

La' James International College Additional Consumer Information

The Federal Department of Education requires colleges to disclose the following pieces of information:

Accreditation:



La' James International Colleges are nationally accredited by:
National Accrediting Commission of Career Arts and Sciences, (NACCAS).
4401 Ford Avenue, Suite 1300, Alexandria, VA 22302
703-600-7600
www.naccas.org.

NACCAS is an autonomous, independent accrediting commission constituted as a nonprofit Delaware corporation, with its main office located in Alexandria, Virginia. The Commission's origins date back to 1969, when two accrediting agencies in the field merged to form the Cosmetology Accrediting Commission (CAC). CAC changed its name to "NACCAS" in 1981.

NACCAS is recognized by the US Department of Education as a national agency for the institutional accreditation of postsecondary schools and departments of cosmetology arts and sciences, including specialized schools. It presently accredits approximately 1,300 institutions that serve over 120,000 students. These schools offer over thirty (30) courses and programs of study that fall under NACCAS' scope of accreditation.

What is Accreditation?

Accreditation means that a school has met national standards of educational performance that have been established by an impartial nongovernmental agency. The accrediting of schools by professional, national, and regional associations of like schools (schools with similar objectives and subject content) has long characterized the American educational scene. Through the years, accreditation of schools has been the most authoritative and reliable index of a school's concern for integrity toward its students and quality education.

While an accrediting agency is not part of the government, the U.S. Department of Education has officially recognized several agencies. NACCAS is such a nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. Code and subsequent legislation.

A school becomes accredited by formal action of the Commission. It bases its action on information submitted by the school and the reports of a specially appointed inspection team that has visited the school and evaluated it according to established standards.

Accreditation does not mean that all schools are the same. It does mean that they conform to a set of common minimum standards established by the Commission. These standards demonstrate a wide range of acceptability. No attempt is made by the Commission to determine relative excellence among accredited schools. Therefore, schools are listed alphabetically by states.

Schools are re-evaluated at least once every six (6) years. Continuation of accreditation depends on maintenance of the established standards. If a school fails to maintain the prescribed requirements, an interval of time is allowed for it to correct its deficiencies. If these deficiencies are not remedied during this interval, accreditation is withdrawn.

Licensure:

LJIC is licensed and approved to operate by the following authorities in Iowa, Illinois and Nebraska for its campus locations in those states:

Iowa Board of Cosmetology Arts & Sciences

Iowa Board of Massage Therapy
Iowa Department of Public Health, Bureau of Professional Licensure
Lucas State Office Building, 5th Floor
312 East 12th Street
Des Moines, Iowa 50319-0075
Telephone: (515)281-0254

Illinois Department of Financial & Professional Regulation

320 West Washington Street, 3rd Floor
Springfield, Illinois 62786
Telephone: (888)473-4858

Nebraska Board of Cosmetology, Electrology, Esthetics, Nail Technology & Body Art

Nebraska Department of Health & Human Services
Division of Public Health, Licensure Unit
P.O. Box 94986
Lincoln, Nebraska 68509-4986

A student with a question or concern that cannot be resolved at the campus may contact:

Iowa Campuses-

Iowa College Student Aid Commission
Phone (toll-free): (877) 272-4456
Online Student Dispute Resolution Form: <https://www.iowacollegeaid.gov/sdrf-start>

Illinois Campus-

Illinois Board of Higher Education (IBHE)
<http://complaints.ibhe.org/>

Nebraska Campus-

Program Director of Private Postsecondary Career Schools
Nebraska Department of Education. (402) 471-4825
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

Graduation Rates, Retention Rates, Transfer Out Rates, Student Diversity:

Integrated Postsecondary Education Data System. (IPEDS) collects data on postsecondary education in the United States in seven areas: institutional characteristics, institutional prices, enrollment, student financial aid, degrees and certificates conferred, student persistence and success, and institutional human and fiscal resources.

IPEDS collects three types of data to help track postsecondary student progress and success.

- **First–Year Retention Rates**

The first-year retention rate measures the percentage of first-year students who had persisted in or completed their educational program a year later. These data have been collected since 2003.

- **Graduation Rates**

Graduation rate data provide information on institutional productivity and help institutions comply with reporting requirements of the Student Right-to-Know Act.

- **Outcome Measures**

Starting with the 2015-16 collection, IPEDS collects information on the number of awards conferred and the enrollment status of four degree/certificate-seeking undergraduate student cohorts: 1) Full-time, first-time, 2) Part-time, first-time, 3) Full-time, non-first-time, and 4) Part-time, non-first-time. The reported data are for two points in time: 6-years and 8-years after a cohort enters an institution.

Information on LJIC’s graduation rates, retention rates, transfer out rates, student diversity and other information tracked through IPEDS can be located at:

<http://nces.ed.gov/collegenavigator/?q=la+james+international&s=all>

NACCAS’ Standard I requires an institution to meet or exceed the following measures of student success: 50% graduation; 60% placement; 70% licensure exam pass rate Note: These outcome rates are calculated for the institution as a whole; NACCAS does not measure outcome rates for individual programs

- **Key Definitions:** NACCAS’ 2015 (data) Annual Report is derived from a single cohort of students – those scheduled to graduate in 2015. NACCAS’ graduation, placement and licensure definitions are provided below:
 - ✓ **Graduation Rate:** Based on all students scheduled to graduate from their program in 2015. Of those students scheduled to graduate in 2015, the percentage that actually graduated before November 30, 2016. Note: The scheduled graduation date is a student’s most recent contract end date (i.e., the contract end date after all leaves of absence, schedule changes, re-enrollments and other contract changes have been accounted for).- **Graduate:** A student who has completed all applicable academic and non-academic requirements, as defined by the institution’s graduation policy.
 - ✓ **Placement Rate:** Of those graduates from the graduation cohort who are eligible for placement, the percentage who were placed prior to November 30, 2017. Eligible for Placement: A graduate from the graduation cohort is considered eligible for placement unless they meet one of the five exemptions detailed below:
 - a. The graduate is deceased
 - b. The graduate had a permanent or indefinite disability
 - c. The graduate was deployed for military service/duty
 - d. The graduate studied under a student visa and is ineligible for employment in the U.S.
 - e. The graduate continued his/her education at an institution under the same ownershipPlacement: A graduate who is or has been employed in a field for which their training prepared them (i.e., in a position within the beauty and wellness industry that directly relates to their field of training) after graduation and prior to November 30, 2017. Graduates who obtain temporary positions (i.e., positions where there is an expectation prior to the graduate’s hire that the employment relationship between the employer and graduate will not last more than one month) are not considered placed.

- ✓ **Licensure Rate:** Of the graduates from the graduation cohort who sat for all parts of their required state/national licensure exam prior to November 30, 2016, the percentage that passed all required parts of the state/national exam before November 30, 2016.

Gainful Employment Statistics published on our website use the NACCAS most recent Annual Report Statistics. A paper copy of this data can be made available upon request to LJIC's Financial Assistance Director. Graduation rates, licensure statistics and placement statistics are provided to students at their Financial Assistance appointment and students are required to acknowledge the receipt of such information via electronic signature.

Financial Assistance:

Contact Information

Corporate Financial Aid Office

2419 5th Avenue South - Fort Dodge, IA 50501

Phone: 515-576-4046 or 888-880-2108

Fax: 515-576-5529

E-mail: faquestion@lajames.net

The primary purpose of a Financial Aid program is to provide assistance for students who otherwise might find it difficult or impossible to attend College. If you are experiencing difficulty due to finances, you are encouraged to contact the Financial Aid Office to determine if assistance may be available. Please do not withdraw from College for financial reasons without first having consulted with the Financial Aid staff. Please understand that all staff in the Financial Aid and Student Services Department will work to answer your questions or assist you in any way. We are here to serve you!

In order to apply for federal financial assistance, a student must complete and submit a FAFSA form. Once the FAFSA is submitted, Federal Student Aid (an office of the United States Department of Education) reviews such information and determines a student's eligibility for federal financial assistance programs. These programs are described below. The term "year" refers to an "award year," which is from July 1 through June 30.

Completion of Financial Assistance Forms:

Within 48 hours of the submission of your Enrollment Application, you will need to log onto www.fafsa.ed.gov to complete your Free Application for Federal Student Aid ("FAFSA"). This form needs to be completed in order for you and LJIC to determine your eligibility for and the amount of your federal financial assistance. You will need to provide information about you and your financial situation, such as your name, Social Security number, date of birth, address, etc. You may need to provide information about your parents if you are a "dependent" student. The website will ask you a series of questions to determine if you are a "dependent" or "independent" student.

When you are completing the FAFSA form, you will need to enter the correct code for the LJIC campus you will be attending. Those codes are as follows:

Campus	School Code
Cedar Falls, IA	013006
Cedar Rapids, IA	015133
Davenport, IA	015133
Des Moines /Johnston, IA	016045
Fort Dodge, IA	008424
Iowa City, IA	009593
East Moline, IL	016350
Fremont, NE	009523

Once you fill out this initial form, you'll receive a Student Aid Report (SAR). Your SAR is a summary of the financial information you submitted. You should receive your SAR within 3 days to 3 weeks after you submitted your FAFSA. If you provided an email on your FAFSA application, a link will be emailed to you where you will find your electronic SAR. Otherwise, you will be mailed a paper copy. This will NOT tell you how much financial aid you'll receive, however, if all of your information is correct, save this report for your records. By using the correct code above for the campus you are enrolling in, the Financial Assistance Office can pick up an electronic Institutional Student Information Report (ISIR) and determine your qualifications for Financial Assistance.

Customize your Financial Plan:

You will meet with a representative of LJIC regarding your financial assistance package. This appointment cannot take place until after your FAFSA is completed, and LJIC receives your Institutional Student Information Report from the federal government. LJIC typically receives this Report within three (3) business days of your FAFSA submission. This appointment may be completed on campus or via telephone or email. At this meeting, you will discuss your customized financial plan, Master Promissory Notes, certain program disclosures and receive instructions on how to complete your financial assistance entrance counseling. You may be required to complete or provide additional documents during this meeting.

How much aid you receive depends on several factors including the cost of attendance, Expected Family Contribution (the number used to calculate how much financial aid you're eligible for based on the information in your FAFSA), year in school, and if you are attending full-time or part-time.

Every student who meets certain eligibility requirements can get some type of federal student aid, regardless of age or income.

Those who are eligible meet the following basic requirements:

- Demonstrate financial need.
- Are a U.S. citizen or eligible noncitizen.
- Have a valid social security number.
- Register with Selective Service if you are a male between 18 and 25 years of age.
- Maintain satisfactory academic progress in college or career school.
- Have a H.S. diploma, GED or have completed a homeschooling program approved by your state.

There are 2 categories of federal student aid: grants and loans.

Grants are money that doesn't have to be repaid. There are several types of grants available through the U.S. Department of Education and other sources.

- Federal Pell Grant: Undergraduates with financial need can receive a Federal Pell Grant for up to 12 semesters (or a total of 6 years).
- Federal Supplemental Educational Opportunity Grant: For undergraduates with exceptional financial need. Funds depend on availability at school.
- Iraq and Afghanistan Service Grant: For students who are not PELL eligible due only to less financial need, but whose parent or guardian died as a result of military service in Iraq or Afghanistan after 9/11 and who were, at the time of death, less than 24 years of age.

Loans are borrowed money for college or career school that must be repaid. There are several types of loans available through the U.S. Department of Education:

- Direct Subsidized Loans: For undergraduates who have financial need. The U.S. Department of Education pays interest while borrower is in school and during grace and deferment periods.
- Direct Unsubsidized Loans: For all undergraduate students. The borrower is responsible for all interest.
- Direct PLUS Loans: For parents of dependent undergraduate students. Borrower is responsible for all interest.

La' James International College does not maintain or provide a preferred lender list or preferred lender arrangement for students and or parents.

Scholarships, like grants, do not have to be paid back. La' James International College, along with other schools, community groups and other organizations offer scholarships. Some scholarships have certain criteria that have to be met in academics and attendance in order to receive the award. Make sure you are aware and understand the criteria.

Your Rights and Responsibilities

Student loans are borrowed money and need to be repaid, with interest. You do not have to accept all of the aid you are offered. When your school's financial assistance office sends meets with you, they will ask you to indicate which financial aid you want to accept. It's a good idea to start with aid that does not need to be repaid, such as grants and scholarships. From there you can determine if you will need to accept student loans to pay the remainder. Just like car loans and home mortgages, you cannot have these loans cancelled because you didn't like the education you received, didn't get the job you anticipated, or are having financial problems. Because you will need to pay these funds back, you will want to think about the amount of loans you'll need to repay before you accept the loans. We suggest only borrowing as much money as you need, even if you qualify for more, so there will be less to pay back after school. While you may be responsible for repaying your loans immediately after you stop attending school, you can also pay on your loans while you are in school. Again, grants and scholarships do not need to be repaid.

Types of Financial Assistance – 2016/2017

Program	Type of Aid	Program Details	Annual Amount
Federal PELL Grant	Grant <i>Does not have to be repaid</i>	Available to undergraduates	\$5,815
Federal Supplemental Educational Opportunity Grant (FSEOG)	Grant <i>Does not have to be repaid</i>	For undergraduates with exceptional financial need; Federal PELL Grant recipients take priority; funds depend on availability at school	\$100 to \$450
Direct Subsidized Loan	Loan <i>Must be repaid with interest</i>	US Department of Educating pays the interest while borrower is in school. Student must have financial need. Interest rate is 3.76%	\$3,500 to \$4,500
Direct Unsubsidized Loan	Loan <i>Must be repaid with interest</i>	Borrower is responsible for all interest. Financial need is not required. Interest rate is 3.76%	\$2,000 to \$6,000
Direct PLUS Loan	Loan <i>Must be repaid with interest</i>	For parents of dependent students. Borrower is responsible for the interest. Financial need is not required. Interest rate is	Maximum amount is the cost of attendance minus any other financial aid the

Program	Type of Aid	Program Details	Annual Amount
		6.31%.	student receives.
LJIC Scholarships	Does NOT have to be paid back	Not based on need. All LJIC Scholarships are a detailed on our Website as they become available	varies
Outside Scholarships	Does NOT have to be paid back	Not based on need.	varies

Veteran's Education Benefits-

La' James International Colleges are approved for Veteran's Educational Benefits for veterans, eligible dependents of deceased or disabled veterans and active status National Guard and Reserve personnel. Any student interested in this type of benefit can discuss with a Financial Assistance Representative.

Other State and Federal Programs:

Social Security, Social Service and Vocational Rehabilitation, Promise Jobs, Job Training Partnership Act, and Nebraska State Grants. Check with our financial aid department for detailed information

Entrance and Exit Counseling:

The United States Department of Education requires students to complete entrance and exit counseling as well as certain documentation in addition to the FAFSA. Entrance and exit counseling are completed online with the Department of Education. The FAFSA and other requirements for obtaining federal student assistance can be accessed at <https://studentloans.gov/myDirectLoan/index.action>.

Education Tax Credits:

The Taxpayer Relief Act of 1997 enacted the HOPE and Life Long Learning Tuition Tax Credits, tax-free status for distributions from private prepaid tuition plans, penalty-free distributions from retirement funds for education, and a tax deduction for interest on educational loans. Credits are available for educational expenses paid by the parent for student. Because the specifics on each of the programs vary according to individual circumstances, we encourage you to discuss this with your tax consultant for more information on these programs, we encourage you to view information offered by the [Iowa College Student Aid Commission](#) and the [Internal Revenue Service](#).

LJIC Code of Conduct for Educational Loans Summary

Iowa Code Section 261F.2 and Title 34 of the Code of Federal Regulations, Section 601.21, require the development, administration, and enforcement of a code of conduct governing educational loan activities. Our officers, employees, trustees and agents, including the alumni association, booster club, and other organizations associated with La' James International College, agree to the provisions of this Code of Conduct and will refrain from:

- Refusing to certify or delaying the certification of an education loan based on a borrower's choice of lender.
- Assigning a first-time borrower to a particular private education loan lender through the student's financial aid award or another means.
- Packaging a private education loan in a student's financial aid award, except when the student is ineligible for other financial aid, has exhausted his or her federal student aid eligibility, has not filed a Free Application for Federal Student Aid, or refuses to apply for a federal student loan.
- Accepting impermissible gifts, goods, or services from a lender, lender servicer, or guarantor. The institution may accept default prevention, financial literacy, or student aid-related educational services or materials, or other items of a nominal value.
- Accepting philanthropic contributions from a lender, lender servicer, or guarantor that are related to the educational loans provided by the entity that is making the contribution.
- Serving on or otherwise participating as a member of an advisory council for a lender, lender affiliate, or lender servicer.
- Accepting from a lender or its affiliate any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or other contract to provide education loan-related services to or on behalf of the lender.
- Accepting fees or other benefits in exchange for endorsing a lender or the lender's loan products.
- Requesting or accepting an offer of funds for private education loans from a lender, in exchange for our promise to provide the lender with placement on a preferred lender list, or a certain number or volume of private education loans.

This institution is committed to providing the information and resources necessary to help every student achieve educational success. To accomplish this goal the financial aid staff will consider each student's individual needs.

A comprehensive Code of Conduct detailing permissible and impermissible activities is available on our website: <https://ljic.edu/wp-content/uploads/2017/06/LJIC-Code-of-Conduct.pdf>

Grading and Satisfactory Academic Progress:

Courses and thus, grades, are divided into two categories: (1) Theory; and (2) Practical. Theory courses are graded through written tests and final examinations. Practical courses are graded upon the basis of rubrics, and clinical practicums (described above under each program).

Grades are based upon the following scale:

A: 95 to 100 percent

B: 85 to 94 percent

C: 75 to 84 percent

A minimum of 75 percent is required, and anything below 75 percent will be graded as “U” for Unsatisfactory”. Students may also receive an “I” for “Incomplete” which equates to a “0.” If a student is absent for an examination, it is the student’s responsibility to take the exam on the pre-determined makeup date. Only partial credit is given if the examination is taken on the makeup date. Failure to complete a scheduled makeup exam will result in an Incomplete for that examination. The final deadline for all coursework for each Term is 4 weeks after the end of the Term. Final grades will be posted after the end of the 4 weeks. Satisfactory Academic Progress standards regarding grades and attendance are required by the United States Department of Education for all students attending post-secondary educational institutions, which includes all students attending LJIC. Satisfactory Academic Progress is defined as:

1. Attendance average of 70 percent of hours available
2. Theory and practical minimum grade average of 75 percent.

As required, LJIC has a written Satisfactory Academic Progress Policy for each state in which it has a campus. These Policies can be viewed on LJIC’s website or in the Student Portal. A copy will also be provided to students at orientation.

Campus Security Policies:

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, is contained (along with other security-related disclosure requirements) in section 485 of the Higher Education Act, codified at 20 U.S.C. § 1092. It requires all postsecondary education institutions to keep records and report annually on the nature, date, time, and place of crimes occurring on campus, including hate crimes. It also prescribes a number of security-related protocols for emergency response procedures, timely notifications for on-campus crimes, etc.

LJICs Annual Campus Security Report (also known as our Annual Security Report, or ASR) includes Campus Security Statistics which included at the end of this report. This report is made available in compliance with the Clery Act. Also included in our report is a copy of information relating to La’ James International College Drug and Alcohol Abuse Prevention. La’ James International College’s commitment to safety and security includes:

- Providing a secure and crime free environment for students, faculty and staff.
- Performing regular evaluation of security programs.
- Monitoring and following up on each crime reported at La’ James International College.

We believe student, faculty, and staff behavior which promotes security awareness is important in all aspects of our lives and we encourage all students, faculty and staff to accept responsibility for their own security as well as the security of other members of La’ James International College.

We encourage all students to be aware of their surroundings when walking to and from their chosen form of transportation when arriving to and departing from school.

La’ James International College Annual Security Report (ASR) that includes crime statistics for each campus location and information on LJIC’s Drug and Alcohol Abuse Prevention Program (DAAPP) can be accessed on our website:

<https://ljic.edu/wp-content/uploads/2017/02/Clery-Disclosure-Act-Annual-Security-Report-2.17.17.pdf>

The report includes information on certain types of criminal offenses that occurred on campus and on public property around the campus; including hate crimes, arrests and disciplinary actions.

Emergency/Fire Procedures:

In case of fire or other reasons to evacuate the premises, quickly and safely leave the building at the nearest marked exit. In case of severe weather or tornado, students need to move to the center of the building away from all windows. Get under tables or counter tops. Upon confirmation of a dangerous condition involving an immediate threat to the safety occurring on the campus, the college will communicate thru one or more of the following methods; 1- text message, 2- student portal, 3- campus intercom / phone system, 4- local TV / Radio Station. It is the students' responsibility to make sure LJIC has a current cell phone number on file to receive texts. More information on emergency evacuation procedures can be accessed from our website in our Annual Security Report (ASR)

<https://ljic.edu/wp-content/uploads/2017/02/Clery-Disclosure-Act-Annual-Security-Report-2.17.17.pdf>

Inclement Weather:

LJIC campuses will generally close during winter weather that causes other nearby community colleges and universities to close. Students will be informed of closures due to inclement weather through one or more of the following: LJIC the Student Portal, LJIC's Facebook page, text message, and/or through local news or radio stations. It is the student's responsibility to ensure that LJIC has a current cell phone number on file in order to receive text messages.

Career/Job Placement Services:

LJIC does not guarantee employment. However, LJIC's campus staff and Career Services' staff can assist students with job searches both while a student and as an alumni of LJIC. LJIC is in contact with many salons, spas, industry partners, employers and manufacturers who request to interview LJIC graduates regarding employment opportunities. Students are encouraged to begin discussing placement opportunities prior to graduation.

Computer Use/File Sharing:

Responsible use of computer technology and files is expected of all students. Receiving, copying or transmitting files that a student does not have permission or license to copy or distribute, including but not limited to LJIC's administrative or academic files or software, is prohibited. LJIC will contact any student found to be in violation of this policy and such violation may result in the loss of computer or network privileges at LJIC.

Students are responsible for their own computer or online activities. LJIC does not take responsibility for or provide legal protection from any claims arising out of a student's improper use of computer technology or files. Furthermore, LJIC will cooperate with any lawful legal action related to such claims. Installing and operating a wireless access point to LJIC's network is prohibited. Anyone who installs or operates such wireless access point may lose computer or network privileges and will be held responsible for any and all activity occurring through such access point.

Copyright Infringement:

Copying of Textbooks or other Printed Materials Students should not engage in unauthorized copying, including peer-to-peer sharing or unauthorized downloading or uploading, of textbooks, manuals, periodicals or other similar materials. Any student engaged in the unauthorized use or distribution of copyrighted materials may be subject to sanctions up to dismissal from LJIC and may also be subject to criminal or civil penalties for copyright law violations. Generally, 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 also has the discretion to assess costs and attorneys' fees against the infringer. Criminal penalties for copyright infringement include imprisonment up to five years and fines of up to \$250,000 per offense. For more information, see the United States Copyright Office website at www.copyright.gov

Copying of Textbooks or other Printed Materials:

Students should not engage in unauthorized copying, including peer-to-peer sharing or unauthorized downloading or uploading, of textbooks, manuals, periodicals or other similar materials. Any student engaged in the unauthorized use or distribution of copyrighted materials may be subject to sanctions up to dismissal from LJIC and may also be subject to criminal or civil penalties for copyright law violations. Generally, 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 also has the discretion to assess costs and attorneys’ fees against the infringer. Criminal penalties for copyright infringement include imprisonment up to five years and fines of up to \$250,000 per offense. For more information, see the United States Copyright Office website at www.copyright.gov.

For a full-time student, Academic Year – Hours – Weeks- Maximum Time frame is as follows:

State	Program	Hours	Hrs per wk	1 st Academic Year	2 nd Academic Year	Total Wks	Contracted Weeks	Maximum Time Frame
IA	Cosmetology	2100	35	1050 hrs & 30 wks	1050 hrs & 30 wks	60	66	143% - 86 wks
IL	Cosmetology	1500	35	900 hrs & 26 wks	600 hrs & 17 wks	43	48	143% - 62 wks
NE	Cosmetology	2100	40	1050 hrs & 26 wks	1050 hrs & 27 wks	53	59	143% - 76 wks
IA	Esthetics	750	28	750 hrs & 27 wks	N/A	27	30	143% - 39 wks
NE	Esthetics	675	28	675 hrs & 25 wks	N/A	25	27	143% - 35 wks
IA	Massage Therapy	900	28	900 hrs & 33 wks	N/A	33	36	143% - 46 wks
IA/IL	Teacher Training	1000	35	1000 hrs & 29 wks	N/A	29	32	143% - 41 wks
NE	Teacher Training	925	35	925 hrs & 27 wks	N/A	27	30	143% - 38 wks
*IA/IL	Nail Technology	350	21	350 hours & 17 wks	N/A	17	19	143% - 24 wks
*NE	Nail Technology	300	21	300 hours & 15 wks	N/A	15	16	143% - 21 wks

Academic Year = Hours & Weeks to complete period

Contract End dates are calculated at 110% attendance for the program of study.

Programs identified with an () in the chart do not qualify for Title IV Funding.

Faculty:

Each LJIC staff member is dedicated to the success of our students. All educators are required to have a current license in the area of the courses they teach and an instructor licensed in accordance with the state in which they are teaching. LJIC also makes education courses available to its educators to allow them to satisfy the requirements for licensure and/or license renewal. Details regarding LJIC’s current educators, his/her assigned campus, courses taught and background information is available to LJIC students on the Student Portal. Individuals interested in attending LJIC can obtain this information by contacting an LJIC Admissions Career Planner at the applicable campus. If the Student Portal is not available, such information is available on the Student Intranet, which can be accessed in the student computer lab at each campus. The Student Intranet can be accessed with assistance from an LJIC Admissions Career Planner or Administrator. A paper copy can also be provided upon request.

Missing Student Policy and Procedures:

Missing Student Policy and Procedures Each student has the option to identify an individual to be contacted by LJIC officials or law enforcement personnel no later than 24 hours after the student is determined missing. If a student is under 18 years of age and not emancipated, federal law requires LJIC to notify a custodial parent or guardian no later than 24 hours after the student is determined missing, in addition to notifying any additional contact person designated by the student. Regardless of a student’s age, LJIC will notify the appropriate law enforcement agency no later than 24 hours after the student is determined missing, unless the local law enforcement agency was the entity that made the determination that the student is missing. Any missing student report must be referred immediately to the local police department that has jurisdiction in the area.

If LJIC is notified of a potential missing student and determines that the student has been missing, LJIC will immediately initiate the emergency contact procedures notifying the contact person within 24 hours after the student is determined missing. Emergency contact information is designated on the LJIC enrollment application and is kept in their permanent file. If a student believes that a person is missing, he/she should immediately notify the CSA - College Administrator, or other designated staff member and then to local law enforcement at the nonemergency number. See non-emergency numbers by campus: Cedar Falls (319)-273-8612 Johnston (515)-278-2345 East Moline (309)-752-1555 Davenport (563)-326-7979 Fort Dodge (515)-576-1426 Fremont (402)-727-2677 Cedar Rapids (319)-286-5491 Iowa City (319)-356-5275 In an emergency, dial 911. Another LJIC phone line is: • Calling the student line 1-(888)-289-3842. All Institutional offices will work cooperatively to ensure that the missing student's contact information will be registered confidentiality. Additionally, personal identifiable information about the missing student will be treated as confidential and will be accessible only to authorized campus officials, and that it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. The Institution does not publish the name of crime victims nor publish any identifiable information regarding victims in ASR reports.

Non-Discrimination and Reasonable Accommodations:

In accordance with Title IX of the Education Amendments of 1972, LJIC does not discriminate on the basis of and prohibits discrimination and harassment based upon sex/gender, race, color, creed, sexual orientation, national origin, ethnic origin, citizenship, marital status, gender identity, gender expression, genetic information, veteran status, disability, age, religion or any other status to the extent prohibited by law.

To request a reasonable accommodation, a student must complete a form provided by LJIC. Such form can be obtained from the College Administrator. The form and required supporting documents must be submitted to the Compliance Administrator, who will review with a committee and respond. Reasonable accommodations will be considered for individuals with disabilities, including intellectual disabilities that are able to successfully complete LJIC programs, license, and become gainfully employed. Any questions regarding these requirements should be addressed to LJIC's designed Title IX Officer, Joni Buresh, Compliance, 2419-5th Avenue South, Fort Dodge, Iowa 50501 or jburesh@ljic.edu.

Privacy Policy and FERPA Requirements:

Information regarding an individual student (excluding "directory information", which is described more fully below) is only released after written permission from the student or if the student is under 18 and not emancipated, from the student's parent or guardian. LJIC may, however, permit access to student records and other LJIC's records as required for an accreditation process or in response to a directive of the National Accrediting Commission of Career Arts and Science without obtaining prior written consent of the student.

The Family Educational Rights and Privacy Act ("FERPA") grants certain rights to students with regarding to their educational records. These rights include:

1. The right to inspect and review the student's own educational records within 45 days of the date LJIC receives a request for access. This written request for access should be submitted to the Financial Assistance Director and should identify the records the student wishes to inspect. Financial Assistance Director will make arrangements for the student's access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by Financial Assistance Director, the student shall be advised of the correct person to whom the request can be submitted.
2. The right to request the amendment of the student's educational records that the student believes is

inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to amend a record shall submit a written request to Financial Assistance Director, identify the part of the record the student wants amended and provide the reason or basis for why the student asserts the record should be changed. If LJIC determines that the record will not be amended as requested, LJIC will notify the student in writing and advise the student of his/her right to a hearing regarding the requested amendment. Additional information regarding the hearing process will be provided with this notification.

3. The right to provide written consent before LJIC discloses personally identifiable information from the student’s educational records, except to the extent FERPA authorizes disclosure without such consent. LJIC may, in accordance with FERPA, disclose records without the student’s consent to school officials with legitimate educational interests. A “school official” is defined as a person employed by LJIC in an administrative, supervisory, academic, research or support staff position, a person or company with whom LJIC has contracted as its agent to provide a service instead of using an LJIC official (e.g., attorney, auditor, collection agency), or a student or person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a “legitimate educational interest” if the official needs to review the education record in order to fulfill his/her professional responsibilities to LJIC.
4. The right to file a complaint with the United States Department of Education concerning alleged failures by LJIC to comply with the requirements of FERPA. The office that handles FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

These same rights are also given to parents if (a) the child is under 18; or (b) the student is “dependent” as that term is defined in Iowa Revenue Code section 152. Generally, if either consider the student to be dependent for purposes of this policy. Parents who are prohibited from receiving information on their child under state law or a Court order will not be given these rights. As used in this policy, “educational records” includes files, materials and documents which contain information directly related to a student and that are maintained by LJIC. Educational records includes the student’s admission packet, orientation sign-off sheets, financial assistance application documents, student loan information, attendance records, grades, progress reports. Educational records may also include copies of the student’s driver’s license, social security card and proof of prior education. A student is not entitled to inspect the financial records of his/her parent that may have been submitted to LJIC. LJIC reserves the right to disclose directory information regarding students. Directory information is information contained in a student’s education record that is generally not considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to the following: student’s name, address, telephone, e-mail address, photograph, date and place of birth, program(s) in which he/she was enrolled, enrollment status (full time, part time, time in program), dates of attendance, degrees, honors and awards received and the most recent educational agency or institution attended. Directory information does not include the student’s social security number or student identification number. An individual student or his/her parent (if the student is under 18 years of age or a dependent as defined in Iowa Revenue Code section 152) must notify LJIC in writing at least thirty (30) days in advance of any disclosure of directory information if he/she does not want such directory information being disclosed. Such written notice to “opt out” of disclosure of directory information will be honored unless and until the student or his/her parent rescinds the notice.

Refund Policy/Withdrawals, Refunds:

A. Individual State Refund Policies.

The following state refund policies do not apply to the refund or return of financial assistance or Title IV Funds. The refund of such amounts is subject to a separate policy entitled “Return of Title IV Funds Policy,” which is set forth below.

1. Iowa Refund Policy.

If an applicant is not accepted to LJIC, the applicant will receive a refund of all monies paid. If a student (and the student’s parent or guardian if the student is a dependent minor) cancels his/her enrollment or otherwise withdraws from his/her educational program within the first two (2) weeks of the first day of class (not including orientation), LJIC will refund any and all monetary payments received from the student prior to the student’s withdrawal, with the exception of the \$50 application fee and the cost of the kit, textbooks or other goods kept by the student. However, if the student purchased the kit, textbooks or other items from LJIC, LJIC will accept the return of unused items and credit the student’s account for the amount of the unused items that are returned. If the student did not purchase the kit or textbooks from LJIC, LJIC will not accept those items or provide a credit to the student’s account. A leave of absence is not considered to be a withdrawal or cancellation of enrollment. Leaves of absences are treated in accordance with the Leave of Absence Policy in the Catalog. longer than a year, school period means the course, term, payment period, post-secondary educational program, or other period for which the school assessed tuition charges to the student. Charges are assessed at the beginning of each school period for all LJIC programs. Under Iowa law, a school that assesses tuition charges to the student at the beginning of each course, term, payment period or other period that is shorter than the post-secondary educational program’s length must base its tuition refund on the amount of tuition costs the school charged for the course, term, or other period in which the student terminated. A school cannot base its tuition refund calculation on any portion of a post-secondary educational program that remains after a student terminates unless the student was charged for that remaining portion of the postsecondary educational program before the student’s termination and the student began attendance in the school term or course. If a student who attends the Cedar Falls, Des Moines, Fort Dodge or Iowa City campus withdraws from his/her educational program after the first two (2) weeks of the first day of class but has completed less than 60 percent of his/her school period, LJIC will make a pro-rata refund of tuition charges in accordance with Iowa Code sections 714.23(2) and (3). The pro-rata refund will be the equivalent of 90 percent of the tuition charged to the student multiplied by the ratio of the number of scheduled clock hours the student has remaining in his/her school period to complete 60 percent of the school period to the total clock hours in the school period until the date equivalent to the completion of 60 percent of the scheduled clock hours in the school period. If a student who attends the Davenport or Cedar Rapids campus withdraws from his/her educational program after the first two (2) weeks of the first day of class, in accordance with Iowa Code sections 714.23(2) and (3), LJIC will make a pro-rata refund of tuition charges that is not less than 90 percent of the amount of tuition charged to the student, multiplied by the ratio of the remaining number of scheduled clock hours in the school period to the total number of scheduled clock hours in the school period. This paragraph applies to the Davenport and Cedar Rapids campuses, because such campuses offer a post-secondary educational program of more than four months in length, for profit, and the cohort default rate for students under the Stafford loan program as reported by the United States Department of Education for the most recent federal fiscal year is more than 110% of the national average cohort default rate of all schools for the same federal fiscal year or 6%, whichever is greater. Notwithstanding the above paragraphs, if a student terminates or withdraws due to the student’s physical incapacity or, for a program that requires classroom instruction, due to the transfer of a student’s spouse’s employment to another city, the terminating or withdrawing student shall receive a refund of tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of scheduled clock hours in the school period to the total number of clock hours in the

school period. LJIC may require that the student submit documentation substantiating the student's or the spouse's circumstances. Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance at LJIC. Any refund due to a student will be refunded within forty-five (45) days of cancellation or withdrawal by the student or within forty five (45) days within formal cancellation by LJIC. If LJIC is determining whether a withdrawal has taken place, it will monitor each student's completion of class participation in learning activities, such as examinations, tutorials, computer-assisted instruction as well as participation in academic counseling, advisement or any other academically-related activities. LJIC will formally notify a student of his/her termination as a student from LJIC in writing and provide the reasons for such cancellation. If amounts for tuition or the kit, textbooks or other items purchased from LJIC remain due after a student's cancellation from LJIC, such amount is due within thirty (30) days of the formal cancellation, regardless of whether such cancellation is by the student or LJIC. If not paid within thirty (30) days, LJIC reserves the right to submit any remaining balance due to a collection agency and the student will be responsible for any and all costs associated with the collection of such amount. The pro-rata refund does not apply to the kit, textbooks or other items purchased from LJIC, but LJIC will accept the return of unused items and credit the student's account for the amount of the unused items that are returned within fifteen (15) days of receipt of the unused items. If LJIC is permanently closing and no longer offering instruction after a student has enrolled, the student is entitled to a pro-rata refund of tuition. If a course is cancelled subsequent to the student's enrollment, LJIC shall, at its option, do one of the following: (a) provide a full refund of all monies paid; or (b) provide for completion of the course. This refund policy does not apply to the return of Federal Financial Aid, which is subject to a separate policy. If a student is considering withdrawing from LJIC and wants to determine the application of this refund policy to his/her particular situation, the student should contact the College Administrator, who will refer the student to LJIC's Financial Assistance staff to walk through how these calculations apply to the student's individual circumstances.

2. Illinois Refund Policy.

If an applicant is not accepted to LJIC, the applicant will receive a refund of all monies paid. If a student (and the student's parent or guardian if the student is a dependent minor) cancels his/her enrollment or otherwise withdraws from his/her educational program within the first two (2) weeks of the first day of class (not including orientation), LJIC will refund any and all monetary payments received from the student prior to the student's withdrawal, with the exception of the \$50 application fee and the cost of the kit, textbooks or other goods kept by the student. However, if the student purchased the kit, textbooks or other items from LJIC, LJIC will accept the return of unused items and credit the student's account for the amount of the unused items that are returned. If the student did not purchase the kit or textbooks from LJIC, LJIC will not accept those items or provide a credit to the student's account. A leave of absence is not considered to be a withdrawal or cancellation of enrollment. Leaves of absences are treated in accordance with the Leave of Absence Policy in the Catalog. Pursuant to Illinois Compiled Statutes section chapter 225, section 3B-13, LJIC shall make a refund to a terminating or withdrawing student based upon the percentage of time completed as compared to the total time of the course. These calculations are as follows:

<u>Percentage of Clock Hours Completed</u>	<u>Pro Rata Percentage of Tuition to be Refunded:</u>
.01% to 4.9%	90% refunded
5% to 9.9%	70% refunded
10% to 14.9%	60% refunded
15% to 24.9%	55% refunded
25% to 49.9%	30% refunded
50% and above	0% refunded

Within fifteen (15) calendar days of a student's cancellation or written withdraw, LJIC will mail a written acknowledgment and/or the refund. The refund will be made by LJIC no later than forty-five (45) calendar days after the student's cancellation or after the date that LJIC determines that the student has officially or unofficially withdrawn.

If amounts for tuition or the kit, textbooks or other items purchased from LJIC remain due after a student's cancellation from LJIC, such amount is due within thirty (30) days of the formal cancellation, regardless of whether such cancellation is by the student or LJIC. If not paid within thirty (30) days, LJIC reserves the right to submit any remaining balance due to a collection agency and the student will be responsible for any and all costs associated with the collection of such amount.

The pro-rata refund does not apply to the kit, textbooks or other items purchased from LJIC, but LJIC will accept the return of unused items and credit the student's account for the amount of the unused items that are returned within fifteen (15) days of receipt of the unused items.

If LJIC is permanently closing and no longer offering instruction after a student has enrolled, the student is entitled to a pro-rata refund of tuition. If a course is cancelled subsequent to the student's enrollment, LJIC shall, at its option, do one of the following: (a) provide a full refund of all monies paid; or (b) provide for completion of the course.

This refund policy does not apply to the return of Federal Financial Aid, which is subject to a separate policy. If a student is considering withdrawing from LJIC and wants to determine the application of this refund policy to his/her particular situation, the student should contact the College Administrator, who will refer the student to LJIC's Financial Assistance staff to walk through how these calculations apply to the student's individual circumstances.

3. Nebraska Refund Policy.

If an applicant is not accepted to LJIC, the applicant will receive a refund of all monies paid. If a student (and the student's parent or guardian if the student is a dependent minor) cancels his/her enrollment or otherwise withdraws from his/her educational program within the first two (2) weeks of the first day of class (not including orientation), LJIC will refund any and all monetary payments received from the student prior to the student's withdrawal, with the exception of the \$50 application fee and the cost of the kit, textbooks or other goods kept by the student. However, if the student purchased the kit, textbooks or other items from LJIC, LJIC will accept the return of unused items and credit the student's account for the amount of the unused items that are returned. If the student did not purchase the kit or textbooks from LJIC, LJIC will not accept those items or provide a credit to the student's account. A leave of absence is not considered to be a withdrawal or cancellation of enrollment. Leaves of absences are treated in accordance with the Leave of Absence Policy in the Catalog. This following policy is provided in accordance with to Nebraska Administrative Code Title 92, chapter 41, section 004.14:

- (a) If a student who enrolls at the Fremont campus terminates or cancels his/her enrollment within seventy-two (72) hours of enrollment, LJIC will refund all monies paid.
- (b) If a student who enrolls at the Fremont campus terminates or cancels more than seventy-two (72) hours after enrollment but within two (2) weeks of the first day of class, LJIC will refund all tuition paid except for the registration fee (not to exceed \$150). LJIC will not refund any monies paid for the kit materials, textbooks or other items from LJIC. However, LJIC will accept a return of unused kit materials, textbooks or other items purchased from LJIC and will credit the student's account for the unused items that are returned.
- (c) If a student who enrolls at the Fremont campus terminates or cancels later than two (2) weeks from the first day of class, LJIC will refund tuition on the following prorate basis:

Percentage of Clock Hours Completed Pro Rata Percentage of Tuition to be Refunded:

Up to 4.9% 80% refunded
5% to 9.9% 70% refunded
10% to 14.9% 60% refunded
15% to 24.9% 55% refunded
25% to 49.9% 30% refunded
50% and above 0% refunded

LJIC will not refund any monies paid for the kit materials, textbooks or other items from LJIC. However, LJIC will accept a return of unused kit materials, textbooks or other items purchased from LJIC and will credit the student's account for the unused items that are returned. Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance at LJIC. Any refund due to a student will be refunded within thirty (30) days of cancellation or withdrawal by the student or within thirty (30) days within formal cancellation by LJIC. If LJIC is determining whether a withdrawal has taken place, it will monitor each student's completion of class participation in learning activities, such as examinations, tutorials, computer-assisted instruction as well as participation in academic counseling, advisement or any other academically-related activities. LJIC will formally notify a student of his/her termination as a student from LJIC in writing and provide the reasons for such cancellation. If amounts for tuition or the kit, textbooks or other items purchased from LJIC remain due after a student's cancellation from LJIC, such amount is due within thirty (30) days of the formal cancellation, regardless of whether such cancellation is by the student or LJIC. If not paid within thirty (30) days, LJIC reserves the right to submit any remaining balance due to a collection agency and the student will be responsible for any and all costs associated with the collection of such amount. The pro-rata refund does not apply to the kit, textbooks or other items purchased from LJIC, but LJIC will accept the return of unused items and credit the student's account for the amount of the unused items that are returned within fifteen (15) days of receipt of the unused items. If a course and/or program is canceled subsequent to a student's enrollment but before instruction in the course and/or program has begun, LJIC, at its option, shall do one of the following: (a) provide a full refund of all monies paid; or (b) provide for completion of the course. If LJIC cancel a course and/or program and ceases to offer instruction after a student's enrollment and after instruction has begun, LJIC, at its option, shall do one of the following: (a) provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school; or (b) provide for completion of the course and/or program; or (c) participate in a Teach-Out Agreement; or (d) provide a full refund of all monies paid. If LJIC closes permanently and ceases to offer instruction after a student's enrollment and after instruction has begun, LJIC must make arrangements for students. In this situation, LJIC shall, at its option, do one of the following: (a) provide a pro-rata refund; or (b) participate in a Teach-Out Agreement. This refund policy does not apply to the return of Federal Financial Aid, which is subject to a separate policy. If a student is considering withdrawing from LJIC and wants to determine the application of this refund policy to his/her particular situation, the student should contact the College Administrator who will refer the student to LJIC's Financial Assistance staff to walk through how these calculations apply to the student's individual circumstances.

Return of Title IV Funds (Federal Financial Aid) Policy:

Federal law governs the amount of Title IV Funds (Federal Financial Aid) to which a student is entitled after withdrawing from LJIC. The refund of Title IV Funds (Federal Financial Aid) is based upon the amount of assistance the student has earned for the payment period, which is based upon the scheduled clock hours in that period and institutional charges. A pro rata calculation is utilized to determine the amount of aid earned. Title IV funds are deemed fully earned if the student's scheduled hours in the payment period are greater than 60 percent of the total scheduled hours in the payment period. Pursuant to 20 United States Code section 1091b, a student's withdrawal date for refund computation purposes is defined as follows: (a) the date the student is deemed to have withdrawn as a student, as described above under the section above entitled "Termination for Failure to Attend/Withdrawal"; (b) the date the student is terminated for violation of the code of conduct, LJIC policies and/or fails to maintain satisfactory academic or attendance progress; or (c) the date the student officially notified LJIC of his/her withdrawal. In determining the refund calculation, the student's last day of physical attendance at LJIC will be utilized. The calculation of the amount of assistance earned (as set forth above) is then compared with the amount of assistance received. If the student earned more than was disbursed by LJIC (either to the student or to the student's account), LJIC will contact the student and obtain confirmation that the former student still requires the loan funds. LJIC will explain to the former student

his/her obligations to repay those funds following any disbursement and will document the conversation and the former student's decision on disbursement in his/her student file. Such disbursement to the student will be made no later than 45 days after LJIC determines that the student has withdrawn from LJIC. If the student has received more assistance than the amount earned, the unearned funds will be returned by LJIC and/or the student to the federal student assistance program. Funds are to be returned in the following order: (1) Federal Direct Unsubsidized Stafford Loan; (2) Federal Direct Subsidized Stafford Loan; (3) Federal Direct PLUS Loan; (4) Federal Pell Grants; (5) Federal Supplemental Educational Opportunity Grants (SEOG); (6) any other federal, state or institutional financial assistance.

LJIC's Financial Assistance Director will perform the refund calculations for each student who withdraws or is terminated.

Military Deployment: Iowa Administrative Code 261.9(1)g offers military students, who are members of the Iowa National Guard or Reserve Forces of the United States and the spouses of such members (if the member has a dependent child) when ordered into active duty (state military service or federal service or duty), and must discontinue enrollment, the following options:

1. the student will withdraw and be entitled to a full tuition and mandatory fees refund, without credit for hours or academics for the current payment period only. Upon reenrollment, the student will only receive credit for hours and academics completed and paid for. The student must submit deployment papers to the college to enact this type of refund.
2. The student will withdraw and may arrange to complete and return in proximity of the completed deployment to complete the program at the same academic status as when they left LJIC. LJIC Iowa refund policy would apply.

Reenrollment for the above two options will be required to go through the admissions process with the College Administrator, but will not be required to pay the previously retained application and registration fee as applicable.

Constitution Day: Higher education institutions must offer educational programs about the Constitution each year on September 17 (Constitution Day) in order to remain eligible for Title IV funding. La' James International College participates in Constitution day every year on September 17th.

Vaccination Policies:

La' James International College has no policy regarding vaccinations.

Voter Registration:

Iowa: <http://www.sos.state.ia.us/elections/voterinformation/voterregistration.html>.

Illinois: <http://www.elections.il.gov/votinginformation/register.aspx>

Nebraska: http://www.sos.ne.gov/elec/voter_info.html

More Information in regard to policies and procedures at La' James International College can be found in our College Catalog on our website: <https://ljic.edu/catalog/> or in our consumer information disclosures: <https://ljic.edu/disclosures/>

06/28/2017