



*JDA*  
academy  
of salon + spa

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## MISSION STATEMENT

JD Academy of Salon and Spa is dedicated to providing high quality professional education delivered with passion and technical excellence to prepare students with the knowledge and skills necessary to secure employment and enjoy a successful career in the Salon & Spa Industry.

## SCHOOL INFORMATION

Prospective Students are encouraged to review this catalog prior to signing an enrollment agreement and review the School Performance Fact Sheet that must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet website [www.bppe.ca.gov](http://www.bppe.ca.gov).

## OWNER

J D Paradiso Inc., dba JD Academy of Salon and Spa dba JD Academy  
Janet Paradiso, President 100% Stockholder

## ACCREDITATION AND APPROVALS

JD Academy of Salon and Spa is Accredited by NACCAS and approved by the following agencies:

### **NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES (NACCAS)**

3015 Colvin Street, Alexandria, Virginia 22314

Telephone: (703) 600-7600 Fax: (703) 379-2200 Website: [www.naccas.org](http://www.naccas.org)

### **US DEPARTMENT OF EDUCATION**

Federal Student Aid Program Compliance

San Francisco / Seattle School Participation Division

50 Beale Suite 9800, San Francisco, CA 94105-1863

Telephone: (415) 486-5677 Website: [www.ed.gov](http://www.ed.gov)

### **BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

P. O. Box 980818, West Sacramento, CA 95798-0818

Telephone: (916) 431-6959, (888) 370-7589 Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

### **CALIFORNIA BOARD OF BARBERING AND COSMETOLOGY**

#### **(Department of Consumer Affairs)**

2420 Del Paso Road, Suite 100, Sacramento, A 95834

Telephone: (916) 445-1254, (800) 952-5210 Website: [www.dca.ca.gov](http://www.dca.ca.gov)

### **VETERANS AFFAIRS**

1227 O Street, Suite 300, Sacramento, CA 95814

Telephone: (888) 442-4551, (916) 653-2573 Website: [www.va.gov](http://www.va.gov)

### **VOCATIONAL REHABILITATION**

Greater East Bay District Office

1485 Civic Court, Suite 1100, Concord, CA. 94520

Telephone: (925) 602-3953 Website: [www.dor.ca.gov](http://www.dor.ca.gov)



## APPROVAL DISCLOSURE STATEMENT

JD Academy of Salon and Spa is a private institution that is approved to operate by the Bureau for Private Postsecondary Education. Bureau approval means compliance with minimum standards set forth. JD Academy of Salon and Spa is Accredited by The National Accrediting Commission of Career Arts and Sciences (NACCAS) recognized by the United States Department of Education.

The following accredited programs are offered by JD Academy of Salon and Spa:

- **Cosmetology**      **1600 Hours**
- **Esthetician**      **600 Hours**

A graduate of these programs will be eligible to sit for the applicable licensure exam in the state of California and other states where the hourly requirement has been met.

California Department of Consumer Affairs requires completion of the state course requirements at minimum. After completion of hours and curriculum you must take and pass the state exam with 75% minimum to receive your state license. Instruction is in residence with occupancy level accommodating 80 students at a time utilizing oscillating schedule times. The Department of Consumer Affairs requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate to verify completion.

All courses are taught in English.

The Institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition of bankruptcy in the preceding five years, and has not had a petition filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101, et seq.).

## POLICY & PROGRAM CHANGES

JD Academy of Salon and Spa reserves the right to make changes to any portion of this catalog including tuition, academic programs, courses, school policies and procedures, faculty and administrative staff, calendar and other dates and other provisions of any sort. The school also reserves the right to make changes to instructional materials, to modify curriculum, and when curriculum permits, to combine classes to provide meaningful instruction, training and contribute to the level of interaction among students.

The School reserves the right to change or modify, without notification, the program content, equipment, staff, or materials and organization as necessary with approval of the Department of Consumer Affairs if required. In no event will any changes diminish the competency of any program or result in tuition changes for current attending students.

## CAREER OPPORTUNITIES

The curriculum is designed to offer training for entry-level positions in the Salon & Spa profession. However; JD Academy of Salon and Spa cannot guarantee job placement upon graduation. Career opportunities may include:

- ASSOCIATE STYLIST
- HAIR STYLIST
- COLORIST
- MAKE-UP ARTIST
- SKINCARE SPECIALIST
- PLATFORM ARTIST
- FASHION WEEK PARTICIPANT
- EDITORIAL PHOTO SHOOTS
- RUNWAY SHOWS
- STYLING BRIDES/WEDDING PARTIES
- SALON OWNER / MANAGER
- SPA OWNER
- INDUSTRY PRODUCT REPRESENTATIVE
- MEDI SPA EMPLOYEE
- SCHOOL OWNER

## PHYSICAL DEMANDS & SAFETY PRECAUTIONS

Prospective students and graduates are advised that they can expect to be on their feet for a substantial amount of time. They will also be expected to develop good hand eye coordination and dexterity. They must always exercise proper posture in order to prolong their ability to remain in the profession. Students and graduates are expected to always exercise safe practices such as wearing gloves while handling chemicals, wearing protective apron and closed toe shoes to prevent injury.



## STUDENT SERVICES

JD Academy of Salon and Spa's Career Services are a vital part of the educational program. Placement assistance is provided. However; it is understood that the School does not and cannot promise or guarantee employment or a level of income or wage rate to any student or graduate.

The purpose of career services is to actively assist students in obtaining desirable employment. Career Services assists students and graduates, in a range of career planning and advising to include:

- Assistance with resume preparation
- Coach on interviewing skills including role play
- Discuss interview follow-up
- Provide career search coaching including networking and research of potential employers
- Maintain a posting platform where successful salons and spas in the area can post job openings for new employees
- Gathering employer input to remain current of skills and aptitude necessary for student success in the industry

## ENROLLMENT AND CLASS START SCHEDULE

<b>2019</b>
<b><u>START DATES FOR ALL PROGRAMS</u></b>
○ January 7/8, 2019
○ February 11/12, 2019
○ March 18/19, 2019
○ April 22/23, 2019
○ May 27/28, 2019
○ July 8/9, 2019
○ August 12/13, 2019
○ September 16/17, 2019
○ October 21/22, 2019
○ December 2/3, 2019

<b>2020</b>
<b><u>START DATES FOR ALL PROGRAMS</u></b>
○ January 20/21, 2020
○ February 24/25, 2020
○ March 30/31, 2020
○ May 4/5, 2020
○ June 8/9, 2020
○ July 13/14, 2020
○ August 17/18, 2020
○ September 21/22, 2020
○ October 27/27, 2020
○ Nov. 30/Dec. 1, 2020

JD Academy reserves the right to change entrance dates / class start schedule within the limitations of the facility.

## 2019 AND 2020 HOLIDAYS AND SCHOOL CLOSURE POLICY

JD Academy of Salon and Spa Is Closed on the following days

<b>2019</b>
<b><u>HOLIDAYS AND SCHOOL CLOSURE</u></b>
○ New Year's Day: January 1, 2019
○ Memorial Day: May 27, 2019
○ Summer Break: July 4-6, 2019
○ Labor Day: September 2, 2019
○ Veterans Day: November 22, 2019
○ Thanksgiving: November 28-30, 2019
○ Winter Break: December 23-31, 2019

<b>2020</b>
<b><u>HOLIDAYS AND SCHOOL CLOSURE</u></b>
○ New Year's Day: January 1, 2020
○ Memorial Day: May 25, 2020
○ Summer Break: July 4-6, 2020
○ Labor Day: September 7, 2020
○ Veterans Day: November 11, 2020
○ Thanksgiving: November 26-28, 2020
○ Winter Break: December 24-31, 2020

JD Academy of Salon and Spa may declare additional days of closure for emergency or special reasons. Holy days of all religious beliefs are observed and respected. The school reserves the right to postpone training in the event of natural disasters, (such as fire, flood, earthquake, and/or poor air quality), labor disputes and/or equipment failure for a maximum of 30 days.



## STUDENT SCHEDULES

The following student schedules are offered for the JD Academy Cosmetology & Esthetician Courses:

Fulltime: 9:00 am to 5:00 pm Tuesday through Saturday

37.50 hours per week

Cosmetology Course Length: approximately 43 weeks / 11 months

Esthetician Course: This schedule is currently no available for Esthetician

Three Quarter: 9:00 am to 5:00 pm Tuesday through Friday

30 hours per week

Cosmetology Course Length: approximately 54 weeks / 12.5 months

Esthetician Course Length: approximately 20 weeks / 5 months

Part-time Day: 9:00 am to 2:30 pm Tuesday through Saturday

27.50 hours per week

Cosmetology Course Length: approximately 59 weeks / 14.5 months

Esthetician Course Length: approximately 22 weeks / 5.5 months

Evening Part-time: 5:00 pm to 10:00 pm Monday through Thursday

20 hours per week

Cosmetology Course Length: approximately 80 weeks / 19 months

Esthetician Course Length: approximately 30 weeks / 7.5 months

JD Academy of Salon and Spa reserves the right to change class schedules within the limitations of the facility.

## SCHEDULE CHANGE REQUESTS:

Student may request a class schedule change by completing a *Schedule Change* form (in the Registrar's Office).

The schedule change may be approved if:

- Student follows the schedule change policy
- There is enough room in the class schedule requested
- Director approves the schedule change
- All parties acknowledge changes to the contract period/graduation date with signatures on either the Enrollment Agreement or an Enrollment Agreement Addendum
- Student pays the schedule change fee of \$75





## ADMISSIONS POLICY / REQUIREMENTS

Listed below are the specific admission requirements and procedures established for all programs.

- Complete an Enrollment Application
- Be a minimum age of 17 years of age and provide proof of age such as a driver's license, birth certificate, or passport.
- Provide proof of high school or equivalent completion via one of the following:
  - High School Diploma
  - Official High School Transcript showing high school completion
  - GED
  - High School Equivalency Certificate
  - College Transcript (showing successful completion of at least a two-year program that is acceptable for full credit toward a bachelor's degree)
- Provide social security card
- Complete and sign an Enrollment Agreement (Students under the age of 18 are required to have a parent or legal guardian to sign the Enrollment Agreement).
- Pay non-refundable \$100 application fee upon enrollment (non-refundable application fee is \$10 for US Veterans)

Student must determine form of payment method when enrolling. JD Academy of Salon and Spa accepts cash, check, money order, Visa, MasterCard, American Express, and debit cards.

JD Academy of Salon and Spa may accept up to 700 transfer hours for the Cosmetology program and up to 150 transfer hours for the Esthetician program. The number of hours allowed to be transferred is based on the outcome of a technical and practical entrance evaluation. Technical evaluation fee is \$100. Students to provide their own supplies and tools for technical evaluation exam.

Accepted transfer hours are counted as both attempted and completed for the purpose of determining the maximum allowable program time frame.

The *Pre-Application for Licensing* in the State of California requires each student to disclose any prior conviction(s) of a felony or misdemeanor criminal offense (other than minor traffic violations or outstanding traffic/parking tickets). Please speak to JD Academy Director or President if you have any prior convictions.

Foreign high school transcripts or equivalent require translation, evaluation, and/or verification from a third-party evaluation service qualified to translate documents into English and confirm the academic equivalence to a U/S/ high school diploma. Prospective student will be responsible for any fees related to the transcript evaluation.

## TRANSFER POLICY

JD Academy of Salon and Spa will accept up to 700 transfer hours for the Cosmetology program and up to 150 transfer hours for the Esthetician program. Transfer hours that are accepted are counted as both attempted and completed for the purpose of determining when the maximum allowable time frame for the program has been exhausted. Transferring student must pass Phase One testing in all areas before entering Phase Two and performing services in the Student Salon.

JD Academy students who would like to transfer to another school must submit a *Letter of Withdrawal* to JD Academy of Salon and Spa stating their name, decision to withdraw from JD Academy of Salon and Spa, and date of the withdrawal. All fees owed to JD Academy of Salon and Spa must be paid in full in order to receive *Proof of Training*. A *Proof of Training* will be issued within fourteen (14) of JD Academy receiving *Letter of Withdrawal* and full payment.

The transferability of JD Academy of Salon and Spa credits and/or hours is at the complete discretion of the receiving institution.

## RE-ENTRY/RE-ENROLLMENT POLICY

If a student has been dropped for any reason and is approved to re-enroll, the student will be charged a \$100.00 application fee and a \$150.00 administrative fee. The student will be charged for their remaining hours at the current tuition rate.



## LEAVE OF ABSENCE POLICY

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. A leave of absence is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during a leave of absence.

A Leave of Absence must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring an institution to perform a refund calculation.

For a leave to qualify as an approved Leave of Absence the following must occur:

- The student must follow the JD Academy Leave of Absence policy
- There must be a reason. A Leave of Absence may be granted for family need, medical situation or emergency, financial hardship, or other unforeseen/unplanned necessity.
- Requests for leaves of absence must be submitted in writing, a *Leave of Absence* form must be completed (found in registrar's office), and it must include:
  - The reason for the request
  - Student's signature
  - Supporting documentation if possible
- The leave of absence request must be submitted for approval prior to the absence from school unless unforeseen circumstances prevent the student from doing so. (For example: If a student is injured in a car accident and needs a few weeks to recover before returning to the institution, the student would not be able to request the leave of absence in advance.)

A student who did not provide the request prior to the LOA due to unforeseen circumstances, can be approved if:

- The school documents the reason for its decision
- Collects the request from student at a later date

In such a circumstance, JD Academy will establish the beginning of the approved leave of absence to be the date the student was first unable to attend.

- There must be a reasonable expectation that the student will return from the leave of absence.
- JD Academy Director, Financial Aid Director, or the school owner must approve the leave of absence.
- All parties acknowledge changes to the contract period/graduation date with signatures on an Enrollment Agreement Addendum

Leave of absences will NOT be approved if the leave of absence together with any previous leaves of absence exceed a total of 180 days in any 12-month period.

Leave of absences will be approved for no less than 14 consecutive calendar days.

A student granted a leave of absence that meets the above criteria is not considered to have withdrawn and no refund calculation is required at this time.

The school may not assess the student any additional institutional charges as a result of the leave of absence. The school will extend the student's contract period by the same number of days taken in the leave of absence.

A student who takes an unapproved leave of absence will be withdrawn, and the student's withdrawal date for the purposes of calculating a refund will be the student's last day of attendance.



## FILE RETENTION AND ACCESS TO FILES

The Family Educational Rights and Privacy Act (FERPA) sets a limit on the disclosure of personally identifiable information from school records and defines the rights of students to review and request changes to the records. FERPA generally gives postsecondary students the rights to:

- Review their education records
- Seek to amend inaccurate information in their records
- Provide consent for the disclosure of their records

Students (or parents or guardians, if the student is a dependent minor) are guaranteed access to their school records with a staff member present, within 30 days from the date of the request. Copies of all records can be requested at \$.25 per page.

### **General Release of Information:**

A Student must provide written consent before the school may disclose personally identifiable information from the student's education record. The written consent must:

- State the purpose of the disclosure
- Specify the records that may be disclosed
- Identify the party or class of parties to whom the disclosure may be made
- Be signed and dated

If a student would like to provide access of their student information to another person, the student must fill out and sign a Release of Information form every time the student requests the information to be released.

**Release of Information to Regulatory Agencies:** JD Academy of Salon and Spa provides and permits access to student and other school records as required to the National Accrediting Commission of Career Arts and Sciences (NACCAS), U.S. Department of Education and authorized representatives of the Department, including employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and The National Center for Education Statistics, as well as firms under contract to the Department to perform certain administrative functions or studies.



## COSMETOLOGY STATE REQUIREMENTS

The chart below shows the California Department of Consumer Affairs (Board of Barbering and Cosmetology) curriculum requirements for the cosmetology course.

1600 Total Clock Hours		
Subject	Technical Instruction Hours	Practical Operations (Actual Operations – Not Hours)
<b>Hair Dressing (1100 total hours required)</b>	<b>Minimum Hours Required</b>	<b>Minimum Operations Required</b>
Hairstyling	65	240
Permanent Waving and Chemical Straightening	40	105
Hair Coloring and Bleaching	60	50
Hair Cutting	20	80
<b>Health and Safety (200 total hours required)</b>		
Laws and Regulations	20	0
Health and Safety Considerations	45	0
Disinfection and Sanitation	20	0
Anatomy and Physiology	15	0
Board Approved Health and Safety Course	To be determined	To be determined
<b>Esthetics (200 total hours required)</b>		
Manual, Electrical, and Chemical Facials	25	40
Eyebrow Beautification and Make-up	25	30
<b>Manicuring and Pedicuring (100 total hours required)</b>		
Manicuring and Pedicuring	10	25
Artificial Nails and Wraps	25	120
Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not yet meet the total hours required in the subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.		
Source: <a href="https://www.barbercosmo.ca.gov/schools/curriculum_req_cosmo.pdf">https://www.barbercosmo.ca.gov/schools/curriculum_req_cosmo.pdf</a>		

In addition to the required subjects stated above, JD Academy of Salon and Spa includes training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, client services records, building a clientele, resume writing, and interviewing skills.

## JD ACADEMY OF SALON AND SPA COSMETOLOGY PROGRAM SUBJECT/HOURS:

1600 CLOCK HOURS	
SUBJECT	THEORY AND PRACTICAL HOURS ON SUBJECT
Hair Styling/Dressing: Chemical Treatments, Permanent Waving / Coloring and Bleaching / Hair Cutting	1,100 hours
Health and Safety: Laws and Regulations / Health and Safety Considerations / Disinfection and Sanitation / Anatomy and Physiology / State Health and Safety	200 hours
Esthetics: Manual, Electrical, and Chemical Facials / Eyebrow Beautification and Make-up	200 hours
Manicuring and Pedicuring including Artificial Nails and Wraps	100 hours
<b>Total</b>	<b>1,600 hours</b>



## COSMETOLOGY COURSE DESCRIPTION

**1600 HOURS - COSMETOLOGY COURSE: ALL COURSES ARE TAUGHT IN ENGLISH**

The primary purpose of the cosmetology program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the state board examination and for job competency in entry level positions in cosmetology or related career field.

## COSMETOLOGY COURSE OBJECTIVE

Upon completion of the program requirements the determined graduate will be able to project a positive attitude and a sense of integrity, practice proper grooming and effective communication skills and visual poise. He/she will be able to understand employer employee relationships and respect the need to deliver worthy service for a value received, perform basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp hair conditioning, facials, manicures, pedicures, and nail extensions. The determined student will also be able to perform basic analytical skills to determine proper make up, hairstyle and color application for the client's best overall look, and apply theory, technical information and related matter to assure sound judgments, decisions, and procedures.

## COSMETOLOGY COURSE OUTLINE

The Cosmetology Course is divided into four parts.

### THEORY AND LECTURE:

This is the presentation of theory, which builds the foundation that plays an important role in the underlying success of the Cosmetologist. A thorough understanding of all aspects of cosmetology helps develop the practical application that technicians must master before the completion of the course.

### DEMONSTRATION:

The presentation of the procedures performed in the professional hair care industry. Students will be exposed to basic textbook applications of procedures through the instructor's demonstrations. Students will receive training from various manufacturers for products and services that directly relate to the cosmetology curriculum. Demonstrations are enhanced by audio-visual materials. Audio-visual materials consist of industry related videos and detailed illustrated handouts. They will be expected to utilize the videos and illustrations when they begin the practical aspect of their course.

### PRACTICAL:

Students will perform procedures on mannequin heads and each other, enabling them to develop techniques and speed. Students will be expected to complete practical worksheet assignments for grading purposes. These practical class simulations will provide them with the confidence needed to complete the Professional Clinic Training portion of their training.

### PROFESSIONAL CLINIC TRAINING:

Students will experience an actual salon environment by working on guests. This experience will place demands on them and simulate situations they will face in the future. This will develop their techniques and applications as well as the professional guest communication skills. Students will benefit greatly and be able to enter the Industry as professionals, proficient in applications with the discipline necessary to compete with seasoned technicians.



## COSMETOLOGY COURSE TEXTBOOK AND RESOURCE MATERIALS

[Milady E-Book](#)

[Milady Text, 2016 Edition](#)

[Milady Study Guide: The Essential Companion](#)

[2016 Edition Milady Practical Workbook,](#)

[Milady Theory Workbook, 2016 Edition](#)

[Milady MindTap](#)

[California State Board of Barbering and Cosmetology Act and Regulations](#)

[California State Board of Barbering and Cosmetology Health and Safety Course](#)

[California State Board of Barbering and Cosmetology Health and Safety Exam Book](#)

[Dermalogica – Skin Fitness Plan](#)

[Bio-Elements – The Book](#)

[Sam Villa Tutorial Videos](#)

[Sassoon Theory/Workbook/DVD Bundle](#)

[Business Series](#)

[Redken Certified Haircolorist Study Guide](#)

[Redken Principal Based Haircolor](#)

[Redken Art of Consultation](#)

[Various DVD's by Redken, Milady, Sam Villa, Behind The Chair, etc.](#)

[Salon Fundamentals Pivot Point](#)

[Salon Management by Milady](#)

[Haircare and Braiding by Milady](#)

[Beauty and Wellness by Milady](#)

[Color, Chemical & Texture Services by Milady](#)

[Anatomy & Physiology by Milady Student Reference Guide by Milady](#)

[Pivot Point Salon Success](#)

[Pivot Point Long Hair Design](#)

[Pivot Point Hair Design](#)

[Pivot Point Color Design](#)

\*JD Academy of Salon and Spa reserves the right to substitute or change cutting, coloring, and business textbooks and resource materials without prior notice at the expense of JD Academy of Salon and Spa.

## COSMETOLOGY GRADING

Achievements are evaluated by means of Quantitative written and Qualitative practical exams. The exams are based on the theory and practice of cosmetology.

93% - 100%	Excellent	Passing
85% - 92%	Very Good	Passing
75% - 84%	Satisfactory	Passing
74% and below	Unsatisfactory	Not Passing

Written tests require demonstrations of competency for the required comprehension and knowledge of:

- Theory
- Principles
- Practice of Cosmetology

75% cumulative grade point average is required to meet minimum satisfactory academic progress requirements. Students are monitored daily during class and/or clinic sessions for progress.

## COSMETOLOGY PROGRESS REPORTS

Progress reports are issued to students periodically. Reports include progress in clinic, theory, practical, and accumulated hours.

## COSMETOLOGY EVALUATIONS

- Students are monitored with progress reports monthly to assist in keeping students on track. If students are not meeting satisfactory progress requirements, they must retake tests and/or redo operations.
- Evaluations are performed for Satisfactory Academic Progress (SAP) at 450 hours for hours 1-450, at 900 for hours 451-900 hours, and at 1250 hours for hours 901-1250.
- Financial Aid Satisfactory Academic Progress (SAP) evaluations for eligibility of financial aid are performed at 450 hours for hours 1-450, at 900 for hours 451-900, and at 1250 hours for hours 901-1250.
- Prior to completion of 1250 hours the instructor will check in with the student to see if he/she is on target for graduation and is meeting requirements as scheduled. Student will take a mock state board exam and JD Academy of Salon and Spa may assist student in completing the Pre-Application form for State Board licensure exam.
- Final evaluation at 1600 hours includes the student handing in their Exit Interview.

## COSMETOLOGY SUBJECT MATTER

SUBJECT	OBJECTIVE	RELATED MATERIAL	LEVEL OF ACCEPTABILITY
Barbering & Cosmetology Act and the State Board's Rules & Regulations/Salon Management, Business Techniques, Communication-Human Relations, Professional Development, Career Development	Familiarization with laws relating to practice as an applicable student and licensed cosmetologist. Interaction with the public, skills in public relations, techniques of selling, and professional services recommendations, and basic salon management techniques. Spa maintenance, cleanliness, laundry.	Definitions, classifications, registrations, exam fees, reciprocity, and sanitary regulations; Board: powers, duties, appointments, terms and compensation. Personal hygiene, grooming, poise, personality development; professional: ethics, laws, insurance, payroll deductions, salon opening and layout, salesmanship and advertisement, business operation and personnel management, business records and supplies, first aid, booking appointments and patron reception, employment application and resume and obtaining employment.	75% Minimum Score on Written Exam.
Health & Safety/Hazardous Substance	Familiarization regarding chemicals used and basic health issues in establishments, material safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases (including HIV/AIDS and Hepatitis B. Use tools, equipment, and safety requirements.	Students will garner much information from the theory class, demonstration of the proper use of equipment, and practicing health and safety information found in State Board Health and Safety text.	75% Minimum score on written exam.
Disinfection, Sanitation	Learn necessary sanitary conditions for practice of cosmetology and the prevention of infectious and contagious diseases.	Sanitary, sterilization, and disinfectant rules and methods, bacteriology, wet and dry sanitizing, chemical agents used, and safety precautions.	75% Minimum Score on Written Exam, 80% Minimum Score on a Minimum of 10 practical applications
Wet Hair Styling	Mastering procedural steps necessary to clean and condition hair. Familiarization with equipment and practicing wet hairstyling. Learning how to comb out hair into styles specified by the patron	Preparation, shampoo and rinse types, litmus paper, models, procedures, chemistry of shampoos, safety precautions, brushing techniques, and manipulations. Guide Points, type of curls, type of rollers, shaping, type and methods of waving, parts and equipment. Basic, ruffled, and locked-in comb-outs, lifting and rolling the brush, back brushing, backcombing for large and small head looks. Safety Precautions and Sanitation.	75% Minimum score on written exam. 75% minimum score on Practical Applications.



SUBJECT	OBJECTIVE	RELATED MATERIAL	LEVEL OF ACCEPTABILITY
Chemistry for the Cosmetologist	Familiarization with basic structure and purpose of cosmetic nail, hair and skin care preparations and terminology used. Provide elementary knowledge on chemical makeup, peels, and the physical and chemical changes of matter.	Elements, compounds, mixtures, acids, base salts, pH scale, and water chemistry, application of cosmetics.	75% Minimum Score on Written Exam.
Theory of Electricity In Cosmetology	Students will understand the basic principles of electrical current, operating electrical devices, and various safety precautions used when operating electrical equipment.	Students will garner much information from the theory class, demonstration of the proper use of equipment, and practicing safety precautions	75% Minimum Score on Written Exam.
Scalp and Hair Treatments	Learning the benefits of and performing scalp and hair treatments. Familiarization with disorders and diseases of the scalp and hair.	Introduction, preparation, manipulations, high frequency and heat caps, procedures for scalp treatments, disorders and diseases of scalp and hair. Proper sanitation and safety precautions.	75% minimum score on written exam. Perform proper steps for scalp treatment in 30 minutes or less. 75% minimum score on 20 practical applications.
Haircutting	Demonstrated use of proper implements for hair shaping and cutting. Correctly shape and cut hair using shears and/or razor.	Implements, definitions, methods of tapering, cutting, shaping, and shingling, haircut types and procedures, and safety precautions.	75% Minimum score on written exam. Use of proper techniques and safety precautions to cut hair in 20-25 minutes with the razor and 25-30 minutes with shears. 75% minimum score on 75 practical applications.
Chemical Straightening	Proficiency with hair analysis, the use of chemicals, and production knowledge.	Students will learn to work with different products and hair types to get the desired effect in straightening hair including sodium hydroxide and other base solutions. Students will analyze hair prior to chemical use. Safety precautions and sanitation.	75% Minimum score on written exam. 75% minimum score on 25 practical applications.
Thermal Hair Styling	Mastering procedural uses of equipment, styling with thermal heating equipment, analyzing hair, product knowledge	Working with various products, hot combs, curling irons (stove and electric), ceramic irons, flat irons, blow dryers, safety precautions with use of equipment.	75% Minimum Score on Written Exam. 75% Minimum Score on a minimum of 40 thermal styles and 20 Press/Curl Practical Applications.
Permanent Waving	Proficiency with waving lotions and performing permanents. Familiarity with chemical relaxing process, curls, and products used.	Introduction, scalp and hair analysis, blocking and wave formations, curling rods, chemicals, rolling and testing curls, application of lotion, processing and neutralization, procedures, safety precautions, and special problems.	75% Minimum Score on Written Exam. Use of property safety precautions, and proper steps to complete and permanent wave in 2 hours or less and application of relaxer in 20 minutes. 75% Minimum Score on all Practical Applications

SUBJECT	OBJECTIVE	RELATED MATERIAL	LEVEL OF ACCEPTABILITY
Hair Coloring and Bleaching	Familiarization with hair coloring and bleaching concepts.	Introduction, color classifications and selection, tests and safety precautions, coloring preliminaries bleaching and toners, color application and special effects.	75% Minimum Score on Written Exam. Use of proper safety precautions, following directions, and application of color to hair. 75% Minimum score on 50 color and 20 bleach practical applications.
Eyebrow Beautification	Learning the techniques and procedures for eyebrow arching and removal of superfluous hair.	Introduction to facial structure, design of brows, preparations, procedures for hair removal. Use of tweezers.	75% minimum score on written exam and 75% minimum score on a hair removal practical application.
Makeup	Learning the techniques and procedures for complete and corrective makeup. Application of false eyelashes.	Introduction to facial structure, color matching and blending, preparation, technical skills using proper sanitation and safety precautions.	75% minimum score on written exam and 75% minimum score and a make-up application.
Manual, Electrical and Chemical Facials	Learning manual facials including skin analysis, cleansing, scientific manipulations, packs, masks, and product knowledge. Learning of electrical facials including electrical modalities such as ultra-sonic, hi-frequency, and led light therapy. Learning of chemical facials through peels, packs, masks, and scrubs.	Introduction to skin analysis, product selection, skin goals. Techniques to apply products, perform facial cleanse, massage, mask, and peel, and use of electrical machines. Study of possible contra-indications.	75% minimum score on written exam and 75% minimum score on each operation.
Bacteriology, Anatomy, Physiology	Mastering the structure and science of functions of the human body.	Systems: skeletal, muscular, nervous, circulatory, digestive, endocrine, respiratory integumentary, reproductive, and immune.	75% Minimum Score on Written Exam.
Additional Hours	Beginning at 1400 hours, students will enter the 200-hour employment preparedness portion of their program.	Provide services to clients in the student spa under the supervision of licensed professional.	75% Minimum Score on Written and Practical Exams. 100% participation.



## COSMETOLOGY GRADUATION REQUIREMENTS

Students receive a *Certificate of Completion* upon meeting the following requirements,

- Complete 1600 clock hours
- Successfully complete required practical operations and theory hours
- Pass all written and practical exams with a minimum 75%
- Pass written and practical Mock State Board exams
- Complete a Graduate Exit Interview

Students receive a *Certificate of Completion* upon completion of the required clock hours and academic requirements. An Official Transcript of Hours "*Proof of Training*" will be provided upon completion of the program and all financial obligations have been met or a payment plan has been agreed upon.

## COSMETOLOGY STATE LICENSURE EXAMINATION REQUIREMENTS

Qualifications to take the State Board License Exam: ([www.barbercosmo.ca.gov/forms\\_pubs/forms/cosmetologist\\_app.pdf](http://www.barbercosmo.ca.gov/forms_pubs/forms/cosmetologist_app.pdf))

- Submit application in proper form
- Pay the fee required by the State Board
- Be at least 17 years of age
- Complete the 10th grade in a public school or its equivalency
- Cannot be subject to denial of licensure under Section 480 of the Business and Professions Code
- Complete 1600-hour course in a Board approved school (verified by submitting *Proof of Training*) or have completed a 3200- hour apprentice program
- Certify having read and understood the information, *Know Your Workers' Rights*, provided by the California Board of Barbering and Cosmetology. This booklet is also available on the JD Academy website.

**For further information regarding current state board licensing application requirements, crossover licensing, and out of state or out of country training or licensure please refer to:**

[https://www.barbercosmo.ca.gov/forms\\_pubs/forms/cosmetologist\\_app.pdf](https://www.barbercosmo.ca.gov/forms_pubs/forms/cosmetologist_app.pdf)

APPLICANTS WITH A MISDEMEANOR AND/OR FELONY CRIMINAL PLEA OR CONVICTION MUST COMPLETE A DISCLOSURE STATEMENT REGARDING CRIMINAL PLEA/CONVICTION FORM WITH THE FOLLOWING INFORMATION:

- Copies of records, court documents, fines imposed, verification of restitution received by the court, and verification of restitution received by the court, and verification of successful completion of probation.
- All misdemeanor and felony convictions, regardless of the age of the conviction, including those which have been set aside and/or dismissed under California Penal Code Section 1000 or 1203.4 (Traffic Violation of 500.00 or less need not be reported).
- A letter from you describing the underlying circumstances of arrest as well as any rehabilitation efforts or changes in life since that time to prevent future problems. If possible, letter of reference from past and/or current employers.

## COSMETOLOGY STATE BOARD PASSING GRADES IN EXAMINATIONS

Examinations shall consist of a practical demonstration and a written test.

An applicant must obtain a passing score on both the practical demonstration and the written test. The board will determine the passing scores using a criterion-referenced method and based on the recommendation of subject matter excerpts under the direction of the Board and the Board's examination contractor.

## STATE BOARD EXAM TESTING LOCATIONS

There are two exam testing locations:

- North Fairfield
- Glendale

Transportation to the examination site is the applicant's responsibility.

After receiving your license, you must renew your license every two (2) years. Currently the renewal fee is \$50.00.



## STATE BOARD EXAM EQUIPMENT REQUIREMENTS

- Complete State Board Practical Kit
  - You may take your own testing kit or
  - See your cosmetology instructor for Kit Rental Company information (rentals need to be reserved one week in advance)
- Tripod
- One mannequin head: No shoulders

## STATE BOARD ENTRANCE IDENTIFICATION REQUIREMENTS

- Your Admissions letter
- Valid California Driver's License, Valid California I.D. or Valid Passport
- Your sealed "Proof of Training Document"

## STATE BOARD REQUIRED SCORE TO RECEIVE LICENSE

The Examinee must receive a minimum of 75% or better on the State Board written and practical exam.

The Board of Barbering and Cosmetology requires: Any applicant with any criminal offense to disclose the convictions of the nature of the offense; felony, or misdemeanor (other than a minor traffic violation or outstanding traffic/parking tickets). This is done through filling out the required Disclosure statement from the State of California.



## ESTHETICIAN STATE REQUIREMENTS

The chart below shows the California Department of Consumer Affairs (Board of Barbering and Cosmetology) curriculum requirements for the cosmetology course.

<b>600 Total Clock Hours</b>		
<b>Subject</b>	<b>Technical Instruction (Hours)</b>	<b>Practical Operations (Actual Operations – Not Hours)</b>
<b>Facials (350 total hours)</b>	<b>Minimum Hours Required</b>	<b>Minimum Operations Required</b>
Manual, Electrical, and Chemical Facials	70	140
Preparation	15	0
<b>Health and Safety (200 total hours required)</b>		
Laws and Regulations	10	0
Health and Safety Considerations	40	0
Disinfection and Sanitation	10	0
Anatomy and Physiology	15	0
Board Approved Health and Safety Course	To be determined	To be determined
<b>Hair Removal and Make-up (50 total hours required)</b>		
Eyebrow Beautification	25	50
Make-up	20	40
Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not yet meet the total hours required in a subject. If a student does not yet meet the total number hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.		
Source: <a href="https://www.barbercosmo.ca.gov/schools/curriculum_req_esthet.pdf">https://www.barbercosmo.ca.gov/schools/curriculum_req_esthet.pdf</a>		

## JD ACADEMY OF SALON AND SPA ESTHETICIAN SUBJECT/HOURS

<b>600 CLOCK HOURS</b>	
<b>SUBJECT</b>	<b>THEORY AND PRACTICAL HOURS ON SUBJECT</b>
Facials: Manual, Electrical, and Chemical	350 hours
Health and Safety: Laws and Regulations / Health and Safety Considerations / Disinfection and Sanitation / Anatomy and Physiology / State Health and Safety	200 hours
Hair Removal and Make Up: Eyebrow Beautification, waxing, Make-Up	50 hours
<b>Total</b>	<b>600 hours</b>



## ESTHETICIAN COURSE DESCRIPTION

600 HOURS - ESTHETICIAN COURSE: ALL COURSES ARE TAUGHT IN ENGLISH

The primary purpose of the esthetician course is to train the student in the basic manipulative skills, safety judgments, and proper work habits and desirable attitudes necessary to: 1) achieve competency to pass the state board examination 2) gain the ability to enter the job market in an entry level position in the esthetics or a related field.

## ESTHETICIAN COURSE OBJECTIVES

Upon completion of the program requirements, the determined graduate will:

- Be able to project a positive attitude, a sense of personal integrity and self-confidence, practice proper grooming, have effective communication skills and display visual poise.
- Understand employer employee relationships, respect the need to deliver quality service for value received, perform the basic skin care services, work with facial machines, eyebrow beautification and make-up.
- Be able to apply theory, technical information and related matter to assure sound judgment, decisions, and procedures.

## ESTHETICIAN COURSE OUTLINE

THE ESTHETICIAN COURSE IS DIVIDED INTO FOUR PARTS.

### THEORY AND LECTURE:

This is the presentation of theory which builds the foundation that plays an important role in the underlying success of the Esthetician. A thorough understanding of all aspects of esthetics helps develop the practical application that technicians must master before the completion of the course.

### DEMONSTRATION:

This is the presentation of the procedures performed in the professional skin care industry. Students will be exposed to basic textbook applications of procedures through the instructor's demonstrations. Students will receive training from various manufacturers for products and services that directly relate to the esthetics curriculum. Demonstrations are enhanced by audio-visual materials. Audio-visual materials consist of industry related videos and detailed illustrated handouts. They will be expected to utilize the demonstrations when they begin the practical aspect of the course.

### PRACTICAL:

Students will perform procedures on each other enabling them to develop techniques and speed. Students will be expected to complete practical worksheet assignments for grading purposes. These practical class simulations will provide them with the confidence they need to complete the Professional Clinic portion of their course.

### PROFESSIONAL CLINIC TRAINING:

Students will experience an actual salon environment daily by working on guests, which will put demands on them (similar to the demands they will face in the future). This will develop their techniques and applications as well as the professional communication skills guests expect. Students will benefit greatly and be able to enter the Industry as Professionals, proficient in applications with the discipline necessary to compete with Seasoned Technicians.



## ESTHETICIAN BOOKS AND RESOURCE MATERIALS

Milady Standard Esthetics Practical Workbook

2019 and 2013 Milady Textbook for Esthetics

2013 Milady Standard Make-up

Milady Common Skin Diseases

Milady Beauty & Wellness Career Transitions

Dermalogica Manual

Bio-Elements – The Book

Salon Management by Milady

Pivot Point Salon Fundamentals for Esthetics Textbook

Pivot Point Esthetics Exam Preparation

Milady Stand Esthetics Theory Workbook

2019 and 2013 Milady State Board Exam Review

2013 Milady Beauty and Wellness Dictionary

Milady Comprehensive Training for Esthetics

California State Board of Barbering and Cosmetology Act and Regulations

California State Board of Barbering and Cosmetology Health and Safety Course

California State Board of Barbering and Cosmetology Health and Safety Exam Book

Fitzpatrick Skin Typing & Aging Analysis

Anatomy & Physiology by Milady

Pivot Point Esthetics Study Guide

Bio elements The Manuel

Summit Salon various books

Various DVD's

\*JD Academy of Salon and Spa reserves the right to substitute or change textbooks and resource materials without prior notice at the expense of JD Academy of Salon and Spa.



## ESTHETICIAN GRADING

Achievements are evaluated by means of Quantitative written and Qualitative practical exams. The exams are based on the theory and practice of esthetics.

93% - 100%	Excellent	Passing
85% - 92%	Very Good	Passing
75% - 84%	Satisfactory	Passing
74% and below	Unsatisfactory	Not Passing

Written tests require demonstrations of competency for the required comprehension and knowledge of:

- Theory,
- Principles
- Practice of Esthetics

75% cumulative grade point average is required to meet minimum satisfactory academic progress requirements. Students are monitored daily during class and/or clinic sessions for progress.

## ESTHETICIAN PROGRESS REPORTS

Progress reports are issued to students periodically. Reports include progress in clinic, theory, practical, and accumulated hours.

## ESTHETICIAN EVALUATION

- Students are monitored with progress reports monthly to assist in keeping students on track. If the student is not meeting satisfactory progress requirements, they must retake tests and/or redo operations.
- An evaluation is performed for Satisfactory Academic Progress (SAP) at 300 hours for the period of hours 1-300.
- Financial Aid Satisfactory Academic Progress (SAP) evaluation for eligibility of financial aid is also performed at 300 hours for the period of hour 1 to 300.
- Prior to completion of 450 hours the instructor will check in with the student to see if he/she is on target for graduation and is meeting requirements as scheduled. Student will take a mock state board exam and JD Academy of Salon and Spa may assist student in completing the Pre-Application form for the State Board licensure exam.
- Final evaluation at 600 hours includes the student handing in their Exit Interview.



## ESTHETICIAN SUBJECT MATTER

SUBJECT	OBJECTIVE	RELATED MATERIAL	LEVEL OF ACCEPTABILITY
Barbering & Cosmetology Act and the State Board's Rules & Regulations/Salon Management, Business Techniques, Communication, Human Relations, Professional Development, Career Development	Familiarization with laws relating to practice as an applicable student and licensed cosmetologist. Interaction with the public, skills in public relations, techniques of selling, and professional services recommendations, and basic salon management techniques. Resume preparation, mock interviews. Spa organization, cleaning, laundry.	Definitions, classifications, registrations, exam fees, reciprocity, and sanitary regulations; Board: powers, duties, appointments, terms and compensation. Personal hygiene, grooming, poise, personality development; professional: ethics, laws, insurance, payroll deductions, salon opening and layout, salesmanship and advertisement, business operation and personnel management, business records and supplies, first aid, booking appointments and patron reception, employment application and resume and obtaining employment.	75% Minimum Score on Written Exam
Disinfection Sanitation	Learn necessary sanitary conditions for skin care practice and prevention of infectious/contagious diseases.	Sanitary, sterilization, and disinfectant rules and methods, bacteriology, wet and dry sanitizing, chemical agents used, and safety precautions.	75% Minimum Score on Written Exam, 75% Minimum Score on a Minimum of 10 practical applications
Health & Safety/ Hazardous Substance	Familiarization regarding chemicals used and basic health issues in establishments, material safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases (including HIV/AIDS and Hepatitis B. Use tools, equipment, and safety requirements.	Students will garner much information from the theory class, demonstration of the proper use of equipment, and practicing health and safety information found in State Board Health and Safety text. Students will utilize MSDS sheets, and state laws regarding the care, handling, and storage of hazardous materials.	75% Minimum Score on Written Exam.
Chemistry Related to Skin Care Practices	Familiarization with basic structure and purpose of esthetic skin care, skin care preparations and terminology used. Provide elementary knowledge on chemical makeup, chemical skin peels and the physical and chemical changes of matter.	Elements, compounds, mixtures, acids, base salts, pH scale, and water chemistry, application of cosmetics.	75% minimum score on written exams.

SUBJECT	OBJECTIVE	RELATED MATERIAL	LEVEL OF ACCEPTABILITY
Facials Manual, Electrical, and Chemical	Mastering manual facials includes skin analysis, cleansing, scientific manipulations, packs, masks, and product knowledge. Mastering electrical facials includes use of electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes (not used to contract). Mastering chemical facials through peels, packs, masks and scrubs.	Textbooks, product protocols, electrical equipment instructions, state board methods, teacher demonstrations. Massage theory and effect, motor points, manipulations, skincare fundamentals facial treatments.	75% Minimum Score on Written Exam. Using proper steps and to give a facial in one hour or less. 75% Minimum Score on 40 Manual, 30 Electrical, and 20 Chemical Facial Practical Applications.
Eyebrow Arching and Hair Removal	Learning the techniques and procedures for Eyebrow arching and the removal of superfluous hair.	Use of wax, tweezers (electrical and manual), and depilatories, in the removal of hair, including eyebrow arching. Sanitation & Safety issues	75% Minimum Score on Written Exam. 75% Minimum Score on 10 Hair Removal Practical Applications.
Makeup	Learning the techniques and procedures for complete and corrective makeup and the application of false eyelashes. Learning basic skin analysis.	Cosmetics that are used, preparation, procedures, makeup, corrective makeup, false eyelashes, and skin analysis. Variety of products.	75% Minimum Score on Written Exam. 75% Minimum Score on 40 Practical Applications.
Electricity	Students will understand the basic principles of electrical current, operating electrical devices, and various safety precautions used when operating electrical equipment.	Students will garner much information from the theory class, demonstration of the proper use of equipment, and practicing safety precautions.	75% minimum score on written exams
Bacteriology, Anatomy, Physiology	Mastering the structure and science of functions of the human body.	Systems skeletal, muscular, nervous, circulatory, digestive, endocrine, respiratory, integumentary, reproductive and immune.	75% minimum score on written exams.



## ESTHETICIAN GRADUATION REQUIREMENTS

Upon completion of the following requirements students will receive a *Certificate of Completion*:

- Successfully complete 600 clock hours
- Successfully complete the required practical operations and theory hours
- Pass all written and practical exams with a minimum 75%
- Pass written and practical mock State Board exams
- Complete a Graduate Exit Interview
- Students receive a *Certificate of Completion* upon completion of the required clock hours and academic requirements. An Official Transcript of Hours "*Proof of Training*" will be provided upon completion of the program and all financial obligations have been met or a payment plan has been agreed upon.

## ESTHETICIAN STATE LICENSURE APPLICATION REQUIREMENTS

Qualifications to take the State Board License Exam: ([www.barbercosmo.ca.gov/forms\\_pubs/forms/cosmetologist\\_app.pdf](http://www.barbercosmo.ca.gov/forms_pubs/forms/cosmetologist_app.pdf))

- Submit application in proper form
- Pay the fee required by the State Board
- Be at least 17 years of age
- Complete the 10th grade in a public school or its equivalency
- Complete one of the following:
  - 600-hour course in a Board approved school (verified by submitting *Proof of Training*)
  - Apprenticeship program in skin care specified in Article 4 (commencing with Section 7332)
- Certify having read and understand the information, *Know Your Workers' Rights*, provided by the California Board of Barbering and Cosmetology and available on the JD Academy website.
- Must not be subject to denial of licensure under Section 480 of the Business and Professions Code

**For information regarding current state board licensing application requirements, crossover licensing, and out of state or out of country training or licensure please refer to: [https://www.barbercosmo.ca.gov/forms\\_pubs/forms/cosmetologist\\_app.pdf](https://www.barbercosmo.ca.gov/forms_pubs/forms/cosmetologist_app.pdf)**

### **APPLICANTS WITH A MISDEMEANOR AND/OR FELONY CRIMINAL PLEA OR CONVICTION MUST COMPLETE A DISCLOSURE STATEMENT REGARDING CRIMINAL PLEA/CONVICTION FORM WITH THE FOLLOWING INFORMATION:**

- Copies of records, court documents, fines imposed, verification of restitution received by the court, and verification of successful completion of probation.
- All misdemeanor and felony convictions, regardless of the age of the conviction, including those which have been set aside and/or dismissed under California Penal Code Section 1000 or 1203.4 (Traffic Violation of 500.00 or less need not be reported).
- A letter from you describing the underlying circumstances of arrest as well as any rehabilitation efforts or changes in life since that time to prevent future problems. If possible, letter of reference from past and/or current employers.

## ESTHETICIAN STATE BOARD PASSING GRADES IN EXAMINATIONS

Examinations shall consist of a practical demonstration and a written test.

An applicant must obtain a passing score on both the practical demonstration and the written test. The board will determine the passing scores using a criterion-referenced method and based on the recommendation of subject matter excerpts under the direction of the Board and the Board's examination contractor.



## EXAM TESTING LOCATIONS

There are two exam testing locations:

- North Fairfield
- Glendale

Transportation to the examination site is the applicant's responsibility.

After receiving your license, you must renew your license every two (2) years. Currently the renewal fee is \$50.00.

## STATE BOARD EQUIPMENT EXAM REQUIREMENTS

- Complete State Board Practical Kit
  - You may take your own testing kit or
  - See your esthetician instructor for Kit Rental Company information (rentals need to be reserved one week in advance)
- One mannequin head: No shoulders

## STATE BOARD EXAM ENTRANCE IDENTIFICATION REQUIREMENTS

- Your Admissions letter
- Valid California Driver's License, Valid California I.D. or Valid Passport
- Your sealed "Proof of Training Document"

## STATE BOARD REQUIRED SCORE TO RECEIVE A LICENSE

The Examinee must receive a minimum of 75% or better on the State Board written and practical exam.

**The Board of Barbering and Cosmetology requires: Any applicant with any criminal offense to disclose the convictions of the nature of the offense; felony, or misdemeanor (other than a minor traffic violation or outstanding traffic/parking tickets). This is done through filling out the required Disclosure statement from the State of California.**



## ATTENDANCE & TARDY POLICY

Students attend school in clock hours and will not be allowed to graduate until they have completed their required clock hours (1600 for cosmetology program and 600 for Esthetician). Students are expected to attend school as specified in their Enrollment Agreement. The Expected Graduation Date in the Enrollment Agreement reflects the date you will graduate if you attend all scheduled hours and complete all necessary practical operations and theory hours/assignments. The On-Time Graduation Date in the Enrollment Agreement reflects an additional 6% of time (grace period hours) for students who may encounter situations that mandate missed hours, such as emergencies, court dates, injury, transportation challenges, illness, etc. Cosmetology students enrolled for 1600 hours may miss a total of 96 hours. Esthetician students may miss a total of 36 hours.

Missing more than the allotted 6% of grace period hours will result in overtime fees at the rate of \$15 per hour.

Doors open at 8:45 am for day students and 4:45 pm for night students. Students must clock in and report to their classroom by 9:00 am (day students) or 5:00 pm (night students) to be considered on time. Students who are going to be late or absent must call the Guest Service Desk at 925-855-5551 prior to 8:30 am (day students) or 4:30 pm (night students).

Grace period hours are utilized for excused and unexcused absences. If the allotted 6% of grace period hours are exceeded causing student to graduate after the On-Time Graduation Date, overtime fees will apply. Excused absences are not subject to disciplinary action. Unexcused absences are subject to disciplinary action.

**EXCUSED ABSENCES:** Excused absences are planned in advanced. To qualify as excused a student must: Complete a **Request for Time Off** form and submit it to the Student Services Department at least 48 hours in advance. This absence is not subject to discipline. Excessive absences may lead to overtime charges.

**SAME DAY ABSENCE:** Students that will be absent due to last minute needs such as an emergency or illness, must call the guest service desk by 8:30 am (day students) or 4:30 pm (night students), and their absence will be excused.

Saturday attendance is mandatory for students with Saturday scheduled hours. Saturday absences that are not “planned in advance” and approved by Student Services must be accompanied by documentation (example: a doctor's note). Saturday absence without documentation may be subject to suspension. Repeated Saturday absences without documentation may be grounds for termination.

### **UNEXCUSED ABSENCES ARE:**

- 1) Unplanned tardiness:** Tardiness is lateness that has not been planned in advance.
- 2) Unplanned Leaving Early:** Leaving school prior to the scheduled time established in the Enrollment Agreement without requesting early dismissal in advance.
- 3) No Call / No Show:** Same Day Absences that are not called in by 8:30 am (day students) or 4:30 pm (night students).

**More than 3 combined Unplanned Tardiness and/or Unplanned Leaving Early in a calendar month is excessive and may result in professional counseling followed by suspension. Continued excessive tardiness/leaving early may result in termination.**

**No Call / No Show may result in professional counseling followed by suspension and/or termination.**

**Student suspensions could lead to possible overtime charges.**

Students arriving late are expected to enter their classroom, salon, or spa area quietly without disruption and fully engage in class activities. Disruptive entry may result in the student being asked to clock out and leave school for the day.

Full-time students (in school for more than 6 hours in one day) are required to take a 30-minute meal period and are allowed 2 /15-minute breaks. Part-time students (attending for less than 6 hours in one day) are allowed 2 /15-minute breaks. Students are required to clock out during their 30-minute meal period. Students are not required to clock out during their 15-minute break unless they leave the JD Academy campus.



## OVERTIME FEES

Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately six percent has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free.

The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of \$15 per hour, until graduation unless your contract states otherwise.

## MAKE-UP POLICY

All required tests and all minimum practical skill operations must be completed prior to graduation. Students who either did not receive a passing grade or missed tests or assignments are required to make them up prior to graduation. The student must contact the instructor to arrange make-up work.

Make up hours are not guaranteed. From time to time hours may be made available to students for making up theory hours and/or operations. Students are notified by the Registrar and/or Director about make up time opportunities. If classroom space for make-up sessions is limited, spaces will be filled on a “first request, first serve” basis. Students who do not show for make up hour sessions they have signed up for may lose priority for future make up hour sessions.

## SALON AND SPA BEHAVIOR

Professionalism is required at all times. Hair and clothing must be neat. Food and drinks (other than water) are strictly prohibited in the spa and salon area.



## SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in all NACCAS approved programs and schedules at JD Academy of Salon and Spa.

It is printed in the school catalog to ensure 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.

COSMETOLOGY PROGRAM: 1600 CLOCK HOURS ESTHETICIAN PROGRAM: 600 CLOCK HOURS  
900 CLOCK HOURS IS A COMMON ACADEMIC YEAR.

EVALUATION PERIODS ARE BASED ON COMPLETED HOURS AND TAKE PLACE AS FOLLOWS:

### COSMETOLOGY

450 ACTUAL HOURS	900 ACTUAL HOURS	1250 ACTUAL HOURS
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### ESTHETICIAN

300 ACTUAL HOURS
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All evaluations are completed within seven (7) business days following the established evaluation point.

#### **ATTENDANCE PROGRESS EVALUATIONS:**

Students are required to attend a minimum of 67% of their scheduled hours to be considered maintaining satisfactory academic 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 scheduled hours. 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 program which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

#### **ACADEMIC PROGRESS EVALUATIONS:**

The qualitative element used to determine academic progress is a reasonable system of grades and/or work projects completed and/or comparable factors measurable against a norm. 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. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated.

At least two comprehensive practical skill evaluations will be conducted during study. Practical skills are evaluated according to text 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 makeup failed or missed tests. At each evaluation point, the student's cumulative grade average is calculated and will include grades reached in the following manner:

93-100%	EXCELLENT	PASSING
85-92%	VERY GOOD	PASSING
75-84%	SATISFACTORY	PASSING
0-74%	UNSATISFACTORY	NOT PASSING



## SATISFACTORY ACADEMIC PROGRESS POLICY - CONTINUED

### **MAXIMUM TIME FRAME:**

The maximum time frame (which does not exceed 150% of the program length) allowed for students to complete their program with Satisfactory Academic Progress is stated below:

<b><u>Program</u></b>	<b><u>Program Hours</u></b>	<b><u>Class Schedule</u></b>	<b><u>Maximum Number of Weeks</u></b>	<b><u>Maximum Scheduled Hours</u></b>
Cosmetology	1600	Full Time 37.5 hours per week	65	2400
Cosmetology	1600	¾ Time 30 hours per week	80	2400
Cosmetology	1600	Part-Time day 27.5 hours per week	87	2400
Cosmetology	1600	Part-Time night 20 hours per week	120	2400
Esthetician	600	Full Time 37.5 hours per week	24	900
Esthetician	600	¾ Time 30 hours per week	30	900
Esthetician	600	Part-Time day 27.5 hours per week	33	900
Esthetician	600	Part-Time night 20 hours per week	45	900

Students exceeding the maximum time frame may remain enrolled; however; extra instructional charges will apply and are not covered by financial aid.

**Veteran Benefits will only be paid for 100% of approved program length.**

### **RETAKES/RESCHEDULED/REVIEW TESTS/INCOMPLETE GRADES:**

Tests must be retaken until at least 75% test score has been achieved. Missed tests and retakes must be scheduled with instructors. Tests must be taken and completed with a passing grade of at least 75% to graduate. Any missed course work or unfinished course work will be given a 0 and must be made up. "0" grades and non-credit work will not be counted in the student's cumulative grade.

### **DETERMINATION OF PROGRESS STATUS:**

Students meeting the minimum requirements for academics and attendance at the evaluation point are making Satisfactory Academic Progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Academic Progress may have Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. JD Academy of Salon and Spa is required to notify students of any evaluation that impacts the students Eligibility for financial aid.

### **WARNING:**

Students who fail to meet the minimum requirements for attendance or academic progress will be placed on warning until the next evaluation point and are considered making Satisfactory Academic Progress during the warning period. The student will be advised in writing of the actions required to attain satisfactory academic progress. If at the end of the evaluation 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.

### **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 period or probation period.





## SATISFACTORY ACADEMIC PROGRESS POLICY - CONTINUED

### **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 during the probationary period **if** the student prevails upon appeal (see Appeal Procedure below). In order to be placed on probation students must have the ability to meet the Satisfactory Academic Progress Policy standards or an established academic plan by the end of the 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 point. If, at the end of the probation period the student has still not met both the attendance and academic requirements for Satisfactory Academic Progress or the academic plan, he/she will be determined as **NOT** making Satisfactory Academic Progress; and, if applicable, student will be deemed **NOT** eligible to receive Title IV funds and Veteran Benefits and enrollment may be terminated.

### **APPEAL PROCEDURE:**

If a student is determined to not be making Satisfactory Academic Progress, the student may appeal the determination within (10) calendar days of the determination. 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 circumstances. The student must submit a written appeal 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's file. If the student prevails upon appeal, the student's Satisfactory Academic Progress determination will be probation and Federal Financial Aid will be reinstated, if applicable.

### **NONCREDIT AND REMEDIAL COURSES:**

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's Satisfactory Academic Progress standards.

### **TRANSFER HOURS:**

Regarding Satisfactory Academic Progress student's accepted transfer hours will be counted as both attempted and earned hours for the purpose of determining the allowable maximum time frame allowed to complete the course. Satisfactory Academic Progress periods are based on actual contracted scheduled hours at the institution. Transfer students will be evaluated for Satisfactory Academic Progress at the established hours, or the midpoint of the hours contracted at the institution, whichever comes sooner.

### **PROGRESS REPORT:**

Students will receive a progress report at the time of each evaluation indicating their overall progress. The progress report will indicate their cumulative grades in theory and practical, as well as their attendance rate to date. State funded Financial Aid programs have Satisfactory Academic Progress policies that must be maintained in addition to the above. If students are receiving funds from those sources, the individual agency funding the student will inform the student of their requirements. Students meet with the financial aid or student services department to sign their Satisfactory Academic Progress reports.

### **LEAVE OF ABSENCE INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS, RE-ENROLLMENTS:**

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. Incompletes and repetitions have no effect on this institution's satisfactory academic progress standards.

Students who withdraw prior to completion of their program and wish to re-enroll will return in the same Satisfactory Academic Progress status as at the time of withdrawal.



## GRADING POLICY - ALL PROGRAMS

### **ALL STUDENTS ARE GRADED IN TWO MAIN AREAS**

- Written Exams and/or completed work projects.
- Practical Operations: Work performed on mannequins and guests.

### **GENERAL REQUIREMENTS**

Periodically, a student services staff member will meet with each student to discuss their attendance, grades, and progress toward graduation and professional goals.

JD Academy of Salon and Spa requires a minimum score of 75% on each test (written and practical) to consider it passing.

### **GRADING SCALE**

Students are graded as follows:

93-100%	EXCELLENT	PASSING
85-92%	VERY GOOD	PASSING
75-84%	SATISFACTORY	PASSING
0-74%	UNSATISFACTORY	NOT PASSING

**\*NOTE:** Students with scores below 75% must meet the probationary requirements and standards in the Satisfactory Academic Progress policy in order to remain enrolled at JD Academy of Salon and Spa.



## CONDUCT POLICY

The following are rules of JD Academy of Salon and Spa:

- Smoking is not allowed in or around the school campus.
- Student food and beverage consumption (other than water) is prohibited in spa rooms and on the salon floor.
- Food and beverages (other than water) are allowed in theory classrooms only as permitted by instructor and are strictly prohibited during presentations or guest speakers.
- Spa rooms and salon stations are to be kept clean, spot free, and sanitary. This includes chairs, beds, mirrors, sinks, and floors.
- Kits are to be kept sanitary with soiled items labeled and contained appropriately.
- Kits must be ready and available for state board inspection without notice.
- Cell phones may be used in class for note taking and/or pictures When Permitted by Instructor or Guest Presenter.
- Telephone calls are strictly prohibited inside the classroom, spa, or on the salon floor.
- No gossiping about students, staff, and/or clients is permitted.
- Soliciting of any kind is not permitted by staff or students.
- Profanity is not allowed.
- Rude, offending, or loud language is not allowed.
- Friends and family (including children) are not permitted in the classrooms, spas, or salon without appointment or permission of director.
- Professional conduct is required.
- Only teachers may teach students.
- Students must comply with all school policies including but not limited to: attendance, dress code, and time clock.
- Students are not allowed to refuse the service of a client. (If there is a valid reason, student may speak to your instructor or director in private.)
- Students must observe social media, personal service, and request for time off guidelines.
- At all times students must remain productive or clock out.
- All operations must be signed off immediately following the service or operation and only by their direct instructor.
- Loitering around the front desk is not permitted.
- Students must complete the daily setup and cleanup duties assigned by their instructor.
- Students servicing guests must undergo a client consultation with an instructor prior to starting a service.
- Students must consult with an instructor prior to allowing their client to check out.

Breaking any of the above rules may result in: First Offense: Counseling, Second Offense: Suspension, Third Offense: Possible Termination

The following conduct may be grounds for immediate termination:

- Unprofessional behavior in the spa or on the salon floor in the presence of clients.
- Deliberate or careless conduct that may result in emotional distress or physical injury to another person.
- Evidence of drug or alcohol use or possession while on school premises.
- Bullying, harassment, or hazing of any sort
- Discrimination of any kind
- Deliberate or careless conduct that results in damage or destruction of property belonging to the school, students or clients
- Dishonesty of any kind
- Removal of school documents from the premises
- Theft
- Possession of any type of weapon

**JD Academy of Salon and Spa may terminate student enrollment for failure to follow any of the conduct rules in the conduct policy. There is no charge for student termination.**



## DRESS CODE/UNIFORM

- Students receive two black school logo t-shirts. Additional JD Academy T-shirts (also available in white and teal) may be purchased from the school and worn during school. Otherwise, all clothing must be solid black and free of logos.
- Esthetician students are encouraged to wear black scrubs or black spa uniform of their choice.
- Esthetician students must maintain clean short nails free of acrylics.
- All students are to wear black pants, skirt and/or professional looking leggings.
- All students are to wear closed toed black shoes.
- A black dress jacket or sweater may be worn.
- Athletic wear is not allowed.
- Dress shorts may be worn if the length is within an inch of the knee. Otherwise, no shorts are permitted.
- Tank tops and sweatshirts are not permitted.
- Hair must be clean and neat.
- Hats and beanies are not allowed.

Students who do not show up in dress code will be clocked out. During the time clocked out the student may be subject to overtime charges.

## HOUSING

JD Academy of Salon and Spa does not offer student housing assistance.

## DISCLAIMER / NON-DISCRIMINATION

In accordance with the provisions of Title VI of the CIVIL RIGHTS ACT OF 1964, JD ACADEMY OF SALON and SPA does not discriminate on the basis of race, religion, creed, sex, age, color, handicap, medical condition ethnic origin, national origin, marital status, sexual orientation, gender identity, pregnancy or parental status. JD Academy of Salon and Spa reserves the right to deny admission to any person it believes does not have the ability to benefit from the training offered at the JD Academy of Salon and Spa. **JD Academy of Salon and Spa reserves the right to revise or amend any of the items contained within this document without prior notice.**

## STUDENT KIT - BOOKS/EQUIPMENT/SUPPLIES

Only approved products and equipment assigned in the JD Academy of Salon and Spa Student Kits are approved for use in JD Academy of Salon and Spa. Any exceptions must be approved by the school director or owner. Students are responsible for their kit items as well as their personal belongings. Any items that have been lost stolen or broken must be replaced with standard issue equipment of JD Academy of Salon and Spa or of approved similar quality. JD Academy recommends labeling kit items with student name and number.

**JD Academy of Salon and Spa is not responsible for the student kits or personal belongings left at the JD Academy. Upon graduation, students must remove the lock from their locker and take all personal and kit items home. All equipment abandoned without approval will be discarded after 24 hours.**

**Once Student kit items have been issued, they are not returnable.**

## PARKING

Students are required to park in the rear parking lot behind the building or along the side fence. JD Academy of Salon and Spa is not responsible for tickets or towing of student vehicles.

## FACILITIES

JD Academy of Salon and Spa provides an ideal environment for learning in a 6100 square foot facility.

### **CLINIC FLOOR**

Time Clock  
24 Stations  
5 Shampoo Bowls/Chairs  
Color Bar  
6 Manicuring Tables  
6 Hood Dyers

### **MAKE-UP / PHOTOGRAPHY STUDIO**

Cosmetics  
Make-up Chairs  
Make-up Mirrors  
Photography Back Drop  
Ring Light

### **CLASSROOM 1, 2 and 3**

Tables or Desks and Chairs  
Whiteboards  
TV/Video Equipment  
Computers

### **CLASSROOM 4 / STUDENT SPA**

Television  
Computer  
4 Facial Beds  
4 Magnification Lamps  
4 Steamers  
2 Towel Warmers

### **4 INDIVIDUAL SPA ROOMS**

4 Facials Beds  
4 Magnification Lamps  
4 Steamers  
4 Towel Warmers  
4 Microdermabrasion Machines

### **WAX ROOM**

Facial Bed  
Waxing Equipment

### **CLEANING AREA**

2 Washer/Dryers  
Commercial sink  
Sanitizing Area

### **STUDENT LIBRARY**

Variety of Industry Books

### **STUDENT LOCKER AREA**

### **KITCHEN / BREAK AREA**

Refrigerator  
Microwave  
Sink

### **ADMINISTRATIVE OFFICES**

Admissions  
Financial Aid  
Student Services

### **GUEST SERVICES**

Retail Area



## CANCELLATION/WITHDRAW AND REFUND POLICY

Refund calculations are performed for any monies due the applicant or student for any reason, by either party, including student decision, course or program cancellation or school closure, shall be refunded within 45 days of official cancellation or withdraw.

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

- An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid to the school except an application fee.
- A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her Enrollment Agreement and demands his/her money back in writing, until the first day of class session or the seventh (7) calendar day of signing the Enrollment Agreement, whichever is later. In this case all monies collected by the school shall be refunded except an application fee. This policy applies regardless of whether or not the student has actually started training.
- A student who cancels his/her Enrollment Agreement after the seventh (7) calendar day of signing the Enrollment Agreement but prior to entering classes is entitled to a refund of all monies paid to the school less an application fee of \$100.00.
- A student notifies the institution of his/her official withdrawal in writing
- A student is expelled by the institution. There is no fee associated with termination.
- A student has been absent from school for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance. Unofficial withdrawals are monitored every 30 days.
- A student on an approved LOA 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 LOA or the date the student notifies the school that they will not be returning, whichever is earlier.
- For official cancellations as defined in the previous paragraphs the cancellation date will be determined by the postmark on written notification at the following address: JD Academy of Salon and Spa, 520 San Ramon Valley Blvd., Danville, CA 94526, or by the date said information is delivered to the school administrator/owner in person. Written cancellations do not need to be submitted in a specific form.
- Equipment and books (kit items) accepted by the student are NOT REFUNDABLE.
- When mitigating circumstances are in evidence, such as serious illness, a disabling accident, or death in the immediate family, the school may make a settlement that is reasonable and fair to both parties.

All extra costs, such as books, equipment, graduation fees, application fee, rentals, and other such charges, are not considered in the tuition adjustment computation if the charges are itemized separately in the Enrollment Agreement.

### Course Cancellation:

If a course is cancelled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall either provide a full refund of all monies paid or provide completion of the program/course. If the school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall pro rata refund for all students transferring to another school based on the hours accepted by the receiving school, provide completion of the course/program, participate in a Teach-Out Agreement, or provide a full refund of all monies paid.

### School Closure:

If the school closes permanently and ceases to offer instruction after a student has enrolled and instruction has begun, the school will provide a pro rata refund or participate in a Teach-Out Agreement.

A student's account may be sent to collections for non-payment. Collection procedures shall reflect ethical business practices.

The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.



## CANCELLATION/WITHDRAW AND REFUND POLICY - Continued

JD Academy participates in federal student financial aid programs and complies with applicable regulations under Title IV of the Federal Higher Education Act of 1965.

After the cancellation period, the institution shall also provide a pro rata refund of non-federal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the payment period of attendance.

Method used for calculating pro rata refund of tuition:

- Identify all amounts paid for instruction less cost of equipment
- Subtract Application fee not to exceed \$100.00 (Veterans \$10)
- Divide scheduled hours by total contracted hours to obtain pro rata percentage

Pro rata refund examples:

### Examples ProRata Refund By Payment Period

Program	Total Tuition = 100%	Payment Period #1	Payment Period #2
<b>Cosmetology</b>	<b>1600 hours @ \$13.50/hour</b>	<b>0-450 hours</b>	<b>451-900 hours</b>
Tuition :	\$ 21,600	\$ 6,075	\$ 6,075
10% of the period		\$ 608	\$ 608
25% of the period		\$ 1,519	\$ 1,519
50% of the period		\$ 3,038	\$ 3,038
60%-100% of period		\$ 6,075	\$ 6,075

		Payment Period #3	Payment Period #4
<b>Cosmetology</b>		<b>901-1250 hours</b>	<b>1251-1600 hours</b>
Tuition:		\$ 4,725	\$ 4,725
10% of the period		\$ 473	\$ 473
25% of the period		\$ 1,181	\$ 1,181
50% of the period		\$ 2,363	\$ 2,363
60%-100% of period		\$ 4,725	\$ 4,725

Program	Total Tuition = 100%	Payment Period #1	Payment Period #2
<b>Esthetician</b>	<b>600 hours @ \$19.00/hour</b>	<b>0-300</b>	<b>301-600</b>
Tuition:	\$ 11,400	\$ 5,700	\$ 5,700
10% of the period		\$ 570	\$ 570
25% of the period		\$ 1,425	\$ 1,425
50% of the period		\$ 2,850	\$ 2,850
60%-100% of period		\$ 5,700	\$ 5,700



## CANCELLATION/WITHDRAW AND REFUND POLICY - Continued

### Veterans:

A refund of the unused portion of fees, tuition, and other charges will be made to veterans or eligible persons who fail to enter or complete the course as required by the regulations of the Department of Veterans Affairs. The refund will be the exact pro rata refund. No more than \$10 of the established fee will be retained if a veteran or eligible person fails to start the course.

### Bankruptcy

JD Academy of Salon and Spa does not have a pending petition in bankruptcy, has never filed for bankruptcy petition within the preceding five (5) years, nor operated as a debtor in possession or had a petition of bankruptcy filed against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

### Right to Cancel:

Students have the right to cancel enrollment or withdraw from a course of instruction at any time. Withdrawal from the course of instruction after the period allowed for cancellation of the agreement, which is the first day of class, or the seventh (7) calendar day after enrollment, whichever is later, the school will remit a refund less the Application Fee, if applicable, within 45 days following withdrawal. Students are obligated to pay only for educational services rendered and for equipment received.

**IF THE AMOUNT PAID IS MORE THAN THE AMOUNT OWED FOR THE SCHEDULED HOURS DURING ENROLLMENT, A REFUND WILL BE MADE WITHIN 45 DAYS OF WITHDRAWAL. IF THE AMOUNT OWED IS MORE THAN THE AMOUNT ALREADY PAID, ARRANGEMENTS MUST BE MADE TO PAY IT.**

### **CANCELLATION MUST BE IN WRITING.**

**For complaints, questions, or problems that cannot be resolved with the school, please contact:**

**Department of Consumer Affairs, Consumer Information Division:**

1625 North Market Blvd, Suite N112,  
Sacramento, CA 95834, (800) 952-5210

## RETURN OF TITLE IV POLICY

For first-time students receiving Title IV Funding, a RETURN OF FEDERAL FUNDS calculation will be made first and then the Institutional policy for a refund will be calculated. The calculation is based on Federal Financial Aid earned and the number of hours completed in the payment period (up to 60% of the payment period requires a refund to Federal Financial Aid Programs. After 60%, no refund is due); Payment periods for Cosmetology 0-450, 451-900, 901-1250, and 1251-1600 hours. Payment periods for Esthetician 0-300 and 301-600. Students are responsible for any outstanding balance owed to JD Academy of Salon and Spa.

- Refunds for each payment period are exact pro-rata based upon scheduled hours as required by Federal Regulations. Once a student has reached over 60% of the scheduled hours in each payment period (see above), scheduled hours will be used to determine the percentage of Federal aid that must be returned.
- Return of Title IV policy is completed first. Once a student has passed 60% of the payment period in scheduled hours, the school has earned 100% of the Federal Aid for that payment period AND will use their Institutional Refund Policy.
- The effective date of termination will be the date the JD Academy of Salon and Spa receives written notice of the student's intention to terminate from Institute or the date the student violates published school policy that provides for termination.
- All refunds due the student will be made within 30 days after the effective date of termination or cancellation. Federal Return to Title IV Funds will be made in the following order:
  - Direct Unsubsidized Loans
  - Direct Subsidized Loans
  - PLUS loans
  - Federal Pell Grant
  - Federal Supplemental Educational Opportunity Grant (FSOG)





## STRF FEE

### STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURES

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.



## FINANCIAL AID

### **FINANCIAL AID PHILOSOPHY:**

JD Academy of Salon and Spa believes the primary responsibility for financing your education rests with you and your family. Aid programs are intended to help you meet educational costs that remain after student resources and the expected family contributions have been taken into consideration.

JD Academy of Salon and Spa believes that equal access to education should be provided to all applicants regardless of race, religion, creed, sex, age, color, handicap, ethnic origin, national origin, marital status, sexual orientation, or parental status.

### **WHAT IS FINANCIAL AID?**

Financial Aid funds are sources of aid provided, or awarded to students, who qualify. They include, but are not limited to:

- Federal Title IV programs
- State funded programs (Veteran's Administration Benefits, Vocational Rehabilitation, etc.)
- Institutional Scholarships and/or loans

Most financial aid is based on a student's individual needs and eligibility. Students may be eligible for a combination of various types of aid such as scholarships, grants, and loans.

### **AVAILABLE STAFF**

JD Academy of Salon and Spa has a full time Financial Aid staff. The office is open to students Monday through Friday 9:00 am to 5:00 pm. If you have any questions or need any assistance with the application or forms, please contact the JD Academy of Salon and Spa to set up an appointment.

### **FINANCIAL AID PROGRAMS AVAILABLE**

JD Academy of Salon and Spa has the following financial aid programs available:

- Federal Pell Grant
- Federal Direct Subsidized Loans
- Federal Direct Unsubsidized Loans
- PLUS Direct Student Loans
- Veteran's Administration Benefits
- Vocational Rehabilitation
- Personalized In-School payments

### **THE APPLICATION PROCESS:**

When applying for financial aid, you are responsible for completing the forms required by the programs and JD Academy of Salon and Spa.

The following are the required procedures:

- All students applying for any kind of financial aid must complete the following:
  - Enrollment Application (Obtained in the Admissions Office)
  - Admissions Questionnaire (Obtained in the Admissions Office)
  - FAFSA (Completed On Line and/or in the Financial Aid Office)
  - Entrance Counseling (On Line and/or in the Financial Aid Office)
- Students applying for Direct Loans must also:
  - Complete a Master Promissory Note with Entrance Counseling (On-Line and/or in the Financial Aid Office)
  - Complete Exit Counseling upon completion of the program (On-Line and/or in the Financial Aid Office)

### **WHERE DO I SEND THE FORMS?**

Many families appreciate assistance completing the FAFSA application, entrance counseling and/or Master Promissory Note. If desired, our Financial Aid Office is available to assist with proof-reading your FAFSA (free application for financial student aid). This can help to ensure accuracy and reduce processing delays due to misunderstandings and errors. We are equipped to submit applications electronically. If you would like assistance with the FAFSA, please bring two prior years Federal tax returns to your appointment with the Financial Aid Office.

The FEDERAL APPLICATION and PROMISSORY NOTES are electronically transmitted to the U. S. Department of Education.



## FINANCIAL AID - Continued

### **THE ELECTRONIC APPLICATION PROCESS:**

Students will be required to give the U.S. DEPARTMENT OF EDUCATION permission to send electronic information to the financial aid agencies in the STATE and to JD Academy of Salon and Spa by selecting JD Academy of Salon and Spa in the “select school” drop-down menu of the FAFSA. Applicants must sign the FAFSA to confirm the information is verified and complete. If the FAFSA includes parental information, a parent’s signature is also required.

The CENTRAL PROCESSING SERVICE (CPS) makes calculations, and an INSTITUTIONAL STUDENT INFORMATION REPORT (ISIR) is sent electronically to JD Academy of Salon and Spa.

JD Academy of Salon and Spa receives the ISIR, verifies the information in the financial aid file, and finalizes the paperwork. After the necessary paperwork is complete and the student has started school, the financial aid department requests the federal funds the student is entitled to. When funds are received by the school, they are credited to the student’s account. (SEE PAYMENT OF AWARDS).

Each student receives a copy of their FAFSA information at the address provided on the application. Students are responsible for reviewing the information for accuracy and, if necessary, making corrections on-line. Students can also bring their copy of the Student Aid Report (SAR) to the Financial Aid Office for assistance with making corrections.

### **STUDENT ELIGIBILITY REQUIREMENTS:**

In general, a student is eligible for financial aid under the following conditions:

- The student must demonstrate a financial need.
- The student is enrolled on at least a half-time basis in an eligible program as a regular student.
- The student must be a U.S. Citizen or an **eligible non-citizen**.
- The student must have a Social Security number.
- The student must meet the program financial aid eligibility requirements.
- The student must be making satisfactory progress towards completion of their course.
- The student must not be in default on **ANY** Title IV loan.
- The student must be beyond the age of compulsory school attendance (18 in the State of California).
- The student must have a high school diploma or GED.
- The student must follow the anti-drug and alcohol abuse policy.
- The student must meet the requirements for the Selective Service.
- The student must sign a Statement of Educational Purpose/Certification Statement on refunds and default.

### **PRIOR SCHOOL ATTENDANCE:**

Applicants are required on the FAFSA to list all previous schools (of any kind) attended at the postsecondary level since high school regardless of how long ago they were attended and if financial aid was received. Prior school attendance is verified through the National Student Loan Data System (NSLDS).

### **SATISFACTORY ACADEMIC AND ATTENDANCE POLICY:**

In order to maintain eligibility for all types of financial aid, students must meet satisfactory academic and attendance requirements.



## FINANCIAL AID - Continued

### **COST OF ATTENDANCE:**

For the purposes of Federal Financial Aid, the U.S. Department of Education allows certain other expenses to be added to the direct costs of tuition and fees. Those expenses are as follows for a full-time (defined as 24 clock hours or more per week) student for award year 2019/2020:

<b>AWARD YEAR 2019/2020</b>	<b>COSMETOLOGY</b>	
DESCRIPTION	SINGLE NO DEPENDENTS	ALL OTHERS
TUITION AND FEES	\$21,700	\$21,700
BOOKS/EQUIPMENT/SUPPLIES	\$2,700	\$2,700
ROOM AND BOARD	\$5,088	\$13,080
PERSONAL/TRANSPORTATION/MISCELLAENOUS	\$8,244	\$11,616
NOTE: Child Care and/or Handicapped Expenses will be calculated individually		
<b>TOTAL COST OF ATTENDANCE</b>	<b>\$37,732</b>	<b>\$49,096</b>

<b>AWARD YEAR 2019 / 2020</b>	<b>ESTHETICIAN</b>	
DESCRIPTION	SINGLE NO DEPENDENTS	ALL OTHERS
TUITION AND FEES	\$11,500	\$11,500
BOOKS/EQUIPMENT/SUPPLIES	\$1,600	\$1,600
ROOM AND BOARD	\$2,120	\$5,450
PERSONAL/TRANSPORTATION/MISCELLAENOUS	\$3,435	\$4,840
NOTE: Child Care and/or Handicapped Expenses will be calculated individually		
<b>TOTAL COST OF ATTENDANCE</b>	<b>\$18,655</b>	<b>\$23,390</b>

### **ADJUSTMENTS IN FINANCIAL AID AWARDS:**

Students who wish to request adjustments in their financial aid award must do so in person with the Financial Aid Office. The Financial Aid Director will inform the student of the required documentation that must be submitted. The financial aid office will evaluate the request and notify the student of the determination within 30 days.

### **STUDENT RIGHTS AND RESPONSIBILITIES:**

#### **STUDENTS RECEIVING FINANCIAL AID HAVE THE RIGHT:**

- To full disclosure of all loan terms. Typical repayment schedules are included in Entrance Counseling materials.
- To know what aid programs are available and the procedures for making application for the programs.
- To an explanation of eligibility determination.
- To be informed of satisfactory progress requirements and the procedures for probation and suspension of eligibility.
- To be informed of JD Academy of Salon and Spa's student average loan indebtedness.
- To have full access to all records at the JD Academy of Salon and Spa.

#### **STUDENTS RECEIVING FINANCIAL AID HAVE THE FOLLOWING RESPONSIBILITIES:**

- To maintain satisfactory progress.
- To complete an Affidavit of Education Purpose and Statement of Selective Service compliance.
- To make timely and accurate disclosure of their financial status and provide documentation of status when requested.
- To inform the financial aid office of any change to financial status, marital status, name, address, and any other information that may affect the student's eligibility for financial aid.
- To REPAY any and all loan amounts as determined by the provisions of the loan note and supporting documentation.
- To complete exit counseling documentation prior to the student leaving school.



## FINANCIAL AID - Continued

### VERIFICATION REQUIREMENTS:

Verification is a process of verifying a student/parent/spouse's financial information. The verification process is required by law. Approximately 30% of all aid applicants are selected for verification by the Central Processing Service. In order to verify financial information, JD Academy of Salon and Spa must require that student/parent/spouse provide TAX RETURN TRANSCRIPTS of their Federal tax return(s) from IRS and complete a verification worksheet that can be provided by JD Academy of Salon and Spa. When/If a student is selected for verification, JD Academy of Salon and Spa will inform the student what must be verified and what documents are required to complete the verification process.

### THE FOLLOWING POLICY APPLIES TO THE VERIFICATION REQUIREMENTS:

- The student will be allowed 14 days to supply the required verification documents. Allowance will be made for students requesting information from an outside agency, i.e., IRS or tax accountant.
- No disbursements will be made until verification is complete.
- Students who fail to provide the required information by the deadline they are provided are expected to make satisfactory payment arrangements until verification documentation is received.
- If the results of the verification process indicate that the information provided is incorrect, JD Academy of Salon and Spa will make any necessary corrections and notify the student of any eligibility changes. If a student's Pell award changes due to verification, a corrected Institutional Student Information Report (ISIR) must be received in the financial aid office prior to the disbursement of any funds. If there is reason to believe that any application was intentionally submitted under false or fraudulent pretenses, student will be notified in writing that JD Academy of Salon and Spa intends to forward all pertinent information to the appropriate law enforcement officials and the Office of Inspector General (as is required by Section 668.14(g) of the Student Assistance General Provisions).

## INDIVIDUAL FINANCIAL AID PROGRAMS

### FEDERAL GRANTS:

- Pell Grants are available for qualifying students to assist them with their educational costs. Our Financial Aid Office can discuss and help determine the amount you may be eligible for.

### DIRECT LOANS:

#### **Subsidized/Unsubsidized/PLUS**

- The Subsidized Direct Loan is a need-based program. This means that a student must show financial need in to qualify. Loan repayment will begin six months from the students last date of attendance. Minimum payments are \$50.00 a month.
- The Unsubsidized Direct Loan is a non-need-based loan. The interest begins to accrue on the unsubsidized loan once a disbursement has been made. The student has the choice of paying the interest while in school or deferring the interest until six months from the students last date of attendance. Loan repayment will begin six months from the students last date of attendance. Minimum payments are \$50.00 a month.
- Parent Loan Program (PLUS) is for a dependent student's parents. IN ADDITION, loan minimum payments are determined by the loan amount. Payments for the PLUS loan may be postponed until six months after the dependent student completes the program of study.

### IN-SCHOOL PAYMENTS

Prior to beginning school students must make payment arrangements with JD Academy of Salon and Spa for the cost of tuition, fees, books/kits **LESS** Financial Aid Amounts. **The specific student arrangement will be outlined in the Enrollment Agreement.**

### PRIVATE PAY STUDENTS

If a student account becomes thirty days delinquent, student may not be allowed to continue attendance, until payments are brought current.

Student tuition must be paid in full prior to graduation, for student to receive **Proof of Training** unless other arrangements have been approved. Payments in default in excess of 60 days are subject to being turned over to a collection agency.



## VOCATIONAL REHABILITATION

Vocational Rehabilitation is a State Funded Program. A potential enrollee is eligible if selected by a Vocational Rehabilitation Agency. Interested students should contact the local office for further information. Students must meet specific requirements and are tested for aptitude to find the specific field of study in which he/she may most likely succeed.

## VETERANS

VA benefits are funded by the Department of Veterans Affairs. Students who have current or prior military service or those who may qualify under the previous G.I. Bill because of a parent's military service should contact VA at 1-888-442-4551 for further information, determination of eligibility, and appropriate forms. Some programs of instruction may not qualify for VA benefits.

### **VETERAN'S ADDENDUM POLICY STATEMENT 2013**

Evaluation of Previous Education and Training: 38 CFR 21.4254(c) (d)

JD Academy of Salon and Spa will conduct an evaluation of all previous education and training of the Veteran or eligible person, grant appropriate credit, shorten the duration of the training course proportionately, and notify the student and the Department of Veterans Affairs accordingly.

## GRIEVANCE POLICY

In accordance with JD Academy of Salon and Spa's mission statement, we will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time.

Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

- The student should register the complaint in writing on the designated form provided by JD Academy of Salon and Spa within 30 days of the date that the act which is the subject of the grievance occurred.
- The grievance form will be given to the Director of Education, Director, or President.
- The grievance form will be reviewed with the President, and President will respond in writing to student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
- If the President cannot resolve the complaint, it will be referred to an appropriate agency if applicable.
- Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
- In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, the owner will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee.



## EXTERNSHIP PROGRAM POLICY

### **PURPOSE**

The purpose of the JD Academy of Salon and Spa Externship Program is to allow students in good standing the opportunity to obtain additional real-world salon and spa exposure and experience while enrolled in a JD Academy Cosmetology or Esthetician Program. This externship program is voluntary and may be terminated by the student at any time.

### **STUDENT BENEFIT**

Cosmetology Students may work unpaid in a JD Academy approved participating salon earning a maximum of 8 hours per week and a maximum of 160 total hours.

Esthetician Students may work unpaid in a JD Academy approved participating salon or spa earning 8 hours per week and a maximum of 60 total hours.

### **STUDENT ELIGIBILITY**

To participate in the JD Academy Externship Program students must meet the following minimum requirements:

- Have and maintain an Academic Grade Average of 80% or greater
- Have and maintain an overall attendance rate of 94% or greater
- Passed one written mock state board exam with 80% or greater
- Passed one practical mock state board exam with 75% or greater
- Have completed 60% of required practical operations
- Have completed 60% of minimum required technical hours  
(Cosmetology .60 x 1600 = 960 / Esthetician .60 x 600 = 360)
- Must not have been reprimanded in a written counseling for behavioral issues

### **SALON OR SPA ELIGIBILITY**

A salon or spa must meet all the following requirements to participate in the JD Academy of Salon and Spa Externship:

- Be an establishment licensed by the Board of Barbering and Cosmetology
- Have a minimum of four licensees working at the establishment (including employees, owners, and/or managers)
- All licensees at the establishment must be in good standing with the board
- Licensees working at the establishment work for salaries or commissions rather than on a space rental basis
- No more than one extern may work in an establishment for every four licensees working in the establishment
- Establishment agrees in writing - sent to the school and to all affected licensees - that no reduction or alteration in the licensee's current work schedule shall occur as a result of the externship
- Establishment agrees to have extern wear school identification/name tag in a conspicuous manner while working in the establishment and to require extern to carry a school laminated identification card with picture in a form approved by the board
- Agrees to have at least 90% of the extern's responsibilities consist of acts included within the practice of cosmetology as defined in Section 7316
- Shall agree to consult with the school regarding the extern's progress
- The owner of the establishment shall monitor and report on the student's progress regularly
- Agrees to accept responsibility for the extern's general liability insurance and cosmetology malpractice liability insurance
- Agrees to provide proof the establishment has general liability insurance and malpractice liability insurance that covers "externs"
- Agrees to allow extern to work on a paying client only under the immediate supervision of a licensee
- Agrees to allow extern to perform operations the extern has already received JD Academy of Salon and Spa training to perform



## EXTERNSHIP PROGRAM PROCEDURES

### Student participation checklist:

- Has 60% of program hours (Cosmetology 950 Esthetician 360)
- Completed at least 60% of practical operations
- GPA is 80% or greater
- Attendance 94% or greater
- Mock practical state board passed with 75% or more
- Mock written state board passed with 80% or more
- No behavioral counseling in file
- Presented two passport pictures

### Salon / Spa participation checklist (requirements of the State Board of Barbering and Cosmetology):

- Copy of establishment license in good standing
- Establishment has minimum of 4 licensees
- Copy of licensees' licenses
- Licensees are in good standing
- Licensees are salaried or commission NOT renters
- Executed Participation Agreement
- Proof of general liability insurance & extern coverage
- Proof of cosmetology malpractice liability insurance & extern coverage
- Completed and signed State Board **Notification of Participation in the Cosmetology Externship Program** (form S-11)
- Date signed S-11 form sent to Board \_\_\_\_\_ updated annually





## EXTERNSHIP PROGRAM PARTICIPATION AGREEMENT

This agreement to be completed and signed by salon/spa Establishment Owner.

As a participant in the JD Academy of Salon and Spa Externship Program, I \_\_\_\_\_  
(Establishment Owner)

Owner of \_\_\_\_\_ located at \_\_\_\_\_  
(Establishment Name) (Establishment Address)

\_\_\_\_\_ agree to the following:  
(Establishment City, State, Zip)

- Provide JD Academy a copy of current establishment license
- Provide JD Academy a copy of all current licensee’s state board licenses
- Will notify JD Academy if establishment license or licensees’ licenses fall out of good standing
- Acknowledges all licensees in the establishment are salaried or commissioned and **NOT** space renters
- Agrees there will be no reduction or alteration of any licensee’s current work schedule as a result of the externship
- Agrees to provide a copy of this participation agreement to all establishment licensees
- Will provide proof of general liability insurance showing extern is covered under the policy
- Will provide proof of cosmetology malpractice insurance showing extern is covered under the policy
- Will require extern to wear a JD Academy externship name tag in a conspicuous place
- Will require extern to carry on his/her person a JD Academy laminated ID card with photo
- Allow extern to work a maximum of 8 unpaid hours per week
- Allow extern to perform only acts that extern has already received training on at JD Academy of Salon and Spa
- Will allow extern to work solely in an assisting capacity and only under direct and immediate supervision of a licensee
- Agrees to complete and sign weekly hour and progress report for extern

Establishment Owner Signature:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

### EXTERNSHIP PROGRAM REFERENCES

[www.barbercosmo.ca.gov/laws\\_reg/art8\\_5.shtml](http://www.barbercosmo.ca.gov/laws_reg/art8_5.shtml) State Board Article 8.5 Externship 952.- 952.2

[www.barbercosmo.ca.gov/laws\\_reg/art7.shtml#a950\\_2](http://www.barbercosmo.ca.gov/laws_reg/art7.shtml#a950_2) State Board Article 7 950.2-950.4

State Board S-11 1/2011

NACCAS’ Policies & Procedures 1/2017 Policy VI.01-Curriculum: Externship Requirements Policy page of 254

Business and Professions Code-BPC 7312

Business and Professions Code-BPC 7395.1

Business and Professions Code-BPC



## STAFF/FACULTY

### Administrative Staff:

- ❖ Janet Paradiso, President, Director of Admissions
- ❖ Kelsey Creer-Martin, Campus Director/Licensed Cosmetologist
- ❖ Phuong Nguyen, Financial Aid Director
- ❖ Pauline Giles, Executive Assistant
- ❖ De'Ahna Turner, Registrar
- ❖ Shelbie Campbell, Guest Service Manager

### Instructors:

- ❖ Elayne Becker, Licensed Cosmetologist
- ❖ Lillian Denmead, Licensed Esthetician
- ❖ Belinda Gomez, Licensed Cosmetologist
- ❖ George Horton, Lead Cosmetology Instructor, Licensed Cosmetologist
- ❖ Catherine Mantia, Licensed Esthetician
- ❖ Joni Maurer, Licensed Esthetician
- ❖ Amanda Pinkham, Licensed Cosmetologist
- ❖ AmyJo Rodgess, Licensed Esthetician
- ❖ Bernadine Tatum, Licensed Cosmetologist
- ❖ Lisette Weavil, Licensed Cosmetologist and Licensed Esthetician

### Substitute Instructors:

- ❖ Linda Bertaut, Licensed Esthetician
- ❖ Kelsey Creer-Martin, Campus Director, Licensed Cosmetologist
- ❖ Josette Jelveh, Licensed Cosmetologist



## TUITION

COSMETOLOGY (1600 Clock Hours)	
Program Length:	
<ul style="list-style-type: none"> <li>• Fulltime: Tues.-Sat. 9-5 44 weeks (37.5 hours/week)</li> <li>• ¾ Time Day: Tues.-Fri. 9-5 54 weeks (30 hours/week)</li> <li>• Part-time Day: Tues.-Sat. 9-2:30 59 weeks (27.5 hours/week)</li> <li>• Part-time Night: Mon.-Thurs. 5-10pm 80 weeks (20hours/week)</li> </ul>	
Tuition	\$21,600
Application Fee (Non-Refundable)	\$100
Books and Equipment (Non-refundable after received by student) *	\$2,700
State Board License Exam Fee	\$134
STRF (Non-refundable)	0
Administrative Fee (re-entry students \$150)	
Technical Evaluation Fee (transfer students \$100)	
<b>Total:</b>	<b>\$24,534</b>
The curriculum for students enrolled in a cosmetology course consists of 1600 hours of technical and practical training covering all practices of a cosmetologist pursuant to Section 7316 of the Barbering and cosmetology act.	
ESTHETICIAN (600 Clock Hours)	
Program Length:	
<ul style="list-style-type: none"> <li>• Fulltime: Tues.-Sat. 9-5 16 weeks (37.5 hours/week)</li> <li>• ¾ Time Day: Tues.-Fri. 9-5 20 weeks (30 hours/week)</li> <li>• Part-time Day: Tues.-Sat. 9-2:30 22 weeks (27.5 hours/week)</li> <li>• Part-time Night: Mon.-Thurs. 5-10pm 30 weeks (20hours/week)</li> </ul>	
Tuition	\$11,400
Application Fee (Non-Refundable)	\$100
Books and Equipment (Nonrefundable after received by student)*	\$1,600
State Board License Exam Fee	\$124
STRF (Non-refundable)	0
Administrative Fee (re-entry students \$150)	
Technical Evaluation Fee (transfer students \$100)	
<b>Total:</b>	<b>\$13,224</b>
The curriculum for students enrolled in an esthetician course consists of 600 hours of technical and practical training covering all practices of an esthetician pursuant to Section 7316 of the Barbering and cosmetology act.	

Tuition subject to change, changes do not affect currently enrolled students. See Enrollment Agreement for actual amounts. Application fee is due when Enrollment Agreement is signed. Remaining balance payment options include: Interest Free Cash Payment Plans, VA and/or Title IV Funding (for those who qualify) that may include Pell Grants, Subsidized Student Loans, Unsubsidized Student Loans and Parent Plus Loans. Methods of payment accepted: cash, check, money order, debit/credit card or through non-federal agency loan programs. Students are responsible for paying the total tuition, fees and repaying applicable loans plus interest.

### Financial Aid is Available for Those Who May Qualify!

Future Artists that wish to apply for financial aid may do so by completing a Free Application For Student Financial Aid "FAFSA" at [www.FAFSA.ED.GOV](http://www.FAFSA.ED.GOV) or Contact our Financial Aid Officer. Please use **School Code 042175**.

### JD Academy Participates in the Following programs:

**Pell Grants - Subsidized Loans - Unsubsidized Loans - Plus Loans - VA - Interest Free Payment Plans**

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