



La' James International College

1-888-880-2103

[www.ljic.edu](http://www.ljic.edu)

## **STUDENT CATALOG**

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## **WELCOME FROM THE PRESIDENT**

Thank you for your interest in La' James International College (also referenced in this catalog as "LJIC"). LJIC offers specialized training in the areas of Cosmetology, Massage Therapy, Esthetics, and Nail Technology. For those who have a current Iowa Cosmetology Arts & Sciences license, LJIC also offers Teacher Training.

At LJIC, we are proud of our modern, dynamic facilities that replicate the finest spas and salons in the nation. Each of our campuses has separate classrooms, clinical areas, retail areas, reception areas and offices. Our campuses are equipped with the latest equipment and teaching aids. We offer students a real-world experience, and it is our mission to graduate students who feel confident and fully prepared to enter their chosen profession.

What sets LJIC apart? LJIC has several distinctively different opportunities available to students, including the opportunity to obtain an A.A.S. Degree in Health and Beauty Management from ICCO with course credits from LJIC, professional equipment, training from top educators and free lifetime continuing education at LJIC.

LJIC is and has been accredited by the National Accrediting Commission of Career Arts and Sciences ("NACCAS") for a number of years. In order to maintain this accreditation, LJIC is required to meet and maintain certain standards. Our NACCAS accreditation is important, because it confirms LJIC's integrity towards its students and a quality education.

We look forward to having you as a student at LJIC. We welcome you to the LJIC family!

Sincerely,

Cynthia Becher  
President

## **ABOUT LJIC**

LJIC is owned and led by President Cynthia Becher and Vice President Travis Becher. Mrs. Becher is a nationally recognized leader in the health and beauty education industry. She is a past member of many state and national organizations. Mrs. Becher has served as president of the Iowa Association of Cosmetology Schools, chairperson of the Cosmetology Educators of America, director of the American Association of Cosmetology Schools, representative of the Iowa Private Specialized Schools Association on the Iowa Coordinating Council for Post-High School Education, member of the state Articulation Board (relating to transfer students) and also served as a NACCAS Commissioner.

In 1974, LJIC, Fort Dodge Campus, became an accredited college, and Mrs. Becher became an owner in LJIC. Today, LJIC's business offices are located in Fort Dodge, IA and LJIC has five accredited campuses, all named La' James International College, at the following locations:

6322 University Avenue, Cedar Falls, Iowa 50613  
4444 1<sup>st</sup> Avenue NE, Suites 410 and 12, Cedar Rapids, Iowa 52402\*  
5205 N. Brady Street, Davenport, Iowa 52806  
2419 5<sup>th</sup> Avenue South, Fort Dodge, Iowa 50501  
8805 Chambery Boulevard, Johnston, Iowa 50131

\*The Cedar Rapids campus is accredited as an additional location of the Davenport campus.

LJIC is licensed and approved to operate by the following authorities in Iowa.

Iowa Board of Barbering & Cosmetology Arts & Sciences  
Iowa Board of Massage Therapy  
Iowa Department of Inspections, Appeals & Licensing  
Riverpoint Office Complex  
400 SW 8<sup>th</sup> Street, Suite D  
Des Moines, Iowa 50309  
Telephone: (515)281-0254

LJIC is nationally accredited by the National Accrediting Commission of Career Arts and Sciences ("NACCAS"). NACCAS is recognized by the United States Department of Education as a national accrediting agency for post-secondary schools and programs of Cosmetology Arts and Sciences and Massage Therapy. NACCAS is located at 3015 Colvin Street, Alexandria, Virginia 22314. Telephone: (703) 600-7600. Further information on NACCAS can be found at <http://naccas.org>.

LJIC's accreditation and licensing information is posted at each campus. A student may review documentation regarding LJIC's accreditation, approval or licensing through the NACCAS website or through the website of the issuing body.

## **MISSION STATEMENT**

**ENROLL** students with the confidence, ability and desire to achieve academic advancement and personal goals.

**EDUCATE** to produce a well-trained professional who will be prepared with the necessary education to enter the health and beauty industry.

**GRADUATE** students with the skills and attitudes focused on winning.

**PLACE** – assist in the placement of our students in highly productive employment positions that will continue to develop them educationally and offer them financial resources and opportunities.

## **PROGRAM OBJECTIVES**

1. To provide the student with the knowledge, skills and attitude to present a salon and spa ecology that is focused on the safety and protection of the guest and infection control in accordance with all governing laws, standards and regulation.
2. To provide the student with the fundamentals of proper implements, equipment and supplies to describe and perform salon and spa services at a level of productivity that meets industry expectations.
3. To provide the student with knowledge and skills to apply principles and up-to-date procedures to exceed guest expectations.
4. To provide the student with consultation skills, client development, practical procedures and the fundamentals of retailing and recommending professional products in accordance with LJIC's Seven Standards of Customer Service.



## **STEPS TO SUCCESS: BECOMING AN LJIC STUDENT**

To become a student at LJIC, you will complete the following “Steps to Success”:

1. **Visit and Receive Basic Information.** On campus and virtual visits are available. We encourage you to visit the LJIC campus that you plan to attend. While advance notice is not required, it is recommended that you schedule an appointment by calling 1-888-880-2103 and press 1 for Admissions. At or before this time, you will receive a disclosure sheet including important information and policies regarding the particular program you are interested in attending. At this visit, an LJIC Career Planner will answer any questions you may have and will also ensure that you have access to this Student Catalog. Additionally, the provided disclosure sheet and this Student Catalog (or a link to this Catalog) will be e-mailed to you prior to your completion of an Enrollment Application. Before you complete an Enrollment Application, you are also entitled to request and receive information on the credentials and experience of LJIC educators.
2. **Complete Required Documents.** Once you decide to become a student at LJIC, you will complete your Enrollment Application and provide the \$50 application fee along with a copy of your valid High School Diploma, GED (General Education Diploma), HSED (High School Equivalency Diploma), Official High School Transcript (showing proof of completion), verified Home School Completion or English-Translated Qualified Foreign High School Diploma (with evidence of verification performed by an outside agency that is qualified to translate documents into English and confirmation of the academic equivalence to a U.S. high school diploma), and a copy of a valid government photo identification such as driver’s license, passport or state identification card. After your enrollment is complete, you will be given a worksheet outlining your upcoming Steps to Success as an LJIC student, complete with the dates and times for orientation and the start of classes as well as information needed for Student Intranet access.
3. **Access to the Student Intranet.** The student Intranet will give you access to a wide range of information regarding LJIC, including an electronic copy of this Student Catalog and information about the qualifications and experience of your instructors. You can access the Student Intranet at any time at any LJIC campus.
4. **Completion of Financial Assistance Forms.** If you plan to use any federal funds for your education, you will need to complete the FAFSA (Free Application for Federal Student Aid) application, <https://studentaid.gov/h/apply-for-aid/fafsa> within 48 hours of the submission of your Enrollment Application. This form needs to be completed in order for LJIC to determine your eligibility for and the amount of your federal financial assistance. When you are completing the FAFSA form, you will need to enter the correct code for the LJIC campus you will be attending. Those codes are as follows:

Campus	School Code
Cedar Falls, Iowa	013006
Cedar Rapids, Iowa	015133
Davenport, Iowa	015133
Des Moines/Johnston, Iowa	016045
Fort Dodge, Iowa	008424

5. Customized Financial Plan. All students will be scheduled to meet with a financial assistance staff member to put your financial plan in place. The meeting will be completed via telephone allowing you to participate in the meeting from a distance or at the college campus. For students not using federal financial assistance, this meeting can be scheduled any time after your enrollment application has been processed. This meeting will set up your plan for payment of your program and complete any needed institutional documents. For students planning to use federal financial assistance for their program, LJIC must have received your Institutional Student Information Report (ISIR) from the federal government in order to create your packaging plan using federal financial assistance. This report takes approximately 3-5 days to process after you have completed and submitted your FAFSA application. Upon receipt of your FAFSA report (ISIR) LJIC will review and prepare your financial aid package. If any additional documentation is needed you will be notified to help prepare you for your meeting. Our goal during your financial assistance appointment is to complete all required documents so that your program charges are completely set to be covered allowing you to start your program focusing on your education.
6. Orientation. Your next step will be to attend orientation, which is held on Monday the week before the start of your classes. At orientation, representatives of LJIC will review important policies and procedures, discuss your day-to-day activities at LJIC in more detail and answer any questions you may have. As part of orientation, you will review documents that will be executed at orientation or prior to starting classes.
7. Start Your Journey! After attending orientation, you will be ready to start your journey to success at LJIC.

*It should be noted that a student has the right to withdraw from the program in which he/she enrolled, including a right to withdraw during the first two (2) weeks after beginning classes, and receive a full refund of all funds paid, with the exception of the \$50 application fee and the cost of used kit items. A student's right to withdraw is subject to the policy set forth later in this Catalog under section IV.G entitled "Termination for Failure to Attend or Voluntary Withdrawal from Program." In addition, a student is entitled to certain refunds based upon the timing of his/her termination or withdrawal from an educational program. The refund policy can be found under section III.A entitled "Refund Policies" later in this Catalog. The policy regarding the return of Title IV Funds (Federal Financial Aid) can be found under section III.B of this Catalog.*

## **I. ADMISSIONS INFORMATION**

LJIC is ready to assist you in the application process. Our Career Planners and Financial Assistance staff is available to meet with you regarding career planning, financial assistance, housing arrangements and placement opportunities. Our Career Planners can meet with you virtually and can schedule a campus visit at any of our campuses for your personal tour.

### **A. Minimum Admission Requirements**

1. A valid High School Diploma, GED (General Education Diploma), HSED (High School Equivalency Diploma), High School Transcript (showing proof of completion-graduation date), verified Home School Completion or an English-Translated Qualified Foreign High School Diploma (with evidence of verification performed by an outside agency that is qualified to translate documents into English and confirmation of the academic equivalence to a U.S. high school diploma) Students are not accepted on the basis of ability to benefit (ATB).
2. A valid government photo identification such as a driver's license, passport, or state identification card.
3. If you are applying for the Teacher Training program, a copy of your current Iowa licensure in the area of Cosmetology Arts and Sciences.
4. A completed Enrollment Application.
5. Payment of the \$50 application fee.

These requirements must be satisfied before you sign your contract and start classes.

A registration fee of \$100.00 is charged upon enrollment and starting classes.

Students who have withdrawn or terminated and wish to re-enroll must complete the admissions process again to ensure that he/she meets the minimum admission requirements.

LJIC reserves the right to decline admission of any student who does not meet the minimum admission requirements and/or is unable to satisfy LJIC's Mission.

LJIC does not recruit students already attending or admitted to another college offering a similar program of study.

### **B. Transfer Policy**

Students may transfer from one LJIC campus to another (an internal transfer) or from another college (an external transfer). External transfers only apply to the LJIC Cosmetology program.

In order to complete an external transfer, the student will be required to complete the admissions process and provide a complete official transcript from his/her prior college cosmetology program. In order to transfer, the student should contact the College Administrator of the campus you wish to attend to discuss what is necessary to complete such transfer.

An external transfer student who has previous credit for Cosmetology from another college or program will receive credit for the hours that LJIC determines, in its sole discretion, are transferrable. Tuition for an external transfer student will be calculated proportionately based upon

the remaining hours needed for completion at the hourly rate in place at the time of the transfer. Transfer students can supply items of comparable professional quality (whether from the prior program or purchased from another source) to complete his/her applicable kit and will only need to purchase from LJIC items in the kit that he/she does not have. The applicable kit requirements are set forth later in this Student Catalog.

## **II. PAYING FOR YOUR EDUCATION: TUITION, FINANCIAL ASSISTANCE, HOUSING AND SCHOLARSHIPS**

### **A. Tuition**

Successful completion of each program requires payment of tuition. Tuition does not include fees and expenses related to textbooks, the items in the kit (described more fully below) or uniforms, lab fees, the registration (\$100) and application (\$50) fees, a student’s housing and living expenses, the additional fees for failing to complete the required hours by the scheduled Contract End Date, State Board Exam and Licensing fees, or other fees. The current tuition for each of LJIC’s programs is as follows:

Cosmetology:	\$18,510.00
Esthetics:	\$10,590.00
Massage Therapy:	\$10,590.00
Nail Technology:	\$ 4,600.00
Teacher Training:	\$ 9,020.00

Tuition and other expenses may be paid for from private funds, federal student financial assistance (grants and/or loans), scholarships or from private lending sources (e.g., credit cards, personal bank loans, etc.).

Charges take place to student’s accounts as follows: (for student’s contracting for the full program)

Program	1 <sup>st</sup> Charge	Amount	2 <sup>nd</sup> Charge	Amount	3 <sup>rd</sup> Charge	Amount	4 <sup>th</sup> Charge	Amount
Cosmetology Tuition	Start Date	\$5000	15 Weeks*	\$5000	30 Weeks*	\$4255	45 Weeks*	\$4255
Esthetics Tuition	Start Date	\$5295	14 Weeks*	\$5295	N/A	N/A	N/A	N/A
Massage Therapy Tuition	Start Date	\$5295	17 Weeks*	\$5295	N/A	N/A	N/A	N/A
Nail Technology Tuition	Start Date	\$4600	N/A	N/A	N/A	N/A	N/A	N/A
Teacher Training Tuition	Start Date	\$4510	15 Weeks*	\$4510	N/A	N/A	N/A	N/A

\*Weeks are the scheduled weeks of the program from the start date.

All Books, Kits, Uniform, Sales Tax, Registration & Lab Fees are charged on the start date.

Payment of state board exam and licensure fees are made to outside entities and are the students responsibility. LJIC staff will assist students with the process of getting signed up for the State Board Exams and applying for licensure.

Transfer students will have an individualized plan based on the number of hours and weeks they have contracted for.

### **B. Overage Charges**

A student's contract with LJIC will have a scheduled Contract End Date (described more fully below). If a student does not complete his/her required hours by the scheduled Contract End Date, he/she will be assessed an additional charge of \$12.00 per hour for each hour needed to meet the graduation requirements. Overage charges are due at the time the charge was incurred (scheduled Contract End Date). Federal financial assistance cannot be used for these overage charges and thus, such charges would need to be paid by private funds or from private lending sources.

### **C. Scholarships**

La' James International College offers LJIC Scholarships for Cosmetology, Esthetics, and Massage Therapy Programs.

Criteria, Terms & Conditions:

1. Student must meet all current admissions requirements.
2. Student must complete an LJIC Scholarship application.
3. LJIC Scholarships will be applied as a tuition credit at program completion by meeting criteria below.
4. Student must graduate by contract end date.
5. Student must be continually enrolled. Withdrawal will result in not meeting scholarship criteria.
6. LJIC scholarship is a scholarship for program tuition only.

LJIC also accepts all private, civic, high school, church, foundation and industry-related scholarships. If a student has received or will receive any scholarships, he/she should discuss this with LJIC's Career Planner and Financial Assistance staff during the enrollment and financial assistance planning process.

For more information on available scholarships, talk to a college campus Administrator / Career Planer or visit Scholarship Resources on our website at:

<https://ljic.edu/scholarship-resources/>

### **D. Housing**

LJIC can provide students with assistance to find housing near campus. Fort Dodge campus can direct students to a nearby complex called Xanadu Courtyard. The expenses related to housing are not included in the LJIC tuition. Students may be able to obtain and use federal financial assistance to cover all or part of his/her housing expenses. Eligibility for such financial assistance is dependent on each student's individual circumstances and such information can only be determined after completion of the FAFSA form and the customized financial plan. LJIC's Financial Assistance staff will review this information during the financial planning session.

## E. Federal Financial Assistance

All financial assistance awarding, disbursing of funds and processing credit balance checks are handled at LJIC's corporate location in Fort Dodge and not at the local campus. All questions regarding student financial assistance should be directed to [fahelper@ljic.edu](mailto:fahelper@ljic.edu).

LJIC uses a third-party servicer, FAS, Inc. to assist in certain processes to ensure compliance. LJIC sets deadlines for completion of documents based on processing timelines of our servicer. This helps us ensure that a student's funding can be processed as quickly as possible. There are, however, peak processing times that increases the amount of time it takes to complete tasks and notify LJIC of results.

Students wanting to use Federal Financial Assistance to pay for their education must first complete & submit the FAFSA application. Once the Federal government receives the application and processes it both the student and LJIC will receive a report with the results. LJIC will review the results (ISIR) for a student's eligibility and award funds accordingly.

In addition to determining eligibility the ISIR report provides notification of students that are selected for Verification or have any Comment Codes (CCode) that needs to be resolved before financial aid funds can be confirmed, processed, or paid.

**Verification:** A student selected for verification, either by the Department of Education or by La' James for discretionary verification must complete the verification process in order to be eligible for any federal funds (Pell Grant, SEOG, Federal Student Loans) as well as some outside resources. This process is designed to ensure that the data on the FAFSA application is accurate. Students will be notified by the College Administrator and/or Financial Assistance Department directly, by email or verbal notification, that they have been selected for verification along with the document(s) or documentation needed. Upon receipt of information from the student and spouse/or parent, LJIC financial assistance staff will review the documentation and submit a verification packet to our third-party servicer for completion. Once completed, awarded aid will be reviewed to determine if any changes are required.

- The student and spouse/parent are responsible for providing supporting data, which may include, but is not limited to:
  1. Award year specific verification worksheet(s),
  2. Copies of tax return transcript(s) for both student and spouse/parent,
  3. Transcripts from all previous colleges attended to verify eligibility as applicable,
  4. Proof of identity,
  5. Other required documentation as requested by Financial Assistance Department.
- This data is urgent and must be provided immediately.
- Financial assistance cannot not be processed or paid to the student's account until this process is completed.
- Requested verification documentation must be turned in to the Financial Assistance Department no later than two weeks from the date of notification. Students that turn in documentation after the two weeks will no longer be eligible for SEOG funds for the award year. Also, students whose documentation has not been received may be required to make a cash payment and set up a payment plan for the remaining balance due to not being able to process Financial Assistance disbursements until a completed verification process has been done with no errors.

**Comment Codes (CCodes):** A Student may have CCodes for various reasons. These are warning flags with specific instructions. Some CCodes are warnings only however, some require resolution in order to be eligible for Federal funds. Your financial assistance staff will work with you on what is needed to clear any CCode that must be resolved.

Award Years run from July 1 to June 30.

Students will be awarded the maximum awards they are eligible for. Student grade levels, EFC, student annual and aggregate outstanding balances and clock hours in a student's program all have a role in the award amounts.

**Federal Pell Grant:**

- Award amounts are determined by using the student's EFC (Expected Financial Contribution) from the ISIR, the cost of attendance and the academic year definition.
- The maximum annual award amount for the 2022-23 award year is \$6895 and for the 2023-24 award year is \$7395. However, students may be eligible for Year-Round Pell allowing for an additional disbursement up to 150% of the annual award amount. Your financial aid staff will automatically award this, if eligible.
- Award amounts may be limited by pro-ration or annual awards received at prior institutions.
- Students are limited to a Lifetime Eligibility (LEU) of Pell Grant funds not to exceed 600%.

**Federal Supplemental Education Opportunity Grant (SEOG):**

- Each campus location receives its own allocation of SEOG funds by the Federal government to award. LJIC is responsible to determining the awarding criteria.
- Individual student eligibility is based on:
  - Date the school received the students first ISIR for an award year.
  - EFC, lowest EFCs are awarded first.
  - On time completion of required Verification.
  - Availability of funds.
- Award amounts are determined by the institution based on the program of study the student is enrolled in. Award amounts range between \$100.00 - \$500.00 for an award year, however, LJIC has the ability to adjust these amounts if needed.
- LJIC awards a Matching grant of 25% of the Federal award.
- Students that do not complete the Verification process on time are removed from the list of eligible students.
- Once all funds have been awarded for the award year no additional students will be awarded.

**Characteristics Common to Federal Pell & SEOG Grants:**

- Awards are "free money" and do not have to be repaid.
- Funds are disbursed to the student's account to pay for tuition and approved books, supplies, fees and taxes using the below disbursement guidelines. If an FSA credit balance is created the credit balance will be paid to the student within 14 days of disbursement.

- First disbursements are reviewed once a student’s financial aid file is complete, compliant and payable. Grant awards are disbursed for each eligible payment period of a student’s enrollment.
  - La’ James International College has a policy allowing students to withdraw within the first two (2) weeks after the first day of class, incurring no charges except the \$50 dollar application fee and any kit items and textbooks received, used, and unable to return for credit. This policy delays review for any first disbursements for the two (2) week period.
- Second, Third & Fourth disbursements of all federal funds:
  - All remaining disbursements will be reviewed for payment after completion of hours and weeks of a student’s defined payment period and review of student’s Satisfactory Academic Progress to determine they are meeting eligibility requirements.
  - The standard program payment periods are:
    - Cosmetology - 525 hours and 15 weeks and has four payment periods.
      - Completion markers are 525 hours and 15 weeks, 1050 hours and 30 weeks and 1575 hours and 45 weeks.
    - Teacher Training - 500 hours and 15 weeks and has two payment periods.
    - Massage Therapy – 450 hours and 17 weeks and has two payment periods.
    - Esthetics - 375 hours and 14 weeks and has two payment periods.
- Students with transfer hours will have individualized defined payment periods based on the number of hours required to complete their program.
- Students must meet the Satisfactory Academic Progress policy in order to retain eligibility.
- Funds are reviewed for payment twice per month. Any student not eligible for payment when reviewed will be moved to the next review cycle.

**Federal Direct Loans:**

LJIC participates in the Federal Direct Subsidized, Unsubsidized and Parent PLUS loan programs.

*Federal Direct Subsidized Loans:*

- The U.S. Department of Education pays (subsidizes) the interest that accrues on Subsidized loans while the student is attending school at least half-time, during the grace period and during times of authorized deferment. They do not pay the interest during times of forbearance or repayment.

*Federal Direct Unsubsidized Loans:*

The student is responsible in paying the interest that accrues on unsubsidized loans at all times.

*Federal Direct PLUS Loan:*

- This loan is award to parents of Dependent students to help pay for their child’s education.
- There is no aggregate limit that can be borrowed. However, the limit is determined by calculating the defined cost of attendance minus all other financial aid funds awarded to the student or the approved loan amount, whichever is less.
- The PLUS loan is a credit-based loan. The credit check is performed by the Federal government which will come back as Approved, Denied or Approved Pending an Endorser.



Approvals will list the maximum amount the loan has been approved for as well as the parents' decision on how to process credit balances that the loan creates.

- The parent is responsible for the interest that accrues on PLUS loans at all times.
- Repayment of PLUS loans begins after the loan funds have fully disbursed to the student's account. However, the parent may request a deferment of payments while the student is still in school.
- Parents have more than one repayment plan available to them through their loan servicer.

### Characteristics Common to the Subsidized & Unsubsidized Loans:

- Funds are available to eligible students who are enrolled in at least a half-time status.
- All awarded & disbursed funds are funds that are being borrowed and must be repaid.
- Students who are first-time, first year borrowers cannot receive the first disbursements of loan funds until 30 days after the start of their program of study.
- Eligible students may borrow up to their annual academic grade level, their Federal Need maximum, or the pro-rated amount, whichever is less.

Academic Grade Level	Dependent Limits		Independent Limits	
	Subsidized	Unsubsidized	Subsidized	Unsubsidized
1st Year	\$3,500.00	\$2,000.00	\$3,500.00	\$6,000.00
2nd Year	\$4,500.00	\$2,000.00	\$4,500.00	\$6,000.00
<b>Aggregate (Maximum) Loan Limits</b>				
	Dependent Limits			
	\$31,000 (no more than \$23,000 may be Subsidized loan funds)			
	Independent Limits			
	\$57,500 (no more than \$23,000 may be Subsidized loan funds)			

- Annual grade level amounts are determined by program of study, dependency status and aggregate loan availability.
  - Esthetics, Massage & Teacher Training are only a Grade Level 1 loan eligibility.
  - Cosmetology students are awarded at a Grade Level 1 up to the completion of 1050 hours. At the completion of 1050 hours they are awarded at a Grade Level 2.
  - Nail Technology is not approved for Federal Financial Aid funds.
- Students have a grace period after their last day of attendance before their first loan payment is due to their loan servicer.
- Students have several student loan repayment options available to them to assist in successful repayment.

- Dependent students whose parent is denied a PLUS loan are eligible to be awarded additional Unsubsidized loan funds up to the academic grade level.
- Students are required to complete both Student Loan Entrance and Exit counseling. Entrance counseling must be completed prior to loan funds being able to be disbursed.

### **Characteristics Common to all Federal Student Loan Programs:**

- All borrowers, student/parent, must have an accepted Master Promissory Note (MPN) on file before loan funds can be processed for payment.
- Funds are disbursed to the student's account to pay for tuition and approved books, supplies, fees and taxes using the below disbursement guidelines. If an FSA credit balance is created the credit balance will be paid to the student/parent within 14 days of disbursement.
- First Disbursements:
  - Each Federal Direct Loan will be disbursed from the lender in two equal payments. When a student's financial aid file is complete, compliant, and payable - it is reviewed for disbursement of funds.
  - First time student loan borrowers are reviewed for payment 30 days after the start of training.
  - La' James International College has a policy allowing students to withdraw within the first two (2) weeks after the first day of class, incurring no charges except the \$50 dollar application fee and any kit items and textbooks received, used, and unable to return for credit. This policy delays review for any first disbursements for the two (2) week period.
- Second, Third & Fourth disbursements of all federal funds:
  - All remaining disbursements will be reviewed for payment after completion of hours and weeks of a student's defined payment and review of student's Satisfactory Academic Progress to determine they are meeting eligibility requirements.
    - The standard program payment periods are:
      - Cosmetology - 525 hours and 15 weeks and has four payment periods.
      - Completion markers are 525 hours and 15 weeks, 1050 hours and 30 weeks and 1575 hours and 45 weeks.
      - Teacher Training - 500 hours and 15 weeks and has two payment periods.
      - Massage Therapy – 450 hours and 17 weeks and has two payment periods.
      - Esthetics - 375 hours and 14 weeks and has two payment periods.
- Students with transfer hours will have individualized defined payment periods based on the number of hours required to complete their program.
- Students must meet the Satisfactory Academic Progress policy in order to retain eligibility.
- All loans have Origination Fees that are taken out of the loan before disbursements are made. For example: a \$3500 (gross amount) loan will only disburse \$3464 (net amount) to the students account. The \$36.00 in fees are kept by the lender however, the loan borrower is responsible to repay the Gross amount of the loan.
- Funds are reviewed for payment twice per month. Any student not eligible for payment when reviewed will be moved to the next review cycle.

The below charts of fees & interest rates for federal student loan program can change annually based on decisions made by the federal government.

Direct Loan Origination Fees	
First Disbursement Date is after 10/1/20 and before 10/1/23:	
Subsidized/Unsubsidized	1.057%
Parent PLUS	4.228%

- All loans have interest rates based on when a loan’s first disbursement is made.

Loan Type	Disbursed between:	Interest Rate
Subsidized & Unsubsidized	7/1/2022 - 6/30/2023	4.99%
Parent PLUS	7/1/2022 - 6/30/2023	7.54%

### Pro-ration of funds:

Federal financial aid awards will be pro-rated (reduced) for a student that has less than the standard academic year definition of hours to complete. This applies to all students enrolled in the Esthetics program and any student that has transfer hours.

### Disbursements and Credit Balance process:

A student’s first disbursement of federal funds (Pell Grant, Subsidized, Unsubsidized and PLUS loans) are reviewed for payment once their student financial aid file is complete, compliant and payable. Any student that is a first year, first-time student loan borrower is not eligible to have loan funds disbursed until 30 days after the start of their program.

All remaining disbursements are reviewed twice a month for eligibility of next aid funds. Students that have reached their required completion of both hours and weeks, for their program defined payment period, will be reviewed for Satisfactory Academic Progress. Once a student has been determined to have been academically successful their next financial aid disbursements will be reviewed for payment.

Once funds are disbursed to a student’s account a Financial Aid Disbursement Notice will be sent to the student.

### Credit Balances:

Students may have two different types of credit balances, Federal Student Aid (FSA) or non-FSA credits.

#### *FSA Credit Balances:*

An FSA credit balance is calculated by payment period and occurs when a student’s federal financial aid funds is applied to a student’s account and such amount exceeds the student’s proportional charges for the payment period (see examples below).

Example calculation of an FSA credit:

In this payment period calculation example, the federal funds to pay are more than the proportional charges so there would be an FSA credit in the amount of \$2,846.56.

Academic Year 1 Payment Period 1				
Fund Source	Amount	PD?	Institutional Charges	Amount
PELL	\$3,173.00	yes	Tuition	\$4,627.50
SEOG	\$150.00	yes	Books & Supplies	\$386.25
Sub Loan	\$1,732.00	yes	Lab Fees & Taxes	\$163.69
Unsub Loan	\$2,969.00	yes	Board & License Fees	\$0.00
PLUS Loan				
<b>Total</b>	<b>\$8,024.00</b>		<b>Total</b>	<b>\$5,177.44</b>
			Stipends Previously Pd in PP	
			<b>Credit Balance/Balance</b>	<b>-\$2,846.56</b>

Example calculation of no FSA credit:

In this payment period calculation example, the federal funds to pay are less than the proportional charges so there would not be an FSA credit.

Academic Year 1 Payment Period 1				
Fund Source	Amount	PD?	Institutional Charges	Amount
PELL	\$1,520.00		Tuition	\$4,627.50
SEOG			Books & Supplies	\$386.25
Sub Loan	\$1,732.00		Lab Fees & Taxes	\$163.69
Unsub Loan	\$990.00		Board & License Fees	\$0.00
PLUS Loan				
<b>Total</b>	<b>\$4,242.00</b>		<b>Total</b>	<b>\$5,177.44</b>
			Stipends Previously Pd in PP	
			<b>Credit Balance/Balance</b>	<b>\$935.44</b>

Keep in mind, actual charges for books & supplies and fees & taxes are charged to a student's account during the first payment period. In some cases, receiving an FSA credit balance can create a balance due to the school.

If the disbursement of a student's federal assistance creates an FSA credit balance, LJIC will pay the credit balance to the student no later than 14 days after disbursement of the funds to the students account. If the disbursement of a parent PLUS loan creates an FSA credit balance, LJIC will pay the credit balance to the parent no later than 14 days after disbursement of the funds to the students account, unless the parent has indicated to give any credit funds to the student either in signed statement or by indicating this through the loan application process.

**Responsible Borrowing:**

As set forth above, a student's financial assistance may include loans, which is borrowed money that must be repaid with interest after the student stops attending LJIC. LJIC encourages students to incur the lowest possible student loan debt. When funds are disbursed to student accounts a Financial Aid Disbursement Notice is sent to the student. LJIC encourages all student loan borrowers to return any excess funding against the borrowed loan amount to potentially reduce their

monthly student loan payments as well as reduce the overall amount of what is repaid. Student loan borrowers wishing to reduce their loan debt need to notify their financial assistance advisor who will then work with them to return funds.

### **Student Loan Entrance and Exit counseling:**

The U.S. Department of Education requires students to complete entrance counseling prior to any federal student loan funds being disbursed. Exit counseling is required just before completion of a program or within 30 days from the student's last day of attendance. Entrance and exit counseling are completed online with the Department of Education, <https://studentaid.gov/app/counselingInstructions.action?counselingType>

### **National Student Loan Data System (NSLDS):**

All students that either have an NSLDS history or will have after LJIC processes funds for them will have their Pell Grant and Loan disbursements reported to NSLDS as well as Enrollment reporting.

### **F. Other Funding Sources**

In addition to Federal Financial Assistance programs, students may be eligible for funding from other sources such as: Social Security, Veteran's benefits, Social Services, Vocational Rehabilitation, Promise Jobs, Job Training Partnership Act, Iowa Works, State Grant funding and private Grants or Scholarships.

Each agency providing the funding will have their own set of requirements in order to be considered for eligibility. Once a student has been notified that they are eligible to receive an award you must notify your financial assistance representative so that the funds can be added to your award package and a review of previously awarded aid can be completed. If you are aware of these funds at the time of your financial planning appointment let us know so we can account for these funds ahead of time.

The Taxpayer Relief Act of 1997 provides for HOPE and Life-Long Learning Tax Credits, tax-free status for distributions from private prepaid tuition plans, penalty-free distributions from retirements funds for education, and a tax deduction for interest on education loans. Credits may also be available for educational expenses paid by a parent for a student. The specifics on each of these credits or deductions vary according to individual circumstances. If applicable, LJIC will provide a student with the 1098T form by January 31, which the student can then take to his/her tax preparer. Students should discuss their eligibility for such credits or deductions with their tax consultant. More information on the credits and deductions are available from the Iowa College Student Aid Commission [www.iowacollegeaid.gov](http://www.iowacollegeaid.gov) and the Internal Revenue Service [www.irs.gov](http://www.irs.gov).

## **III. REFUND POLICY**

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

## A. Iowa Refund Policy

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

Student refunds are governed by Iowa Code section 714.23. Under Iowa law, for programs longer than a year, school period means the course, term, payment period, post-secondary educational program, or other period for which the school assessed tuition charges to the student. Charges are assessed at the beginning of each school period for all LJIC programs. Under Iowa law, a school that assesses tuition charges to the student at the beginning of each course, term, payment period or other period that is shorter than the post-secondary educational program's length must base its tuition refund on the amount of tuition costs the school charged for the course, term, or other period in which the student terminated. A school cannot base its tuition refund calculation on any portion of a post-secondary educational program that remains after a student terminates unless the student was charged for that remaining portion of the post-secondary educational program before the student's termination and the student began attendance in the school term or course.

If a student withdraws from his/her educational program after the first two (2) weeks of the first day of class but has completed less than 60 percent of his/her school period, LJIC will make a pro-rata refund of tuition charges in accordance with Iowa Code sections 714.23(2) and (3). The pro-rata refund will be the equivalent of 95 percent of the tuition charged to the student multiplied by the ratio of the number of scheduled clock hours the student has remaining in his/her school period to complete 60 percent of the school period to the total clock hours in the school period until the date equivalent to the completion of 60 percent of the scheduled clock hours in the school period.

*\*Cedar Falls & Fort Dodge Campuses Only- If a student withdraws from his/her educational program after the first two (2) weeks of the first day of class, LJIC shall provide to a terminating student a refund of tuition charges in an amount that is not less than 95 percent of the amount of tuition charged to the student multiplied by the ratio of the remaining number of scheduled clock hours in the school period to the total number of scheduled clock hours in the school period. This paragraph applies to 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 2, 2023	January 2, 2024
January 30, 2023	January 29, 2024
February 27, 2023	February 26, 2024
March 27, 2023	March 25, 2024
April 24, 2023	April 22, 2024
May 22, 2023	May 20, 2024
June 19, 2023	June 17, 2024
July 17, 2023	July 15, 2024
August 14, 2023	August 12, 2024
September 11, 2023	September 9, 2024
October 9, 2023	October 7, 2024
November 6, 2023	November 4, 2024
December 4, 2023	December 2, 2024
	December 30, 2024

**Esthetics:**

January 31, 2023  
March 28, 2023  
May 23, 2023  
July 18, 2023  
September 12, 2023  
November 7, 2023

January 2, 2024  
February 27, 2024  
April 23, 2024  
June 18, 2024  
August 13, 2024  
October 8, 2024  
December 3, 2024

**Massage Therapy:**

January 31, 2023  
March 28, 2023  
May 23, 2023  
July 18, 2023  
October 10, 2023

January 30, 2024  
May 21, 2024  
September 10, 2024  
December 31, 2024

**Nail Technology:**

January 3, 2023  
April 25, 2023  
August 15, 2023  
December 5, 2023

March 26, 2024  
July 16, 2024  
November 5, 2024

**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 the Friday following, 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 LJIC-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 administratively 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 with textbooks.

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 <sup>st</sup> Academic Year	2 <sup>nd</sup> 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, makeup, including makeup for special occasions, lashes, brows and the 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:

<b>RUBRICS</b>	<b>AMOUNT</b>
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):

<b>Course Title</b>	<b>Course Description</b>	<b>Minimum hrs.</b>
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):

<b>Course Title</b>	<b>Course Description</b>	<b>Minimum hrs.</b>
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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, makeup, including makeup for special occasions, lashes, brows, 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, Eyelash Extension, 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 advanced customer service put into practice while servicing guests.	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:

<b>RUBRICS</b>	<b>AMOUNT</b>
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
<b>Total:</b>	<b>350 hours</b>

Term 1 Subjects (168 hours):

<b>Course Title</b>	<b>Course Description</b>	<b>Minimum hrs.</b>
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 advanced customer service put into practice while servicing guests	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:

<b>Subject</b>	<b>Subject Content</b>	<b>Minimum Hours</b>
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	\$2.00
8.5" Pintail Comb	1	\$1.00
2.5" Hair Pick	1	\$1.00
2" Small Round Brush	1	\$7.00
2.5" Large Round Brush	1	\$8.00
4.5" Gator Clips (4 per bag)	2	\$7.00
Slant Tweezerman	1	\$9.00
16 oz Spray Bottle Clear	1	\$4.00
Deluxe Color Apron	1	\$9.00
Andis Cool Care Plus 5 In One 15.5 oz.	1	\$11.50
Ms. Michelle Ethnic	1	\$70.00
Ms. Kim Manikin	1	\$60.00
Magnum Male Manikin with beard	1	\$65.00
Vent Brush	1	\$5.00
Large Vent Brush	1	\$9.00
Cushion Brush	1	\$5.00
Paddle Brush	1	\$9.00
Nylon Duffle Bag Black w/logo	1	\$35.00
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	\$334.00
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	\$5.50
Rusk Thermal Flat Iron Spray	1	\$16.50
Rusk Wired Style Cream	1	\$14.00
Rusk W8less Multi 12 in 1	1	\$14.50
Rusk Mousse Volumizing	1	\$14.50
Mirabella Small Pro Kit - Makeup	2	\$150.00
<b>Total Kit Cost</b>		<b>\$1,237.00 plus tax</b>
<b>Uniform (LJIC shirts)</b>	3	<b>\$45.00 plus tax</b>
<b>Lab Fee</b>		<b>\$465.00</b>

## 2. Esthetics

Description	Quantity for each Student	Cost to Student
Mirabella Large Pro Kit- Makeup	1	\$300.00
Marianna Extractor Skin Care Tool	1	\$5.00
Repechage Student Kit	1	\$125.00
Slant Tweezerman	1	\$9.00
The Lash Collection Mini Kit	1	\$100.00
Removable Lid Practice Manikin	1	\$24.00
Practice Eyes (3 sets)	1	\$16.00
<b>Total Kit Cost</b>		<b>\$579.00.00 plus tax</b>
<b>Uniform (LJIC shirts)</b>	3	<b>\$45.00 plus tax</b>
<b>Lab Fee</b>		<b>\$265.00</b>

## 3. Massage Therapy

Description	Quantity for each Student	Cost to Student
Stronglife MicroLite Portable Massage Chair with carrying case	1	\$229.00
Single Oil Holster	1	\$15.00
Dual Purpose Massage Cream 7 oz	1	\$16.00
Revitalizing Massage Oil 8 oz.	1	\$14.00
Thermophore MaxHeat	1	\$87.00
<b>Total Kit Cost</b>		<b>\$361.00 plus tax</b>
<b>Uniform (LJIC shirts)</b>	3	<b>\$45.00 plus tax</b>
<b>Lab Fee</b>		<b>\$265.00</b>

#### 4. Nail Technology

Description	Quantity for each Student	Cost to Student
Gelish ProHesion Master Kit	1	\$104.95
Gelish Hard Gel Add On	1	\$74.95
Full Well Tips	1	\$7.45
Gelish Nail Adhesive	1	\$8.95
Pro 9 Grip Handle	1	\$42.99
Gelish Hard Gel White Builder Gel	1	\$17.99
Dappen Dish	1	\$2.00
Marianna Professional Mani Kit	1	\$23.27
Marianna Acrylic Nail Tip Cutter	1	\$5.65
Marianna Deluxe Nail Clipper	1	\$2.95
Marianna Curved Toenail Clipper	1	\$3.95
CND Cool Blue 7 oz.	1	\$9.95
CND Offly Fast Remover 7.5 oz	1	\$9.95
Pedi Pack	1	\$3.50
<b>Total Kit Cost</b>		<b>\$318.50 plus tax</b>
<b>Uniform (LJIC shirts)</b>	3	<b>\$45.00 plus tax</b>
<b>Lab Fee</b>		<b>\$115.00</b>

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
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Milady Standard Cosmetology Textbook with Milady Standard Foundations Textbook	14 <sup>th</sup>	2022	13:978-0-357-87149-2	\$141.00
LJIC Tracking Book				\$117.00
LJIC Student Badge with Lanyard				\$5.00
<b>Total Textbook Package</b>				<b>\$263.00</b>

## 2. Esthetics

Title	Edition	Pub. Year	ISBN	Cost to Student
Milady Standard Esthetics Fundamentals Textbook with Milady Standard Foundations Textbook	12 <sup>th</sup>	2019	13: 978-0-357-26379-2	\$197.00
LJIC Tracking Book				\$78.00
LJIC Student Badge with Lanyard				\$5.00
<b>Total Textbook Package</b>				<b>\$280.00</b>

## 3. Massage Therapy

Title	Edition	Pub. Year	ISBN	Cost to Student
Milady Theory & Practice of Therapeutic Massage Textbook	6th	2016	13: 978-1-285-18758-7	\$134.00
Trail Guide to the Body	6th	2019	13: 978-0-9987850-6-6	\$86.00
Trail Guide to the Body Workbook	6th	2019	13: 978-0-9914666-7-2	\$36.00
LJIC Tracking Book				78.00
LJIC Student Badge with Lanyard				\$5.00
<b>Total Textbook Package</b>				<b>\$339.00</b>

## 4. Nail Technology

Title	Edition	Pub. Year	ISBN	Cost to Student
Milady Standard Nail Technology Textbook with Milady Standard Foundations Textbook	8 <sup>th</sup>	2020	13: 978-0-357-44686-7	\$155.95
LJIC Tracking Book				\$70.55
LJIC Student Badge with Lanyard				\$5.00
<b>Total Textbook Package</b>				<b>\$231.50</b>

## 5. Teacher Training

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

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.

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 new ones. Students may not wear a colored camisole or tank under the LJIC shirts. However, students may wear a solid black or white long sleeve shirt, turtleneck or camisole under the LJIC shirt. In addition, students may wear a solid black cardigan, jacket or sweater over the LJIC shirts for temperature comfort. No hoodies or pull over jackets or sweaters are acceptable.

Black bottoms must be solid black in color, design and fabric along with clean and free from wrinkles. The bottoms must be dress or business casual. Bottoms must not drag on the floor, be frayed at the bottom, faded or have holes. Skirts must be no shorter than knee length. 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.

If head coverings are worn, only solid black head wraps are acceptable.

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 purposes (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 for 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](http://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 responsible to pay appropriate fees necessary for examination and state licensure to the examination and licensing entities. 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.

Program	Exam & Iowa License Fee
Cosmetology, Esthetics, Nail Technology, Teacher Training	\$146.00
Massage Therapy	\$388.00

\*Fee is not a LJIC fee but is required for taking the State Board Exam and Licensing. This fee are paid by the student to outside agencies.

### **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 available on our website under Admission & Enrollment- Frequently Asked Questions: <https://ljic.edu/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

#### ***Esthetics***

Esthetician  
Skin Care Salon Owner  
Makeup Artist or Consultant  
Theatrical/Photographic Artist

Nail Design Specialist  
Makeup Artist  
Guest Artist  
Platform Artist  
Salon Owner  
Salon Coordinator  
Cosmetology Educator  
Cosmetic Buyer  
Retail Fashion Consultant

Product Rep for Cosmetics  
Research for Cosmetic Laboratory  
Esthetics Educator  
Waxing Specialist  
Lash & Brow 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/](http://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 a 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 security which is located on LJIC's website. Any questions regarding LJIC's campus security reports should be addressed to LJIC, ATTN: Joni Buresh, Compliance, 2419-5<sup>th</sup> Avenue South, Fort Dodge, Iowa 50501 or [jburesh@ljic.edu](mailto: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, 2419-5<sup>th</sup> Avenue South, Fort Dodge, Iowa 50501 or [jburesh@ljic.edu](mailto: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 a 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: Wendy Dierks\*, Kelly Boldt, Jacy Bunz, Kelly Walters

### **Cedar Rapids Campus (Additional Location of Davenport Campus)**

College Administrator and Campus Compliance: Tracy Ladage

Educators: Tracy Ladage\*, Tina Gage, Kia Hoover, Abigail Kelly, Summer Stephenson

### **Davenport Campus**

College Administrator and Campus Compliance: Melanie Farmer

Educators: Melanie Farmer\*, Julie Camp, Trisha Rasheed

Des Moines Campus

College Administrator and Campus Compliance: Kelsey Severson

Educators: Kelsey Severson\*, Melanie Brons, Louis Friestad, Danielle Meendering, Alexandra Ort, Gretchen Schnoor

Fort Dodge

College Administrator and Campus Compliance: Joslyn Jorgenson

Educators: Joslyn Jorgenson\*, Emily Winegarden

*\*College Administrators are Licensed Educators*

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

Cynthia Hummel, Curriculum Development and Corporate Education Team