



LA Style School of Cosmetology

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Chicago, IL 60643
(773) 614-8800
-where all instruction occurs-

lastyleschool.com

STUDENT CATALOG
January 1, 2022- December 31, 2022

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About the Owner

As President, Owner Instructor and Director of Education, Ms. Christine Johnson is responsible for the strategic direction and overall success of the LA Style School of Cosmetology. With over 30 years of experience in the beauty and hair industry, she is a hardworking stylist with a pleasant personality and passion for precision cuts and creative color. She has an excellent knowledge of current trends, techniques, treatments, and salon retail products and is focused on maintaining customer satisfaction through effective services and creating a positive and empowering client experience.

Ms. Johnson's background covers the set-up of workstations with necessary products, equipment, and supplies, and she is firm on keeping stations clean, stocked, and sanitized. Other experience includes the fielding all incoming calls and scheduled appointments, and creating and submitting weekly advertisements to promote salon services and products.

She continuously educates customers on proper hair care, while satisfying their individual needs. She uses state-of-the-art techniques in cutting, styling, coloring, bleaching, sew-ins, braids, and chemical solutions. She has even developed new hair styling techniques using her creativity and knowledge of the latest trends.

Ms. Johnson received her Cosmetology education at Cameo Beauty Academy. During her time at Cameo, she volunteered at local nursing homes washing, cutting, and styling elderly members' hair. She volunteered and mentored high school students interested in becoming a stylist.

Welcome,

Christine Johnson

President/ Owner / Instructor

LA Style School of Cosmetology

Mission Statement

LA Style School of Cosmetology is committed to providing our students with a quality educational experience and inspiring students to tap into their individual creativity, passion, and imagination while preparing them for entry-level employment as a Cosmetology Teacher or Cosmetologist.

School Facility

Located in Chicago – Beverly, LA Style School of Cosmetology consists of 1,800 square feet of space including: classroom, school clinic floor, pedicure/nail area, facial area, and break area. There is one handicap accessible restroom. In addition, the school has an administration office, storage space and provides student lockers. The school has 10 hair stations, 4 nail stations, 4 pedicure stations and a 1,000 square foot classroom. LA Style School of Cosmetology is a nonsmoking facility. The school is in Chicago, IL and has public parking. The school is equipped to accommodate up to 25 students in its Cosmetology program and is equipped to accommodate up to 10 in its Teacher Training Programs.

Catalog Information

LA Style School of Cosmetology is a private institution. LA Style School of Cosmetology's catalog is provided to students via the web site or electronically and a print version is available at the school, upon request. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

Programs

LA Style School of Cosmetology currently offers training leading to licensure in Cosmetology (1500 Clock Hours), Cosmetology Teacher Training (1000 Clock Hours) and Cosmetology Teacher Training (500 Clock Hours).

Distance Education

LA Style School of Cosmetology is approved to deliver hybrid learning of up to 10% distance education for each of its programs and they are offered as the following programs: Cosmetology (1500 hours/0.10% distance education), Cosmetology Teacher Training (1000 Clock Hours/0.10% Distance Education) and Cosmetology Teacher Training (500 Clock Hours/0.10% Distance Education).

School Hours of Operation & Holidays Observed in 2023

LA Style School of Cosmetology is open Tuesday-Saturday from 9:00 am to 5:00 pm and evenings Tuesday-Friday from 6:00 pm to 9:00 pm. Saturdays the school is open from 9:00 am to 5:00 pm. The Holidays Observed in 2022 are: New Year's Day – Martin Luther King Jr. Day – Memorial Day – Fourth of July – Juneteenth, Labor Day, the day before Thanksgiving Day, Thanksgiving Day, Friday after Thanksgiving (Classes will resume on Saturday) & Christmas Eve and Christmas Day. Evening classes are canceled on the Fourth of July, & New Year's Eve. Additional school closures or school holidays may be called, as well as closures due to COVID-19, inclement weather, or staff training. Students will be notified via text and Facebook posting.

Administration and Admissions Office

The Admissions Office is open for tours and enrollments, from 9:00 am to 5:00 pm Tuesday-Saturday or by appointment.

Program Schedules

Program	Tuesday	Wednesday	Thursday	Friday	Saturday	Lunch/ Breaks	Program Length
Cosmetology 1500 hours 30 hours /week	9:00 am to 4:00 pm	9:00 am to 4:00 pm	9:00 am to 4:00 pm	9:00 am to 4:00 pm	9:00 am to 4:00 pm	1 hour- Lunch 2-15minute breaks	50 Weeks
Cosmetology 1500 hours 20 hours/week	6:00 pm to 9:00 pm	6:00 pm to 9:00 pm	6:00 pm to 9:00 pm	6:00 pm to 9:00 pm	9:00 am to 6:00 pm	Saturday 1hour- Lunch 2-15minute breaks	75 Weeks
Cosmetology Teacher Training 1000 hours 30 hours/week	9:00 am to 4:00 pm	9:00 am to 4:00 pm	9:00 am to 4:00 pm	9:00 am to 4:00 pm	9:00 am to 4:00 pm	1 hour- Lunch 2-15minute breaks	34 Weeks
Cosmetology Teacher Training 1000 hours 20 hours/week	6:00 pm to 9:00 pm	6:00 pm to 9:00 pm	6:00 pm to 9:00 pm	6:00 pm to 9:00 pm	9:00 am to 6:00 pm	Saturday 1hour- Lunch 2-15minute breaks	50 Weeks
Cosmetology Teacher Training 500 Hours 30 hours/week	9:00 am to 4:00 pm	9:00 am to 4:00 pm	9:00 am to 4:00 pm	9:00 am to 4:00 pm	9:00 am to 4:00 pm	1 hour- Lunch 2-15minute breaks	17 Weeks

Cosmetology Teacher Training 500Hours 20 hours/week	6:00 pm to 9:00 pm	6:00 pm to 9:00 pm	6:00 pm to 9:00 pm	6:00 pm to 9:00 pm	9:00 am to 6:00 pm	Saturday 1hour- Lunch 2-15minute breaks	25 Weeks
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Class Start Dates 2023

New Classes start each Tuesday and Thursday, except holidays.

Admission Policy

LA Style School of Cosmetology is accepting students for admission once the following criteria have been met:

- Cosmetology students must be 17 years of age or older.
- Applicants must provide current, valid, government issued photo ID such as a state ID card, driver's license, or passport.
- Applicants must provide their Social Security number or TIN
- Provide a copy of his/her High School Diploma, or GED or their transcript showing high school completion or documentation proving completion of homeschooling

at the secondary level as defined by state law or have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

- If a student 's high school information appears to be questionable, for example (age and date of graduation are not reasonable, or the documentation doesn't look official, etc.) an official transcript will be requested and evaluated by the director of education **prior** to enrolling the student. If the information cannot be verified by the school the student must pass a GED test prior to enrollment. Self-Certification will not be allowed.
- An academic transcript showing completion of at least a two-year program that is acceptable towards a bachelor's degree will substitute for a High School diploma or GED.
- **Transfer students only:** Transfer students shall provide transcripts from prior instructional institution before enrollment. Failure to provide the required documentation of previous training, in any circumstance, prior to enrollment will result in not being able to apply those hours that could be accepted toward your enrollment at LA Style School of Cosmetology.
- **Ability to Benefit Exam:** LA Style School of Cosmetology is not currently accepting ATB exams for admission.
- This institution does not award credit for experiential learning.
- **For Cosmetology Teacher Training Students Only (500- and 1,000-hour programs, both):** Cosmetology Teacher Training students must be 18 years of age or older. Applicants for the 1000-hour Cosmetology Teacher Training program must provide evidence of cosmetology license. Applicants for the 500-hour Cosmetology Teacher Training program must provide evidence of cosmetology license and proof of 2-year completed workplace experience.
- Once above items are complete and presented to school's enrollment staff, student is ready to enroll and then pay a registration fee of \$100 (non- refundable) once enrollment is complete.

This institution has **not** entered into an articulation or transfer agreement with any other institution.

Transfer Policy (Hours and Services from Another Institution)

The transferability of credits or services you earn and are deemed transferable from another institution is determined at the sole discretion of LA Style School of Cosmetology administration. You may be required to repeat some or all your coursework or services. All transfer hours must be determined prior to enrollment and included in your enrollment agreement. The school will review all prior credit from **all** post-secondary training as appropriate for students eligible for Veteran's Education Benefits, *if applicable*.

Re-entry (Re-Enrollment Policy)

A student who withdraws from LA Style School of Cosmetology may re-enter into the same course of study without the loss of credit for prior hours and operations earned during prior enrollment and will re-enter at the same Satisfactory Academic Progress status as when they left, if re-entry occurs within 180 days of last day of attendance. A student who was terminated for behavior reasons **may** not be eligible for re-entry. Students who re-enter more than 180 days after last day of attendance will have their transcripts evaluated for the number of credits and services, they will receive credit for and such review and transferring of hours will be at the sole discretion of the school's Director. A new registration fee of \$100 must be paid to re-enroll.

Nondiscrimination Policy

LA Style School of Cosmetology is committed to providing equal opportunities to all applicants in all programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation or enrollment of students or employees on the basis of race, color, religion, religious beliefs, national (ethnic) origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual.

Orientation Day

Student orientation occurs prior to the first day of class, no clock hours are earned. At orientation, students will receive a clock-in number, review the school catalog and policies, and meet school staff.

Recruiting

LA Style School of Cosmetology does not actively engage in recruiting students from other Cosmetology schools. This school strives to always follow ethical practices.

Instructional Language

Instruction is offered in English only.

Visa Services

This institution admits students from other countries but doesn't provide visa related services.

Course Outline(s)

Cosmetology 1500 Clock Hours	
Program Description	This program includes the study and practice of all aspects of the beautification and care of the hair, skin and nails. The course provides for both classroom instruction and supervised practice of job-related skills on diverse (as well as multi-ethnic) hair textures of all ethnic groups, such as hairdressing, hair cutting, coloring, manicuring and skin care services. The program also includes the study of relative subjects such as, bacteriology, anatomy, chemistry, health, etc.
Program Mission & Objectives	The mission of the program is to help contribute to the workforce needs of the area by successfully training motivated students in their acquisition of skills. Upon successful completion, graduates are ready to pass the required state test and be licensed to work as Cosmetologists in this state.
Graduation Requirements	<p>Students must successfully complete all requisite clock hours, and operations, exams, practical projects, and clinic assignments for the course. Students must also pass a final exam with a grade average of 75% and/or higher. All debts owed to the LA Style School of Cosmetology must be paid in full.</p> <p>Successful students are invited to participate in a formal commencement exercise where a Certificate of Completion upon satisfactory will be issued. An official transcript will be issued once all financial obligations are met.</p>
Total Clock Hours	The program consists of 1,500 clock hours.

Exam	Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study using class quizzes, written exams, and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 75%, to maintain satisfactory attendance progress.
Mode of Instruction	Traditional Classroom and School Salon Floor

Textbooks	Milady Standard Cosmetology, 13th Edition, 2016 ISBN-13: #978-1285769417, Milady's Standard Cosmetology 13th Edition/Milady's Theory Workbook (13th Edition) ISBN -139781285769417
Internship/ Externship	None
Faculty & Qualifications	All LA Style Cosmetology Instructors must hold a current Cosmetology Teacher license in the state of Illinois.
State Requirements/ Laws and Regulations	<p>Upon graduating from LA Style School of Cosmetology the following are requirements for obtaining a state license:</p> <ul style="list-style-type: none"> • Be a graduate of a school approved by the Illinois Board of Cosmetology, having the required number of hours for the selected course. • Register and pay the required fees for testing with Continental Testing Service, INC. • Pass a written examination on the knowledge of the occupation administered by Continental Testing Services, Inc. (CTS). A passing score of 75% or greater is required. <p>Each student is responsible for scheduling their own testing dates.</p>
Employment Assistance/ Professional Development	The students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum recordkeeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.

Distance Education	Not Applicable
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Skills and competencies to be acquired by the student.	<p>Upon completion of the course requirements, the determined graduate will be able to:</p> <ol style="list-style-type: none"> 1. Project a positive attitude and a sense of personal integrity and self-confidence. 2. Project professionalism, visual poise and proper grooming. 3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients. 4. Respect the need to deliver worthy service for value received in an employment environment. 5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care. 6. Perform the basic analytical skills to advise clients in the total look concept. 7. Apply academic learning, technical information, and related matter to assure sound judgments, decisions, and procedures. To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.
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Lesson Modules

Module 1 150 Hours	<p>Basic Training – 150 hours of classroom instruction in general theory and practical application shall be provided that shall include a minimum of the following subject areas:</p> <p>Tools and their use, shampooing, understanding chemicals and their use, types of hair, sanitation, hygiene, skin diseases and conditions, anatomy and physiology, electricity, ethics, nail technology, and esthetics.</p>
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Module 2 500 Hours	<p>Practical Chemical Application/Hair Treatment – 500 hours of instruction, which shall be a combination of classroom instruction and hands on experience, shall be provided in the following subject areas:</p> <p>Chemical safety, permanent weaving, hair coloring, tinting, and bleaching, hair relaxing, hair and scalp conditioning, shampooing, toning and rinsing.</p>
Module 3 475 Hours	<p>Hair Styling/Hair Dressing – 475 hours of instruction in hair styling, which shall be a combination of classroom instruction and hands on experience, shall be provided in the following subject areas:</p> <p>Cutting, thinning, shaping, trimming, application of electrical/mechanical equipment, curling, hair treatments, and marcelling.</p>
Module 4 200 Hours	<p>Shop Management, Sanitation, and Interpersonal Relations – 200 hours of classroom instruction shall be provided in the following subject areas:</p> <p>Labor law, worker’s compensation, client relations, bookkeeping, marketing and merchandising, emergency first aid, right-to-know laws, pertinent State and local laws and rules, business ethics, sanitation, electrical devices, personal grooming and hygiene.</p>
Module 5 85 Hours	<p>Esthetics – 85 hours of instruction shall be provided</p>
Module 6 55 Hours	<p>Nail Technology – 55 hours of instruction shall be provided</p>
Module 7 35 Hours	<p>Electives</p>
Cosmetology Teacher Training 1000 Clock Hours	
Program Description	<p>LA Style School of Cosmetology’s 1,000-hour Cosmetology Teacher Training Program is committed to training the student instructors for the field cosmetology teaching profession, through practical theoretical and psychological application of applied basic knowledge and skills. LA Style School of Cosmetology prepares each student instructor to pass the state board examination and to see entry-level gainful employment as a Cosmetology Instructor upon graduation.</p>

Program Mission & Objectives	The mission of the program is to help contribute to the workforce needs of the area by successfully training motivated students in their acquisition of skills. Upon successful completion, graduates are ready to pass the required state test and be licensed to work as Cosmetology Instructors in this state.
Graduation Requirements	<p>The mission of the program is to help contribute to the workforce needs of the area by successfully training motivated students in their acquisition of skills. Upon successful completion, graduates are ready to pass the required state test and be licensed to work as Cosmetologist Instructors in this state.</p> <p>Successful students are invited to participate in a formal commencement exercise where a Certificate of Completion upon satisfactory will be issued. An official transcript will be issued once all financial obligations are met</p>
Total Clock Hours	The program consists of 1,000 clock hours.
Exams	Students are assigned both academic learning (written exams) and several practical evaluations. Academic learning is evaluated during each unit of study using class quizzes, written exams, and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 75%, to maintain satisfactory attendance progress and pass a FINAL written and practical exam prior to graduation.
Mode of Instruction	Traditional Classroom and School Salon Floor
Textbooks	Textbook-3rd Edition Master Educator ISBN -13:9781133693697
Internship/ Externship	None
Faculty & Qualifications	All LA Style School of Cosmetology Instructors must hold a current Cosmetology Teacher license in the state of Illinois.

State Requirements/ Laws and Regulations	<p>Upon graduating from LA Style School of Cosmetology the following are requirements for obtaining a state license:</p> <ul style="list-style-type: none"> • Be a graduate of a school approved by the Illinois Board of Cosmetology, having the required number of hours for the selected course. • Register and pay the required fees for testing with Continental Testing Service, INC. • Pass a written examination on the knowledge of the occupation administered by Continental Testing Services, Inc. (CTS). A passing score of 75% or greater is required. <p>Each student is responsible for scheduling their own testing dates.</p>
Employment Assistance/ Professional Development	<p>The student will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum recordkeeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing, and client retention.</p>
Distance Education	<p>Not Applicable</p>

Skills and competencies to be acquired by the student.

Upon completion of the course requirements, the determined graduate will be able to:

1. Understand that teaching is both an art and a science.
2. To train the student to prepare cohesive and thorough lesson plans and gain proficiency in course development.
3. To ensure that the student is able to evaluate teaching methods and student learning and revise plans and techniques accordingly.
4. The student will be able to maintain accurate and timely student records (attendance, grades, etc.)
5. The student will be proficient in developing testing and measuring instruments.
6. The student will demonstrate effective communication skills and professional relations with students and staff. Teach the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for teaching cosmetology and related fields.

Lesson Modules

Module 1
500 Hours

Post-Graduate School Training – 500 hours that includes: all subjects in the basic cosmetology curriculum, including theory and practice. Presentation of material must include the concepts that are intended to be taught and the skills to be acquired during the various phases of basic education.

Module 2
20 Hours

Educational Psychology – 20 hours that shall include, but not be limited to, topics in educational objectives, student characteristics and development, the learning process and an evaluation of learning that relates to teaching. These hours shall be waived on behalf of cosmetology teacher students who have completed a course in Educational Psychology at an accredited college or university.

Module 3 20 Hours	Teaching Methods (Theory) – 20 hours that shall include: but not be limited to, topics in individual differences in learning, lesson planning and design, lesson delivery, assessment of learning performance, classroom management, student motivation and classroom climate. These hours shall be waived on behalf of cosmetology teacher students who have completed a course in Teaching Methods-Secondary Level at an accredited college or university.
Module 4 1 150 Hours	Application of Teaching Methods – 150 hours that shall include preparation and organization of subject matter to be presented on a unit-by-unit basis and presentation of subject matter through application of varied methods (lecture, demonstration, testing, and assignments.) Presentations must provide teaching objectives to be accomplished and correlate theoretical with practical application.
Module 4 50 Hours	Business Methods – 50 hours that shall include inventory, record keeping, interviewing, supplies, the Illinois Barber, Cosmetology, Esthetics, and Nail Technology Act of 1985 and 68 Ill. Adm. Code 1175.
Module 5 260 Hours	Student Teaching – 260 hours under the on-site supervision of an Illinois licensed teacher. The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum.
Cosmetology Teacher Training 500 Clock Hours	
Program Description	LA Style of School Cosmetology’s 1,000-hour Cosmetology Teacher Training Program is committed to training the student instructors for the field cosmetology teaching profession, through practical theoretical and psychological application of applied basic knowledge and skills. LA Style School of Cosmetology prepares each student instructor to pass the state board examination and to see entry- level gainful employment as a Cosmetology Instructor upon graduation.
Program Mission & Objectives	The mission of the program is to help contribute to the workforce needs of the area by successfully training motivated students in their acquisition of skills. Upon successful completion, graduates are ready to pass the required state test and be licensed to work as Cosmetology Instructors in this state.

Graduation Requirements	<p>Students must successfully complete all requisite clock hours, and operations, exams, practical projects, and clinic assignments for the course. Students must also pass a final exam with a grade average of 75% and/or higher. All debts owed to the LA Style School of Cosmetology must be paid in full.</p> <p>Successful students are invited to participate in a formal commencement exercise where a Certificate of Completion upon satisfactory will be issued. An official transcript will be issued once all financial obligations are met.</p>
Total Clock Hours	The program consists of 500 clock hours.
Exams	<p>Students are assigned both academic learning (written exams) and several practical evaluations. Academic learning is evaluated during each unit of study using class quizzes, written exams, and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 75%, to maintain satisfactory attendance progress and pass a FINAL written and practical exam prior to graduation.</p>
Mode of Instruction	Traditional Classroom and School Salon Floor
Textbooks	Textbook-3th Edition Master Educator ISBN -13:9781133693697
Internship/ Externship	None
Faculty & Qualifications	All LA Style School of Cosmetology Instructors must hold a current Cosmetology Teacher license in the state of Illinois.

<p>State Requirements/ Laws and Regulations</p>	<p>Upon graduating from LA Style School of Cosmetology the following are requirements for obtaining a state license:</p> <ul style="list-style-type: none"> • Be a graduate of a school approved by the Illinois Board of Cosmetology, having the required number of hours for the selected course. • Register and pay the required fees for testing with Continental Testing Service, INC. • Pass a written examination on the knowledge of the occupation administered by Continental Testing Services, Inc. (CTS). A passing score of 75% or greater is required. <p>Each student is responsible for scheduling their own testing dates.</p>
<p>Employment Assistance/ Professional Development</p>	<p>The student will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum recordkeeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing, and client retention.</p>
<p>Distance Education</p>	<p>Not Applicable</p>

Skills and competencies to be acquired by the student.

- Upon completion of the course requirements, the determined graduate will be able to:
1. Project a positive attitude and a sense of personal integrity and self-confidence.
 2. Project professionalism, visual poise, and proper grooming.
 3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
 4. Respect the need to deliver worthy service for value received in an employment environment.
 5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
 6. Perform the basic analytical skills to advise clients in the total look concept.
 7. Apply academic learning, technical information, and related matter to assure sound judgments, decisions, and procedures. To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

Lesson Modules

Module 1
20 Hours

Educational Psychology – 20 hours that shall include, but not limited to, topics in educational objectives, student characteristics and development, the learning process and an evaluation of learning that relates to teaching. These hours shall be waived on behalf of cosmetology teacher students who have completed a course in Educational Psychology at an accredited college or university.

Module 2
20 Hours

Teaching Methods (Theory) – 20 hours that shall include: but not limited to, topics in individual differences in learning, lesson planning, and design, lesson delivery, assessment of learning performance, classroom management, student motivation, and classroom climate. These hours shall be waived on behalf of cosmetology teacher students who have completed a course in Teaching Methods-Secondary Level at an accredited college or university.

Module 3 150 Hours	Application of Teaching Methods – 150 hours that shall include preparation and organization of subject matter to be presented on a unit-by-unit basis and presentation of subject matter through application of varied methods (lecture, demonstration, testing, and assignments.) Presentations must provide teaching objectives to be accomplished and correlate theoretical with practical application.
Module 4 50 Hours	Business Methods – 50 hours that shall include inventory, record keeping, interviewing, supplies, the Illinois Barber, Cosmetology, Esthetics, and Nail Technology Act of 1985 and 68 Ill. Adm. Code 1175.
Module 5 260 Hours	Student Teaching – 260 hours under the on-site supervision of an Illinois licensed teacher. The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum.

Tuition & Fees

For both Distance Education with 0.50% Distance Education and Traditional Courses

Program Name	Tuition	Registration Fee*	Kits **	Books	Uniforms **	Total
Cosmetology	\$16,775	\$100	\$2,200	\$500	\$25	\$19,600
Cosmetology Teacher Training 1000 hours	\$9,000	\$100	\$0	\$500	\$25	\$9,625
Cosmetology Teacher Training 500 hours	\$5,000	\$100	\$0	\$500	\$25	\$5,625

*Non-Refundable

**Non-refundable 7 days after signing enrollment

Note: Fee to change schedule is \$75.00 upon approval of schedule change.

Payment Methods

Other methods of payment of monies owed to LA Style School of Cosmetology may be paid with cash, credit card, check or money order. A non-sufficient fee of \$25.00 will be added for returned checks.

Extra Instructional (Overtime) Charges

Students are expected to complete their training (hours & operations) within the maximum time allowed in their Enrollment Agreement. LA Style School of Cosmetology's Enrollment Agreement allows for all school holidays and 10 personal days based on the student contract for full-time students, and 20 personal days based on the student contract for part-time students. If a student exceeds the time frame outlined in their Enrollment Agreement, an extra instructional charge will be added for the remaining hours & operations needed to complete their course. The current overtime rate per hour is \$15.00. Students who re-enroll after withdrawing for any must pay fee of \$100 must be paid to re-enroll.

Dress Code

All students must wear LA Style School of Cosmetology shirts everyday with black pants. The student must be clean and concerned with every aspect of personal and oral hygiene. The student clothes must be cleaned and pressed, and be in good condition with no rips, holes, or fraying. Remember, we are in a professional industry.

- Students must wear all black (including shoes).

- Clothing must be professional, clean and free of stains and tears.
- Graphics or writing on clothes is not allowed
- Shoes are required to be closed toe along with no visible skin
- Hair must be clean and styled BEFORE clocking in.
- Head coverings are not allowed
-

YOU MAY BE ASKED TO LEAVE, IF NOT IN PROPER UNIFORM

Tardy Policy

Students arriving more than 15 minutes after their scheduled start time *may* not be allowed to attend school that day, and are welcomed to return on time, the following school day. Students are asked to stay to the end of their scheduled day. If a student needs to leave early due to a medical appointment, family emergency or other reason, please discuss with the Director or Instructor in advance.

Excused and Unexcused Absences

An absence is an absence at LA Style School of Cosmetology, there is no contract extension for an excused absence, but the school does appreciate your calling in if you know that you will be out for scheduling purposes. A total of ten days, to assist with necessary absences, and all school holidays are used to compute a student's contract end date to be used during their enrollment period. In the event a student is absent 14 *consecutive calendar* days, for any reason, said student(s) will be dropped and may re-enroll per the terms of the re-enrollment policy.

Leave of Absence Policy (LOA)

LA Style School of Cosmetology is currently not offering Leave of Absences. Students are reminded that their Enrollment contract has 20 (for full time) and 10 (for part time) personal days built into their contract, and to use them in lieu of a Leave of Absence. Students who need to be absent more than 14 calendar days are welcome to re-enroll when their personal circumstances allow for such, in accordance with the school's admission and re-enrollment policies.

Satisfactory Academic Progress Policy (SAP)

LA Style School of Cosmetology's Satisfactory Academic Progress Policy (**SAP**) is consistently applied to **all** students enrolled at the school, regardless of their class schedule. It is printed in the catalog to ensure that **all** students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. LA Style School of Cosmetology Academic Progress Policy includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis, as explained in the policy. *Please note that the school is not yet approved to offer Title IV Funds.

Evaluation Periods

The frequency of evaluations ensures that students have had at least one evaluation by the midpoint of the course. Evaluations will be performed on **actual** hours. The chart below details the evaluation points applicable to each program.

Program	Course Length	Evaluation Points
Cosmetology	1500 clock hours	450, 900 & 1200 actual hours
Cosmetology Teacher Training	1000 clock hours	450 & 900 actual hours
Cosmetology Teacher Training	500 clock hours	250 actual hours

Academic Year

The institution operates all programs according to a schedule of 900 hours per academic year of instruction and 26 weeks.

Attendance Progress

For a student to be deemed making satisfactory attendance progress (quantitative), the student must maintain a minimum attendance average of 67%. 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 (clocked by the student), 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.

Academic Progress

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a *cumulative* academic grade average of 75% to maintain satisfactory attendance progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published Policy for Scheduling and Grading Make-Up Work, Incomplete's and Repetitions. A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, *if applicable*. The grading scale is listed below.

Grading Scale

A	Excellent	90% - 100%
B	Very Good	80% - 89%
C	Satisfactory	75% - 79%
F	Fail/Unsatisfactory	74% & below

Maximum Time Frame

Students are required to complete the program and/or course within 150% of the published program length. The maximum time frame permitted for transfer students who need less than the full course length will be determined based on the number of scheduled contracted hours. Any student who has exhausted the maximum time frame will be dropped from the program and may elect to re-enroll on a cash pay basis in a manner consistent with the school's admissions policy. Maximum Time Frames for both traditional programs and Programs with distance Education are:

Program	Maximum Weeks 150%	Maximum Scheduled Hours
Cosmetology 1500 hours 30 -hours /week, 50 weeks total	75 weeks	2,250 Hours
Cosmetology 1500 hours 20 -hours /week, 75 weeks total	112.5 weeks	2,250 Hours
Cosmetology Teacher Training 1000 hours 30-hours/week,34 weeks total	51weeks	1,500 Hours
Cosmetology Teacher Training 1000 hours 20-hours/week, 50 weeks total	75 weeks	1,500 Hours
Cosmetology Teacher Training 500 hours 30-hours/week, 17 weeks total	25.5 weeks	750 Hours

Cosmetology Teacher Training 500 hours 20-hours/week, 25 weeks total	37.5 weeks	750 Hours
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Determination of Progress

Students who meet the minimum requirements for attendance and academics shall be considered making Satisfactory Academic Progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV funding interrupted, if applicable, unless the student is on warning. Students will receive a copy of their Satisfactory Academic Progress report at the time of each evaluation. All progress reports will be maintained in the student's records and are available for review upon student request.

Warning

Students who do not meet Satisfactory Academic Progress requirements will be placed in the status of Warning. Students must meet the minimum requirements for attendance and academics by the next scheduled evaluation, to be deemed making Satisfactory Academic Progress.

Incompletes, Withdraws & Repetitions

Incompletes, withdrawals, and repetitions do not apply to the institution have no effect upon the institution's satisfactory academic progress standards as the institution has no such items or policies.

Interruptions, Leave of Absences, Course Completions and Withdraws

If enrollment is temporarily interrupted, the student will return to school in the same progress status as prior to the interruption. 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.

Evaluation Results (SAP Reports)

All Satisfactory Academic Progress evaluations will be completed by the school within 7 school business days following the evaluation period, students will be notified of the results of their evaluation(s) either by email (electronically) or in person (paper).

Academic Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. LA Style School of Cosmetology does not allow for the status of probation.

Re-Establishment of Progress

Students not meeting Satisfactory Academic Progress standards will need to meet cumulative attendance of 67% and an academic cumulative grade 75% of by the next evaluation period to be reestablish academic progress.

Veterans Funding and SAP

Students receiving Veteran's funding may not be eligible for funding if they fail to meet Satisfactory Academic Progress and are on Satisfactory Academic Progress warning, *if applicable*.

Transfer Students

Transfer Students are evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever comes first. Accepted transfer hours for students entering from another institution will be counted as both attempted and completed for the purpose of determining when the allowable maximum time frame has been exhausted.

Access to Satisfactory Academic Progress Reports

A hard copy of each Satisfactory Academic Progress evaluation is maintained in the student's file.

Financial Aid

LA Style School of Cosmetology **does not currently participate in Title IV funding.**

Veteran's Education Funding

LA Style School of Cosmetology **does currently offer Veteran's Educational benefits.**

Policy for Scheduling and Grading Make-Up Work

A student who misses or fails an examination will be given the opportunity to make up the examination. A student who fails to achieve a passing score on the practical portion of the instruction will be given the opportunity to improve their score or grade by performing additional assigned practical drills. Students shall schedule make up exams with an instructor and are allowed to make up tests and quizzes to achieve a higher grade. The higher grade will be used.

Family Educational Rights and Privacy Act – FERPA

LA Style School of Cosmetology complies with the Family Educational Rights and Privacy Act of 1974 Buckley Amendment, Public Law 93-380 Section 438. All students' records are confidential. Students and parents or guardians of dependent minor students who are in regular attendance at the institution have the right to inspect and review the student's educational, financial, and attendance records to ensure they are accurate and factual. Students and/or parents or guardians of dependent minors should complete a record request form and forward it to cosmetology2145@icloud.com, and allow up to 10 days for processing, records request forms can be obtained at school, or by requesting via email at the same email address. Written consent is required before education records may be disclosed to the third party. Students are not entitled to inspect the financial records of their parents. A college official must be in the office at all times during the examination of the student's files.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Records Retention and Transcripts

Student records remain onsite for 7 years in accordance with National Accrediting Commission of Career Arts and Sciences (NACCAS). Transcripts are kept for 7 years beginning from the student's first date of attendance of school, in compliance with Illinois law. Students who need proof of training or a transcript of their training may contact the school office and request the form desired. A transcript is provided at no fee for the first transcript and at the fee of \$2.00 after the student's first free transcript. No transcript will be issued until all tuition and other fees due to the institution is paid current.

Graduation Requirements

Students must successfully complete all requisite clock hours, and operations, exams, practical projects, and clinic assignments for the course. Students must also **pass a final exam with a grade average of 75% and/or higher**. All debts owed to the LA Style School of Cosmetology must be paid in full.

Successful students are invited to participate in a formal commencement exercise where a Certificate of Completion upon satisfactory will be issued. An official transcript will be issued once all financial obligations are met. **Requirements for State Licensing**
Upon graduating from LA Style School of Cosmetology the following are requirements for obtaining a state license:

- Be a graduate of a school approved by the Illinois Board of Cosmetology, having the required number of hours for the selected course.
- Register and Pay the required fees for testing with Continental Testing Service, INC.
- Pass a written examination on the knowledge of the occupation administered by Continental Testing Services, Inc. (CTS). A passing score of 75% or greater is required.
-

Each student is responsible for scheduling their own testing dates. Registration can be accomplished online www.continentaltesting.net with a VISA, MASTER CARD, or DEBIT CARD.

Cosmetology Theory Exam	\$185.00
Cosmetology Instructor Examination	\$98.00

Before testing, students must mail their school official transcript to Continental Testing for test eligibility. Please refer to graduation requirements in this handbook to determine eligibility of hours being released. Final step, mail completed paperwork and fee to the Illinois Department of Financial and Professional Regulations to receive license.

Employment Assistance

LA Style School of Cosmetology is committed to assisting in the placement of every graduate seeking a job, not only upon graduation, but also for three years afterwards. LA Style School of Cosmetology cannot and does not guarantee any employment to any student/graduate. The school has numerous local contacts and can provide assistance to those graduate students who are interested.

Counseling

A student desiring counseling in the areas of academic and/or personal areas may make an appointment in person or with email request at cosmetology2145@icloud.com to meet with staff. Other counseling services such as drug counseling referral, domestic violent services and women's health information will be posted on the student bulletin board on site.

Career Opportunities

There is a future waiting for you if you are dedicated! Upon graduation from LA Style School of Cosmetology as a Cosmetology Professional there are several options waiting for you in this vast profession. U.S. Department of Labor's Standard Occupational Classification Codes (CIP Codes) Labor's Standard Occupational Classification include 12.040, 12.0413, 12.0406, 12.0407, 12.0408, 12.0409, 12.0410 & 12.0412. Job Titles include:

Salon Manager	Product Educator	Day Spa Worker
Make-Up Technician	School Instructor	Nails Only Salon
Nail Technician	School Owner/Manager	Hair Only Salon
Lead Nail Technician	Hair & Nails Salon	Director of Education
Master Stylist	State Board Member	Hair Braider
Skin Care Specialist	Education Consultant	

Scholarships

- LA Style School of Cosmetology is proud of the Selena Ballentine Charity Scholarship. This scholarship pays for student's State Board and graduation fee. The application forms and requirements can be obtained from any staff member and require that students explain why cosmetology is important in 250 words or less. This scholarship

is graded and awarded to students who show an honest interest in the field of cosmetology and are unable to secure complete funding.

Conduct Policy

LA Style School of Cosmetology requires that all students always conduct themselves in a courteous & professional manner. LA Style School of Cosmetology strives to have a **progressive Conduct Policy**, beginning with a verbal warning, followed by a written warning, then suspension after which a student may be terminated for not correcting violations. **The following may be deemed violations of the conduct policy:**

- Any intentional noncompliance with state safety laws and regulations.
- Any action, which causes or could cause bodily harm to a client, a student, or employee of the school.
- Willful destruction of school property and theft.
- Engaging in the manufacture, distribution, dispensation, possession, or use of drugs and/or alcohol.
- Failure to maintain infection control and clean his/her own station
- Using cell phone during services or on school salon floor is prohibited.
- Failure to follow Personal Services Policy
- Violating smoking policy
- Theft or non-accidental damage to school property.
- Cheating, plagiarism or any other academic dishonesty
- Possession or use of explosives or weapons
- Failure to comply with directions of college officials acting in performance of their duties
- Disorderly, lewd, indecent, obscene or offensive conduct on school campus
- Obstruction or disruption of the educational process
- Failure to follow the directions of school staff
- Leaving campus early without notifying staff in advance
- V-logging and filming videos of school without permission
- Posting negative social media about LA Style School of Cosmetology:

- Participating in fraud related to the school in any way

Termination Conduct and other Dismissal Policies

- Being more than 30 days late on any tuition payment
- The following acts *may* result in **immediate termination** from LA Style School of Cosmetology:
 - Missing school for 14 sequential calendar days
 - Intoxication on campus
 - Cheating on clock hours
 - Stealing
 - Use, possession, sale, or distribution of drugs/alcohol.
 - Interference with any instructor or administrator in connection with carrying out their duties.

- Use, possession, or sale of illegal firearms, weapons, or dangerous objects is prohibited.
- Activities that involve holding, pushing, tackling, wrestling or any other type of physical contact or threat of physical contact
-

Lost Stolen Items

LA Style School of Cosmetology and/or staff are not responsible for lost or stolen kit items or personal items. It is the student's responsibility to replace such items.

Grievance Policy and Student Complaints

Most problems or complaints that students may have with the school, or its administrator can be resolved through a personal meeting with the student's instructor or school President/ Owner, however, this action does not resolve the matter to the satisfaction of the student, he/ she may submit a written complaint to the campus.

The written complaint should contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's procedures were properly followed, and the student's signature. Grievance forms can be obtained from school staff or on school bulletin board. The student can expect to receive a written response within 10 business days. The written complaints should be sent to Christine Johnson, President/ Owner via email at cosmetology2145@icloud.com. Additionally, complaints about the school may be registered with the Department of Financial and Professional Regulations, as below:

Illinois State Board Contact Information

Direct Written Complaints to:

Complaints Intake Unit

The Department of Financial and Professional Regulations

James R. Thompson Center

100 West Randolph

Suite 9-300

Chicago, IL 60601

(312) 814-6910

www.idfpr.com

Institutional Refund Policy

LA Style School of Cosmetology's Institutional policy applies to all terminations for any reason, by either party, including a student's decision, course or program cancellation, or school closure. **The school follows the Illinois state mandated policy.**

- 1) When notice of cancellation is given within 5 days after the date of enrollment, all application and registration fees, tuition, and any other charges shall be refunded to the student.

- 2) When notice of cancellation is given after the 5th day following enrollment but before the completion of the student's first day of class attendance, the school may retain the application and registration fee, plus the cost of any books and materials not to exceed \$100 and the cost of any books or materials that have been provided by the school and retained by the student.
- 3) When notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course of instruction, the school may retain the application and registration fee, not to exceed 10 % of the tuition, and other instructional charges or \$300, whichever is less, plus the cost of any books or materials which have been provided by the school.
- 4) When a student has completed 5% or more of the course of instruction, the school may retain the application fee and registration fee, and the cost of any books or materials which have been provided by the school but shall refund a part of the tuition and other instructional charges in accordance with the requirements of the school's regional or national accrediting agency, if any, or rules that the Department shall promulgate.
- 5) Applicants not accepted by the school shall receive a refund of all tuition and fees paid.
- 6) 6) For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet the Division standards for refunds:

Percentage of a Scheduled Course Completed	Amount of Tuition Owed to the School
0.01% to 4.9%	\$300 (maximum)
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

Student refunds shall be made by the school within 45 calendar days after the date of notice of the student's cancellation or the date that the school determines that the student has officially or unofficially withdrawn.

Library/ References

LA Style School of Cosmetology's resource bookcase is referred to as our **Library** and is comprised of learning resources for Cosmetology and Cosmetology Teacher Training Program(s). The library currently consists of Milady's texts, Milady workbooks and exam practice books, videos, DVD's and CD's that contain lessons and demonstrations for students & staff's viewing that relate. The policies and procedures for supplying these items to students will be based on a checkout system with Administration who will oversee the library material and keep record of what has been checked out, by whom and the date the material is due back to the library. Students and staff will have access to all library materials during school hour

Accreditation

LA Style School of Cosmetology is presently **not** accredited but is a National Accrediting Commission of Career Arts and Sciences (NACCAS's) **candidate for accreditation as of this date**. The National Accrediting Commission of Career Arts and Sciences (NACCAS's) located at 3015 Colvin Street, Alexandria, VA 22314 and can be reached at (703) 600-7600.

Ownership

LA Style School of Cosmetology is owned by, LA Style School of Cosmetology, LLC which is 100% owned by **Christine Johnson**, Owner and President.

Bankruptcy History

LA Style School of Cosmetology does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not 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.).

School Administration and Instructional Staff

Christine Johnson, Owner & President

Ashley Miller, School Administration

Christine Johnson, Licensed Educational Instructor, Director of Education

Ashley Morgan, Licensed Educational Instructor

Ashley Oliver, Licensed Educational Instructor

School Catalog, Pre-Enrollment Disclosures & Acknowledgement

- **I have received a school catalog (in print or electronically).**
- **State Licensing Requirements:** I understand the State of Illinois Licensing Requirements for a Cosmetologist and a Cosmetology Instructor.
- **SAP Policy:** I understand LA Style School of Cosmetology's SAP policy set forth in the catalog.
- **Course Outline:** I understand the Course Outline(s) set forth in the catalog.
- I have received the **Program Outcomes and Performance data for NACCAS** and on <https://lastyleschool.com>.
- **I understand that some of the prerequisites to gaining employment as a Licensed Cosmetologist or Cosmetology Instructor include but are not limited to** physically demanding postures, sometimes being exposed to chemicals and an ability to follow manufacturer's direction for use of chemicals and discarding of products. I understand I need to wear masks, gloves, etc., for protection as a Cosmetologist and to and protect clients from injuries. I understand I must be licensed to practice or provide services to the public in the field of Cosmetology or to work as a Cosmetology Instructor. I also understands that as a Cosmetology professional I must stay in compliance with regulatory agencies to understand what your responsibilities are to practice your craft. To become employed and stay employed in the field of Cosmetology, I understand I need to meet the requirements set forth by any employer.

Student Name (Print)

Date

Student Name (Sign)

Parent or Guardian Signature, only if applicable _____
Date