



**JA School of Hairdressing
617 N. MAIN STREET SUITE E-2
CORONA, CA 92880**

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January 1, 2026 to December 31, 2026

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Prospective students or the general public may request a copy of this school catalog in-person or by mail, and the School will send one to you by Email or provide a copy while you visit the School.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you before signing an enrollment agreement.

The School Catalog and Enrollment Agreement is one document

All information in this catalog is current and correct and is so certified as true by Mr. Harold Sterling, CEO/Owner.

MESSAGE FROM THE SCHOOL DIRECTOR.....	6
JA SCHOOL OF HAIRDRESSING'S MISSION STATEMENT AND EDUCATIONAL OBJECTIVES.....	7
THE HISTORY OF JA SCHOOL OF HAIRDRESSING.....	8
FACILITY.....	8
APPROVAL DISCLOSURE STATEMENT FOR JA SCHOOL OF HAIRDRESSING.....	8
JA School of Hairdressing (JASH) REQUIRED DISCLOSURES.....	9
STUDENT'S RIGHT TO CANCEL.....	10
CEC§94909(a)(15) "NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.....	10
FOR DISABLED/HANDICAPPED STUDENTS.....	11
ADMISSION REQUIREMENTS.....	11
RE-ENTRY POLICY.....	12
ENGLISH AS A SECOND LANGUAGE.....	12
HEALTH AND PHYSICAL CONSIDERATIONS.....	12
CLASS SCHEDULES.....	13
CALENDAR AND HOLIDAYS.....	13
CREDIT EVALUATION.....	13
ORIENTATION CLASS.....	14
FRESHMAN CLASS-ENROLLMENT.....	14
COURSES OF STUDY.....	14
ATTENDANCE STATUS & NORMAL COURSE COMPLETION TIME.....	14
ATTENDANCE POLICY.....	15
ENROLLMENT TIME.....	15
SATISFACTORY ACADEMIC PROGRESS POLICY (SAP).....	16
CURRICULUM FOR BARBERING 1000 CLOCK HOUR PROGRAM.....	22
CURRICULUM FOR 200-BARBER CROSSOVER COURSE.....	26
CURRICULUM FOR COSMETOLOGY (1000 HOURS).....	28
CURRICULUM FOR ESTHETICIAN PROGRAM (600 HOURS).....	33
CURRICULUM FOR 800-ESTHETICS COURSE (800 HOURS).....	35
NON-DISCRIMINATION POLICY.....	38
ACADEMIC FREEDOM.....	38
DISCLOSURE OF EDUCATION RECORDS.....	38
LIBRARY RESOURCES.....	39
STUDENT CLOCK HOUR POLICY.....	39
TIME CARD CREDIT.....	39
LEAVE OF ABSENCE.....	40
STUDENT RECORDS AND TRANSCRIPTS.....	40
STUDENT CODE OF CONDUCT.....	41
TEXTBOOKS, EQUIPMENT & SUPPLIES.....	44

TUITION AND FEE SCHEDULE (Effective Date 01-01-2025).....	45
STUDENT TUITION RECOVERY FUND (S.T.R.F.).....	45
TUITION PAYMENT METHODS.....	47
SCHOOL CLOSURE OR COURSE CANCELLATION.....	47
COLLECTION POLICY.....	47
SCHOLARSHIPS.....	47
FINANCING PAYMENT PLANS.....	47
MILITARY TUITION ASSISTANCE AND EDUCATIONAL BENEFITS.....	48
REFUND POLICY—WITHDRAWAL PRIOR TO COURSE COMPLETION.....	48
INSTITUTIONAL REFUND POLICY.....	48
DETERMINATION OF WITHDRAWAL FROM SCHOOL.....	49
PLACEMENT.....	49
HOUSING.....	49
DRUG ABUSE & ALCOHOL POLICY STATEMENT.....	49
SEXUAL HARRASSMENT.....	50
STUDENT GRIEVANCE PROCEDURES – STUDENT RIGHTS.....	51
COPYRIGHT INFRINGEMENT.....	52
ADMISSIONS & FINANCIAL CONTACT INFORMATION AND HOURS.....	52
SCHOOL MANAGEMENT AND STAFF.....	53

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MESSAGE FROM THE SCHOOL DIRECTOR

Dear Student,

Welcome to JA School of Hairdressing (JASH), and congratulations on taking the next step toward your future in the beauty industry. We are honored that you have chosen JASH to begin your training in barbering, cosmetology, or esthetics.

At JASH, we are committed to providing you with the knowledge, hands-on experience, and professional foundation needed to prepare for the Barber, Cosmetology, and Esthetician Licensing Examinations. Beyond technical skills, our programs emphasize professionalism, business development, client relations, and the confidence needed to succeed in today's competitive beauty industry.

Your success will be built through dedication, practice, discipline, and a willingness to learn. Throughout your training, you will gain experience in shop management, business principles, and the personal development skills necessary to build the career and lifestyle you envision for yourself.

We are excited to have you join the JASH family. Our mission is to help you discover your talents, reach your goals, and create opportunities that can positively impact both your life and the lives of others.

All classes are taught in person at:

617 N. Main Street, Suite E-2
Corona, CA 92880

All instruction is provided in English.

We look forward to supporting you throughout your educational journey and celebrating your future success.

Sincerely,

Ms. Najwa Nasser
Director / COO
JA School of Hairdressing (JASH)

JA SCHOOL OF HAIRDRESSING'S MISSION STATEMENT AND EDUCATIONAL OBJECTIVES

Our primary objective is to offer training that prepares students to acquire the knowledge and skills necessary to pass the Board of Exams. Our mission is to train and produce graduates sufficiently knowledgeable to seek and find employment in the beauty industry. The successful student should be able to function effectively in one of the many specialty areas, such as Hair Stylist, Barber, Hair Colorist, Manicurist, Skincare and Make-Up Artist, or as a Beauty Salon, Barber Shop, or Esthetician-Licensed professional. Normal progression should move him or her to positions such as Barber Shop/Beauty Salon Skin Care Spa Manager, Barber/Beauty Salon Owner, Barber, Esthetician or Cosmetology Teacher, Supervisor, Director, or School Owner.

JA School of Hairdressing (JASH). As stated previously it is JASH's mission to provide the student with the education necessary to pass the State Board exam, to be an asset to the profession, and to become a success in the area the student desires. In order to achieve this mission, the school does the following:

1. Maintains a highly skilled and qualified teaching staff. We provide our students with frequent presentations from experts currently working in the field.
2. Provides the student with a comprehensive curriculum in the basics and advanced areas of the field of study and related subjects with emphasis on salon, barbershops, and spa techniques.
3. Teaches the value of professionalism, including high standards of workmanship and personal conduct enabling the student to acquire employment and be an asset to the salon of their choice.
4. JASH prides itself for conducting its business in an ethical and educational atmosphere that is an example of an exemplary environment.

THE HISTORY OF JA SCHOOL OF HAIRDRESSING

JA School of Hairdressing was founded through the partnership of passionate business professionals who share a strong dedication to education and the beauty industry. The founders worked very hard to achieve their goals and have long waited for the opportunity to open the school's doors and share their knowledge and experience with future students. One partner brings valuable business experience, while the other contributes extensive knowledge and expertise in the cosmetology industry. Together they are committed to creating a supportive learning environment where students can grow both professionally and personally. Our goal is to prepare every student for real-life success by providing quality education, hands-on training, and the skills needed to succeed in the cosmetology, barbering, and esthetics industry.

FACILITY

JASH is a spacious new (3,600 sq. ft.) air-conditioned, modern facility with many benefits for our staff and students. Our school simulates Salon/Spa and Shop conditions to help our students "learn-by-doing", with modern equipment which includes Barber and Salon type chairs, individual styling stations, and a variety of professional products and supplies that will help enhance the student's product knowledge. A student lounge is provided for students' use, with facilities, dining, and rest areas. Each student uses a locker to store their uniform and personal items. Our students learn inventory control and assist in operating our supply system. The objective is to help the student become "salon-ready".

APPROVAL DISCLOSURE STATEMENT FOR JA SCHOOL OF HAIRDRESSING

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting <https://www.oscar.bppe.ca.gov/>.

This institution is a private institution, and that is approved to operate by the Bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. The Bureau's approval does not imply any endorsement of the program or that Bureau approval means the institution exceeds minimum state standards. Institutional approval must be re-approved every five years and is subject to continuing review. Approved are programs and courses: **Barbering 1000 Clock Hours, 200-Barber Crossover Course, Cosmetology 1000 Clock Hours, Esthetician 600 Clock Hours, and 800-Esthetics Course.** Instruction is in residence, with a facilities occupancy level accommodating **50** students at any one time.

Prospective enrollees are encouraged to tour the school's physical facilities, located at 617 N. Main Street, Suite E-2, Corona, CA 92880, where all classes are held, to discuss personal, educational, and occupational plans with school personnel prior to enrolling or signing enrollment agreements. Effective February 3, 2026, the Department of Veteran Affairs (VA) has accepted and processed JASH new approval refer to page 47 "MILITARY TUITION ASSISTANCE & EDUCATIONAL BENEFITS."

The following are state programs, Bureaus, departments, or agencies that set minimum standards for our program of studies in accordance with the Business and Professional Code: **Board of Barbering Cosmetology, Contact: BBC@barbercosmo.ca.gov | Board School Code: #23008**

JA School of Hairdressing (JASH) REQUIRED DISCLOSURES

- This School does not admit students from other countries and therefore does not offer visa-related services.
- Instructions in all programs will be provided in English.
- This School does not provide ESL instruction.
- All programs offered by JASH lead to licensure in California or certain other states.
- The policy of this School is to update the official school catalog in January each year. Annual updates may be made using supplements or inserts accompanying this catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog; those changes shall be reflected at the time they are made in supplements or inserts accompanying this catalog.
- This School makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can arrange to do so by calling the school's office at (951) 268-6890.
- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Ste 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798 | toll-free telephone number (888) 370-7589 | (916) 574-8900 | Fax (916) 263-1897 | Website: www.bppe.ca.gov | Email: bppe@dca.ca.gov
- This School is not involved in any type of bankruptcy action such as having a pending petition in bankruptcy court, or operating as a debtor in possession nor has filed a petition within the preceding five years or has had a petition in bankruptcy 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.).
- As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- This school does not participate in federal or state student aid programs.
- If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.
- This School is approved by the Veterans Administration for the Barbering, Cosmetology, Esthetician programs only. JASH has approval for the following programs: Chapters 30, 33, 35, and 1606. Facility code: 25008205
- This School offers a certificate program, and it is not accredited by an accrediting agency recognized by the United States Department of Education.

STUDENT’S RIGHT TO CANCEL

1. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from the date when the enrollment agreement was signed), whichever is later. JASH shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.
2. After the cancellation period ends, you also have the right to stop school at any time and receive a refund for the portion of the course not taken. Your refund rights are described in the enrollment agreement. If you have lost your contract, ask the school for a description of the refund policy.
3. The Notice of Cancellation shall be in writing and submitted directly to the School Director. If sent by mail, it is effective upon deposit and proper postage. A withdrawal may be initiated by the student’s written notice or by the institution due to the student’s academic or conduct, including, but not necessarily limited to, a student’s lack of attendance. After the cancellation period ends, you also have the right to stop school at any time and to receive a refund for the portion of the course not taken. Your refund rights are described in the Refund Policy and in the enrollment Agreement.
4. JASH will pay or credit refunds within 45 days of a student’s cancellation or withdrawal.

CEC§94909(a)(15) “NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at JA School of Hairdressing is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Barbering, Cosmetology, 200-Barber Crossover, Esthetician, or 800-Esthetics is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending JA School of Hairdressing to determine if your diploma will transfer.”

FOR DISABLED/HANDICAPPED STUDENTS

JA School of Hairdressing complies with the requirements established by the Americans with Disabilities Act. does not discriminate against qualified individuals with disabilities. We provide reasonable accommodation for the known disability of a qualified applicant, student, client, or employee. Access for

disabled students to the institution's facilities is available at the School. This institution offers programs for students with disabilities, depending on the student's disability(s).

ADMISSION REQUIREMENTS

Enrollees are admitted as regular students under one of the following criteria:

A) Applicants must provide a copy of his/her High School Diploma or High School Transcript (that clearly states they have met all graduation requirements), GED, or its equivalent. If you were home-schooled, you must provide evidence of completion of home schooling that state law treats as a home or private school. If the state issues a homeschooling credential, the school must retain it in the student's school file, and the student must pass an admissions test. The Administrative Assistant may check with the National Center for Education Statistics (NCES) at <http://www.nces.ed.gov>. If the state has jurisdiction over the high school, it can determine whether the school's diploma (which need not be accredited) is recognized by the state. Another source is www.onlinehighschool.org, which provides a listing of free and public accredited online high schools. For the California GED, a student can contact (800) 331-6316 or www.cde.ca.gov/ged/faq/records.html. Students who have graduated from high school outside the United States must have their High School Diploma translated into English and must have an independent evaluator certify that they have completed the high school equivalency as required by the United States or California Board of Education standards.

B) Ability-to-Benefit Alternatives

JASH does not offer Ability-to-Benefit alternatives for students.

C) Our school does not recruit students already attending or admitted to another school offering a similar program of study.

The general criteria for admission are:

1. Students must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an Enrollment Agreement or make other arrangements acceptable to the school.
2. Must present a valid government-issued identification and social security card.
3. Students must provide a valid high school diploma, high school official transcript that shows high school completion, GED certificate, homeschooling graduation certification, or associates, bachelor's, or master's degree credentials from a school with accreditation recognized by the U.S. Department of Education. If the high school diploma is from a foreign school (any institution outside of the United States), then the transcript must be evaluated by a foreign credential evaluation service. The prospective student is responsible for the evaluation fee and the translation fee, even if the diploma is not sufficient or does not meet the U.S. equivalency.

RE-ENTRY POLICY

All students who withdraw may re-enter the program without loss of hours and operations, provided they do so within 5 years of their withdrawal and are in good standing with the School. Transfer students from other institutions, please refer to Credit Evaluations.

ENGLISH AS A SECOND LANGUAGE

All classes are taught in English only. This institution does not offer English as a Second Language ("ESL") course. All prospective students who are accepted for enrollment must be proficient in the English language at the 10th-grade level or higher. For students that that have received a High School Diploma or other acceptable documentation from a foreign country according to Section A above, the acceptable level of English proficiency is a minimum of 10th grade and you must take the admission test outlined in Section A above and pass the Wonderlic test SLE 4 with a score of 15 which is given in English only, in order to demonstrate English proficiency and be admitted to JASH.

HEALTH AND PHYSICAL CONSIDERATIONS

Generally, professionals in the beauty field must be in good physical health, as they will be working in direct contact with patrons. In most aspects of the beauty culture field, there is a great deal of standing, walking, pushing, bending, and stretching, sometimes for long periods. A person must consider their physical limitations when making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if they believe they can meet the training requirements. If a female student is pregnant prior to enrollment, she must obtain a letter from her doctor stating that she can work around chemicals and withstand long hours of standing. This letter must be furnished to enrollment personnel prior to her enrollment. If a currently enrolled female student becomes pregnant, she must inform the school and provide a letter from her doctor stating that she can continue in the course, work around chemicals, and withstand the long hours of standing.

CLASS SCHEDULES

CLASSES WILL BEGIN AS FOLLOWS: Weekly **Day Classes:** every Tuesday for all courses: Cosmetology, Barbering, and Esthetician courses. We offer the following schedules for all courses: Tuesday through Friday, 9:00 a.m. - 5:30 p.m., and Saturdays, 8:30. a.m. - 5:00 p.m.: Tuesday through Friday, 9:00 a.m. - 5:30 p.m., and Saturdays 8:30.- 5:00 p.m.

Night Classes: every Monday for all courses. We offer the following schedules: 4:00 p.m. or 5:00 p.m. – 10:00 p.m. Monday through Thursday, with optional Friday or Saturday classes if you wish to go additional hours. We also offer flexible schedules within the above time frames to accommodate students who may be employed or otherwise engaged.

CALENDAR AND HOLIDAYS

JASH will be closed for the following days in 2026 and 2027:

Holiday	2026	2027
Memorial Day	May 25, 2026	May 31, 2027
Juneteenth	June 19, 2026	June 19, 2027
Independence Day	July 4, 2026	July 4, 2027
Labor Day	September 7, 2026	September 6, 2027
Veterans Day	November 11, 2026	November 11, 2027
Thanksgiving Break	November 26-29, 2026	November 25-28, 2027
Christmas Break	December 24 - January 3, 2027	December 25 - January 3, 2028

Holy days of all religions are respected and observed.

CREDIT EVALUATION

Appropriate credit may be granted for prior training hours at the School's discretion, subject to verification by School officials of the validity of any transcripts submitted under the Cosmetology Act and the Board of Barbering/Cosmetology Rules and Regulations. Occasionally, a student's acceptance by the School will depend entirely on the Board of Barbering and Cosmetology. Students transferring from another school of Cosmetology in California must furnish a valid Proof of Training document from a licensed California Cosmetology school, and our School may not elect to accept all or any of the previous hours of training and operations. All out-of-state applicants must furnish the FORM B of credit hours from the California Board of Barbering/Cosmetology, and it must be notarized by the previous school you attended. NOTE: JASH does not accept transfer students (California students) who have completed 50% or more of their course hours, and will contact the previous institution for references. Out-of-state students' previous hours in their entirety may be accepted, and references from their previous schools will also be considered for enrollment at our School. This School has not entered into an articulation or transfer agreement with any other School or university.

ORIENTATION CLASS

Orientation classes are held each Saturday morning before any new class starts. All new students, transfers, and re-enrollment students are required to attend prior to the start of class.

FRESHMAN CLASS-ENROLLMENT

The freshman curriculum for each course requires a specific number of hours of classroom lectures, demonstrations, and student practice. SEE CURRICULUMS STARTING ON PAGE 20. The freshman class teaches you from the very beginning and introduces the basics for those areas that you will need to

know to pass the licensing examinations. From this initial introduction, you will learn the fundamentals that will shape your future and career. The hours spent in the freshman class are as follows: Cosmetology 100 hrs., Barbering 100 hrs., Barber Crossover 10 hrs. Esthetician 60 and 80 hrs.

COURSES OF STUDY

Cosmetology: (1000 Clock Hours), Barbering: (1000 Clock Hours), 200-Hour Barber Crossover (200 Clock Hours), Esthetician (600 Clock Hours), and 800-Esthetics Course (800 Clock Hours). The course of study for students enrolled in the program shall consist of the state-mandated technical instruction and practical operations covering all practices constituting the arts of cosmetology, barbering, and skin care training. Educational Goals: The courses of study are designed to prepare students for the state licensing examination and for profitable employment as a Barbering (SOC #39-5010, D.O.T. #332.371-010, CIP #12.0402), Cosmetologist (SOC #39-5012, D.O.T. #332.271-010, CIP #12.0401), Esthetician (SOC #39-5094, D.O.T. #332.271-010, CIP #12.0409). The Cosmetology program is 30 weeks in length, the Barbering program is 30 weeks in length, 200 Barber Crossover course is 3 weeks, the Esthetician program is 15 weeks in length and the 800-Esthetics course is 34 weeks; however, students may enroll on different weekly schedules, and as a result, the course weeks may vary in length.

ATTENDANCE STATUS & NORMAL COURSE COMPLETION TIME

Full-time: Any student scheduled to attend 24 or more hours per week is considered full-time. Part-time enrollment is defined as at least 16 but less than 24 hours per week. Less than 16 hours per week is less than half-time. Half-time enrollment requires a minimum of 12 hours per week. The course schedules are based on weekly attendance and are as follows:

COSMETOLOGY AND BARBERING 1000 CLOCK HOURS: TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME. FULL-TIME: 40 HRS WEEKLY = 25 WKS, WKS. & 24 HRS WEEKLY = 41.6 WEEKS TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME. PART-TIME: 20 HRS WEEKLY=50 WKS., 16 HRS WEEKLY=62.5 WEEKS TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME.

200-BARBER CROSSOVER: TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME. FULL-TIME: 40 HRS WEEKLY = 2.5 WEEKS & 24 HRS. WEEKLY=8.33 WEEKS. PART-TIME 20 HRS. WEEKLY = 10 WEEKS.

ESTHETICIAN (600 CLOCK HOURS): FULL-TIME: 40 HRS WEEKLY=15 WKS, & 24 HRS WEEKLY=25 WEEKS TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME. PART-TIME: 20 HRS WEEKLY=30 WKS., 16 HRS WEEKLY=37.5 WEEKS TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME.

800-ESTHETICS (800 CLOCK HOURS): FULL-TIME: 40 HRS WEEKLY=20 WKS, & 24 HRS WEEKLY=33.3 WEEKS TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME. PART-TIME: 20 HRS WEEKLY=40 WKS., 16 HRS WEEKLY=50 WEEKS TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME.

ATTENDANCE POLICY

Every student must attend during the contracted hours outlined in your contract. We do not accept excused or unexcused absences; every student is allotted a 14-day grace period upon enrollment. Those days are used for absences and are not counted against you. Once those fourteen (14) days have been used, any further absences will count against them. Mandatory days for evening classes are Fridays, and day class is on Saturdays. These days are mandatory due to them being test days for students. After three missed Fridays/Saturdays, a student will receive a 3-day suspension; a second offense can lead to a longer suspension or dismissal of the program. Every student must arrive at class on time and ready to learn.

All students must meet a 67% attendance requirement to meet Satisfactory Academic Progress for the school.

ENROLLMENT TIME

Enrollment time is defined as the hours of attendance for that portion of the course scheduled to be completed on the student's last day of physical attendance at the school. Any monies due the applicant or student shall be refunded promptly (45 days) after formal cancellation by the student as defined in item B or formal termination by the school, which shall occur no more than 14 days from the last day of physical attendance, or in the case of a leave of absence, the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that they will not be returning.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

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

1. Students that are attending the course programs who have more than 2 weeks (14 calendar days) of consecutive absences will be dismissed. This standard shall apply to all students except those on a medical approved Leave-of-Absence (see LOA policy). Students who expect to be absent 14 or more days will be dismissed and need to contact the FA office. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. **Evaluations** are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.
2. Complete the course within one and one-half (1-1/2) times the length of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete it within 60 weeks. Students that do not complete their course of study within the 150% time frame will be dismissed.
3. Students must meet minimum academic (70%) and attendance (67%) requirements at the end of each payment period of the course to be considered as meeting satisfactory progress until the next evaluation period.
4. All students will be provided a hard copy of their completed SAP evaluation form at the conclusion of their SAP counseling.

EVALUATION PERIODS: Evaluations will be performed for all students when they reach the following percentages of 25% and 50% of their course.

***The evaluations(s) will be performed based on when the student actually reaches the end of period. Based on full-time enrollment status. Part-time enrollment status will be calculated based on the above formula. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. *Transfer Students-**

Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Cosmetology and Barber: (1) 225 hours and (2) 450 hours. Based on Full-time enrollment and

Barber Crossover: (1) 100 clock Hours

Esthetician 600 hours: The courses shall be prorated based on the above definition of an

Academic year 900 clock hours and 26 weeks. (1) 150 hours and (2) 600 hours. **Esthetician Advance 800 hours:** The courses shall be prorated based on the above definition of an Academic year 900 clock hours and 26 weeks (1) 200 clock hours and (2) 400 hours. Based on Full-time enrollment. complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 400 clock hours, or at the time of actual completion of the remaining hours, whichever occurs first.

WARNING: Students who fail to meet minimum requirements for attendance or academic progress are placed on Warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be withdrawn . At this time the student will be told of the steps to take to initiate an appeal process if they wish to become reinstated in the course program. If the appeal is accepted the student will be placed on probation.

PROBATION: A student on probation is considered to be making satisfactory academic progress, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and will be withdrawn from the course.

DISMISSAL POLICY: A student may be dismissed for failing to maintain JA School of Hairdressing policies. Below is a list of violations that may result in a student dismissal. Please note this list may not cover all situations.

- Failure to maintain SAP
- Failure to comply with school policies
- Academic Dishonesty
- Failure to pay
- Failure to maintain attendance
- Poor conduct in the classroom

A student will be notified in writing if he or she is being dismissed. A student may appeal the school's decision. Please refer to the **'appeal procedure below'**

APPEAL PROCEDURES: If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten (10) days of the non-satisfactory progress status to the director of the institution. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS: Students may re-establish satisfactory academic progress, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

TRANSFER HOURS: Transfer hours from another institution that are accepted towards your current educational program will not impact your current SAP as they are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours of the institution.

INTERRUPTIONS, COURSE IN-COMPLETES, WITHDRAWALS: Course in-completes, repetitions and non-credit remedial courses have no effect upon the student's satisfactory academic progress. 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 **The school must extend the students contract period and maximum timeframe period by the same number of calendar days taken in the LOA.** Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

NON-CREDIT, REMEDIAL COURSES, REPETITIONS: Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

ATTENDANCE STATUS: Full time: Any student scheduled to attend 24 hours or more per week are considered to be full-time students. Part-time enrollment is defined as at least 16 but less than 24 hours per week. Less than 16 hours per week is less than half time. Half time enrollment requires a minimum of 12 hours per week. See page (5) for more information.

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

Program	Maximum Weeks	Time Allowed
Cosmetology & Barbering (Full-time, 40 hours per week) - 1000 clock hours	38	1500
Cosmetology & Barbering (Part time, 20 hours per week) - 1000 clock hours	75	1500
Esthetician (Full time 40 hours per week - 600	23	900
Esthetician (Part time, 20 hours per week - 600	45	900
800-Esthetics (Full-time, 40 hours per week - 800	30	1200
800-Esthetics (Part time, 20 hours per week - 800	60	1200

GRADING SYSTEM: Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students at the end of each evaluation period. The evaluation form reflects the overall Attendance (measured in actual hours & weeks) and Academic progress of the student. The system detailed below is the system utilized in the school.

Academic Grading			Point Grades for Practical Work		
100% - 90%	A	Superior Performance	GPA 4	4 Points	A
89% - 80%	B	Above Average	GPA 3	3 Points	B
79% - 70%	C	Average	GPA 2	2 Points	C
69% - 60%	D	Unsatisfactory	GPA 1	1 Point	D
59% - 00%	F	Fail	GPA 0	0 Point	F

CURRICULUM FOR BARBERING 1000 CLOCK HOUR PROGRAM

CIP # 12.0402

Barber SOC #: 39-5010

Length: 7-12 months

Educational Goal: Licensed Barber

BARBER COURSE OF STUDY (1,000 CLOCK HOURS). The curriculum for students enrolled in a barbering course shall consist of One Thousand (1000) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. For this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. The course of instruction in the practical phases of barbering required for a student enrolled in a 1,000-hour course shall cover not less than 1,000 hours, including training in basic haircutting and hairstyling for all hair textures, at the discretion of the school owner or instructor. The practical training shall include the performance of the following minimum

All students shall receive sufficient instruction and training in the subjects listed in this section to properly prepare them to apply for and take the examination given by the board and to provide barber services in an establishment.

<p>Hair Cutting/ Hairstyling</p>	<p>This subject will provide technical and practical instruction in the following techniques and procedures: use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting; hair analysis, shampooing, analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs, and hot curling irons and blower styling.</p>	<p>100 hours</p>	<p>175 Operational Hours</p>
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Chemical Hair Services	This subject will provide technical and practical instruction in the following techniques and procedures: hair analysis, acid and alkaline permanent waving, chemical straightening, including the use of sodium hydroxide and other base solutions. , the use of semi-permanent, demi-permanent,	100 hours	100 Operational Hours
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	and temporary colors): hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers		
General Science	This subject will provide technical instruction in Human Anatomy and Human Physiology.	25 hours	
Professional/Business Development	Professional and business development shall include, but is not limited to, the following theory, techniques and procedures: orientation, school rules and regulations, state laws and regulations, history, career opportunities, life skills, professional image, communication skills, preparing for licensure and employment, resume building, interviewing, money management, selling, customer service, client consultations, building a clientele, types of business, building a business and product knowledge, uses and safety.	50 Hours	

<p>Shaving The required subjects of instruction in Shaving shall be completed with the minimum hours of 200 hours of technical instruction and practical operations for each subject-matter as described below.</p>			
Preparation and Performance	This subject will provide technical and practical instruction in preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after- shave antiseptic following facial services, massaging the client's face, rolling cream massages.	100 hours	100 Operational Hours

<p>Technical Instruction in Health and Safety The required subjects of instruction in Health and Safety shall be completed with the minimum 200 hours of technical instruction for each subject-matter as described below.</p>			
Laws and Regulations	This subject will provide technical instruction in the, The Barbering and Cosmetology Act and the	50 hours	
Health and Safety Considerations	This subject will provide technical instruction in the following techniques and procedures: Health and Safety/Hazardous substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases, including HIV/AIDS and Hepatitis B.	100 hours	

Disinfection and Sanitation	This subject will provide technical knowledge in the following techniques and procedures: disinfection and sanitation, including proper procedures to protect the health and safety of the consumer, as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	50 hours	50 Operational Hours
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TOTAL 575 THEORY HRS. & 425 PRACTISE HOURS = 1000 CLOCK HOURS

COURSE DESCRIPTION & Educational Goals: The Barbering course is designed to prepare students for the state licensing examination and for profitable employment as a Barber (D.O.T. #332.371-010, CIP # 12.0402). **The student to instructor ratio is 25:1.**

TEXT: Milady Standard Textbook of Barbering 7TH EDITION ISBN:978-0-357-63937-5

PERFORMANCE OBJECTIVES: With the aid of the textbook, the student will study technical instruction and through testing, be able to meet satisfactory progress of 70%. On the clinic floor, the learner will demonstrate practical procedures according to the State Program specifications.

COURSE FORMAT: Instruction is given in individual classrooms and on the clinic floor, under instructor supervision. New classes begin every week and students are assigned to classrooms according to the level of instruction of the course. Students receive instruction through demonstrations, lecture, informational handouts, and classroom involvement. Occasionally, field trips may be scheduled, and guest speakers provided to reinforce the learning process.

LEARNING STRATEGY: Students will read assigned chapters of textbooks and other materials in the school resource center, attend scheduled theory classes, lectures, and demonstrations, prepare written procedures on practical operations, perform practical operations on another person and/or a mannequin.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by the Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Barbering with a GPA of C (70%) or better and all tuition is paid in full he or she is awarded a certificate certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering and Cosmetology Licensing Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, A Barbering license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the Board of Barbering & Cosmetology Licensing Exam with an overall average of 75%.

GRADING SYSTEM: Students are evaluated on a regular basis on theory, practical and supervisory skills. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a (70%) "C" average or better to maintain satisfactory academic status.

CURRICULUM FOR 200-BARBER CROSSOVER COURSE

CIP #12.0401/12.0402

Barber SOC#: 39-5010

Length in contents: 1-2 months

Educational Goals: Licensed Barber

Curriculum

The curriculum for students enrolled in a Barber Crossover course for cosmetologists/barbers shall consist of a minimum of 200 hours of technical instruction and practical operations covering those barber practices that are not a part of the required training or practice of a cosmetologist/barber. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin.

The training shall include sufficient instruction in the various aspects of barbering/cosmetology to prepare the student properly for the barber examination and to enable the student to provide barber services in an establishment. Upon completion of the 400-hour course, the school shall provide a completion notice to the student and a proof-of-training document pursuant to Section 909. The 200-clock-hour course shall include a minimum of 90 clock hours of technical instruction (lecture, demonstration, classroom participation, and/or examination) and the following minimum specified practical operations:

Level of occupation: Barber

TEXT: Milady Standard Textbook of Barbering 7TH EDITION ISBN:978-0-357-63937-5

State Board Minimums

	Minimum Required Technical Instruction (Hours)	Minimum Practical Operations (Hours)
200 Hours of Technical Instruction and Practical Training in Shaving		
Shaving Preparation and Performance: The subject of Preparation and Performance shall include, but is not limited to, the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, and rolling cream massages.	100	100

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Barbering with a GPA of C (70%) or better and has paid all tuition in full, he or she is awarded a certificate certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering and Cosmetology Licensing Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade. A Barbering license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the Board of Barbering & Cosmetology Licensing Exam with an overall average of 75%.

GRADING SYSTEM: Students are evaluated regularly on theory, practical, and supervisory skills. The evaluations are measured on a standard percentile basis, and the percentage is equated to a letter grade. Students must maintain a (70%) "C" average or better to maintain satisfactory academic progress.

CURRICULUM FOR COSMETOLOGY (1000 HOURS)

CIP #12.0401

Cosmetology SOC #: 39-5012

Length in contents: 1000 Clock Hours

Length in Instructional: 7-12 Months

CURRICULUM FOR COSMETOLOGY COURSE (1,000 HOURS): The curriculum for students enrolled in a cosmetology course shall consist of One Thousand (1,000) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the student's actual performance of a complete service on another person or a mannequin. Such technical instruction and practical operations shall include:

SUBJECTS	Minimum Technical Instructional Hours	Minimum Practical Operational Hours
<p>Board Rules & Regulations The subjects of Laws & Regulations shall include, but are not limited to, the following issues: The Barbering and Cosmetology Act & the Board's Rules & Regulations</p>	20	None
<p><u>Cosmetology Chemistry: includes the chemical composition and purpose of cosmetics, nail, hair, and skin care preparation. Shall also include the elementary chemical makeup, chemical skin peels, and physical and chemical changes of matter.</u></p>	20	None

<p>Health & Safety Considerations and staph & Material Safety Data Sheets. The subject Health & Safety shall include, but is not limited to, the following techniques & procedures: Cosmetology chemistry, including the chemical composition and purpose of cosmetic, nail, hair, and skin care preparations. Elementary chemical makeup, chemical skin peels & chemical & physical changes of matter. Hazardous substances include training in chemicals and health in establishments, protection from hazardous chemicals & preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/ AIDS, Hepatitis B, Basic Laws, and physical and sexual assault awareness</p>	<p>100</p>	<p>None</p>
<p>Disinfection & Sanitation The subject of Disinfection & Sanitation shall include, but is not limited to, the following techniques and procedures: procedures to protect the health and safety of the consumer and the technician. Proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before the use of all instruments and equipment.</p>	<p>20</p>	<p>80</p>
<p>Bacteriology, Physiology, and Anatomy The subjects of Anatomy and physiology shall include, but are not limited to, the following issues. Human Anatomy, Human Physiology, <u>Bacteriology, Skin Conditions, Skin Analysis, and Bacteriology.</u></p> <p>2</p>	<p>15</p>	<p>None</p>
<p>Hair Styling: shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, Haircutting, straightening, waving, curling with hot combs and hot curling irons, and blow-dry styling.</p>	<p>60</p>	<p>110</p>
<p>Permanent Waving and Chemical Straightening The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening, including the use of sodium hydroxide and other base solutions.</p>	<p>20</p>	<p>55</p>

<p>Hair coloring & Bleaching The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including the use of semi- permanent, demi-permanent, and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.</p>	60	45
<p>Scalp Treatment: Hair & scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.</p>	10	20
<p>Facials: shall include, but are not limited to, the following techniques and procedures: Manual Facials, including cleansing, scientific manipulations, packs, and masks.</p>	20	30
<p>Electrical Facials include the use of electrical modalities, dermal lights, and electrical apparatus for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate or to contract, or for the purpose of contracting, the muscles of the body or face.</p>	20	30
<p>Chemical Facials include chemical skin peels, packs, masks, and scrubs. Training shall emphasize that only the non- living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.</p>	20	30
<p>Eyebrow Waxing and Tweezing The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching & Hair removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.</p>	10	40
<p>Make- Up: the subject of Make- Up shall include, but is not limited to: skin analysis, complete and corrective make-up, lash and brow tinting, and the application of false eyelashes.</p>	5	15
<p>Derma-planning: Eyebrow tinting and eyelash perming</p>	5	15
<p>Manicure & Pedicure</p>		
<p>The subject of Manicuring and pedicuring shall include,</p>	15	15

but not be limited to. The following issues: Water-and-oil manicure, including nail analysis, and hand/foot and arm/ankle massages.		
Artificial Nails and Wraps Artificial nails , including acrylic: liquid and powder brush-on, artificial nail tips, nail wraps, and repairs.	30	15 nails 15 nails 10 nails
The Salon Business , opening a salon, retail sales, business plan, written agreement, regulations, laws, policies, payroll, insurance, salon safety.	10	None
Miscellaneous: professional ethics, record keeping, and client service record card.	15	None

TOTAL THEORY HOURS=475 AND PRACTICAL HOURS = 525 TOTAL COURSE HOURS=1000

DESCRIPTION OF COURSE: (D.O.T. # 332.271-010) (CIP # 12.04010): This course covers all aspects of cosmetology, skin care, manicuring, and pedicuring. Successful completion of this course, the State Program Examination, and Licensure will allow the Cosmetologist to perform all Hair Stylist skills, including Chemical Applications, Manicuring, and Pedicuring. Our student-to-instructor ratio is 25:1.

DEFINITION OF TERMS: Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides, and examination. Practical Operations means the actual performance by the student of complete services on another person or a mannequin.

INSTRUCTIONAL TECHNIQUES AND METHODS: In-resident Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their textbooks, and must take and pass assigned tests with a grade point average of 70% (C) or better.

COSMETOLOGY COURSE EDUCATIONAL GOALS: The Cosmetology course is designed to prepare students for the state licensing examination and for profitable employment as a cosmetologist. The knowledge and skills will prepare licensed students for work as hairdressers, salon managers, hair colorists, salon owners, and product demonstrators.

COSMETOLOGIST COURSE PERFORMANCE OBJECTIVES: The licensed cosmetologist will be prepared to seek profitable employment as a hairdresser, salon manager, hair colorist, salon owner, product demonstrator, or styling publicist. They will be versed in all areas of Cosmetology.

RESOURCES: TEXTBOOK: MILADY STANDARD TEXTBOOK FOR COSMETOLOGY: 14TH EDITION ISBN:13-978-0357871492

LEARNING STRATEGY: Students will read assigned chapters of the textbook and other materials in the school resource center, attend scheduled theory classes, lectures, and demonstrations, prepare written

procedures on practical operations, perform practical operations on another person and/or a mannequin.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by the Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Cosmetology with a GPA of C (70%) or better and has paid all tuition in full, he or she is awarded a certificate certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering and Cosmetology Licensing Examination.

LICENSING REQUIREMENTS: Applicants must be 17 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the Board of Barbering & Cosmetology Licensing Exam with an overall average of 75%.

CURRICULUM FOR ESTHETICIAN PROGRAM (600 HOURS)

CIP #12.0409

Esthetician SOC #: 39-5094

Length in contents: 600 Clock Hours

Length in Instructional: 4 - 6 months

The curriculum for students enrolled in the ESTHETICIAN program shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of skin care, pursuant to Section 7354 of the Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person. Such technical instruction and practical operations shall include:

TOTAL CLOCK HOURS	600
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TECHNICAL INSTRUCTION

Health and Safety, which includes hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases	100
Disinfection and Sanitation, which includes disinfection procedures to protect the health and safety of consumers and technicians, as well as proper disinfection procedures for equipment used in establishments.	50
FACIALS/MANUAL	05
FACIALS/ELECTRICAL	05
FACIALS/CHEMICAL	05
EYEBROW ARCHING-TWEEZE/WAX; INCLUDES LASH & BROW TINTING + LIFTING	05
HAIR REMOVAL WAX & DEPILATORIES	05
TOTAL THEORY HOURS	175

PRACTICAL OPERATIONS

DISINFECTION & SANITATION	50
FACIALS - MANUAL	105
FACIALS - CHEMICAL	115
FACIAL - ELECTRICAL	115
EYEBROW ARCHING -TWEEZERS & WAX; INCLUDES LASH & BROW TINTING + LIFTING	20

HAIR REMOVAL WAX & DEPILATORIES	20
TOTAL OF PRACTICAL OPERATIONS	425
TOTAL OF BASIC THEORY HOURS & OPERATIONS	600

PERFORMANCE OBJECTIVE: Acquire knowledge of laws and rules regulating California Cosmetology, establish practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Esthetics, including anatomy, physiology, chemistry, and theory, and acquire business management techniques common to esthetics. Esthetician (D.O.T. # 332.271-010, CIP #12.0409).

PROGRESS POLICY: Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

SKILLS TO BE DEVELOPED: Learn the proper use of implements relative to all ESTHETICIAN services, acquire the knowledge of analyzing the skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all ESTHETICIAN services, will learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes and also learn the proper procedure of plain and electrical facials.

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED: Be able to appreciate good workmanship common to /Skin Care, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity, and have improved personality in dealing with patrons and colleagues.

TEXTBOOK: MILADY ESTHETICIAN TEXTBOOK 13TH EDITION ISBN: 978-1-1113-9094-2

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by the Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Esthetician with a GPA of "C" (70%) or better and the tuition account is paid in full, he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Licensing Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade. An Esthetician license will be granted by the State of California only after the student has successfully completed the Esthetician course described above, graduated, and passed the licensing exam with an overall average of 75%.

CURRICULUM FOR 800-ESTHETICS COURSE (800 HOURS)

CIP #12.0409

Esthetician SOC #: 39-5094

Length in contents: 800 Clock Hours

Length in Instructional: 5 - 6 months

The advanced Esthetics course is designed to expand foundational skincare training and provide students with advanced clinical techniques, including chemical exfoliation, microcurrent therapy, LED light treatments, micro-needling theory, pre- and post-operative skin therapy, and advanced product chemistry.

This program prepares graduates for employment in medical spas, dermatology clinics, and plastic surgery offices, where specialized skincare knowledge and hands-on clinical techniques are increasingly in demand.

Prerequisite: None

Objective: To produce highly skilled estheticians with the advanced training required to thrive in clinical and luxury skincare environments.

BASIC CURRICULUM

TECHNICAL INSTRUCTION

Health and Safety, which includes hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases	100
Disinfection and Sanitation, which includes disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	50
FACIALS/MANUAL	05
FACIALS/ELECTRICAL	05
FACIALS/CHEMICAL	05
EYEBROW ARCHING-TWEEZE/WAX; INCLUDES LASH & BROW TINTING + LIFTING	05
HAIR REMOVAL WAX & DEPILATORIES	05
TOTAL THEORY HOURS	175

PRACTICAL OPERATIONS

DISINFECTION & SANITATION	50
FACIALS - MANUAL	105
FACIALS - CHEMICAL	115

FACIAL - ELECTRICAL	115
EYEBROW ARCHING -TWEEZERS & WAX; INCLUDES LASH & BROW TINTING + LIFTING	20
HAIR REMOVAL WAX & DEPILATORIES	20
TOTAL OF PRACTICAL OPERATIONS	425

TOTAL OF BASIC THEORY HOURS & OPERATIONS 600

ADVANCED ESTHETICIAN CURRICULUM

TECHNICAL INSTRUCTION

ADVANCE FACIAL WELLNESS MODALTIES	25
LASH & BROW ENHANCEMENTS • EYE LASH EXTENSIONS	10
LASH & BROW TINTING + LIFTING	05
ADVANCED BROW ENHANCEMENT	05
BROW MAPPING & SHAPING	05
CLINICAL & CORRECTIVE ESTHETICS, ONCOLOGY ESTHETICS & LYMPHATICS DRAINAGE	20
CHEMICAL EXFOLIATION	10
MICRODERMABRASION (CRYSTAL & DIAMOND)	10
DERMA-PLANNING	05
BIO MICRO-NEEDLING	05

TOTAL THEORY HOURS. 100

PRACTICAL OPERATIONS

ADVANCE FACIAL WELLNESS MODALTIES	15
LASH & BROW ENHANCEMENTS • EYE LASH EXTENSIONS	10
LASH & BROW TINTING + LIFTING	05
ADVANCED BROW ENHANCEMENT	05
BROW MAPPING & SHAPING	05
CLINICAL & CORRECTIVE ESTHETICS, ONCOLOGY ESTHETICS & LYMPHATICS DRAINAGE	15
CHEMICAL EXFOLIATION	15
MICRODERMABRASION (CRYSTAL & DIAMOND)	15
DERMA-PLANNING	10

BIO MICRO-NEEDLING

05

TOTAL PRACTICAL OPERATIONS

100

TOTAL ESTHETICS ADVANCE COURSE OF THEORY & PRACTICAL HOURS

800

COURSE FORMAT: Instruction is given in individual classrooms and on the clinic floor, under instructor supervision. New classes begin every week and students are assigned to classrooms according to the level of instruction of the course. Students receive instruction through demonstrations, lecture, informational handouts, and classroom involvement. Occasionally, field trips may be scheduled, and guest speakers provided to reinforce the learning process.

RESOURCES: Milady textbook for Estheticians 11TH EDITION ISBN:978-1-1113-0689-2, class lectures, and supplemental material handed out booklets in classes, school library and demonstrations.

LEARNING STRATEGY: Students will read assigned chapters of textbooks and other materials in the school resource library, attend scheduled theory classes, lectures, and demonstrations, prepare written procedures on practical operations, perform practical operations on another person and/or a mannequin.

INSTRUCTORS: As in all phases of any profession each individual has specialties within his/her training and acquired skills. Every attempt is made by the school to best utilize the special skills of each instructor to provide the best education available. Classes are assigned and posted on the appropriate bulletin boards, instructors giving these classes are also posted for the students' benefit.

ADDITIONAL TRAINING will be given in the following area: The student will have learned additional information pertaining to professional ethics and personal hygiene to meet the employment standards of the industry. Professional Ethics, Hygiene and Grooming, Salesmanship, Record Keeping, Sanitation Duties, Desk and Lab Assignments, Salon Management and Ethics. Live presentations from different guest speakers and learning more from successful people.

PERFORMANCE OBJECTIVE: Acquire knowledge of laws and rules regulating California Cosmetological establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry and theory and acquire business management techniques common to esthetics.

PROGRESS POLICY: Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED: Be able to appreciate good workmanship common to Skin Care, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by the Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Esthetician with a GPA of "C" (70%) or better and tuition account is paid in full he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Licensing Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade. A license will be granted by the State of California only after the student has successfully completed and graduated from the Esthetics course as described above and passed the licensing exam with an overall average of 75%.

GRADING SYSTEM: Students are evaluated on a regular basis on theory, practical and supervisory skills. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a (70%) "C" average or better to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

NON-DISCRIMINATION POLICY

JASH does not discriminate based on age, color, sex, gender, sexual orientation, ethnic origin, race, religion, creed, physical handicap, political affiliations, or beliefs in its educational programs, admissions, instruction, graduation policies, or any other areas in which it operates and is prohibited from such discrimination by law. This practice of non-discrimination also extends to employment by the school and the administration of students engaged in programs and activities operated by the school. Federal sexual harassment guidelines have been adopted as part of school policies.

ACADEMIC FREEDOM

JASH is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval. JASH encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, if they believe they would advance understanding in their specialized discipline or sub-disciplines.

DISCLOSURE OF EDUCATION RECORDS

Adult students, parents, or guardians of dependent minor students have the right to inspect, review, and challenge information contained in their education records. However, a staff member must be present. Educational records are defined as files, materials, and documents that contain information directly related to the student and are maintained by the institution. Schools will maintain paper files for six (6) years from the date of completion or withdrawal. After six (6) years, the files will be destroyed. All student data is retained by "RGM" (Our third-party software servicer) in a database, and Transcripts are available indefinitely. Students are

not entitled to inspect their parents' financial records. Written consent from the student (or the parents or guardians of dependent minors) is required before education records may be disclosed to third parties, except to accrediting commissions or governmental agencies authorized by law.

LIBRARY RESOURCES

The JASH campus has a library resource area where current periodicals, Styling magazines, Barber & Cosmetology reference books, and Videos/DVDs are maintained. Most of these materials can be checked out for overnight use, and your instructor is responsible for this process.

STUDENT CLOCK HOUR POLICY

The Board of Barbering & Cosmetology will only recognize time-clock hours of attendance. As a result of this requirement, this school can only give clock-hour credit to students who record their attendance by using the Bio-Metric clock-in and clock-out at the start and end of their class day and lunch period. You will be given up to seven (7) minutes to clock in and receive credit for the full class hour. This seven-minute period applies only to the start of the class day. Once theory classes begin, no one will be allowed to enter the theory classroom. In the event a student is tardy, they may not clock in until theory has ended and may not clock in for the day past 11:00 a.m. without permission from the office. At the completion of the week, a new record card is prepared from the current weekly record card.

The daily operations earned are added to the totals in the prior column, and final totals are transferred to the cumulative column. These cumulative figures are then entered in the prior column on the weekly record card. Record cards must be signed by the student and the instructor daily; no pre-signing will be allowed.

A thirty-minute (30) lunch break shall be taken when a student attends more than a 6.01-hour class day or more. If you are attending less than a (6) hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total, and you must clock in/out on your time card for the lunch break. Instructors may not sign a student in or out. The weekly record card reflects the student's daily record of theory hours and operations. It is important that all of your theory hours and operations are recorded properly and accurately. The attendance personnel must be able to read your time card so that the hours and operations are transferred correctly to the roster. If an error is made on the time card, correcting the mistake requires drawing a line through the error, and the student and staff member must date and initial the correction(s).

The Weekly Record Cards are the property of the school and must remain in the school at all times. After clocking in, you are required to maintain applied effort and personal grooming and to leave the building. Reading material not related to your training or activity not related to your training is not tolerated. If this occurs, you will be asked to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your termination.

TIME CARD CREDIT

The following is a guideline for the instructor to use when issuing credits. Each Theory must be initiated in the proper category. If that category is complete, the instructor may issue credit in a comparative category... The portion of the time card reflecting hours is in the Theory hours earned and any classes the instructor has demonstrated. The portion of the time card for operations is

to be applied to the students' efforts as they manually perform practical subjects. Some practical operations may take longer, according to the student. Note: The following time frame is considered by the Board of Barbering & Cosmetology for each operation. Shampoo/set = 1 1/2 hours, Scalp Treatment = 1/2 to 1 hour Permanent Wave = 2 to 2 1/2 hours, Facial = 1 1/2 to 2 hours, Manicure = 1/2 hour Hair cut = 1/2 to 1 hour. Using this scale, the Board would understandably not consider a student capable of performing more than three permanent waves per day.

LEAVE OF ABSENCE

There may be times when a student experiences personal, medical, or other problems that make it difficult for them to attend classes for more than 14 days. In such a case, the school may allow a student to take a leave of absence (LOA) from the program.

A student requesting an LOA is required to apply in advance in writing, include the reason for the request, and provide their signature. A student must apply in advance for an LOA unless unforeseen circumstances prevent them from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to school, the student would not have been able to request the LOA in advance. Because of the situation, the school may grant an LOA to the student who did not submit the request prior to the LOA due to "unforeseen circumstances," provided the school documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be set by the school as the first date the student was unable to attend school because of the accident. The start and end dates of the LOA must be included in the written request. There must be a reasonable expectation that the student will return from the given LOA. The school's administration will review and determine whether to approve the requested LOA. A leave of absence may be granted for up to 180 days within a 12-month period. These 12 months begin on the first day the student goes on leave. A student will not be granted an LOA if the LOA, together with any additional LOAs previously granted, exceeds a total of 180 days in any 12-month period. Students will not be assessed additional tuition charges while on their leave of absence. Students returning from an authorized LOA must report to the school administration.

The school must extend the students' contract period and maximum timeframe period by the same number of calendar days taken in the LOA. Changes to the contract period on the enrollment agreement must be initiated by all parties, or an addendum must be signed and dated by all parties. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. Students who do not return to the school at the expiration of an approved LOA (or who take an unapproved LOA) will be considered dismissed from the program as of their last class day of attendance prior to the start of the leave. For the purpose of calculating a refund, the withdrawal date is always the student's last day of attendance. A refund calculation will be performed, and all refunds due will be issued to the student or appropriate agencies and paid within 45 days. A record in the form of documentation will be maintained in your student file.

STUDENT RECORDS AND TRANSCRIPTS

Student records are kept for 5 years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records are inaccurate or misleading, the student may request that errors be corrected. If there is a difference of opinion regarding the presence of errors, a student may request a meeting to resolve the matter. Each student's file will contain the student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the \$25.00 transcript fee for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued

until all tuition and other fees due the institution are paid and current.

STUDENT CODE OF CONDUCT

These rules are designed to foster excellent work habits and attendance, and to help you complete your course as soon as possible so that you may become employed as a Barber, Cosmetologist, or Esthetician. **Violation of school rules may result in suspension or termination.**

School hours are Tuesday-Friday, 9:00 a.m.-5:30 p.m.; Saturdays, 8:30 a.m.-5:00 p.m.; and Evening Classes are Monday-Thursday, 4:00 p.m.-5:00 -10:00 P.M. All breaks are 10 minutes in length.

1. **Weekly** record cards must be clearly legible. Students must punch only their own timecards.
2. In case of illness or emergency on any day, the student **must call** the school to report his/her absence between 10:00 a.m. and up to 3:00 p.m. each morning of the absence. If you are tardy, you may not clock in until theory has ended, and only with permission, no later than 11:00 a.m.
3. Students are required to be in the morning class for roll call promptly at 9:07 a.m. in a clean, prescribed uniform.

All Students must wear a school-issued JASH Logo Tee-Shirt neatly and clean. Black Slacks, Dickies, or Dark Black dress jeans; no faded jeans may be worn, and a black belt must be worn. Skirts must be all black and hemlines must be at the knee, and hosiery must be worn with skirts, and no open slits up the skirt. **No Capri pants, shorts, leggings, skinny jeans, or sweat pants are allowed.** White or Black closed-toe and heel work or canvas-type shoes. **No Baggy type pants** are to be worn, no exceptions! Long chains around the neck are not allowed, and all necklaces must be worn under your T-shirt so they do not interfere with service being provided to a patron. The following jewelry will be permitted for your safety and for that of your patron: one ring, wrist watch, necklace, and stud earrings only! Only a school-issued Logo Tee-Shirt Apron will be allowed as your uniform. Absolutely no other type of Apron or Tee-Shirt will be permitted. Esthetician students must have short and clean nails. Cosmetologist nails must be short and clean, with no nail charms. This applies to all students in Cosmetology and Esthetician programs.

4. Students appearing in school with their hair not set and neat will clock out. No hats, headbands, scarves, nets, or any type of headgear are allowed in the school; this includes earbuds, sunglasses, or earphones while you are clocked in. Beauty needs/grooming are to be done on the student's own time. Finger nails must be of a normal, short length.
5. **A student who is tardy (9:07 a.m.) to the morning start time cannot clock in until theory class is over and may not be allowed to attend.** Students who are habitually tardy (5 times in one month). When clocking in for the day, you must be ready for class and in proper uniform, and you may not leave the building to eat or park your car, etc. All students who are clocked in are expected to go to theory class and be ready to start the day.
6. Students will take lunch between 12:00 p.m. and 3:00 p.m. and must be cleared by the Instructor in charge. Students should report to an instructor if they have not had lunch by 3:00 p.m. Lunch is 30 minutes. The lunch period is each student's responsibility and must be staggered.
7. A student must use the time clock machine to punch "IN" when entering and "OUT" when leaving. Students failing to do so will receive credit only for the hours recorded by the Biometric clock, not for those recorded by instructors or staff who sign the student in/out. Students are also required to clock in and out with a time clock for all breaks or on the back of their operational cards. Note: Finger nails must be short to medium in length. Long nails will prevent the biometric clock from reading clock-in/out times.

8. No student is allowed to clock out during School hours without permission from their Instructor. No student may clock in or out for another student. This rule is strictly enforced. Any time a student leaves the building during the day, they must either clock out or sign out. When leaving the campus property, the student must clock out. If a student leaves the campus to go to the surrounding area, the student must be clocked out.
9. No gum chewing is allowed in the school at any time. Eating is only allowed in the student lounge. Smoking is allowed only in assigned areas OUTSIDE the building. No loitering in front of the School.
10. No visitors are permitted in the classroom or student lounge area unless approved by the instructor in charge. Students and Instructors must not fraternize or engage in inappropriate relationships in any way while attending our school, on or off campus.
11. School business phones may not be used for personal calls. You are not permitted to leave a patron just to answer the phone. Cell phones are not allowed on the Clinic Floor, and the ringer must be set to vibrate or silent.
12. Rigid adherence to the rules of sanitation, disinfection, and personal hygiene is required at all times. Students must keep the work station, in class or on the floor, clean and sanitary at all times. When leaving for the day, the student's workstation must be clean and orderly, and all equipment must be stored in a locked locker or cabinet and not left out. The school is not responsible for items left out or lost.
13. A minimum of 1/2 hour of sanitation must be completed by each student daily. All kits must be sanitized at the end of each day. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for suspension. No student may leave a patron while performing a perm or hair-coloring service, except in an emergency and with an instructor's approval.
14. Students are not allowed to provide services or materials beyond what is called for on the service ticket. Students violating this rule will be disciplined accordingly. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc, unless they bring in their own products. All clinic patrons, whether related to a student or otherwise, shall be required to use the school products with no exceptions. Students are responsible for returning School materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials. All clinic patrons must pay for services in advance of receiving them.
15. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. All appointments must be made by the receptionist or the instructor in charge, and no changes are to be made by students. Personal service days are on Wednesdays only, unless Wednesday falls on a day before a holiday, and all personal services must be approved by the instructor in charge.
16. A student must attend School on all Saturdays. Days before and after a holiday are considered Saturdays and mandatory days, and you may be suspended for up to 3 days for failing to attend. Only the school Director may excuse a student from attending on Saturdays. **1st & 2nd Offense** = 3 days or less suspension & **3rd Offense** = Termination unless the student submits an appeal and the appeal is granted.
The school reserves the right to discontinue a student if this rule is violated. A student may be required to produce the **original** medical documentation and /or the **original** documentation of any professional appointment. All inexcusable absences are subject to additional charges of the school's contracted hourly rate (for going beyond your scheduled completion date). Students have the privilege at all times to consult the management on personal problems. The School positively reserves the right to suspend or expel a student who gossips, uses vulgar language, or causes discord.
The School will not tolerate the use of alcohol or drugs at any time. **Cannabis products of any kind** are not allowed

within 1,000 feet of a school per California State law. No student will be admitted to class who is apparently under the influence. **Effective 10-14-2023, NO VAPE TYPE APPARATUSES OR LIKE PRODUCTS OF ANY TYPE WILL BE ALLOWED ON THE SCHOOL PREMISES.** No gambling or loitering allowed around the campus before or after school hours at any time.

17. Students must keep a record of services each day, as required, in the student's daily record of applied effort. Weekly record cards will be audited by the School Office. Credit will be given only for applied effort. All work must be checked by an instructor, and all record cards must be signed daily by the student and the instructor to receive credit for daily operations; otherwise, credit will not be given. Records must be neat and clear.
18. Only products furnished by the School may be used unless otherwise approved by the Instructor.
19. The School does not have a designated student parking area due to our school's location. However, students may find parking on city streets or in nearby parking lots. Students are reminded to follow all city parking ordinances.
20. Students must comply with all instructions, directions, and orders given by personnel related to school activities. No insubordination or profanity towards a staff member or other students will be allowed or tolerated in the school at any time. Students must comply with School policies and all state rules and regulations.
21. Due to absences, all assignments, tests, and homework may be made up. When authorized to make up excused absences (days missed), you must come to school on time. If you do not, you will not be allowed to make up the excused absence on that day. **No exceptions** will be granted. Any deviation from the policy must be in writing from the office and signed by a member of the administrative staff. Notify the office immediately if you have a change of address or telephone number. Absence of THREE days or more without notification shall be considered a cause for suspension. Any student absent more than fourteen (14) days without notifying the supervisor may be considered for termination and should consult the School Director regarding a possible Leave of Absence.
22. If a student becomes employed or your work schedule changes in a way that conflicts with your current school schedule while attending classes, you must report the change to the school office. In most cases, we can modify your school schedule, provided you can provide proof of employment and/or the schedule change from your employer. Acceptable documentation is a letter on the employer's letterhead.
23. We have a **ZERO** tolerance for the following offenses: Use of Alcohol, Drugs (use or selling), Criminal Activity, threatening behavior, or abusive verbal & physical altercation of any type towards a staff member or student will result in immediate termination. Depending on the infraction of the rule(s) and the severity of the offense, the Director shall apply the following disciplinary action.
1st Offense = Written Warning, **2nd Offense** will be suspended for up to 3 days, and **3rd Offense** may be terminated at the discretion of the Director unless the student submits an appeal and the appeal is granted.
24. Upon termination of your course of study, you must remove all of your equipment and personal belongings within 30 days. Items not removed will become the school's property, and the school is not responsible for them or will replace them. The student's tuition account must be paid in full before filing for the licensing exam.
25. **Make-Up Policy**: The following professional appointments will be deemed excused: Doctor, Dentist, Court Appearance(s), and any other professional appointment. You must provide documentation for each absence in order for you to make up the missed hours for the day you missed within 7 calendar days of the absence. Any other hours you have missed, and if you cannot provide documentation, you may discuss with the school administration staff, and it shall be at their discretion if you will be allowed to make up the hours that you do not have documentation for.
26. **Field Trip Policy**: Students enrolled in the 1000-hour barber program are eligible to attend school-sponsored field trips during the week (Monday-Thursday) under the supervision of a licensed instructor. These events include, but are not limited to, community haircutting events, visits to rehabilitation centers and VA hospitals, and back-to-school

haircutting events. Students who attend and participate in these events during their scheduled school hours will receive full scheduled hours for the day and earn practical operations credit, but no theory operations credit. If the field trip takes place outside their scheduled hours, students will earn a make-up hour credit. Participation in field trips is optional and must be pre-approved by the school. Students are expected to follow all professional conduct guidelines and wear approved attire.

Violation of school rules may result in suspension or termination.

TEXTBOOKS, EQUIPMENT & SUPPLIES

Each student must pay in full for their kit and books upon enrollment. The School will issue a complete kit of equipment within seven days (7) of your enrollment. The kit contains the equipment necessary to complete the course successfully. Students are expected to maintain the kit by replacing lost or broken articles. The School is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

TUITION AND FEE SCHEDULE (Effective Date 01-01-2025)

Total charges below reflect the period of attendance for the entire course, and are an estimated schedule of charges for the entire educational program. The books and kits must be purchased through the JA School of Hairdressing.

All fees are subject to change from time to time, without notice.

Program Name	Tuition	Registration Fee (Non- refundable)	STRF	Books	*Kit (Non- refundable)	Total Program Charges
Barbering (1000 Hrs.)	\$8,500.00	\$250.00	\$0.00	\$300.00	\$1,500.00	\$10,550.00
200-Barber Crossover	\$2,000.00	\$250.00	\$0.00	\$300.00	\$ 500.00	\$ 2,750.00
Cosmetology (1000 Hrs.)	\$8,500.00	\$250.00	\$0.00	\$300.00	\$1,500.00	\$10,550.00
Esthetician (600 Hrs.)	\$4,800.00	\$250.00	\$0.00	\$300.00	\$1,000.00	\$ 6,350.00
800-Esthetics Course (800 Hrs.)	\$6,400.00	\$250.00	\$0.00	\$300.00	\$1,700.00	\$ 8,650.00
Additional Fees				Fees		
Overtime fees for Barbering and Cosmetology				\$ 8.50 per hour		
Transcript fee (2 certified copies)				\$ 25.00		
Duplicate Proof of Training				\$ 25.00		
CA State Board Charge (BBC fee) /Barber & Cosmetologist (non-refundable)				\$125.00		
CA State Board Charge (BBC fee)/ Esthetician				\$115.00		
T-Shirt				\$25.00		

Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero dollars (\$0.00) per one thousand dollars (\$1,000) of institutional charges. (5, CCR section 76120). Institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for STRF-eligible students.

STUDENT TUITION RECOVERY FUND (S.T.R.F.)

Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero dollars (\$0.00) per one thousand dollars (\$1,000) of institutional charges. (5, CCR section 76120). Institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for STRF-eligible students.

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog: “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. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog: “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, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (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. Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section: 94924 and 94925, Education Code.

THE SCHOOL RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT ATTENDING STUDENTS.

***KITS:** Once opened, kits are not returnable or refundable due to sanitary considerations. Above kit prices include 10.25%

sales tax.

***BRUSH-UP:** For students requiring preparation for the licensing exams because they failed the licensing exam or never took the exam or for out of state persons wishing to take Board of Barbering and Cosmetology licensing exam and the exam agency is requiring additional hours in order to take the exam will be billed at the above course hourly rates, depending on which license they are applying for and a registration fee of \$250.00. Students must furnish their own books & equipment.

TUITION PAYMENT METHODS

JASH accepts the following payment methods: cash, money order, personal check, cashier's check, debit, and credit card: Visa, Mastercard, Discover, and Amex. Credit card payments are only accepted for the initial payment; after that, monthly payments are to be made by cash or check.

SCHOOL CLOSURE OR COURSE CANCELLATION

If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, or in the case of disabling illness or injury, death in the student's immediate family, or other documented mitigating circumstances, a reasonable and a fair refund settlement will be made. If the school is permanently closed or no longer offers instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is canceled after a student's enrollment, the school will either provide a full refund of all monies paid or allow the student to complete the course at a later time. The school does not participate in any teach-out plans with other institutions. If the amount you have paid exceeds the amount you owe for the time you attended, a refund will be issued within 45 days of the official withdrawal. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. The official withdrawal date is either the date of the student's notification via certified mail or the school's determination.

COLLECTION POLICY

- Balances of unpaid charges are the student's responsibility.
- Delinquent accounts may be assigned to collection agencies.
- Collection costs will be added to any outstanding balance.

Note: An Academic Transcript will be released upon request; however, the Board of Barbering & Cosmetology "Proof of Training Document" will not be released until ALL tuition charges are paid in full.

SCHOLARSHIPS

JASH does not award institutional scholarships.

FINANCING PAYMENT PLANS

The Admission Officer will develop a personalized payment program for each individual. Payment schedules (weekly, monthly, and quarterly) are available. All tuition and fees are payable in advance unless other arrangements have been made prior to the start of classes.

MILITARY TUITION ASSISTANCE AND EDUCATIONAL BENEFITS

JA School of Hairdressing is committed to helping service members, veterans, spouses, and other family members have the information they need to make informed decisions concerning their well-earned Federal military and veteran's education benefits. To comply with Public Law 115-407 Sections 103 and 104, our policy permits any covered individual to attend or participate in the course of education for which the individual provides notification of eligibility. JA School of Hairdressing will not impose any penalty due to the delayed disbursement of funding from VA under Chapters 31 or 33. Veterans receiving education benefits while attending JA School of Hairdressing are required to submit transcripts of any previous education or training for evaluation, the granting of prior credit, and the shortening of the program length.

For more information, please contact the Department of Veterans Affairs at 1-888-442-4551 or www.va.gov. If you need more information, please contact the JA School of Hairdressing School Director at (951) 268-6890.

Military Tuition Assistance Program: Available to active-duty, National Guard, and Reserve Component service members. Your service branch pays your tuition directly to the school. Service members need to first check with an education counselor for specifics on TA by visiting their local installation education office or going online to a virtual education center.

To be eligible for TA, an enlisted service member must have enough time remaining in service to complete the course for which he or she has applied. After the completion of a course, a Service member using TA must fulfill a service obligation that runs parallel with -not in addition to -any existing service obligation. Each military branch has its own TA application form and procedures. To find out how to get started, visit your local installation education center or visit a virtual education center online. Prior to your course enrollment, you may be required to develop an education plan or complete TA orientation. Prospective students utilizing TA must receive approval from their ESO, military counselor, or Service prior to enrollment in a course.

REFUND POLICY—WITHDRAWAL PRIOR TO COURSE COMPLETION

Once the institution has determined that the student has withdrawn from the course of study, refund policy calculations are performed using the formula in the Institutional Refund Policy, which applies to all students.

INSTITUTIONAL REFUND POLICY

After the cancellation period, the institution will provide a pro-rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period for the entire course has elapsed (including absences), no refund will be issued to the student. If the student has received federal student aid funds, the student is entitled to a refund of uncollected federal student financial aid program funds. A registration fee of \$250.00 is non-refundable. Books, kits, and any other items issued and received by the student would not be returnable. Once received by the student, it will belong to the student and will represent a liability to the student. If you withdraw from school after the cancellation period, the refund policy described above will apply. **If the amount you have paid exceeds the amount you owe for the time you attended, a refund will be issued within 45 days of the official withdrawal.** If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. The official withdrawal date is either stated in the student's notification or determined by the school.

DETERMINATION OF WITHDRAWAL FROM SCHOOL

The withdrawal date shall be the last recorded date of physical attendance in the institutional records. The BPPE Agency Refund Policy will be used as stated above. The student would be determined to have withdrawn from school on the earliest of:

The date you notify the Administrative Office of your intent to withdraw. Only the Administrative Office would be authorized to accept a notification of your intent to withdraw.

The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.

The date you fail to attend classes for a 14-day period and fail to inform the school that you are not withdrawing.

The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last recorded attendance date. The withdrawal determination date will be the scheduled return date in the LOA.

PLACEMENT

Job placement assistance is provided to graduates and students at no additional charge. When students take the licensing examinations, their results are recorded as pass or fail. Students are encouraged to return to the school with their results. Ms. Jocelyn Navarro will assist students in placements as often as needed. While JASH will make every effort to place students in suitable positions, NO guarantee of employment or salaries can be made or implied. The College offers career, academic, and individual advice to all students. Advisement sessions are regularly scheduled, but students may request counseling at any time.

HOUSING

JASH does not have dormitory facilities or offer any type of housing assistance (e.g., housing referrals, location assistance, or financial assistance). We are located near downtown Corona, with many apartment complexes and rentals. The approximate cost of housing varies depending on location and rental size; the range can be as low as \$1,500.00 and as high as \$3,200.00. (www.apartmentguide.com)

DRUG ABUSE & ALCOHOL POLICY STATEMENT

Drug awareness programs, counseling, treatment, rehabilitation, and other related services are available on an ongoing basis to students and employees of this School through:

Entity Name: SUBSTANCE ABUSE FOUNDATION PH: (562) 987-5722 | 1041 E. REDONDO AVE. LONG BEACH, CA 90804

Entity Name: REDGATE MEMORIAL RECOVERY CENTER PH: (562) 591-6134 | 1775 CHESTNUT AVE. LONG BEACH, CA 90813

Students and employees seeking assistance in overcoming a drug or alcohol-related problem are encouraged to contact one of these organizations. This institution continues to make a good faith effort to provide a school and workplace free from the

illicit use, possession, or distribution of drugs and alcohol. This institution tracks incidents referred to the above agency or agencies and evaluates the performance of its procedures every two years. A log of incidents and disciplinary actions is kept by the institution.

THIS INSTITUTIONAL POLICY AND PROCEDURES ARE EVALUATED BY THE INSTITUTIONAL ADMINISTRATORS BIANNUALLY TO MAKE ANY NEEDED IMPROVEMENTS AND PROVIDE IT TO PROSPECTIVE AND CURRENT STUDENTS VIA THE INSTITUTIONAL CATALOG. EMPLOYEES RECEIVED A HARD COPY ONCE A YEAR.

SEXUAL HARRASSMENT

This School is committed to providing a work environment that is free of discrimination, intimidation, and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this school may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

STUDENT GRIEVANCE PROCEDURES – STUDENT RIGHTS

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 Web site www.bppe.ca.gov.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for any further action may be made in writing and sent to the School Director.

- (1) Complaints must be in writing and addressed to the School Director:

JA School of Hairdressing
Attn: Ms. Najwa Nasser
School Director
617 N. Main Street
Suite E-2
Corona, CA 92880
jacorona110@gmail.com

- (2) A school representative will meet with the complainant within 10 days.
- (3) If the problem remains unresolved, the complainant will be referred to the complaints committee.
- (4) The committee will meet with the complainant and document the meeting. The complainant will receive a copy of the documentation. If additional information is required, the complainant must provide it in writing and present it to the committee.
- (5) Within 15 days, the complainant will receive the committee's written response, outlining the steps to correct the problem or stating that the complaint was unwarranted or not based on fact.
- (6) Unresolved complaints may be directed to the Bureau for Private Postsecondary Education. Any questions a student may have regarding this catalog or any complaints that have not been satisfactorily answered by the institution may be directed to the:

Bureau for Private Postsecondary Education
(Physical Address)
1747 North Market, Ste 225 Sacramento, CA 95834
Or
(Mailing Address)
Bureau for Private Postsecondary Education
P.O. Box 98018
West Sacramento, CA 95798-0818
Toll Free (888) 370-7589 Fax 916-263-1897
www.bppe.ca.gov

COPYRIGHT INFRINGEMENT

Is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Peer to Peer file sharing: Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments or in any general use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff member, non-staff member or student) to civil and criminal liabilities. The first violation will result in the removal of any authorized privileged use of institutional equipment. If the violation involves the use of individually owned equipment, the individual will not be allowed to bring their personal equipment onto the school premises. Second violation, the staff member may be terminated, or the student may be expelled from school. This decision will be taken by the school administration. The institution conducts annual evaluations of the procedures in place to prevent copyright violations, recognizing students’ need to access the institutional network.

JASH will keep a log summarizing violations reported and disciplinary actions taken.

ADMISSIONS & FINANCIAL CONTACT INFORMATION AND HOURS

ADMISSIONS: Applicants for Admissions may secure information on Tuesday through Friday between: 10:00 a.m. - 4:00 p.m. Person to contact: Ms. Najwa Nasser @ (951) 268-6890.

FINANCIAL INFO: Applicants or students may secure financial information on Tuesdays through Fridays between 10:00 a.m. and 4:00 p.m. Person to contact: Ms. Najwa Nasser @ (951) 268-6890.

PLACEMENT ASSISTANCE: Tuesday and Wednesdays between: 10:00 a.m. through 4:00 p.m. Person to contact: Ms. Jocelyn Navarro @ (951) 268-6890.

SCHOOL MANAGEMENT AND STAFF

Administrative Staff	
School Director	Ms. Najwa Nasser
Chief Executive Officer/Owner	Harold Lee Sterling
Chief Operations Officer/Co-Owner/School Director/Admissions	Ms. Najwa Nasser
Administrative Assistant/Placement Officer	Jocelyn Navarro
Faculty	
Ms. Erika Hurtado	Instructor: Licensed Barber and Cosmetologist with years of 7 years of experience.
Katiria Enriquez	Instructor: Licensed Cosmetologist and an Esthetician with 26 years of experience.
Ms. Tracy Poole	Instructor: Licensed Cosmetologist with 19 years of experience.
Ms. Maria DeLa Mora Calder	Instructor: Licensed Esthetician with 5 years of experience
Ms. Najwa Nasser	Instructor: Licensed Esthetician with 30 years of experience
Christopher Thomas	Substitute Instructor: Licensed Barber with 22 years of experience.
Norma Mejia	Substitute Instructor: Licensed Cosmetologist with 8 years of experience.