



La' James International College

1-888-880-2103

www.ljic.edu

STUDENT CATALOG

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period to the total number of scheduled clock hours in the school period. This paragraph applies to for-profit schools whose 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 one hundred ten percent of the national average cohort default rate of all schools for the same federal fiscal year or six percent, whichever is higher.

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 hours clocked, 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. If a student who enrolls and terminates or cancels enrollment later than two (2) weeks after the first day of class, 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 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.

B. Return of Title IV Funds (Federal Financial Aid) Policy (R2T4)

Federal law governs (34 CFR 668.22, 34 CFR 668.164) the amount of Title IV Funds (SEOG, PELL, Direct Subsidized Loans, Direct Unsubsidized Loans, Direct Parent Plus Loans) to which a student is entitled after they cease attendance at LJIC.

Title IV funds are provided to students with the expectation that they will attend class for the entire period for which the assistance has been awarded. This "period" of time for which assistance has been awarded is called a payment period. When students stop attending their classes (for any reason including termination), they may no longer be eligible for the full amount of Title IV funds that they were originally awarded and may have already received.

1. Withdrawals.

- ❖ **Official Withdrawal:** If a student is going to cease attending classes they can officially withdraw by contacting the College Administrator in writing.
- ❖ **Unofficial Withdrawal:** If a student does not attend classes for 14 consecutive calendar days, the student will be considered withdrawn and will be administratively terminated unless the student has contacted the institution within the 14 days and indicated they will return. The student must return within 30 days of their last date of attendance. If the student fails to return, they will be administratively withdrawn. If a student will be absent for an extended period, they must request and be approved for a Leave of Absence. A student will be considered withdrawn if he/she is administratively terminated for violation of the code of conduct, LJIC policies and/or fails to maintain satisfactory academic progress. A student that does not return from a leave of absence as scheduled will also be considered withdrawn and will be administratively terminated.

2. Impact of Leave of Absence

If a student is going to be absent from class for an extended period due to personal medical reasons, justifiable reasons, or extenuating circumstances with documentation including but not limited to family medical leave and financial hardship, the student may request a Leave of Absence. There must be a reasonable expectation that the student will return from the leave of absence and approval for the student's request for such leave must be in accordance with LJIC's Leave of Absence Policy as set forth in this Catalog. Federal Student Loan Funds cannot be disbursed to a student's account while they are on an approved leave of absence. If a student on a leave of absence does not resume attendance at LJIC at or before the end of a leave of absence, LJIC must treat the student as withdrawn and any unpaid financial assistance may no longer be eligible to be processed.

3. Student's Withdrawal Date

A student's withdrawal date is the student's last day of attendance. The withdrawal date is used to determine the percentage of the payment period the student has completed in the R2T4 calculation.

4. Date of Determination.

The date LJIC determines that a student has withdrawn is not necessarily the same as a student's withdrawal date. The date of determination varies depending on the type of withdrawal.

- ❖ **Official Withdrawal:** The date of determination for a student that officially withdraws is the date the student began the official withdrawal process or the date of the student's notification, whichever is later.
- ❖ **Unofficial Withdrawal:** The date of determination for a student that unofficially withdraws would be no later than 14 consecutive calendar days after a student's last date of attendance or in the case where LJIC has administratively withdrawn a student for violation of the code of conduct, LJIC policies and/or fails to maintain satisfactory academic progress, the date of determination is the date of termination. For a student that does not return from a leave of absence as scheduled, the date of determination is the date the student was scheduled to return.

The date of determination is used for deadlines for notifications, returning funds, and post withdrawal disbursements. Those deadlines are included in the R2T4 Calculation (below).

5. R2T4 Calculation

When a student has withdrawn (either officially or unofficially), federal regulations require LJIC to use a calculation called Return to Title IV (R2T4) to determine the percentage of financial aid funds the student has earned as well as the amount that is unearned. This calculation is done within 14 days of the date of determination that the student withdrew.

The R2T4 calculation is based on the concept that students earn their financial aid in proportion to the number of hours they were scheduled to attend within the payment period. For example, a student that withdraws at 200 scheduled hours earns less Title IV funds than a student that withdraws after 300 scheduled hours.

When a student stops attending class (withdraws either officially or unofficially) they could leave LJIC owing money because their charges for tuition, books, kit and fees exceed the amount of financial aid that they have earned. For these reasons, students are strongly advised to meet with their College Administrator and Financial Assistance Office prior to dropping or withdrawing to discuss the financial consequences.

The R2T4 Calculation is done as follows:

- ❖ The student's scheduled hours as of his/her last day of attendance and the Title IV Funds for the payment period are determined.
- ❖ The portion of Title IV funds earned is calculated by dividing the student's scheduled hours by the total required number of scheduled hours in the payment period. If this percentage is greater than 60% then the student has fully earned all Title IV funds for the payment period.
- ❖ **Returning Title IV Funds:** If the student received (disbursed to the student's account) more Title IV funds in the payment period than they earned, the excess funds must be returned. Funds are 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 must return a portion of the excess funds that is equal to the lesser of:

- the institutional charges (tuition, books/kit, fees) applied to the student's account for the payment period multiplied by the unearned percentage of the student's funds or

- the entire amount of excess funds.
- These funds are returned within 45 days of the date of determination that the student withdrew.

If LJIC is not required to return all of the excess funds, the student is required to return the remaining amount. For any loan funds that the student must return, the student (or the student's parent for a Direct PLUS Loan) repays in accordance with the terms of the promissory note. That is, the student will make scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that a student must repay is half of the grant funds the student received or was scheduled to receive. A student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. The student must make arrangements with LJIC or the Department of Education to return the unearned grant funds. LJIC will notify a student of a grant overpayment within 30 days of the date of determination that the student withdrew. LJIC is also required to report grant overpayments to the National Student Loan Data System. If the student does not pay the overpayment in full, does not enter into repayment agreement, or fails to meet terms of the repayment agreement, the student is reported to NSLDS and will not be eligible to receive further financial aid, at any college. The NSLDS notification will be removed when the amount owed is paid in full. Unpaid overpayments will be reported to the U.S. Department of Education for collection. The Department of Education has the ability to garnish wages, withhold tax refunds, send the student's account to a collection agency, and take the student to court to recover the money owed.

- ❖ **Post Withdrawal Disbursement:** If a student earned more aid than they received (disbursed to the student's account), LJIC may owe the student a Post Withdrawal Disbursement. LJIC will automatically use all or a portion of a student's post-withdrawal disbursement of grant funds for tuition and fees. If a student's post-withdrawal disbursement includes loan funds, LJIC must get the student's permission before disbursing them. There are some Title IV funds that cannot be disbursed to a student once they withdraw because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and did not complete the first 30 days of his/her program before withdrawing, the student will not receive any Direct Loan funds that they would have received had he/she remained enrolled past the 30th day. LJIC will provide a student (or parent) the opportunity to accept all or part of a post-withdrawal disbursement of Title IV loan funds within 30 days of the date of determination that the student withdrew. LJIC has 180 days from the date of determination that the student withdrew to perform a post-withdrawal disbursement.

EXAMPLE

Student withdrew from the Cosmetology program on September 7, 2017. The Cosmetology program has 525 hours in a payment period. The student's last day of attendance was September 1, 2017. As of the student's last day of attendance, the student had a total of 91 attended hours and 235 scheduled hours. The student was awarded \$7,607.00 of Title IV funds for the payment period. All of the funds were disbursed (posted to the student's account.) The student had \$8,160 of institution charges applied to her account in the payment period as well.

For the Payment Period: Student's scheduled hours = 235, Total scheduled hours required = 525, Title IV Funds = \$7,607.00

Portion of Title IV Earned: $235 \text{ hours} / 525 \text{ hours} = 44.8\%$, $44.8\% \times \$7,607.00 = \$3,408.00$

Portion of Title IV Unearned: $\$7,607.00 - \$3,408.00 = \$4,199.00$, $\$4,199.00 / \$7,607.00 = 55.2\%$

The student received \$7,607.00 in Title IV funds which is more than the \$3,408.00 earned so the unearned portion \$4,199.00 of funds must be returned. LJIC must return the lesser of:

- Institutional Charges (\$8,160) x unearned percentage (55.2%) which equals \$4,504.00
- Or the entire excess which is \$4,199.00

LJIC will return \$2,968.00 unsubsidized loan and \$1,231.00 subsidized loan which is a total of \$4,199.00. Because LJIC is returning the entire amount of excess funds, the student is not responsible for any return of funds.

C. Military Deployment

Iowa Code section 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 LJIC to be entitled to 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's Iowa refund policy would apply.

Upon reenrollment for either of the above two options, the student will be required to go through the admissions process with the College Administrator, but he/she will not be required to pay the previously retained application and registration fees.

IV. ATTENDANCE REQUIREMENTS & POLICIES

A. Academic Calendar

LJIC has classes starting every four weeks at each campus. However, not all programs start each month, and a minimum class size may be required for the program to start. Orientation is held the week prior to the class start date. Exact start dates are subject to change at LJIC's discretion. The upcoming start dates are as follows:

Cosmetology:

January 4, 2021
February 1, 2021
March 1, 2021
March 29, 2021

January 3, 2022
January 31, 2022
February 28, 2022
March 28, 2022

April 26, 2021
May 24, 2021
June 21, 2021
July 19, 2021
August 16, 2021
September 13, 2021
October 11, 2021
November 8, 2021
December 6, 2021

April 25, 2022
May 23, 2022
June 20, 2022
July 18, 2022
August 15, 2022
September 12, 2022
October 10, 2022
November 7, 2022
December 5, 2022

Esthetics and Massage Therapy:

February 2, 2021
March 30, 2021
May 25, 2021
July 20, 2021
September 14, 2021
November 9, 2021

January 4, 2022
March 1, 2022
April 26, 2022
June 21, 2022
August 16, 2022
October 11, 2022
December 6, 2022

Nail Technology:

March 2, 2021
June 22, 2021
October 12, 2021

February 1, 2022
May 24, 2022
September 13, 2022

Teacher Training:

Starting dates are one week prior to the start date listed above for Cosmetology.

B. Regular Closures

All LJIC campuses are closed on Saturdays and Sundays. In addition, LJIC campuses are closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. LJIC campuses will close at 2:00 p.m. on Christmas Eve. LJIC campuses will close at 5:00 p.m. the day preceding all other holidays listed above, unless the day preceding is a Friday. In those cases, LJIC will close at 4:00 p.m.

*Adjustments may be made as applicable and will be communicated in advance to staff and students.

C. Inclement Weather

LJIC campuses will generally close during winter weather that may cause 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'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.

D. Attendance Requirements

Attendance and punctuality are important factors for success at LJIC. By entering into a contract with LJIC, a student agrees to and is required to attend classes according to the scheduled hours per week. In addition, a student is agreeing to complete all academic requirements set forth more fully below. Not attending scheduled time, may delay processing of federal financial assistance.

LJIC understands that some absences are unavoidable. Accordingly, the scheduled Contract End Date on the contract will include a 10 percent grace period for these absences. Students are expected, however, to make-up any time or assignments that are missed as a result of the absence from school. If a student is unable to complete his/her required hours for the program by the scheduled Contract End Date, it will be at an additional cost to the student of \$12.00 per hour. These overage costs cannot be paid for with federal financial assistance and are due at time of charge.

Absences from the school campus for attending LJIC-sponsored activities are not considered an absence from school, but the student may be required to make-up assignments or exams missed.

If a student plans to be absent from LJIC, he/she must complete a Time Off Request form, which can be obtained from an Educator. The form should be completed and returned two (2) weeks prior to the student's planned absence. LJIC will review such form as soon as possible and advise the student if such absence is approved.

If a student will be absent from LJIC as a result of an unplanned absence (e.g. illness, doctor's appointment, death in the family, etc.), he/she must notify LJIC by calling the student line (1-888-289-3842) before the scheduled start time for that day.

If a student plans to arrive less than 30 minutes after the scheduled start time, he/she must also notify LJIC by calling the student line (1-888-289-3842) before the scheduled start time for that day. If the student fails to call and arrives within the 30-minute window, he/she will only be allowed to attend LJIC that day at the discretion of the College Administrator or Educator.

If the student is more than 30 minutes late and he/she does not notify LJIC prior to the scheduled start time, he/she may not be allowed to attend LJIC that day. Any exception to this rule will require approval from the College Administrator or Educator.

If a student fails to notify LJIC of an absence, this is considered a "no call-no show" and may result in suspension or termination. If a student has not attended LJIC or communicated with LJIC regarding his/her absence for fourteen (14) calendar days, such student will be terminated from LJIC. If a student is absent for 30 consecutive calendar days without being on an approved Leave of Absence, the student will be administratively withdrawn.

E. Time Star System and Related Policy

In addition to attendance being taken by educators at least daily, LJIC uses a Time Star clock that students will use to "punch in" and "punch out" to monitor and track attendance. Students are expected to "punch in" at the beginning of the day, when he/she returns from lunch and whenever the student returns from being off campus. Students are expected to "punch out" at the end of the day, when he/she takes a lunch break and any other time he/she leaves campus (unless the student

is leaving for an LJC-sponsored activity). It is each student's responsibility to use the Time Star clock correctly. Failure to do so will result in your time not being properly recorded. Students will receive specific instructions on use of the Time Star clock system as well as a username and password during orientation.

When punching in, any student punch in prior to the scheduled start time will round to the scheduled start time. For example, if a student clocks in at 8:15 a.m., but the scheduled start time is not until 9:00 a.m., the student's Time Star entry for that day will show as 9:00 a.m.

When punching out at the scheduled end time each day, Time Star automatically rounds the entry to the nearest quarter hour. For example, if a student clocks out 7 minutes before the scheduled end time (for example, 5:00 p.m.), the student's Time Star entry will show that he/she clocked out at 5:00 p.m. If the student clocked out at 5:08 p.m., the student's Time Star entry would show an end time of 5:15 p.m.

Time Star will automatically remove 120 minutes (2 hours) from a student's daily time entry to account for lunch if the student fails to punch out and punch in for lunch.

LJIC understands that the following situations may occur:

- A student forgets to punch in or out.
- A student does not clock out for lunch because he/she is providing a service in the salon/spa or for other educational reasons.
- A student comes in prior to the scheduled start time or stays after the scheduled end time to provide a service in the salon/spa or for other classroom and education-related reasons.

If any of these situations occur or if the student otherwise disputes a Time Star entry, the student must enter such information on a "Time Star Dispute" log that is maintained at each campus. Since Satisfactory Academic Progress records and Financial Assistance disbursements are based on student hours, any disputes must be reported on the "Time Star Dispute" log within 1 week of the occurrence. Upon receipt of the student's dispute, the College Administrator or an Educator at the campus will review the dispute, review other available information (such as Mikal point of service system or daily attendance records) to determine the validity of the student's requested change or dispute with the Time Star entry. The College Administrator or Educator will adjust and log the student's Time Star entry within 1 week of receiving the dispute if he/she decides such adjustment is warranted. The student will be able to see the adjustment on his/her Time Star record. If the student disagrees with the College Administrator or Educator's decision, he/she can then appeal such decision pursuant to the Student Grievance policy set forth below.

Students can view their Time Star entries at <http://time.lajames.net>. Students are encouraged to monitor their Time Star record on a regular basis to ensure its accuracy.

F. Make-up Hours Policy

Make-up hours are additional clock hours attended beyond the student's schedule.

Students wanting to complete makeup hours on a time outside their regular schedule must work with their College Administrator to ensure that a licensed educator is available to supervise the educational activity being performed to earn the makeup hours.

Sometimes the following instances will occur that will also earn makeup hours for the student:

- A student comes in prior to their scheduled start time or stays after their scheduled end time to provide a service in the salon/spa or for other classroom and education-related reasons.
- A student's lunch time may be altered due to providing services in the salon/spa.

All makeup hours must be educator supervised, logged on the Student's Attendance Verification Log, and approved.

G. Termination for Failure to Attend or Voluntary Withdrawal from Program

If a student fails to provide notice of his/her planned or unplanned absence (referred to as "No Call, No Show") and/or if a student fails to follow the attendance standards, he/she may be referred to the College Administrator to discuss his/her commitment to LJIC. If a student habitually violates these standards, he/she may be subject to suspension or termination.

If a student does not attend classes for 14 consecutive calendar days and does not contact the school, the student will be administratively terminated from the LJIC program in which he/she is enrolled and will be considered to have withdrawn as a student. If the student has contacted the school but has failed to attend class for 30 consecutive calendar days, the student will be terminated from the LJIC program in which he/she is enrolled and will be considered to have withdrawn as a student. If a student does not resume attendance at or before the end of his/her approved leave of absence and has not contacted LJIC to request an extension of his/her leave, if applicable, he/she will be terminated from LJIC.

All students are permitted to withdraw, without condition or limitation, during the first two (2) weeks following the student's commencement of an LJIC program, excluding the LJIC orientation day. If a student withdraws during the initial two (2) week period, LJIC will refund any and all monetary payments received from the student prior to withdrawal, with the exception of the fifty-dollar (\$50) application fee, refund any loan or grant fund received from any source relating to the student's enrollment and cancel all federal and state financial aid disbursements. In the event a student withdraws from an LJIC program during the initial two (2) week period, LJIC will not hold the student liable for any fees, expenses, or other costs, with the exception of the fifty-dollar (\$50) application fee and any used kit items not returned by the student. LJIC shall accept the return of any *unused* kit items, clothing, or other goods purchased by the student from LJIC and issue a full refund to the student for each unused item.

If a student withdraws from or is terminated from school after the initial two (2) week period, LJIC may retain or be entitled to payment for a percentage of any tuition and fees and other educational costs earned, based on the percentage of the enrollment period attended by the student, subject to applicable state and federal law. LJIC will follow the Refund Policies and the Return of Title IV Funds (Federal Financial Assistance) Policy set forth elsewhere in this Catalog.

H. Leave of Absence Policy

A leave of absence (LOA) may be granted, for a minimum of 30 days, if a student will experience an interruption in his/her training for an extended length of time and follows the procedure and

criteria for the leave of absence as set forth herein. If a student wishes to take a leave of absence from LJIC, he/she must submit such request in writing in advance of the beginning of the leave, unless unforeseen circumstances prevent the student from making such request in advance. For example, if a student is injured in a car accident and needs to take a leave of absence to recover, such leave would not be able to be requested in advance, or another example being for an illness and the need to quarantine or undecided immediately if a LOA is needed. In such cases, the written request for a leave of absence should be submitted as soon as reasonably possible within 30 days of the last day of attendance and documented as to why the request for the leave of absence is late and not requested prior to the leave of absence. The college may grant the LOA due to the unforeseen circumstances with documented reason for its decision. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident or quarantine.

A leave of absence may be granted for any justifiable reason, which includes, but is not limited to, personal medical leave, family medical issues or financial hardship. All leave of absence requests shall be submitted in writing to the College Administrator. The request should be on a form supplied by LJIC must include (1) the reason for the leave of absence; (2) the requested length of the leave of absence (unless unknown at time of request); (3) the date of expected return from the leave of absence (unless unknown at time of request); (4) medical or other supporting documentation (submitted at the time or within 30 days of the student's last day of physical attendance); and (5) the student's signature. Medical documentation or other supporting documentation required for the leave of absence not submitted within 30 days of the student's last day of physical attendance will result in an unapproved LOA and administrative termination of the student's enrollment.

All leaves of absences for each student may not exceed 180 days in a 12-month period, per Department of Education regulations. In order to qualify for a leave of absence, there must be a reasonable expectation that the student will return to school. If a student does not plan to return at the conclusion of his/her leave of absence, he/she should advise the College Administrator of such fact. As set forth above, if the student does not resume attendance at or before the end of his/her leave of absence and has not contacted LJIC to request an extension of his/her leave, if applicable, he/she will be terminated from LJIC. If a student on an approved LOA is able to return earlier than originally expected, the student may return, and the LOA addendum will be adjusted to reflect the early return and actual leave of absence time.

For approved leaves of absences, the student's Contract End Date will be extended by the same number of calendar days as the approved and actual leave of absence. An addendum to the contract will be signed and dated by the student and an LJIC representative when the student returns from the leave of absence and maintained in the student's file. Students on an approved leave of absence are not considered to have withdrawn from LJIC and thus, there will be no refund of financial assistance or other payments. Students are not charged additional tuition or other charges for an approved leave of absence. No additional charges will be made to a student's account while on an approved leave of absence and no federal student loan funds can pay to the student's account while on an approved leave of absence.

If a student does not request a leave of absence or if the student's leave of absence is not approved, the student is considered to have withdrawn from LJIC and the refund policies set forth in this Catalog apply. A student who is not on an approved leave of absence is considered to be no longer

enrolled in LJIC and thus, is not eligible for in-school deferment of any federal financial assistance received.

If a student does not return from a leave of absence, the date of withdrawal from LJIC will be considered the earlier of the date of expiration of the leave of absence or the date the student notifies LJIC that they will not be returning to LJIC. A refund and return of Title IV federal financial assistance is calculated and based upon the student's "last day of physical attendance" and in accordance with state and federal regulations. The refund policies and return of Title IV Policy (R2T4) are set forth elsewhere in this Catalog.

I. Military Leave Policy

Pursuant to the Higher Education Opportunity Act, if a student leaves LJIC to join the military, upon return the student will be readmitted at the same academic status as when he/she left LJIC. The length of absence from LJIC cannot be longer than five (5) years. This policy does not apply to veterans who received a dishonorable discharge, a bad conduct charge or those who were court marshaled. LJIC reserves the right to request documentation regarding these matters to confirm that the student is eligible to be readmitted pursuant to this policy.

V. GRIEVANCE POLICY

If a student has a disagreement or concern regarding an incident or decision made by LJIC related to that student, the student is encouraged to attempt to informally resolve such issues by discussing these matters with the following individuals and in the following order:

1. Term Educator
2. Salon and/or Spa Director
3. Assistant College Administrator
4. College Administrator

If a student is unable to informally resolve such disagreement or concern, the student may initiate the following grievance procedure:

1. Complete a Student Grievance form within sixty (60) days of the incident that is the subject of the grievance and submit it to the College Administrator.
2. The College Administrator and a staff member of Corporate Administration will review the grievance and provide a response to the student within thirty (30) days of receipt of the grievance. The initial response does not need to provide a final resolution, but it will at a minimum inform the student of the status of the review and whether any investigation or actions are being taken in response to the grievance.
3. The College Administrator and Corporate Administration staff member will conduct interviews with staff and other students as they deem appropriate and necessary to reach a resolution.
4. If the College Administrator and Corporate Administration staff may dismiss the grievance, take steps to implement a resolution of the grievance or set a hearing. Such determination must be made in writing and issued to the student within ninety (90) days of receipt of the grievance. If the grievance is dismissed and/or if the student disagrees with the resolution proposed, the student may submit a written request for hearing within fifteen (15) days of receipt of the dismissal or proposed resolution.

5. Any hearing, whether requested by the student or set by the College Administrator and Corporate Administration staff, shall be conducted as follows:
 - a. The hearing shall be held within thirty (30) days of the College Administrator or Corporate Administration staff's decision to set a hearing or within thirty (30) days of the student's request for a hearing.
 - b. A hearing committee of at least 3 persons who are Educators or in Administration at LJIC will be appointed by the College Administrator and Corporate Administration staff.
 - c. The hearing committee must not include any person involved in the underlying grievance or the College Administrator or Corporate Administration staff who made the initial review or decision.
 - d. The student will present his/her grievance and present any evidence or witnesses.
 - e. LJIC and/or the parties who are the subject of the grievance will then be allowed to present any evidence or witnesses.
 - f. The hearing committee will be allowed to ask questions of all parties and/or witnesses.
 - g. The formal rules of evidence shall not be followed.
 - h. Within fifteen (15) days of the hearing, the hearing committee will prepare a written report that summarizes the evidence presented and its decision as to the grievance. The hearing committee can make a recommendation as to how to resolve the grievance or may dismiss the grievance and determine that no further action is necessary.
6. If a student disagrees with the outcome of the hearing committee, he/she may then proceed to submit a complaint to LJIC's accrediting agency, the Accrediting Commission of Career Arts and Sciences ("NACCAS").

All grievance documents will be retained by LJIC's Compliance Administrator. A copy of the grievance documents will also be retained in the individual student's records.

VI. ACADEMIC METHODS & STANDARDS

A. Instructional Methods

LJIC utilizes the Milady educational system. This system includes interactive videos along with textbooks and workbooks.

Instruction methods include lecture, group participation, demonstrations, DVDs, webinars, computer lab, rubric assessments, and supervised clinical experience.

All courses are taught in the English language.

B. Course Requirements

All programs are hours-based, and the minimum hours for each program are set by the state in which the campus is located. In some instances, graduation from LJIC requires more than the minimum hours established by the state. LJIC believes that additional hours beyond the minimum requirements lead to better outcomes for the following reasons: (1) gives students more time to understand state laws, a requirement for state examination; (2) students have extra time to prepare

for state examinations to ensure licensing upon completion of the program (Note: In Iowa, students can take the state examination prior to graduation); (3) students are given adequate time for resume preparation and interviewing to assist with gainful employment upon completion; (4) students' confidence levels are enhanced to facilitate career success; and (5) students are allowed additional time for advanced techniques. The LJIC programs that require hours beyond state hour requirements are shorter programs and are marked with an asterisk (*) below.

The following chart provides the hour requirements and the time frame in which students are required to complete such hours at LJIC:

Program	Hours Required	Hours Per Week	1 st Academic Year	2 nd Academic Year	Total Weeks	Total Weeks Available to Complete (End of Contract)	Maximum Time Frame for Financial Assistance Purposes (143%)
Cosmetology	2100	35	1050 hours; 30 weeks	1050 hours; 30 weeks	60	66	86 weeks; Hours; 3003 hours
*Esthetics	750	28	750 hours; 27 weeks	N/A	27	30	39 weeks; 1072.5 hours
*Massage Therapy	900	28	900 hours; 33 weeks	N/A	33	36	46 weeks; 1287 hours
*Nail Technology	350	21	350 hours; 17 weeks	N/A	17	19	N/A
Teacher Training	1000	35	1000 hours; 29 weeks	N/A	29	32	41 weeks; 1430 hours

As used in this chart, "Academic Year" means the hours and weeks to complete period.

The total weeks available for students to complete the course, which date will be set forth as the contract end date on each student's contract, is calculated by providing a 10 percent grace period.

C. Cosmetology Curriculum

1. Cosmetology

Cosmetology

Core Life Sciences	150 hours
Cosmetology Theory (includes business & management information)	615 hours
Applied Practical Instruction	1335 hours
Total:	2100 hours

Terms 1 and 2 Subjects for Cosmetology programs (1120 hours):

Course Title	Course Description	Minimum hrs
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Principles of Haircutting	Fundamental concepts of the blunt, long-layered, graduated, and layered haircut including incorporation of haircutting techniques suitable for males and females	70
Principles of Color	Fundamental concepts of the law of color, color theory, adding and removing pigment, covering grey, types of hair color, application of color and safety of the guest	70
Principles of Design	Fundamental concepts of balance and design incorporated into wet and thermal styling-covering short, medium, and long hairstyling	70
Principles of Texture	Fundamental concepts of physical and chemical actions that include both the addition and removal of texture from the hair	70
Principles of Facial Services	Fundamental concepts of skin analysis, facial services, mechanical exfoliation and various techniques involved	70
Principles of Spa	Fundamental concepts of body wraps, body exfoliation, reflexology, waxing, body bronzing and various techniques involved	70
Principles of Makeup	Fundamental concepts of types of cosmetics, color theory, color analysis and makeup, including makeup for special occasions and various techniques involved	70
Principles of Nails	Fundamental concepts of manicures, pedicures, polishing, shellac and various techniques involved	70
LJIC Seven Standards of Customer Service	Client Communications and review of systems to provide students the information on tools top professionals use to attract clientele, increase sales, and grow their income	46
Cosmetology Theory	Basic principles of Cosmetology Arts and Sciences	450
Product Knowledge	Understanding product features, benefits and ingredients	64

Students are able to perform services on the public in the salon/spa after completion of a minimum of 10% of the course of study.

Term 3 is heavily focused on a student's journey to salon/spa readiness and thus, much time is spent on practicing and perfecting skills learned in Terms 1 and 2 with focus on perfecting and using LJIC's Seven Standards. Term 3 is intended to be an internship-like atmosphere.

Term 3 Subjects for Cosmetology programs (980 hours):

Course Title	Course Description	Minimum hrs
Advanced Haircutting	Haircutting beyond the introductory level, including new trends	140
Advanced Color	Coloring techniques beyond the introductory level, including new trends	140
Advanced Design	Hair design beyond the introductory level, including new trends	140
Advanced Texture Service	Texture services beyond the introductory level, including new trends	140
LJIC Seven Standards of Customer Service	Client Communications and Advanced customer service put into practice while servicing guests	56
Cosmetology Theory	Basic principles of Cosmetology Arts and Sciences	300
Product Knowledge	Continuation of early course to understand product features benefits and ingredients	64

In addition to the courses identified, students are expected to complete Clinical Practicums. Clinical practicums will be tracked through the use of LJIC trackers where students can set weekly goals as well as track work on manikins, fellow students and guests/clients. Each student must record what they do during the course of the day on the LJIC tracker, whether it is classroom work or performing clinical practicums on manikins, fellow students or guests/clients. The completion of the LJIC Tracker will determine the student's clinical practicum grade. Each student is expected to complete

services incorporating all technical and non-technical skills covered during the program when they are assigned to be in the salon and/or spa; however, it is not a requirement that services be performed on paying guests/clients to receive credit on the LJIC trackers. The clinical practicums are not individually graded but are important for students to gain hands-on experience, to pass the required rubrics and to become gainfully employed.

During each of the terms, students are required to complete certain rubrics, which are graded by the educator. For this program, the rubric requirements are as follows:

RUBRICS	AMOUNT
Term 1 (Sculpture, Color, Design, Texture, Term 1 Final)	5
Term 2 (Facial, Nails, Spa, Makeup, Term 2 Final)	5
Term 3 (Advanced Color, Advanced Design, Advanced Texture, Advanced Sculpture, Spa Services, Hair Services, College Final)	7

50% of these rubrics are performed on non-paying guests/clients, which may include non-paying students or manikins (which are part of the Cosmetology kit). LJIC will provide the necessary amount of paying guests/clients for students to fulfill the remaining 50% of the rubric requirements. If LJIC is unable to supply sufficient paying guests/clients for a student to fulfill the remaining 50% of the rubrics, the student will be allowed to fulfill those remaining rubrics by performing them on non-paying guests/clients recruited by the student or LJIC, and/or where appropriate, manikins.

D. Esthetics Curriculum

1. Esthetics

Core Life Sciences	150 hours
Esthetics Theory	135 hours
Applied Practical Instruction	465 hours
Total:	750 hours

Term 1 Subjects (224 hours):

Course Title	Course Description	Minimum hrs.
Esthetic Theory	Basic principles of esthetics	75
Core Life Sciences	General sciences, including important information to keep self and guest safe and healthy	50
Principles of Facials/Advanced Facial Services	Fundamental concepts of skin analysis, facial services, mechanical exfoliation and the various techniques involved	75
LJIC Seven Standards of Customer Service	Client communication and review of systems to provide students the information on tools top professionals use to attract clientele, increase sales, and grow their income	24

Students are able to perform services on the public in the salon/spa after completion of a minimum of 10% of the course of study.

Term 2 Subjects (224 hours):

Course Title	Course Description	Minimum hrs.
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Esthetic Theory	Continuation of Term 1 course regarding basic principles of esthetics	75
Core Life Sciences	Continuation of Term 1 course regarding general sciences, including important information to keep self and guest safe and healthy	50
Principles of Spa / Principles of Makeup	Fundamental concepts of body wraps, body exfoliation, reflexology, waxing, body bronzing and the various techniques involved. Fundamental concepts of types of cosmetics, color theory, color analysis and makeup, including makeup for special occasions and various techniques involved.	75
LJIC Seven Standards of Customer Service	Client communication review of systems to provide students the information on tools top professionals use to attract clientele, increase sales, and grow their income.	24

Term 3 is heavily focused on a student's journey to salon/spa readiness and thus, much time is spent on practicing and perfecting skills learned in Terms 1 and 2 with focus on perfecting and using LJIC's Seven Standards. Term 3 is intended to be an internship-like atmosphere.

Term 3 Subjects (302 hours):

Course Title	Course Description	
Esthetic Theory	Continuation of Term 1 and 2 Course regarding the basic principles of esthetics	206
Core Life Sciences	Continuation of Term 1 and 2 Course on general sciences, including important information on keeping self and guest safe and healthy	50
LJIC Seven Standards of Customer Service	Client communication and advanced customer service put into practice while servicing guests	46

In addition to the courses identified, students are expected to complete Clinical Practicums. Clinical practicums will be tracked through the use of LJIC trackers where students can set weekly goals as well as track work on manikins, fellow students and guests/clients. Each student must record what they do during the course of the day on the LJIC tracker, whether it is classroom work or performing clinical practicums on manikins, fellow students or guests/clients. The completion of the LJIC tracker will determine the student's clinical practicum grade. Each student is expected to complete services incorporating all technical and non-technical skills covered during the program when they are assigned to be in the salon and/or spa; however, it is not a requirement that services be performed on paying guests/clients to receive credit on the LJIC tracker. The clinical practicums are not individually graded but are important for students to gain hands-on experience, to pass the required rubrics and to become gainfully employed.

During each of the terms, students are required to complete certain rubrics, which are graded by the educator. For Esthetics, the rubric requirements are as follows:

RUBRICS	AMOUNT
Term 1- (Facial, Advanced Facial, Term 1 Final)	3
Term 2- (Makeup, Spa, Term 2 Final)	3
Term 3- (Microdermabrasion, Waxing, Term 3 Final)	3

50% of these rubrics are performed on non-paying guests/clients, which may include non-paying students. LJIC will provide the necessary amount of paying guests/clients for a student to fulfill the remaining 50% of the rubric requirements. If LJIC is unable to supply sufficient paying guests/clients for a student to fulfill the remaining 50% of the rubric requirements, the student will

be allowed to fulfill those remaining requirements by performing them on non-paying guests/clients recruited by the student or LJIC.

E. Massage Therapy Curriculum

Massage Therapy Theory	240 hours
Applied Practical Instruction	480 hours
Clinical Practicum	180 hours
Total:	900 hours

Term 1 Subjects (224 hours):

Course Title	Course Description	Minimum hrs.
Massage Theory	Basic principles of massage, including Anatomy, Physiology, and Kinesiology.	100
Principles of Massage – Part I	Fundamental concepts of Swedish massage, chair massage, stone therapy, deep tissue (sports) massage, lymphatic drainage and the various techniques involved	100
LJIC Seven Standards of Customer Service	Client communication and review of systems to provide students the information on tools top professionals use to attract clientele, increase sales, and grow their income	24

Students are able to perform services on the public in the spa after completion at least 200 hours of Massage Therapy coursework.

Term 2 Subjects (224 hours):

Course Title	Course Description	Minimum hrs.
Massage Theory	Basic principles of massage, including Anatomy, Physiology, and Kinesiology.	100
Principles of Massage – Part II	Fundamental concepts of Swedish Massage, chair massage, pregnancy massage, reflexology, aromatherapy and the techniques involved	100
LJIC Seven Standards of Customer Service	Client communication and review of systems to provide students the information on tools top professionals use to attract clientele, increase sales and grow their income	24

Term 3 is heavily focused on a student’s journey to salon/spa readiness and thus, much time is spent on practicing and perfecting skills learned in Terms 1 and 2 with focus on perfecting and using LJIC’s Seven Standards. Term 3 is intended to be an internship-like atmosphere.

Term 3 Subjects (452 hours):

Course Title	Course Description	Minimum hrs.
Massage Theory	Continuation of Term 1 and 2 Course regarding the basic principles of massage, including Anatomy, Physiology, and Kinesiology.	214
Advanced Techniques & Spa Services	Information on advanced techniques in the spa using exfoliant treatments, body wraps, body bronzing and hydrotherapy.	214
LJIC Seven Standards of Customer Service	Client communication and continued review of systems to provide students the information on tools top professionals use to attract clientele, increase sales and grow their income	24

In addition to the courses identified, students are expected to complete clinical practicums. Clinical practicums will be tracked through the use of LJIC trackers where students can set weekly goals as well as track work on manikins, fellow students and guests/clients. Each student must record what they do during the course of the day on the LJIC tracker, whether it is classroom work or performing clinical practicums on manikins, fellow students or guests/clients. The completion of the LJIC tracker will determine the student's clinical practicum grade. Each student is expected to complete services incorporating all technical and non-technical skills covered during the program when they are assigned to be in the salon and/or spa; however, it is not a requirement that services be performed on paying guests/clients to receive credit on the LJIC tracker. The clinical practicums are not individually graded but are important for students to gain hands-on experience, to pass the required rubrics and to become gainfully employed.

During each of the terms, students are required to complete certain rubrics, which are graded by the educator. For Massage Therapy, the rubric requirements are as follows:

RUBRICS	AMOUNT
Term 1- (Swedish Massage)	1
Term 2- (Swedish Massage)	1
Term 3- (Chair Massage, Stone Massage, Swedish Massage, College Final)	4

50% of these rubrics are performed on non-paying guests/clients, which may include non-paying students. LJIC will provide the necessary amount of paying guests/clients for a student to fulfill the remaining 50% of the rubric requirements. If LJIC is unable to supply sufficient paying guests/clients for a student to fulfill the remaining 50% of the rubric requirements, the student will be allowed to fulfill those remaining requirements by performing them on non-paying guests/clients recruited by the student or LJIC.

F. Nail Technology Curriculum

1. Nail Technology

Core Life Sciences	150 hours
Nail Technology Theory	50 hours
Applied Practical Instruction	150 hours
Total:	350 hours

Term 1 Subjects (168 hours):

Course Title	Course Description	Minimum hrs.
Nail Technology Theory	Basic principles of nails	27
Core Life Sciences	General sciences including important information needed to keep self and guest safe and healthy	75
Principles of Nails (4 weeks)	Fundamental concepts of manicures, pedicures, polishing, shellac and various techniques involved	25
Principles of Advanced Nails (4 weeks)	Fundamental concepts of advanced nail services such as gel and acrylic nails	25
LJIC Seven Standards of Customer Service	Client communication and systems to provide students the information on tools top professionals use to attract clientele, increase sales, and grow their income	16

Students are able to perform services on the public in the salon/spa after completion of a minimum of 10% of the course of study.

Term 2 is heavily focused on a student’s journey to salon/spa readiness and thus, much time is spent on practicing and perfecting skills learned in Term 1 with focus on perfecting and using LJIC’s Seven Standards. Term 2 is intended to be an internship-like atmosphere.

Term 2 Subjects (182 hours):

Course Title	Course Description	Minimum hrs.
Nail Technology Theory	Continuation of Term 1 Course regarding the basic principles of nails	91
Core Life Sciences	Continuation of Term 2 Course on general sciences, including important information needed to keep self and guest safe and healthy	75
LJIC Seven Standards of Customer Service	Client communication and continued review of systems to provide students the information used by top professionals to attract clientele, increase sales and grow their income. Includes preparation of resume, cover letter and portfolio.	16

In addition to the courses identified, students are expected to complete clinical practicums. Clinical practicums will be tracked through the use of LJIC trackers where students can set weekly goals as well as track work on manikins, fellow students and guests/clients. Each student must record what they do during the course of the day in the LJIC tracker, whether it is classroom work or performing clinical practicums on manikins, fellow students or guests/clients. The completion of the LJIC tracker will determine the student’s clinical practicum grade. Each student is expected to complete services incorporating all technical and non-technical skills covered during the program when they are assigned to be in the salon and/or spa; however, it is not a requirement that services be performed on paying guests/clients to receive credit on the LJIC trackers. The clinical practicums are not individually graded but are important for students to gain hands-on experience, to pass the required rubrics and to become gainfully employed.

During each of the terms, students are required to complete certain rubrics, which are graded by the educator. For Nail Technology, the rubric requirements are as follows:

RUBRICS	AMOUNT
Term 1- (Nail Practical)	1
Term 2- (Gel Nails, Liquid & Powder, College Final)	3

50% of these rubrics are performed on non-paying guests/clients, which may include non-paying students. LJIC will provide the necessary amount of paying guests/clients for a student to fulfill the remaining 50% of the rubric requirements. If LJIC is unable to supply sufficient paying guests/clients for a student to fulfill the remaining 50% of the rubric requirements, the student will be allowed to fulfill those remaining requirements by performing them on non-paying guests/clients recruited by the student or LJIC.

G. Teacher Training Curriculum

1. Teacher Training

A total of 1000 hours is required, which is broken down into the following requirements:

Subject	Subject Content	Minimum Hours
Basic Fundamentals of Theory & Practical Education	Review of all subjects in the basic cosmetology curriculum, including theory and practical. Material presented includes concepts that are intended to be taught and the skills to be acquired by the student during the various phases of basic cosmetology education.	500
Educational Psychology	Provides student with theoretical knowledge of different learning styles; Provides the opportunity to demonstrate the practical application and skills to match the educational delivery system to the learner style; Explains the core elements of learning to achieve the best educational outcomes.	20
Teaching Methods (Theory) & Lesson Plan Development	Provides fundamental and theoretical knowledge and ability to develop and present lesson plans for effective classroom learning outcomes and assessments; Required to suggest, analyze and demonstrate the proper use of teaching methods to meet or exceed educational outcomes in the classroom or learning environment.	20
Fundamentals of Teaching Methodology	Introduction to methodology of teaching, including Five Basic Teaching Skills, Behavioral Objectives, and Master Educator Training; Required to apply these principles to meet or exceed expectation of students in a learning environment and to correlate theoretical with practical application	150
Business & Career Essentials	Obtain fundamental knowledge of skills and attitude involved in communications, human relations, client development, licensing requirements and classroom and business management to enhance students' professional growth; includes information related to inventory, recordkeeping, compliance and law	50
Teacher Practicum	Presentation of theoretical and practical demonstrations to students in basic cosmetology curriculum while under the supervision of a licensed instructor; responsibilities include evaluation and selection of proper materials, products, implements and supplies necessary to evaluate the students in the classroom and on the clinic salon floor; Required to document results and provide feedback to students.	260

H. Guest/Client Recruitment and Appointments

Students are not required to recruit guests/clients. LJIC encourages students to recruit guests/clients and market his/her services. By doing so, students are able to learn and practice the skills of sales and marketing, which will be important when a student enters the health and beauty industry. Such skills are an important factor in finding success in employment after a student completes his/her education.

Guests/clients who contact LJIC for an appointment in the salon or spa may request a specific student. When that occurs, that student is assigned the guest/client as requested. It will be noted

in the appointment software that the guest/client requested the student. If a guest/client does not request a specific student, the appointment software will automatically search for a qualified and available student to cover the appointment. Students are given designations in the appointment software based upon their specific program and how far along they are in the program (e.g., completed Term 1, in Term 2, status of hours completed). The appointment software also identifies if a student plans to be absent or cannot be in the salon or spa. The College Administrator is responsible for and maintains the student designations and schedules in the appointment software. The Attendance Requirements and Policies (set forth elsewhere in this Catalog) are also followed with respect to assignment of appointments. For example, if a student is late and does not contact LJIC prior to start time, the student's appointment schedule will be cleared and/or appointments reassigned to other available students.

I. Mentoring Program – Cosmetology Arts & Sciences Programs Only

LJIC also offers a Mentoring Program where students are given the opportunity to participate in a salon site study program for up to 5 percent of his/her total required hours. Students are mentored by a licensed professional in the field of Cosmetology Arts & Sciences, which does not include Massage Therapy. The activities the student may engage in during the Mentoring Program are limited by law, and the student cannot be paid by the salon or Mentor while he/she is receiving credit for clock hours. Students must meet certain requirements and have completed a minimum number of hours prior to participating in the Mentoring Program. To obtain more details on the Mentoring Program, please see the College Administrator.

J. Multiple Program Completion

A student who has successfully completed one program at LJIC's campuses and passed the State Board examination and applied for licensure can enter another program at one of LJIC's campuses and will receive credit for courses already completed in the first program. Students who complete two programs consecutively will receive a \$500 scholarship towards tuition.

Specific information on the applicability of one program's credits towards another program can be obtained from a Career Planner.

K. Certificates of Completion

In addition to the required courses and hours, some programs allow earning certificates of completion. The education for these certificates is included in the approved programs specified below:

Esthetics - Microdermabrasion: 14 hours

L. A.A.S. Degree in Health and Beauty Management

A student who completes the Cosmetology program at LJIC or both the Esthetics and Massage Therapy programs at LJIC has earned 52 credits towards an Associate of Applied Sciences ("A.A.S.") Degree in Health and Beauty Management from Iowa Central Community College. A student must complete an additional 6 predetermined online courses at Iowa Central Community College (18 credits) to earn this degree. The Cosmetology program and the A.A.S. Degree courses

may be taken simultaneously. If you are interested in this degree, please contact an LJIC Career Planner.

M. Infection Control

Under state law requirements (Iowa Administrative Code Chapter 645-63), LJIC is required to adequately maintain its salon and spa areas and to provide instruction on the state's infection control requirements. Infection control requirements are important because they help prevent infectious and contagious diseases. In addition, the cleanliness of LJIC – especially in areas where guests/clients are present – directly reflects a student's professional image as well as the image of LJIC.

Students will be assigned tasks that they are responsible for completing. These tasks are the same type of tasks he/she would be required to complete in order to meet state law requirements in any salon or spa. These tasks include:

- Maintain cleanliness of station and/or service area
- Removing visible debris and disposable parts from salon and spa floors, sinks, tubs, bowls and the like
- Washing and drying surfaces
- Utilizing disinfectants on nonporous items and surfaces, including tools and implements
- Completing laundry (such as of towels and other washable items used in salon and spa

Accordingly, students are not required to perform janitorial services such as cleaning toilets or any other tasks that are not related to infection control requirements.

N. Grading and Satisfactory Academic Progress

Courses and thus, grades, are divided into two categories: (1) Theory; and (2) Practical. Students in the Cosmetology, Esthetics, Nail Technology, Massage Therapy, and Teacher Training Programs earn theory grades through exams and a college final examination. Assessments used to calculate student's GPA including college theory, pre-finals, theory finals, salon/spa clinical practicums, and rubrics. Students earn practical grades by demonstrating their abilities in rubric exams, and clinical practicums, which are 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".

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 (maximum of 80%) is given if the examination is taken on the makeup date. If a student fails an exam and it affects his/her Satisfactory Academic

Progress, he/she will be scheduled to retake failed exams on a predetermined retake date. Only partial credit (maximum of 75%) is given for the retake exam. The retake score, if higher than the previous posted score, will be averaged in the academic (qualitative) progress.

Final grades for each course will be posted at the end of the 4-week rotation

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 the hours scheduled.
2. Theory and practical minimum grade average of 75 percent.

As required, LJIC has a complete written Satisfactory Academic Progress (SAP) Policy. This Policy can be viewed on LJIC's website and on the Student Intranet. The SAP policy is covered with students at orientation and a copy is provided to the student prior to signing their enrollment agreement.

O. Graduation Requirements

The following requirements are necessary to graduate from any LJIC program:

1. Successful completion of the state mandated program-approved hours and requirements;
2. 75% cumulative grade average on all written, practical and rubric exams;
3. Financial obligations to LJIC have been satisfied.

Once these requirements are met, the student will receive a signed LJIC diploma, and LJIC will release the diploma to the applicable state(s) for licensing purposes. Eligible students can choose to participate in graduation ceremonies that may be held at the LJIC campuses at designated times throughout the year.

P. Kit Requirements

In order to achieve success in the selected program, it will be necessary for students to have certain tools and products. Quality tools and products are important in order to provide students with a consistent education. Often, students are able to use such tools and products in the first few years of their new career. A full kit containing all necessary items can be purchased through LJIC.

Students have the right to purchase all of the items listed below from an alternative source, but all items must be of comparable professional quality. For example, a pair of shears from a large box store will not be of comparable professional quality to a pair of shears in the LJIC kit. If a student chooses to purchase items from an alternative source, he/she must bring all items to LJIC before his/her Financial Assistance appointment. In order for LJIC to review and determine the acceptability of the items purchased, the student must make an appointment with the College Administrator so that the Administrator can determine whether the items purchased from an alternative source are of comparable professional quality. The student bears all responsibility and expenses associated with purchasing items that are not acceptable. With the exception of LJIC

shirts which are only available from LJIC, new students are not allowed to purchase some of the items from an alternative source and some of the items from LJIC.

If a student is transferring from another similar educational program at a different school or if he/she previously attended any other educational program at LJIC, a student may utilize items from any prior kit purchased that are of comparable professional quality for his/her current program. Students fitting this description will be allowed to purchase the remaining items necessary to complete the current program kit from LJIC or from an alternative source, so long as the items purchased from the alternative source are of comparable professional quality. If a student wishes to utilize prior kit items, he/she must bring those items and any items he/she purchased from an alternative source to LJIC before his/her Financial Assistance appointment. In order for LJIC to review and determine the acceptability of the items, the student must make an appointment with the College Administrator so that the Administrator can review such items. The student bears all responsibility and expenses associated with purchasing items that are not acceptable.

If a student purchases the full kit from LJIC, it will be distributed during the third week of class. The kit then becomes the student's responsibility to maintain. After that time, if the kit or items in the kit are damaged, stolen, lost or otherwise unusable, it will be the student's responsibility to pay for or obtain replacement(s). The electrical equipment provided in the kit may have an applicable manufacturer's warranty. In the event of malfunction of such electrical equipment, the student may be able to return the item directly to the manufacturer for replacement or repair.

Some of the items in the kit can and should be taken home until they are needed for training. The Educator will provide specific information on which items can be taken home and which can remain on LJIC's premises once the kit is distributed. It will be the student's responsibility to make sure that he/she has the items needed each day for the classroom, salon and/or spa training.

The required kit items for each program and the cost to the student for each item if purchased from LJIC are as follows:

1. Cosmetology

Description	Quantity for each Student	Cost to Student
Marianna Cosmetology Kit:		
7" Styling Combs	12	\$2.00
Fine-tooth Rattail Combs	6	\$1.00
8.5" Pintail Comb	1	\$1.00
2.5" Hair Pick	1	\$1.00
2" Small Round Brush	1	\$8.00
2.5" Large Round Brush	1	\$9.00
4.5" Gator Clips (4 per bag)	2	\$7.00
Deluxe Color Apron	1	\$9.00
Vent Brush	1	\$17.50
Large Vent Brush	1	\$17.50
Cushion Brush	1	\$17.50
Paddle Brush	1	\$17.50
Slant Tweezerman	1	\$9.00
12-piece Cosmetic Brush Set	1	\$33.00
Andis Cool Care Plus 5 In One 15.5 oz.	1	\$11.50
Ms. Gemma Manikin Extra Dense	1	\$83.00

Magnum Male Manikin with beard	1	\$63.00
Ms. Kim Manikin	1	\$70.00
SharkFin Standard Student Kit includes: 1ea	1	\$300.00
Shear		
Texturizer		
Razor		
Leather Pouch		
Lubricating Oil Pen		
Rusk Cutting Cape	1	\$20.00
Rusk Chemical Cape	1	\$20.00
10" Female Manikin	1	\$25.00
Babyliss School Kit includes: 1ea	1	\$269.00
Babyliss Pro Nano Titanium Dryer		
Babyliss Nano Titanium ¾" Marcel		
Baybyliss Nano Titanium Flat Iron		
Wahl 5 Star Legend Clipper Set		
Wahl 5 Star Hero Trimmer Set		
Pedi Pak	1	\$3.50
Cuticle Pusher & Spoon	1	\$3.00
Ofra Cosmetologist's Portfolio Large Makeup Kit	2	\$219.00
Total Kit Cost		\$1,237.00 plus tax
Uniform (LJIC shirts)	3	\$45.00 plus tax
Lab Fee		\$465.00

2. Esthetics

Description	Quantity for each Student	Cost to Student
Ofra Professional Makeup Kit Slim Case	1	\$520.00
Hand Held Woods Lamp	1	\$50.00
Slant Tweezerman	1	\$9.00
Total Kit Cost		\$579.00.00 plus tax
Uniform (LJIC shirts)	3	\$45.00 plus tax
Lab Fee		\$265.00

3. Massage Therapy

Description	Quantity for each Student	Cost to Student
Element Table Package included 1 ea	1	\$320.00
Massage Table		
Carrying Case w/Pocket		
Bolster		
Face Cradle Cover		
Arm Hammock		
Single Oil Holster	1	\$15.00
Dual Purpose Massage Cream 7 oz.	1	\$14.00
Revitalizing Massage Oil 8 oz.	1	\$12.00
Total Kit Cost		\$361.00 plus tax
Uniform (LJIC shirts)	3	\$45.00 plus tax
Lab Fee		\$265.00

4. Nail Technology

Description	Quantity for each Student	Cost to Student
CND Liquid & Powder System, which includes the following:	1	\$107.50
Retention+ Sculpting Liquid 4 oz.	1	
Retention+ Sculpting Powders:		
Clear .8 oz.	1	
Intense Pink Sheer .8 oz.	1	
Perfect Color Sculpting Powder:		
Pure White Opaque .8 oz.	1	
Velocity Natural Tips (100 count)	1	
Performance Forms (300 count)	1	
Seale Bond .5 oz.	1	
Scrub Fresh 7.5 oz.	1	
Cuticle Away 6 oz.	1	
Solar Oil .25 oz.	1	
Pro Series Liquid & Powder Brush # 8 File	1	
Buffer Sampler	1	
Dappen Dish & Cover	1	
Eye Dropper	1	
CND Brisa Gel System, which includes the following:	1	\$106.50
Brisa Sculpting Gels:		
Clear .5 oz.	1	
Pure Pink Sheer .5 oz.	1	
Brisa Paint:		
Pure White Opaque .43 oz.	1	
Brisa Bond .25 oz.	1	
Brisa Gloss Clear .5 oz.	1	
Scrub Fresh 2 oz.	1	
Pro Series Gel Oval Brush No. 6	1	
Blizzard File	1	
Marianna Professional Mani Kit	1	\$41.50
Marianna Acrylic Nail Tip Cutter	1	\$6.00
Marianna Curved Toenail Clipper	1	\$1.50
Marianna Deluxe Nail Clipper	1	\$1.00
Pedi-Pak	1	\$3.50
CND Cool Blue 7 oz.	1	\$10.00
CND Sculpting Gel .5 oz.	1	\$30.00
CND Offly Fast Remover 7.5 oz		\$11.00
Total Kit Cost		\$318.50.00 plus tax
Uniform (LJIC shirts)	3	\$45.00 plus tax
Lab Fee		\$115.00

The specific listed items are subject to change due to manufacturer availability. The total cost of each kit will remain the same until a new list is published.

5. Teacher Training

The Teacher Training Program does not require any kit, but such students are required to purchase a LJIC uniform (smocker) at a cost of \$45.00 plus tax.

Q. Textbooks and Workbooks

In addition to the items in the kit, it is necessary for students to have the proper textbooks and workbooks for the program in which they enroll. Students can purchase the necessary textbooks and workbooks directly from LJIC.

Students may purchase the required textbooks and workbooks from an alternative source. If a student purchases a textbook from an alternative source, it must be the edition and ISBN specified below and free from substantial writing. If a student purchases a workbook from an alternative source, it must be the edition and ISBN specified below and unused.

The required textbooks and workbooks for each program, the ISBN (International Standard Books Number) and the cost to the student for each book purchased from LJIC are as follows:

1. Cosmetology

Title	Edition	Pub. Year	ISBN	Cost to Student
Milady Standard Cosmetology Textbook -Soft Cover	13 th	2015	13:978-1-285-76943-1	\$138.00
Practical Workbook for Milady Standard Cosmetology	13 th	2015	13: 978-1-285-76947-9	\$60.00
Theory Workbook for Milady Standard Cosmetology	13 th	2015	13: 978-1-285-76945-5	\$60.00
LJIC Student Badge with Lanyard				\$5.00
Total Textbook Package				\$263.00

2. Esthetics

Title	Edition	Pub. Year	ISBN	Cost to Student
Milady Standard Esthetics Fundamentals Textbook	11 th	2012	13: 978-1-111-30689-2	\$178.25
Workbook for Milady Standard Esthetics Fundamentals	11 th	2012	13: 978-1-111-30691-5	\$96.75
LJIC Student Badge with Lanyard				\$5.00
Total Textbook Package				\$280.00

3. Massage Therapy

Title	Edition	Pub. Year	ISBN	Cost to Student
Milady Theory & Practice of Therapeutic Massage Textbook	6 th	2016	13: 978-1-285-18758-7	\$133.00
Milady Theory & Practice of Therapeutic Massage Workbook	6 th	2011	13: 978-1-285-18761-7	\$64.00
Trail Guide to the Body	6 th	2019	13: 978-0-9987850-6-6	\$98.00
Trail Guide to the Body Workbook	6 th	2019	13: 978-0-9914666-7-2	\$39.00
LJIC Student Badge with Lanyard				\$5.00
Total Textbook Package				\$339.00

4. Nail Technology

Title	Edition	Pub. Year	ISBN	Cost to Student
Milady Standard Nail Technology Textbook	7 th	2014	13: 978-1-285-08047-5	\$149.00
Milady Standard Nail Technology Workbook	7 th	2014	13: 978-1-285-08051-2	\$77.50
LJIC Student Badge with Lanyard				\$5.00
Total Textbook Package				\$231.50

5. Teacher Training

Title	Edition	Pub. Year	ISBN	Cost to Student
Milady Master Educator Textbook	3 rd	2013	13:978-1-133-69369-7	\$240.00
Milady Master Educator Exam Review	3 rd	2013	13:978-1-133-77659-8	(Included in cost of Milady Master Educator Textbook)
LJIC Student Badge with Lanyard				\$5.00
Total Textbook Package				\$245.00

LJIC has the right to replace the textbooks with new editions as they are issued by the publisher.

R. Salon, Spa and Retail Areas

As an LJIC student, the on-campus salon and spa should be viewed as another classroom. While a student is in the salon and spa to perform his/her clinical practicum or rubrics he/she will be evaluated and graded for rubrics only and provided feedback (for non-graded clinical practicums) not only on their performance of the technical skills, but also on customer service and business skills. LJIC expects that students will treat all guests/clients in the salon and spa professionally and with proper customer service. Personal, non-professional conversations among fellow students, foul language and/or failing to provide proper customer service, safety and sanitation to a guest/client may subject students to dismissal from the salon and spa. Such dismissal could affect grades and/or hour requirements. Egregious conduct may be subject to even greater penalties, up to and including suspension or termination from the program.

LJIC provides a “backbar” inventory in the salon and spa area, which has products that students can utilize on guests/clients. There is no additional charge to the student for use of these products on guests/clients. Students can also utilize items and products in their kit in the salon and spa area on guests/clients and such kit items and products are also utilized in the classroom.

If a student personally would like to receive services during his/her time in the salon or spa, such services must be approved by the salon educator on duty. Services will not be allowed if the student already has guests/clients scheduled for appointments, and services will not be approved in advance of the day that the student wishes to receive the service. Such services are generally not allowed on busy guest/client service days. Charges may apply to such services and must be paid in advance of the service being received. Students will be required to use appropriate documentation, as approved by the salon educator on duty, for such services.

LJIC also has an area called “Shades of Expression,” which showcases an array of products and includes areas where a student can educate guests/clients on professional products, which are available for purchase. Students are only permitted to be in the Shades of Expression area if they are greeting a guest/client, exiting a guest/client, making a purchase, or are with an educator. Students will be asked to leave the area if they are loitering in this area. If a student makes a personal purchase from Shades of Expression, the purchase must be paid for at the check-out area with a staff member present. While students are encouraged to educate guests/clients on the product features and benefits, there is no retail sales requirement or quota for students to successfully complete a program. LJIC may have voluntary contests where students who engage in retail sales are rewarded with prizes, but students are not required to sell products.

S. Computer Lab

Each LJIC campus has a student computer lab. The student computer lab can be used for the following activities:

- Studying and research related to the student’s educational program
- Taking examinations
- Viewing information on Time Star, or the LJIC Student Intranet Portal.
- Viewing information or completing requirements regarding financial assistance
- Any actions related to the student’s licensure or licensure examination
- Any actions related to job searches or job preparation, including resume writing, portfolio preparation and the like

LJIC will post rules in regard to activities in the computer lab. The following actions are prohibited:

1. Tampering with or damaging the computer equipment;
2. Having food, drink or gum in the lab;
3. Using loud voices in the computer lab;
4. Using the computer for non-LJIC matters;
5. Using the computer for any discriminatory or inappropriate subject matter;
6. Bringing in family and/or friends.

All computers in the student computer lab are monitored by LJIC’s corporate offices. Students can and may be immediately locked out of a computer if such monitoring reveals any violations of these standards or the standards posted in each computer lab. In addition, violation of these standards may lead to the loss of privileges to access or utilize the computer lab.

VII. CONDUCT STANDARDS

Faculty and students are expected to co-exist in a learning environment where educators respect students and enforce LJIC’s Mission Statement to Enroll, Educate, Graduate and Place. In turn, students are expected to treat educators and fellow students in a respectful manner, to direct their efforts towards the concepts being learned and to help each other during the process of learning.

A. Dress Code

Students are required to wear a uniform while on campus. The uniform consists of a black LJIC shirt, black bottoms, black shoes and LJIC name badge. Each student will need to purchase 3 black shirts with the LJIC logo and the name badge from LJIC.

LJIC jackets can also be worn as are available for purchase from Shades of Expression or our online store, <https://ljic.edu/ljic-shop-online/>.

The black LJIC shirts must be clean and free from wrinkles. If the shirts become stained, torn, faded or unacceptable to wear, the student will be required to purchase a new ones. Students may not wear a colored camisole or tank under the LJIC shirts. However, students may wear a long sleeve solid black or white turtleneck or shirt under the LJIC shirt. In addition, students may wear a LJIC black jacket over the LJIC shirts or a solid black cardigan jacket or sweater. No hoodies or pull over jackets or sweaters are acceptable.

Black bottoms must be solid black, clean and free from wrinkles. The bottoms must be dressy or business casual. Pants must not drag on the floor or be frayed at the bottom. Skirts must be at least knee length. Capri pants may be worn from May 1 through September 30. Shorts, athletic pants and jeans are not allowed.

Shoes must be solid black, clean and in good condition. It is strongly suggested that students wear comfortable and supportive footwear. When students are scheduled to work in the spa area, only soft soled shoes are permitted. Flip-flops (a rubber-soled sandal attached to the foot only by a thong between the big toe and the next toe) are not permitted. Students may wear open-toed shoes (except flip-flops), May through September, but feet and toenails must be properly manicured.

If a student fails to comply with the LJIC dress code, the student may be dismissed from campus and only allowed to return when he/she is in compliance with the dress code.

B. Personal Hygiene

Hair should be clean and styled, makeup applied, and nails groomed. Because students will be in close proximity to guests/clients and other students and staff, it is important to also maintain good personal hygiene. Remember, students should want to represent the best of the professional that he/she is training to become.

Gum chewing is not allowed on LJIC's premises. Please utilize breath mints instead of gum.

C. Smoking

LJIC abides by the Smoke Free Air Act. Smoking cigarettes, including e-cigarettes, is only allowed outside LJIC's buildings in designated areas. Students are expected to properly dispose of any cigarette butts.

D. Food and Drink

Food and drink, including water, are not permitted in the classroom, salon or spa. Students are not permitted to store food or drink in the vanities or workstations in the salon.

E. Use of Cell Phones

The use of cell phones is prohibited within the classroom and the salon and spa areas, unless it is being used for educational purpose (e.g., taking photograph for portfolio, review of Time Star, etc.). Cell phones may be used in the student break room or outside the premises during lunch or breaks. The use of cell phones includes making or receiving calls, texting or any other use.

If a student utilizes his/her cell phone in prohibited areas, the cell phone may be removed by staff and secured until the end of the day.

F. Personal Belongings

Students may not have personal purses or bags or other personal belongings in the classrooms, salon or spa. Students may, however, have a bag necessary to transport their required kit items and textbooks for the day. If a student has a personal purse or bag in the classroom, salon or spa, it may be removed by staff and secured until the end of the day.

G. 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.

H. 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.

I. Prohibited Acts

Students of LJIC are prohibited from engaging in the following acts:

1. Distribution, dispensation, possession or use of alcohol or drugs at any LJIC campus, office or in connection with any LJIC activity.
2. Unauthorized access to restricted areas, property, records or other materials.
3. Stealing or otherwise removing the property of guests/clients or fellow students from any LJIC campus without proper authorization. Anyone caught stealing will immediately be terminated and reported to the authorities for prosecution.
4. Neglect, carelessness, mischief or intentional acts which result in the loss, damage or destruction of LJIC property or the property of staff, guests/clients or fellow students.
5. Posting, defacing or removing notices or signs and/or writing on bulletin board at any LJIC campus.
6. Physical, verbal or mental violence on LJIC's campus or to any fellow student, guest/client or staff member of LJIC, whether or not such violence occurs on LJIC's premises.
7. Being discourteous to guests/clients.
8. Refusing to provide services to a guest/client and/or failing to protect a guest/client.
9. Violating LJIC's safety standards or other policies.
10. The possession or use of any weapon on LJIC's property.
11. Posting malicious or threatening statements on shared and/or social networks.
12. Any harassment or bullying, whether done in person or through electronic means.
13. Cheating or plagiarism. Plagiarism includes, but is not limited to, taking someone else's assignment or any portion thereof and submitting it as your own and taking papers or language from books, the internet or other sources written by someone else and submitting it as your own work. Cheating includes, but is not limited to, copying, faxing, emailing, scanning or in any way duplicating assignments and turning it in as original work, exchanging assignments with other students regardless of whether you believe the other student will copy it or not, using any form of memory aid during tests or quizzes without the express permission of the educator and giving or receiving answers to or from other students during tests or quizzes.
14. Any immoral conduct that violates common decency.

Students should report prohibited acts to the College Administrator.

LJIC reserves the right to require students or other parties involved in any of these prohibited acts to leave the premises for a set period of time. LJIC reserves the right to impose any disciplinary action, including, but not limited to, termination from a course, suspension or termination from the program, on any student who commits any of the above acts. LJIC also reserves the right to report any such actions that may constitute a crime to the proper authorities.

LJIC reserves the right to search any property located at LJIC. LJIC expects cooperation from all students if a personal property search is necessary, and the proper authorities may be contacted for assistance with such search.

J. Safety Standards

If a student is injured or becomes ill while at LJIC, the student should inform his/her current Educator immediately. Students should only use machines and equipment if they are trained and qualified to do so. In addition, students should engage in the following safe practices:

- Keep all drawers closed when not in use.
- When not in use, keep all hot irons, heaters and cutting tools out of the reach of small children and other guests/clients.
- Monitor and keep all floors free of any slippery conditions.
- Know the location of the fire extinguishers and all exits.

If a student witnesses or is aware of any emergency or safety issue involving another student, staff or a guest/client, he/she should notify the College Administrator or an Educator immediately.

K. Emergency Procedures and Notification

Procedures specific to each campus are reviewed at orientation and posted on campus. LJIC's complete policy regarding Emergency Procedures and Notification can be found in the Clery Disclosure, which is located on LJIC's website.

L. Drug and Alcohol Policy

Consumption of alcohol and/or drugs is a matter of concern to LJIC, because LJIC is committed to maintaining an academic and social environment conducive to the professional and personal development of students and to the safety and welfare of all students, staff and guests. LJIC's conduct standards and Iowa law prohibit the possession and use of alcohol or drugs. Such use can result in not only discipline by LJIC, but also state and federal sanctions. LJIC's full Drug and Alcohol Policy, which details the type of conduct prohibited and the possible sanctions, can be found on LJIC's website.

VIII. POST-ATTENDANCE ISSUES

A. State Examination Licensure

Students are charged the appropriate state fees necessary for examination and licensure. LJIC then pays the examination and licensing entity. Students who attend a LJIC campus can take the necessary examination for Iowa licensure prior to graduation. Questions regarding state examinations and licensure should be directed to your College Administrator.

B. Transcripts and Duplicate Diplomas

To obtain a copy of your LJIC transcript or a duplicate copy of your diploma, you must complete and submit the online form entitled “Request a Duplicate Document.” The form is available at www.ljic.edu under “Alumni/Career Services-FAQ.” A \$25 fee applies for each transcript or duplicate diploma requested. LJIC reserves the right to refuse to issue a transcript if the student has an unpaid financial obligation to LJIC.

C. Job Placement Assistance

LJIC does not guarantee employment. However, LJIC’s campus 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.

The following career opportunities are available to students who graduate from LJIC programs:

Cosmetology

Hair Stylist
Hair Colorist
Perm Specialist
Esthetician
Nail Design Specialist
Makeup Artist
Guest Artist
Platform Artist
Salon Owner
Salon Coordinator
Cosmetology Educator
Cosmetic Buyer
Retail Fashion Consultant

Esthetics

Esthetician
Skin Care Salon Owner
Makeup Artist or Consultant
Theatrical/Photographic Artist
Product Rep for Cosmetics
Research for Cosmetic Laboratory
Esthetics Educator
Waxing Specialist

Nail Technology

Nail Technician
Pedicurist
Manicurist
Nail Artist
Product Rep or Demonstrator
Nail Technology Educator
Nail Salon Owner

Massage Therapy

Salon or Spa Massage Therapist
Chiropractic Assistant
Massage Therapy Educator
Massage Therapy Spa Owner
Sports Massage Therapist
Cruise Ship Massage Therapist
Fitness Center Massage Therapist

Teacher Training

Cosmetology Arts & Sciences Educator

Students are encouraged to visit the Occupational Outlook Handbook at www.bls.gov/ooh/ to access and search physical demands of the professions they have an interest in.

D. Continuing Education

LJIC offers free lifetime continuing education to its graduates at LJIC sponsored classes. This does not apply to industry partner courses that are held at an LJIC campus. Individual continuing education requirements will depend upon the state in which you are licensed. LJIC's website provides a list of upcoming continuing education classes and online registration.

IX. MISCELLANEOUS POLICIES AND DISCLOSURES

A. 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, a dependent minor (as described below) and not emancipated, from the student's parent or guardian. This includes release of information to third parties. 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 parent claims that student as a dependent on his/her most recent income tax statement, LJIC will 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 include 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. Students are notified of the FERPA policy annually prior to enrollment.

B. Record Retention Policy

LJIC will retain individual student records for at least 5 years after the date of the student’s last day of attendance at LJIC.

All LJIC records related to accreditation will be maintained from the effective date of the most recent grant or renewal of accreditation and/or as required by state or federal law.

C. Student and Family Discounts

A student may receive up to a 40 percent discount on many items sold at Shades of Expression. LJIC does not allow the student discount to be used on active wear and some other select items.

While a student at LJIC, the student's immediate family members will receive a 20 percent discount off the original price of services received in LJIC's salon or spa. If the student is a dependent student, "immediate family" means the student's mother, father and any siblings that still reside at home. If the student is an independent student, "immediate family" means the student's mother, father, spouse and any child living in the student's household.

While a student at LJIC, each student can designate two specific individuals as "VIPs." The two originally designated VIPs will receive a 50 percent discount off the original price of services received in LJIC's salon or spa. A VIP is not required to be a member of the student's immediate family.

The immediate family and VIP discounts do not apply to retail products sold in Shades of Expression.

D. Injuries and Insurance

LJIC carries malpractice insurance on all enrolled students, which is used in the event that a guest/client is injured while being provided services from a student.

If a student is injured while attending LJIC and providing services, the student's own insurance – not LJIC's malpractice insurance – will be responsible for charges incurred related to such injuries.

E. Solicitation Policy

LJIC prohibits the solicitation or distribution of solicitations on its premises, whether such solicitations are made by students, staff or individuals not associated with LJIC. Only LJIC-sponsored or coordinated activities will be permitted. Students and staff may, however, solicit for gifts of expressions of sympathy to fellow students, staff or their families.

F. Campus Safety and Security Policy and Statistics Disclosure

LJIC strives to ensure a safe and crime free environment for students, staff and the public present at LJIC's premises. LJIC's commitment to safety and security includes performing a regular evaluation of its security programs and monitoring and following up on each reported crime occurring at LJIC.

LJIC's Annual Campus Security Report and Clery Disclosure, which sets forth policies and procedures for LJIC's security and safety which is located on LJIC's website. Any questions regarding LJIC's campus security reports should be addressed to LJIC, ATTN: Joni Buresh, Compliance, 2419-5th Avenue South, Fort Dodge, Iowa 50501 or jburesh@ljic.edu.

G. Campus Sex Crimes Policies and Disclosures

LJIC does not tolerate sexual assault against males or females, whether committed by a stranger or an acquaintance. LJIC attempts to protect members of its campus community, including visitors,

from sexual assaults. Additional information regarding these policies and disclosures can be located in LJIC's Clery Disclosure, which is located on LJIC's website.

H. Sexual Harassment Policy

LJIC defines sexual harassment as unwelcome behavior of a sexual nature that relates to the gender or sexual identity of an individual and that has the purpose or effect of creating an intimidating, offensive or hostile environment for study. LJIC's sexual harassment policy can be located in the Clery Disclosure, which is located on LJIC's website.

I. 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.

J. Graduation Rates, Retention Rates, Transfer Out Rates, Student Diversity

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

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

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 by signature. This information is also available in our Consumer Information on our website. <https://ljic.edu/disclosures/>

K. Constitution and Citizenship 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. LJIC participates in Constitution day every year on September 17th.

L. Voter Registration

Iowa: <https://sos.iowa.gov/elections/voterinformation/voterregistration.html>

M. Vaccination Policy

LJIC does not have any policy regarding vaccinations.

N. Veterans Benefits Policy

La' James International College abides by Section 103 of the Veterans Benefits and Transition Act of 2018.

A covered individual (any individual who is entitled to educational assistance under chapter 31 or 33) is permitted to enroll in programs at La' James International College during the period beginning on the date on which the individual provides to LJIC a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates: 1) The date on which the Secretary provides payment for the program costs to LJIC. 2) The date that is 90 days after the date on which LJIC certifies for tuition and fees following receipt from the student such certificate of eligibility.

LJIC will not impose any penalty to the covered individual that includes 1) the assessment of late fees; 2) the denial of access to classes or campus activities; 3) or the requirement to borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of payment by the U.S. Department of Veteran Affairs.

O. Amendments

LJIC reserves the right to amend this Catalog at any time. LJIC will publish the most current catalog on its website and other locations accessible to students.

X. FACULTY AND ADMINISTRATION

Each LJIC staff member is dedicated to the success of our students. All educators in a school of Cosmetology Arts & Sciences shall be licensed by the Iowa department. An educator teaching a course in Esthetics or Nail Technology shall hold a license in that practice or hold a Cosmetology license with training in those areas taught. All educators teaching Massage Therapy must be licensed by the Iowa Board of Massage Therapy. LJIC also makes continued 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, and credentials is available to LJIC students. Individuals interested in attending LJIC can obtain this information by contacting LJIC Admissions or a College Administrator at the applicable campus. 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 College Administrator or Educator. A paper copy can also be provided upon request.

Cedar Falls Campus

College Administrator and Campus Compliance: Wendy Dierks

Educators: Jacy Bunz, Jennifer Fox, Holly Matt-Mason

Cedar Rapids Campus (Additional Location of Davenport Campus)

College Administrator and Campus Compliance: Tracy Ladage

Educators: Jaime Manary, Mathew Price, Amy Reyhons

Davenport Campus

College Administrator and Campus Compliance: Melanie Farmer

Educators: Julie Camp, Jennifer Long, Trisha Rasheed

Des Moines Campus

College Administrator and Campus Compliance: Kelsey Severson

Educators: Melanie Brons, Vicky Russell, Taylor Ketelson

Fort Dodge

College Administrator and Campus Compliance: Joslyn Jorgenson

Educators: Aundreona Whitfield, Emily Winegarden

Headquarters Administration

Cynthia Becher, President

Travis Becher, Vice President

Terri Hoffman, Vice President of Operations, Chief Financial Officer

JuliAnn Morrison, Financial Aid Compliance Director

Joni Buresh, Compliance Administrator and Human Resources

Cynthia Hummel, Curriculum Development and Corporate Education Team