's College of Cosmetology has an extra-instructional charge of 10.00 per hour.