



***John Paolo's  
xtreme Beauty Institute,  
Goldwell Products Artistry***

***638 Columbia St. Ext., Suite 1  
Latham, New York 12110  
(518) 783-0808***

***Cosmetology, Esthetics  
and Nail Specialty***

***Catalog of  
Policies and Regulations  
Volume XVII, October, 2013***

***Licensed by:  
The Bureau of Proprietary Schools  
New York State Education Department  
Albany, New York 12234  
(518) 474-3969***

***Accredited  
By the Commission of the Council on Occupational Education  
Atlanta, Georgia 30346  
(770) 396-3898***

***John P. Clapper, Executive Director  
Pamela Vertichio, Director***

***I Certify this Catalog to be True and Correct in Content and Policy***

*Signature*

*Title*

*Date*

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**John Paolo's Xtreme Beauty Institute,  
Goldwell Products Artistry  
638 Columbia Street Ext., Latham, NY 12110**

Dear Student:

**Congratulations!!** You are now entering the career of **Beauty Culture**. During the upcoming months we will be spending a considerable amount of time together.

Our staff is very serious about our profession; we hope that you will enjoy working with us to gain as much knowledge from each lesson as possible.

*John Paolo's Xtreme Beauty Institute, Goldwell Products Artistry* is committed to educating and creating Cosmetologists, who will be an asset to themselves, their profession and their community. Therefore, we feel it is significant to strive for professionalism and good conduct at our institution. In order to maximize each student's experience at *John Paolo's Xtreme Beauty Institute, Goldwell Products Artistry* we encourage students to learn to the best of his or her capability. The school is responsive to the changing needs of the community and maintains a caring involvement that is dedicated to personal attention.

In our admission, instruction and graduation practices, *John Paolo's Xtreme Beauty Institute, Goldwell Products Artistry* practices no discrimination on the basis of age, race, ethnic origin, creed, religion, sex, color, financial status, country or area of origin, residence or handicap.

Please take the time to read through this catalog carefully. You will be asked to sign pages in this catalog which will be placed in your file for future reference. Upon request, you will be provided with a copy of each page that you sign along with any other forms which require your signature.

If you have any questions, please make notes for yourself on the last page of this handbook. If you need further information, please do not hesitate to ask the Director.

Thank you.

Sincerely,

John P. Clapper

## CONTENTS

<b>Subject</b>	<b>Page</b>
Mission Statement	4
Facilities	4
Catalog Disclaimer	4
Entrance Requirements	5
Transfer Policy	5
Re-Entry Policy	5
Graduation Requirements	5
School Holidays	6
Student Advisement	6
Staff	6
Placement Assistance	7
Student Files	7
Cell Phone Policy	7
Field Trip Policy	7
Cosmetology Class Session & Fee Information	8
Nail Class Session & Fee Information	10
Esthetics Class Session & Fee Information	12
N.Y.S.E.D. Refund Policy	14
C.O.E. Refund Policy	20
Additional Student Scholarships	21
Treatment of Title IV Funds When a Student Withdraws from School	22
School Policies and Regulations Concerning Student Conduct and Conditions for Suspension	23
Campus Security Policy	24
Attendance Policy	28
Satisfactory Academic Progress Policy	29
Appeal Process	30
Student Evaluations	31
Complaint Procedures	32
Information for Students Disclosure Pamphlet	33
Center and Clinic Rules	35
Dress Code	38
Cosmetology Program Outline	39
Cosmetology Student Kit Equipment Check List	40
Esthetics Program Outline	41
Esthetics Student Kit Equipment Check List	42
Nail Specialty Program Outline	43
Nail Specialty Student Kit Equipment Check List	44
Institution Effectiveness Rates	45
Student Participation	47
Acknowledgment of Catalog	48

## ***MISSION STATEMENT***

***John Paolo's Xtreme Beauty Institute, Goldwell Products Artistry*** is committed to educating and creating Cosmetologists, Estheticians and/or Nail Specialists who will be a credit to themselves, their profession and their community. Therefore, we feel it is significant to strive for professionalism and good conduct at our institution. In order to maximize each student's experience at ***John Paolo's Xtreme Beauty Institute, Goldwell Products Artistry*** we encourage students to learn to the best of his or her capability. The school is responsive to the changing needs of the community and maintains a caring involvement that is dedicated to personal attention.

## ***FACILITIES***

***John Paolo's Xtreme Beauty Institute, Goldwell Products Artistry*** is located at 638 Columbia Street Ext., in the historic Town of Latham, New York. The school's 2700 square feet include a practical laboratory, which is equipped to handle up to thirty students at a given time and is located on the first floor in a professional salon like setting. Additional classrooms which may be used for lectures and testing and administrative offices are also located on the first floor. All facilities are fully handicap accessible.

## ***CATALOG DISCLAIMER***

Students should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that course/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed may have changed. It is again recommended that the student check with the school director to determine if any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

## ***ENTRANCE REQUIREMENTS***

1. Applicant must be at least 17 years of age.
2. Applicant must possess a GED, High School Diploma, or Other Post-Secondary Degree.

## ***TRANSFER POLICY***

Transfer students may be accepted following an evaluation of skills, examination of the student's original transcript and a description of the program content for determining the acceptability of the transfer or instructional hours (this transcript and description must be received within 2 weeks of registration and will be filed in the student's academic file). Results of the skill evaluation will determine how many hours can be transferred and the cost will be at an hourly rate. (see Enrollment Agreement). Perspective students must have a personal interview with a licensed Enrollment Agent. A maximum of 300 transfer hours will be accepted. John Paolo's does not accept transfer students and does not recruit students already attending or admitted to another school offering a similar program of study.

Currently enrolled students may transfer from one program to another. The number of hours transferred will be determined at the time of transfer and will be limited to hours dedicated to areas of study which are included in the program the student is transferring into. The student will not be charged an additional registration fee for program to program transfers but will be required to purchase a kit and textbooks. Tuition cost will be at an hourly rate. (see Enrollment Agreement)

## ***RE-ENTRY POLICY***

When a student returns from a temporary withdrawal or approved leave of absence, the student shall be placed in the instructional program at the point commensurate with the skill level retained by the student at the time of his/her return in accordance with the following:

The school shall assess the student's retention level either through a counseling session with the student or by employing a written or oral evaluation instrument designed to measure a student's level of retention in the instructional program.

The returning student's Enrollment Agreement will reflect the hours to be completed with a pro-rated tuition.

## ***GRADUATION REQUIREMENTS***

To graduate, a *John Paolo's Xtreme Beauty Institute, Goldwell Products Artistry* student must complete 1000 hours in the Cosmetology curriculum, 600 hours in the Esthetics curriculum, or 250 hours in the Nail Specialty curriculum with a minimum overall grade point average of 70% and must pass both written and practical final examinations. Students must fulfill all financial obligations to the school prior to graduation. Upon graduation, students will receive a **Certificate of Completion** which states that you have successfully completed the required training.

## **SCHOOL HOLIDAYS**

*New Year's Day*  
*Memorial Day*  
*July 4th*  
*Summer Break (2<sup>nd</sup> week in Aug.)*  
*Labor Day*  
*Thanksgiving (2 days)*  
*Christmas (1 week)*

## **STUDENT ADVISEMENT**

Student advisement is scheduled on a regular basis. The staff maintains an open-door policy of communication to provide assistance in any area. Appointments to meet with the Director and/or Counselor may be made any morning at role call.

## **STAFF**

**John F. Clapper, Jr.** - *Owner-Executive Director, Substitute Instructor, (Certified Agent, Licensed Cosmetologist, Licensed Private School Teacher, Licensed Private School Director)*

**Pamela Vertichio** – *Director-Instructor, (Certified Agent, Licensed Cosmetologist, Licensed Private School Teacher, Licensed Private School Director, Permit)*

**Lisa Allman** – *Substitute Instructor (Licensed Cosmetologist, Licensed Private School Teacher)*

**Kathleen DeCarlo** – *Admissions, (Certified Agent, Licensed Cosmetologist)*

**Denise Cockey** – *Bookkeeper/Accountant, Report Clerk*

**John Reed** – *Financial Aid Administrator*

## ***PLACEMENT ASSISTANCE***

***John Paolo's Xtreme Beauty Institute, Goldwell Products Artistry*** provides information on career placement opportunities to students and graduates. An active listing of job opportunities is maintained on a Placement Bulletin Board and our staff assists in coordinating positions with the individual needs and talents of our students and graduates. Additionally, staff is available to review resumes and assist students and graduates in scheduling interviews when such assistance is necessary. While job placement assistance service may be provided, it is understood that the school cannot promise or guarantee employment to any student or graduate.

## ***STUDENT FILES***

***John Paolo's Xtreme Beauty Institute, Goldwell Products Artistry*** affirms the right of students and the parent/guardian of dependent minor students to know what records are maintained about them and the type of information contained in such records. Student access to their records is limited only by reasonable regulations as to time, place and supervision and the school guarantees access to students and/or the parent or guardian of dependent minor students with reasonable written notice.

With the exception of the parties or agencies permitted by law (including the accrediting agency), ***John Paolo's Xtreme Beauty Institute, Goldwell Products Artistry*** will not release personal or academic information about a student without the written consent of the student or the parent/guardian of dependent minor students involved. Students desiring the release of records maintained by the school must specify in writing the records to be released, the reason for such release, and the recipient of the records. Students should also indicate if they desire a copy of the records to be released.

Official and student copies of transcripts will be issued at the written request of the student or the parent/guardian of a dependent minor student provided the student is in good standing and does not have any financial holds. There is a fee of \$3 per transcript.

## ***CELL PHONE POLICY***

1. Cellular Phone Use is **PROHIBITED** during school hours. All Cell phones must be turned off or set **on vibrate**.
2. If you must answer an **urgent call**, quietly exit the classroom and take the call in an area where others won't be disturbed.
3. Outgoing calls should be made during lunch or break only. Incoming calls should be limited to urgent calls only.

## ***FIELD TRIP POLICY***

Field trips are an optional resource for students wishing to avail themselves of an occasional out-of-school experience. These field trips may incur a cost to the student (i.e. price of admissions, transportation, etc.). Any student wishing to participate must sign field trip liability waiver from the school office. Clock hours cannot be awarded during field trips.



## **CLASS SESSION INFORMATION**

### **Cosmetology**

#### ***Full Time Students***

**Day Class** -1000 hours-30 hours per week

33.3 weeks

Monday-Friday 9:00am-3:30pm

#### **Starting Dates**

Every Monday

#### **Approximate Graduation Date**

Approximately 8.5 months from start date

#### ***Part Time Students***

**Evening Class** - 1000 hours - 15 hours per week

67 weeks

Monday-Wednesday 5:00pm-10:00pm

#### **Starting Dates**

Every Monday

#### **Approximate Graduation Date**

Approximately 17 months from start date

**COSMETOLOGY FEE INFORMATION**

\$100.	<i>Non-refundable Registration Fee</i>
\$1400.	<i>Textbooks &amp; Equipment (KIT)</i>
<u>\$13,000.</u>	<i>Tuition (1000 Hours x 13.00)</i>
<b>\$14,500.</b>	<b><i>Total Cost</i></b>

**METHOD OF PAYMENT**

1. *Cash in Full*

\$100.	<i>Non Refundable Registration Fee (Payable at time of registration)</i>
\$1400.	<i>Textbooks and Equipment (Payable 1st day of attendance)</i>
\$13,000.	<i>Tuition (Payable 1st day of attendance)</i>

2. *Installments*

***John Paolo's Xtreme Beauty Institute, Goldwell Products Artistry Installment Plan - Cosmetology***

<b>Student Schedule</b>	<b>Non-Refundable Registration fee (payable at time of registration)</b>	<b>Textbooks and Equipment (payable 1<sup>st</sup> day of attendance)</b>	<b>Tuition Deposit (payable 1<sup>st</sup> day of attendance)</b>	<b>Weekly** Installments (payable 1<sup>st</sup> class of each week until balance is paid in full)</b>
Full Time (Option 1)	\$100	\$1400	\$2100	\$306*
Full Time (Option 2)	\$100	\$1400	\$1100	\$335*
Part Time (Option 1)	\$100	\$1400	\$100	\$185*
Part Time (Option 2)	\$100	\$1400	\$0	\$187*

\*Balance to be paid in full last day of class

\*\*Students who fall more than 30 days behind on scheduled payments may be subject to termination for non-payment.

3. *Bank Loan, Scholarships (see p. 19), and/or Job Training Program (ie. WIA, VA, Access-VR) (if applicable) equal to \$14,500.00*

4. *Federal Title IV Financial Aid is available to qualified applicants.*

**EXTRA INSTRUCTION CHARGES**

Students are permitted to make up hours of absence before their scheduled graduation date at no additional charge. To make up hours after the scheduled graduation date the student will incur a charge of \$13.00 per hour for Cosmetology.

**CLASS SESSION INFORMATION**

**Nail Specialty**

***Full Time Students***

**Day Class-** 250 hours- 25 hours per week  
10 weeks Monday-Friday 9:00am-2:30pm

**Starting Dates-** Every Monday

**Approximate Graduation Date**

Approximately 2.5 months from start date

***Part Time Students***

**Evening Class-**250 hours-15 hours per week  
17 weeks Monday-Wednesday 5:00pm-10:00pm

**Approximate Graduation Date**

Approximately 4.25 months from start

## **NAIL SPECIALTY FEE INFORMATION**

\$100.	<i>Non-Refundable Registration Fee</i>
\$500.	<i>Textbooks and Equipment</i>
<u>\$2650.</u>	<i>Tuition (250 hours x \$10.60)</i>
\$3,250.	<i>Total Cost</i>

## **METHOD OF PAYMENT**

### *1. Cash in Full*

\$100.	<i>Non-Refundable Registration Fee (Payable at time of registration)</i>
\$500.	<i>Textbooks and Equipment (Payable 1st day of attendance)</i>
\$2650.	<i>Tuition (Payable 1st day of attendance)</i>

### *2. Installments*

#### ***John Paolo's Xtreme Beauty Institute, Goldwell Products Artistry Installment Plan – Nail Specialty***

<b>Student Schedule</b>	<b>Non-Refundable Registration Fee (payable at time of registration)</b>	<b>Textbooks and Equipment (payable 1<sup>st</sup> day of attendance)</b>	<b>Tuition Deposit (payable 1<sup>st</sup> day of attendance)</b>	<b>Weekly** Installments (payable 1<sup>st</sup> class of each week until balance is paid in full)</b>
Full Time (Option 1)	\$100	\$500	\$1000	\$165*
Full Time (Option 2)	\$100	\$500	\$500	\$215*
Part Time (Option 1)	\$100	\$500	\$250	\$175*
Part Time (Option 2)	\$100	\$500	\$0	\$100*

*\*Balance to be paid in full last day of class*

*\*\*Students who fall more than 30 days behind on scheduled payments may be subject to termination for non-payment.*

*3. Bank Loan, Scholarships (see pg. 19), and/or Job Training Program (ie. WIA, VA, Acces-VR) (if applicable) equal to \$3250.00*

## **EXTRA INSTRUCTION CHARGES**

Students are permitted to make up hours of absence before their scheduled graduation date at no additional charge. To make up hours after the scheduled graduation date the student will incur a charge of \$10.60 per hour.

**CLASS SESSION INFORMATION**

**Esthetics**

***Full Time Students***

**Day Class-** 600 hours- 30 hours per week  
20 weeks Monday-Friday 9:00am-3:30pm

**Approximate Graduation Date**

Approximately 5 months from start date

***Part Time Students***

**Evening Class-** 600 hours – 15 hours per week  
40 weeks Monday-Wednesday 5:00pm-10:00pm

**Starting Dates-** Every Monday

**Approximate Graduation Date**

Approximately 10 months from start date

## ESTHETICS FEE INFORMATION

\$ 100.	<i>Non-Refundable Registration Fee</i>
\$1100.	<i>Textbooks &amp; Equipment (KIT)</i>
<u>\$7800.</u>	<i>Tuition (600 hours x \$13.00 per hour)</i>
\$9000.	<i>Total Cost</i>

## METHOD OF PAYMENT

### 1. Cash in Full

\$100.	<i>Non-Refundable Registration Fee (Payable at time of registration)</i>
\$1100.	<i>Textbooks and Equipment (Payable 1st day of attendance)</i>
\$7800.	<i>Tuition (Payable 1st day of attendance)</i>

### 2. Installments

#### *John Paolo's Xtreme Beauty Institute, Goldwell Products Artistry Installment Plan - Esthetics*

Student Schedule	Non Refundable Registration Fee (payable at time of registration)	Textbooks and Equipment (payable 1 <sup>st</sup> day of attendance)	Tuition Deposit (payable 1 <sup>st</sup> day of attendance)	Weekly** Installments (payable 1 <sup>st</sup> class of each week until balance is paid in full)
Full Time (Option 1)	\$100	\$1100	\$3000	\$240*
Full Time (Option 2)	\$100	\$1100	\$2000	\$290*
Part Time (Option 1)	\$100	\$1100	\$1000	\$170*
Part Time (Option 2)	\$100	\$1100	\$0	\$195*

\*Balance to be paid in full last day of class

\*\*Students who fall more than 30 days behind on scheduled payments may be subject to termination for non-payment.

3. Bank Loan, Scholarships (see pg. 19), and/or Job Training Program (ie. WIA, VA, Acces-VR) (if applicable) equal to \$9000.00

## EXTRA INSTRUCTION CHARGES

Students are permitted to make up hours of absence before their scheduled graduation date at no additional charge. To make up hours after the scheduled graduation date the student will incur a charge of \$13.00 per hour.

## **N.Y.S.E.D. REFUND POLICY**

- A. *Any monies due the applicant or student shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:*
1. *An applicant is not accepted by the school. Such applicant shall be entitled to a refund of all monies paid;*
  2. *A student (or the parent/guardian of a student under legal age) cancels their agreement in writing within seven business days of signing the agreement. In this case all monies collected by the school will be refunded regardless of whether or not the student has begun training;*
  3. *A student (or the parent/guardian of a student under legal age) cancels their agreement in writing after seven business days and before instruction begins. In this case he/she shall be entitled to a refund of all monies paid to the school less:*
    - a. *The \$100 Non-Refundable Registration Fee , plus;*
    - b. *The cost of any textbooks, equipment or supplies which have been accepted;*
  4. *A student notifies the school of his/her withdrawal in writing;*
  5. *A student on an approved leave of absence notifies the school in writing that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning; or*
  6. *A student is expelled by the school.*
  7. *A course is canceled by the school.*

*In types 2, 3, 4, or 5 official cancellations or withdrawal, the cancellation date will be determined by the date of official notification of withdrawal date or last date of attendance whichever is the earliest.*

*Students failing to attend school for 30 days, and not on an approved leave of absence will be considered as terminated. Any monies due the student after unofficial withdrawal shall be refunded within 30 days of a determination that the student has withdrawn without notifying the Director.*

*In the event that a program is canceled or the school is closed any student who has enrolled but not yet started training shall receive a full refund of all monies paid. Any student currently enrolled in a program slated for cancellation shall be allowed to complete their training before the program and/or the school is closed or the student may receive a full refund of tuition.*

*\* Tuition liability is divided by the number of terms or quarters in the program (total tuition liability is limited to the term or quarter during which the student withdrew or was terminated, and any previous terms or quarters completed) See following schedules.*

### **Cosmetology Program**

*If termination occurs:*

**Full Time Days(First & Second Terms)**

<i>Prior to or during the first week</i>	<i>0%</i>
<i>During the second week</i>	<i>20%</i>
<i>During the third week</i>	<i>35%</i>
<i>During the fourth week</i>	<i>50%</i>
<i>During the fifth week</i>	<i>70%</i>
<i>After the fifth week</i>	<i>100%</i>

**Subsequent Terms**

<i>During the first week</i>	<i>20%</i>
<i>During the second week</i>	<i>35%</i>
<i>During the third week</i>	<i>50%</i>
<i>During the fourth week</i>	<i>70%</i>
<i>After the fourth week</i>	<i>100%</i>

**Part Time Evenings(First & Second Terms)**

<i>Prior to or during the first week</i>	<i>0%</i>
<i>During the second week</i>	<i>20%</i>
<i>During the third week</i>	<i>35%</i>
<i>During the fourth week</i>	<i>50%</i>
<i>During the fifth week</i>	<i>70%</i>
<i>After the fifth week</i>	<i>100%</i>

**Part Time Evenings(Subsequent Terms)**

<i>Prior to or During the first week</i>	<i>20%</i>
<i>During the second week</i>	<i>35%</i>
<i>During the third week</i>	<i>50%</i>
<i>During the fourth week</i>	<i>70%</i>
<i>After the fourth week</i>	<i>100%</i>



## **Nail Specialty Program**

*If termination occurs:*

### **Full Time Days ( 1 Quarter)**

	<b>School may retain</b>
<i>Prior to or during the first week</i>	0%
<i>During the second week</i>	25%
<i>During the third week</i>	50%
<i>During the fourth week</i>	75%
<i>After the fourth week</i>	100%

### **Part Time Evenings (1 Term)**

	<b>School may retain</b>
<i>Prior to or during the first week</i>	0%
<i>During the second week</i>	20%
<i>During the third week</i>	35%
<i>During the fourth week</i>	50%
<i>During the fifth week</i>	70%
<i>After the fifth week</i>	100%

## **Esthetics Program**

*If termination occurs:*

### **First Quarter**

	<b>School may retain</b>
<i>Prior to or during the first week</i>	0%
<i>During the second week</i>	25%
<i>During the third week</i>	50%
<i>During the fourth week</i>	75%
<i>After the fourth week</i>	100%

### **Subsequent Quarters**

	<b>School may retain</b>
<i>During the first week</i>	25%
<i>During the second week</i>	50%
<i>During the third week</i>	75%
<i>After the third week</i>	100%

## *Weekly Tuition Liability Chart*

### *Cosmetology Program*

**Full Time** (2 Terms of 17 Weeks) Tuition= \$6500 per Term

**Term 1**

Week #	Percentage	Student Refund
1	0%	\$6500
2	20%	\$1300
3	35%	\$2275
4	50%	\$3250
5	70%	\$4550
After Week 5	100%	\$0

**Term 2/Subsequent Terms**

Week #	Percentage	Student Refund
1	20%	\$1300
2	35%	\$2275
3	50%	3250
4	70%	\$4550
After Week 4	100%	\$0

**Part Time** (4 Terms 3 of 17 Weeks & 1 of 16 Weeks) Tuition= \$3250 per Term

**Term 1**

Week #	Percentage	Student Refund
1	0%	\$3250
2	20%	\$650
3	35%	\$1137.50
4	50%	\$1625
5	70%	\$2275
After Week 5	100%	\$0

**Term 2/Subsequent Terms**

Week #	Percentage	Student Refund
1	20%	\$650
2	35%	\$1137.50
3	50%	\$1625
4	70%	\$2275
After Week 4	100%	\$0

***Nail Specialty Program***

**Full Time** (1 Quarter of 10 Weeks) Tuition= \$2650 per Quarter

**Quarter 1**

<b>Week #</b>	<b>Percentage</b>	<b>Student Refund</b>
1	0%	\$2650
2	25%	\$662.50
3	50%	\$1325
4	75%	1987.50
After Week 4	100%	\$0

**Part Time** (1 Term of 17 Weeks) Tuition= \$2650 per Term

**Term 1**

<b>Week #</b>	<b>Percentage</b>	<b>Student Refund</b>
1	0%	\$2650
2	20%	\$530
3	35%	\$927.50
4	50%	\$1325
5	70%	\$1855
After Week 5	100%	\$0

***Esthetics Program***

**Full Time** (2 Quarters of 10 Weeks) Tuition= \$3900 per Quarter

**Quarter 1**

<b>Week #</b>	<b>Percentage</b>	<b>Student Refund</b>
1	0%	\$3900
2	25%	\$975
3	50%	\$1950
4	75%	\$2925
After Week 4	100%	\$0

**Quarter 2**

<b>Week #</b>	<b>Percentage</b>	<b>Student Refund</b>
1	25%	\$975
2	50%	\$1950
3	75%	\$2925
After Week 3	100%	\$0

*Esthetics Program Continued*

**Part Time** (4 Quarters of 10 Weeks) Tuition= \$1950 per Quarter

**Quarter 1**

<b>Week #</b>	<b>Percentage</b>	<b>Student Refund</b>
1	0%	\$1950
2	25%	\$487.50
3	50%	\$975
4	75%	\$1462.50
After Week 5	100%	\$0

**Quarter 2/Subsequent Quarters**

<b>Week #</b>	<b>Percentage</b>	<b>Student Refund</b>
1	25%	\$487.50
2	50%	\$975
3	75%	\$1462.50
After Week 3	100%	\$0

## ***C.O.E. REFUND POLICY***

### 1. Refunds for Classes Canceled by the Institute

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 45 days of the planned start date.

### 2. Refunds for Students Who Withdraw On or Before the First Day of Class

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

### 3. Refunds for Students Enrolled Prior to Visiting the Institution.

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facility and inspection of the equipment.

### 4. Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction- Not Applicable

### 5. Refunds for Withdrawal After Class Commences Non-Public Institutions

#### (1) Refund Policy for Programs Obligating Students for Periods of 12 Months or Less

The refund policy for students attending non-public institutions who incur a financial obligation for a period of 12 months or less shall be as follows:

- (i) During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition;
- (ii) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition;
- (iii) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition; and,
- (iv) After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

(2) Refund Policy for Programs Obligating Students for Periods beyond Twelve Months  
Institutions with programs longer than 12 months that financially obligate the student for any period of time beyond 12 months shall release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months. The calculation of the refund for the unused portion of the first 12 months shall be based on section (b)(1) Non-Public Institutions above.

If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal shall be based on section (b)(1) Non-Public Institutions above.

Deviations from the requirements of this policy as stated above are permitted if  
(1) mandated by a non-public institution's licensing agency or a public institution's governing board and  
(2) accepted by the Commission.

***Failure of the student to notify the Director in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law.***

***Student refunds will be calculated following both COE & NYSED guidelines. Which ever results in the lower student liability is the policy which will be used to determine the students refund.***

***\*\*Please Note: Tuition paid with Credit Cards will be refunded by means of crediting Credit Card for the full amount of tuition owed to the student according to the refund policy.***

## **TREATMENT OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS FROM SCHOOL**

The Bursar's Office is required by federal statute to calculate the percentage of earned Title IV Funds received or pending to be received and to return the unearned funds for a student who withdrew, was terminated or failed to return from an approved leave of absence.

Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of aid earned = the number of scheduled hours in the payment period completed up to the student's last date of attendance as per the school's attendance records, divided by the total clock hours in the payment period.

If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed.

If this percentage is less than 60%, then the percentage earned is equal to the calculated value.

Funds are returned to the appropriate federal program based on the percent of unearned aid using the following formula:

Aid to be returned = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew.

When Title IV funds are returned, the student may owe a balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution must send written notification to the student (or parent for PLUS loan funds) to offer a post-withdrawal disbursement for any amount not credited to the student's account no later than 30 calendar days after the date that the school determines that the student withdrew. The institution is required to make a post-withdrawal disbursement within 120 days of the student's date of determination that they withdrew.

Refunds are allocated in the following order:

Unsubsidized Federal Stafford Loan

Subsidized Federal Stafford Loan

Federal Parent (PLUS) Loan

Federal Pell Grant

Federal Supplemental Opportunity Grant

Other Title IV assistance

State Tuition Assistance Grants (if applicable)

Private and institutional aid

The student

**Federal Funds may not cover unpaid institutional charges due to John Paolo's Institute when the student withdraws or is terminated.**

## **Additional Student Scholarships**

### **Other Aid Programs**

*Students and parents can make inquiries into additional financial aid other than federal Pell Grants, Subsidized Loans and Unsubsidized Loans. If you receive a scholarship from a community group, business or other organization, please forward a copy of the award notice you received. The award must be accounted as part of your financial aid package, and we need you to keep us informed. Obtaining scholarships can require a bit of research, but there are tools to help you with that research.*

*Good Web sites to try:*

- [www.fastweb.com](http://www.fastweb.com)
- [www.finaid.org](http://www.finaid.org)
- [www.college-scholarships.com](http://www.college-scholarships.com)
- [www.health.ny.gov/health\\_care/family\\_health\\_plus/application.htm](http://www.health.ny.gov/health_care/family_health_plus/application.htm)



**SCHOOL POLICIES AND REGULATIONS CONCERNING STUDENT CONDUCT  
AND CONDITIONS FOR SUSPENSION**

1. Students are expected to adhere to school attendance policies.
2. Students must be in uniform at all times.
3. Students are expected to fulfill their total financial obligations to the school.
4. Students must conduct themselves in a business-like manner while working on the clinic floor.
5. Students are expected to clean up after themselves at all times.
6. Each student is assigned a duty that is her/his responsibility and must be performed each day at the designated times.
7. Students are to eat in the lunch room only.
8. No smoking is permitted on school property.
9. Each student is responsible for her/his own kit and tools. All equipment must be available every day for class. If lost or stolen, it must be replaced immediately. Everyone is expected to maintain the kit and tools as originally issued.
10. Students are required to show consideration for the property of others. **NO BORROWING!**
11. Any unprofessional behavior or conduct in the classroom or clinic toward staff or customers will not be tolerated.
12. Neglect of payment(s) of registration fee, supplies, and/or tuition fees of self-paying students.
13. A student who repeatedly fails to earn a passing grade in academics or attendance, having exhausted all written and verbal warnings and probationary period of the SAP reporting periods.

**Non Compliance with the above regulations constitutes grounds for suspension and/or termination. If a student does not obey the rules of the school, he/she will be warned and a record will be kept in the student's file. If the Director feels the infraction is intolerable the student may be dismissed from school.**

**COPYRIGHTED MATERIALS:**

The institution prohibits copyright infringement. Disciplinary action will be taken against any student who distributes materials, including peer-to-peer file sharing and the prohibited use of the institution's information technology system for those activities. Any student involved in such an act will be reported to the proper authorities and charges will be pressed.

## ***CAMPUS SECURITY POLICY***

The personal safety and security of each student, instructor and staff member is both a individual and community concern. While Xtreme Beauty Institute strives to provide a learning environment free of undue risks to persons and property, it is each person's responsibility to pay attention to his or her surroundings, to avoid potentially hazardous situations, and to exercise his or her own best judgment to maintain personal safety and well-being. In addition, each member of the community must call attention to conditions or situations which threaten the safety and security of others by contacting appropriate campus and/or community authorities.

### ***Policies and Procedures***

1. Crimes on campus can be reported by completing an Incident Report which is available in the school office. Reports should be submitted to the Director who will review the report, confer with other staff members on responsive actions and when appropriate, information describing the incident or unsafe condition will be posted on a bulletin board dedicated to campus security.
2. All campus facilities are open to members of the campus community, their invited guests and clinical clients. All visitors are required to register with the administrative office. All campus buildings are locked and unlocked at regular, specified times and are not accessible when locked except by authorized persons.
3. In an emergency, students may contact police by dialing 911 from any school phone. Students are encouraged to report crimes to the police and to utilize other services of the police department.
4. Students, employees and campus visitors are subject to all local, state and federal laws, in addition to campus regulations. Law enforcement officers may come on campus at any time. John Paul's Institute has the responsibility, under the Campus Security Act, to advise appropriate authorities of violations of civil or criminal law committed by anyone on campus when a request is made by those authorities for specific information or when there is danger to life and/or property.
5. ***John Paolo's Xtreme Beauty Institute, Goldwell Products Artistry*** subscribes to and conforms to the Drug free Workplace Act and the Drug free Schools and Campuses Act. In accordance with those Acts, notification is sent to all members of the community detailing campus policy about substance abuse. The use of any drugs within the campus community must be within the limits of federal and state laws. The institute reminds students of their responsibility to know and to obey those federal and state laws and statutes prohibiting the use of illegal drugs. While the Institute is not responsible for the enforcement of federal and state drug laws, those agencies charged with this legal responsibility have the authority to carry out their duties on campus. Individuals who illegally possess, use or supply prohibited drugs within the campus community do so knowing that they risk action by the appropriate civil authorities. School policy specifically states that:

- The manufacture, sale, distribution, possession or use of controlled substances by students or employees is prohibited.
- The Institution is opposed to the illegal or irresponsible use of alcohol and expects its students and employees to obey the School Regulations and the local, state and federal laws concerning the possession, use or distribution of alcoholic substances.
- The Institution prohibits sexual assault committed by a student, faculty member or staff member against any student, faculty member, staff member or visitor on campus property or in the setting of any program sponsored by John Paul's Institute.

6. Sanctions for violation of this policy may include (but are not limited to) counseling, chemical dependency referral, probation, suspension or expulsion.

### **Annual Security Report**

The school distributes an annual security report by October 1 of each year – including crime statistics and campus policies and procedures regarding security matters – to enrolled students and current employees. The institution ensures that prospective students and prospective employees are informed of the availability of the report and given an opportunity to obtain it from the main administrative office. The statistics portion of the report is also submitted to ED, as required.

- The Director of Campus Safety compiles, maintains, distributes and the CEO/President submits the crime statistics to ED
- The Advisory Board constructs and reports the institution's policies regarding campus security
- The annual security report is disseminated to faculty, staff, students and the regulatory via official e-mail, campus bulletin board and official mail
- One must request in writing to obtain a free copy of the full published report

### **Timely Warning**

In addition to the required annual campus security report, schools are required to provide a timely warning to the campus community of any occurrences of the following crimes that are reported to campus security authorities or local police and are considered to represent a serious or continuing threat to students and employees. These crimes are: criminal homicide, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson, crimes that show evidence of prejudice, violations of liquor and drug law., illegal weapon possession and persons referred for campus disciplinary action for liquor, drug and weapons law violations.

### **Data on Campus Crime**

Parents and students can now use the Internet to review campus crime statistics for the school campus online, through the following website: <http://ope.ed.gov/security/search.asp>

The data presented in four parts:

- Arrests
- Criminal Offenses
- Hate Crimes
- Discipline

## **ATTENDANCE POLICY**

Regular attendance at *John Paolo's Xtreme Beauty Institute, Goldwell Products Artistry* is an integral part of maintaining satisfactory progress during the student's course. Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school.

Students are required to maintain prompt and regular attendance in all classes and are responsible for any and all assignments presented in their absence. Good attendance is directly related to achievement and success. A complete record will be kept of student attendance. Attendance will be recorded by instructional hour. At the end of every quarter, each student's final attendance status is recorded on the student's transcript.

Daily attendance is expected of each student. Absences may occur, and make-up opportunities are available each week to assist in keeping up with scheduled progress.

1. Students are expected to attend all classes and to report on time.
2. Roll call will be taken at:
  - 9:00am
  - 12:30pm
  - 5:00pm

If a student is not set up and ready for class and in proper uniform by each hour, as stated above, that student will be considered late.

3. If a student misses roll call, the only way that student may enter class is to be signed in by the teacher in the classroom and then at the reception desk with his/her time sheet. At that time, the student must be in uniform and set up for class.
4. When a student is late for class, he/she will be considered absent for those hours or portion thereof to the nearest quarter hour and he/she will be given credit from the nearest available quarter hour time slot.

Example: Arrive at 9:40am - Credit from 9:45am  
Arrive at 10:05am - Credit from 10:00am

5. For students who leave school early, such students will be considered absent and must make up that time in three hour minimum sessions. You must be present at least 3 hours to be marked "present".
6. A student's last day of attendance must be a complete regularly scheduled day or evening. No graduation will take place until 3:30pm for the day class and 10:00pm for the evening class.
7. A period of 30 minutes is allowed for lunch each day.
8. No student is allowed to work on a customer or classmate unless otherwise instructed by the teacher.
9. Each student must complete 1000 hours of training in school for cosmetology, 600 hours for Esthetics or 250 hours of training for Nail Specialty. Each student is provided with 84 hours of allowed absence for Cosmetology, 50 hours for Esthetics or 21 hours for Nail Specialty at no charge.

Any absence in excess of the allowed hours, and not covered by an excuse, will be charged to the student at a rate of \$13.00 per hour for Cosmetology, \$13.00 per hour for Esthetics or \$10.60 per hour for Nail

Specialty for hours not made up by the time the student completes their required hours.

10. An acceptable excuse for absence from school must be in written statement from a physician, or death in the immediate family. This statement must be turned into the office before the last day of the month that the absence occurred.\* If a student's illness is due to an infectious, contagious disease or condition that is harmful to others, please report this to the Director so that information may be passed to other students, such as warning signs. Jury duty and/or other court ordered appearance are also an acceptable excuse for absence when written verification is submitted.

Excuses for absence apply to the student's illness, that of the student's dependent children, or a student caring for a parent or parent of a spouse.

Excuses not turned into the office before the end of the month of the absence will not be accepted at any other time.

\* Example: Absence occurred on October 15th - October 19th - excuse turned in November 5th will not be accepted. Excuse turned in October 30th will be accepted.

11. When school is closed due to weather, holidays, or staff meetings, student will not be charged with an absence or be given credit for that day or evening.

### **LEAVE OF ABSENCE**

In the case of a prolonged illness or accident, death in the family, or other special circumstances that make attendance impossible or impractical, a leave of absence may be granted to the student if requested in writing by the student or his designee. The approval of such leaves of absence shall be in writing by the school director. No monetary charges or accumulated absences may be assessed to the student during a leave of absence. When a student returns from an approved leave of absence, the student shall be placed in the instructional program at the point commensurate with the skill level retained by the student at the time of his or her return in accordance with the following:

- (i) for leaves of absence less than 30 calendar days, the school shall assess the student's retention level either through a counseling session with the student or by employing a written or oral evaluation instrument designed to measure a student's level of retention in the instructional program; or
- (ii) for leaves of absence 30 calendar days or longer, the school shall assess a student's retention level either through a written or oral evaluation instrument designed to measure a student's level of retention in each course in the curriculum; and
- (iii) documentation that such evaluation took place pursuant to subparagraphs (i) or (ii) of this paragraph along with the actual evaluation instruments, student results and evidence the student was appropriately placed according to skill level shall be placed in the student's permanent file.

If a leave of absence is approved, the student must return to school on the scheduled return date or contact the Director to request an extension. In the event the student does not return on their scheduled return date and has not been granted an approved extension, the student will be withdrawn. At the Director's discretion, students may be granted multiple leaves of absence as long as the total number of days for all leaves does not exceed 180 days within a 12 month period. **This 12 month period begins on the first day of the student's initial LOA.** Students must demonstrate a reasonable expectation to return to class and may be required to provide documentation.

### **Make Up Time**

To avoid additional absence charges, ***John Paolo's Xtreme Beauty Institute, Goldwell Products Artistry***, has adopted the following make up policy:

1. Students are permitted to make up hours of absence before they reach their scheduled graduation date at no charge. To make up hours completed after the scheduled graduation date, the student will incur a charge of \$13.00 per hour for Cosmetology, \$13.00 per hour for Esthetics or \$10.60 per hour for Nail Specialty.
2. Students can attend no more than eight (8) hours per day or evening and can have no more than 40 hours per week
3. There must be room in the make- up class for the student. The inclusion of the make- up student cannot exceed room capacities or student to teacher ratios.
4. Make up hours must be made up in the content area that was missed.

### **SATURDAY SESSIONS**

A signup sheet is made available for those students who wish to attend makeup classes on Saturday. Saturday hours are 9:00am – 2:30pm. Students must attend a minimum of 3 hours.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

Grading System: A=90-100 Excellent B=80-89 Good C=70-79 Passing D=69 or below FAILING

The school realizes that all students do not progress at the same rate, however, all students are expected to show a measurable rate of progress and development relative to their individual abilities. The school has therefore adopted the following policy statement to uniformly apply to all students.

The standards set for by the school as minimum requirements for maintaining satisfactory progress are:

**(1) For all students to maintain a passing grade average of 70% or better in theory and practical work throughout the course.**

**(2) For each student to proceed through the program at a pace leading to completion of the course within the maximum time frame of 150% of the published length of the course. At the time of each Satisfactory Progress Evaluation the student must be maintaining 67% cumulative attendance.**

**THE MINIMUM AND MAXIMUM TIME FRAME REFERRED TO APPLIES AS FOLLOWS:**

### ***Cosmetology***

For example: A full time student (30 hours per week) could complete their program in a minimum timeframe of 34 weeks and a maximum timeframe of 51 weeks. For determining satisfactory academic progress all Cosmetology students are evaluated quarterly. (3/31, 6/30, 9/30, 12/31) This schedule allows for each student to receive at least two formal satisfactory evaluations during their period of enrollment regardless of their enrollment schedule. Additionally, each student's progress is reviewed prior to Title IV fund distributions at 450 and 900 actual hours to determine that they are maintaining satisfactory progress and are therefore eligible for Title IV funds.

### ***Esthetics***

For example: A full time student (30 hours per week) could complete their program in a minimum timeframe of 20 weeks and a maximum timeframe of 30 weeks. For determining satisfactory academic progress all Esthetics students are evaluated bi-monthly - (2/28,4/30,6/30,8,31,10/31,12/31). This schedule allows for each student to receive at least two formal satisfactory evaluations during their period of enrollment regardless of their enrollment schedule. Additionally, each student's progress is reviewed prior to Title IV fund distributions at 300 actual hours to determine that they are maintaining satisfactory progress and are therefore eligible for Title IV funds.

### ***Nail Specialty***

For example: A full time student (25 hours per week) could complete their program in a minimum timeframe of 10 weeks and a maximum timeframe of 15 weeks. For determining satisfactory academic progress all Nail Specialty students are evaluated monthly – (the last day of each month). This schedule allows for each student to receive at least two formal satisfactory evaluations during their period of enrollment regardless of their enrollment schedule.

An approved leave of absence will extend students contract period and maximum time frame by the same number of days taken in the leave of absence.

If a student is making satisfactory progress at evaluation time, the said student is considered making satisfactory progress until the next evaluation period.

### **Probation- Academic/Attendance**

Students who do not achieve satisfactory progress during an evaluation period in academic and/or attendance will be given an opportunity to appeal the finding. If the student elects to appeal the negative progress determination **and** the Institute determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period **or** the Institute develops an academic plan for the student that, if followed, will ensure that the student will be able to meet satisfactory academic progress standards by a specific point within the maximum timeframe **then** the student will be placed on probation until the next scheduled evaluation period. While on probation the student will be deemed to be making satisfactory progress. At the end of the probationary period if the student still has not regained satisfactory progress, **all financial aid will be terminated** and the student will be **terminated**.

**A student who is placed on probation will be counseled concerning his/her need to improve and reminded of the school's policy concerning probation and termination.**

### **Appeal Process**

Students may appeal a satisfactory progress determination by filing a written appeal to the Director within 48 hours of the determination. The appeal should include any supporting documentation, reasons why the student may appeal as follows: death of relative, an injury or illness of the student or other allowable special circumstances, the decision should be reversed, and a request for a reevaluation of progress. The Director will consider all appeals within ten (10) business days.

If the appeal is accepted, the student will be placed on probation until the next evaluation period. If the appeal is not accepted the satisfactory progress determination will stand. The students appeal, documentation and appeal determination will all become part of the student's permanent file.

### **Students Receiving Title IV Funds**

Students who are receiving Title IV funds and who have not achieved satisfactory progress at the end of the probationary period in either academic or attendance will not be eligible for Title IV aid. Once federal monies have been terminated the balance of the tuition owed is the responsibility of the student.

### **Re-Entry**

Students who re-enter school will be considered to be maintaining the same satisfactory (or unsatisfactory, whichever applies) progress as when the student withdrew, was terminated or returned from an official leave of absence

When a student returns from a temporary withdrawal or approved leave of absence, the student shall be placed in the instructional program at the point commensurate with the skill level retained by the student at the time of his/her return in accordance with the following:

The school shall assess the student's retention level either through a counseling session with the student or by employing a written or oral evaluation instrument designed to measure a student's level of retention in the instructional program.

The returning student's Enrollment Agreement will reflect the hours to be completed with a pro-rated tuition.



### **Access to Satisfactory Academic Progress**

All students can receive a written determination of their Satisfactory Academic Progress upon request.

***Repetitions and non-credit remedial programs are not relevant and have no effect upon the satisfactory progress policy.***

### ***STUDENT EVALUATIONS***

All students do not progress at the same rate. The staff at ***John Paolo's Xtreme Beauty Institute, Goldwell Products Artistry***, assesses each student individually and expects that each will show a measurable rate of progress at the end of each level. Students who receive less than a 70% on written tests will receive remedial help and retake the test. The retake score will be the only score recorded

Student evaluation is done on an individual basis daily. Progress records for both written and practical grades are maintained and reported to the student throughout each unit, written reports are provided on a regularly scheduled basis. Failure to maintain a 70% ("C") average or better may result in repeating the unit. A unit may be repeated only once. Students may make up exams and receive additional training in weak areas at no extra charge.

Students will be graded on the following criteria during practical study:

1. Accuracy of Work
2. Following Instructions
3. Speed
4. Correct Use of Implements
5. Correct Use of Supplies
6. Preparation for Class
7. Proper Technique

***\*\*\* Please Note: Attendance and Participation are significant factors in the student's overall success.***

### ***Internal Complaint Procedure***

If a student has a complaint or problem with another student, he/she should advise their instructor who will talk to the other student. If the situation is not resolved, the student may then make an appointment to meet with the School Director. The Director will meet with each party individually to assess the matter and will then advise both of a plan to resolve the problem. Notes will be taken and a report filed in all parties' permanent files. If this action fails to resolve the problem, an appointment will be made for all relevant parties to meet with the Executive Director. The problem must be resolved here. If not, the student who the complaint is filed against may be placed on Probation and an additional meeting held within thirty (30) days to review the status of the situation. If the problem persists, the student who the complaint is filed against may be dismissed from John Paolo's Xtreme Beauty Institute, Goldwell Products Artistry.

If a student has a complaint or problem with an instructor, he/she should bring this matter to the attention of the Director. The Director will meet with the Instructor and if necessary, a meeting with all involved parties will be scheduled in an attempt to reach a resolution. Again, a report will be file in all parties' permanent files.

### ***External Complaint Procedures***

If the student wishes to take further action after filing an internal complaint they may contact our accrediting agency at the following address:

**Council on Occupational Education  
7840 Rosewell Rd., Building 300, Suite 325  
Atlanta, Georgia 30350  
1-800-917-2011      [www.council.org](http://www.council.org)**

Interested students may contact the Council for information about the Institute or to comment on school operations, including effectiveness of the school's dispute resolution procedures.

# Information for Students Disclosure Pamphlet

Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school.

## What You Should Know about Licensed Private Schools and Registered Business Schools in New York State

### What is the purpose of this pamphlet?

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Trade schools which are licensed by the New York State Education Department and business schools which are registered by this Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department every three years, thereby helping to insure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to insure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

### Who can file a complaint?

If you are or were a student or an employee of a Licensed Private or Registered Business School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

### What can a student or employee complain about?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

### How can a complaint be filed by a student or employee?

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

### The steps you must take to file a complaint with the New York State Education Department are:

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. **You must file a complaint within two years after the alleged illegal conduct took place.** The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law

have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

### **What is the Tuition Reimbursement Fund?**

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

### **What is the tuition refund and cancellation policy?**

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

### **What should students know about "private school agents?"**

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

### **What should students know about "grants and guaranteed student loans"?**

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours--the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans. Read and understand all the information and applications for financial aid grants and loans before signing.

### **Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?**

#### **Contact the New York State Education Department at:**

New York State Education Department 116 West 32nd Street, 5th Floor New York, New York 10001 Attention: Bureau of Proprietary School Supervision (212) 643-4760

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Schools and Registered Business Schools/ Computer Training Facilities.

## **CENTER AND CLINIC RULES**

For insurance reasons, no student or customer is allowed to bring their own supplies such as tint, shampoos, hair spray, etc. Only products supplied by the school will be used in the school.

### **NO STUDENT IS ALLOWED TO REFUSE A CUSTOMER**

1. Customers are to be properly greeted and sign the Client Release form.
2. Each customer should be given two full and complete shampoos, unless otherwise directed by your instructor.
3. No conditioner is to be given for any service without prior purchase.
4. Operations are to be discussed thoroughly with customer, student and instructor before beginning.
5. Each step of a procedure is to be checked before continuing on to the next step in order to receive credit for the operation.
  - A. Hair Cut

Guidelines are to be checked in addition to each section and final check of cut. Any hair dropped on the floor must be swept up immediately after the cut is finished to avoid a safety hazard.
  - B. Color Application

Four sections, application of color, holiday checking, strands and finalcheck.
  - C. Cold Waving

Nine sections, winding, application of lotion, test curls, rinsing, blotting, neutralizer will all be checked.
  - D. Sets

Setting pattern, setting lotion use, brushing, final style and spraying will be observed.  
No basic settings.
6. Only desk operator will give out supplies from behind the desk. No one else is permitted to be at the desk, unless authorized by the instructor.
7. All hair is to be swept up and disposed of in waste can before going on to next procedure.
8. All cold wave rods are to be checked before permanent wave lotion is applied.
9. Only half a bottle of lotion will be given out initially for a perm. More may be issued if necessary.
10. All neutralizer is to be used.
11. Procedures must be followed correctly in order to have instructor sign for operation.

12. Absolutely no sliding of end papers is allowed.
13. Up to 40ml of color will be issued for each color service. If additional supply is needed the client will pay an additional charge.
14. All equipment will be sanitized for each customer.
15. When clinic instructor is busy on the floor, please wait your turn.
16. All customers must remain seated for final check by instructor and for signing for operation.
17. Each customer is to be treated with respect and be pleased that he/she came in.
18. Hair cuts are to be done before permanent waving unless otherwise instructed.
19. All operations and breakdown sheets are to be signed the same day.
20. All color must be mixed at desk with a teacher observing.
21. Record cards must be filled out and handed in at the end of signing.
22. The instructor will determine if sufficient instructional time exists for any processing treatment. If there is insufficient time the instructor will inform the customer.
23. To participate in clinic, student must be dressed in proper uniform and have a neat appearance.
24. The instructor's word on the clinic floor is final in any situation.
25. Students must carry a professional approach at all times.
26. All temporary rinses are to be applied at the station.
27. Each station and surrounding work area must be kept neat and clean.
28. All supplies must be cleaned and returned to the desk.
29. Color work will be done in specified area only.
30. It is the student's responsibility to maintain a complete original kit, supplies and equipment. If any equipment is lost or broken, it must be replaced by the student. Kit inspections will be conducted at periodic intervals.

The above listed rules apply to every student in this school. Clinic practice is a privilege and must be earned and not abused. Clinic is an opportunity to learn what you have been taught in the classroom on live models. This instruction is based on the fact that the instructor believes you can handle the work and he/she will help guide you through each step. No student is expected to perform work without correction and guidance. Therefore, the above rules must be observed and anyone not cooperating with these rules will not participate.

*John Paolo's Xtreme Beauty Institute, Goldwell Products Artistry*, is grateful for every customer that comes in for service. We will maintain a high standard of clinical rules, professionalism and cleanliness in order to satisfy our customers. Remember **our customers are our future** in Cosmetology, Esthetics or Nail Specialty.

### **Rules of Cleanliness**

Stations will be kept clean and neat at all times. Materials are to be set on the station for one customer at a time. All other materials are to be placed in the compartment at the station or in your locker. Valuables, including purses, are to be locked in a locker. **THE SCHOOL WILL NOT BE HELD RESPONSIBLE FOR PROPERTY LEFT UNATTENDED.** Kits will be returned to lockers and should be locked.

It is the responsibility of the student to have their work station clean as well as the compartment under their station.

No smoking, beverages, candy, food, etc., are allowed in the station area for students, customers or instructors. Chewing gum is not allowed.

Each student should take pride in the school and pick up after themselves in the lunch room, work areas, etc. A clean and neat school will keep our customers coming in. Customers give you the training that is needed for this course.

**REMEMBER:** Any utensils or materials obtained from the center are to be cleaned and returned to the center before the student is excused.

## ***DRESS CODE***

### **General Guidelines for Student Dress and Grooming**

Appropriate student dress and grooming are important factors in the safe and orderly operation of the school. Each student's appearance should reflect a positive image of the school and contribute to a distraction-free learning environment. All students are required to adhere to the school grooming and dress code. Exceptions will be permitted for bona fide religious reasons.

### **Specific Guidelines/Restrictions**

***Pants*** – must be fitted at the waist or upper hip and must not reveal underclothing. **No denim or sweat pants permitted.**

***Shorts and Skirts*** -must be fitted at the waist or upper hip, must not reveal underclothing, and must be mid-thigh in length or longer. **No Denim skirts or “Spandex” type material permitted.**

***Tops, Shirts, Blouses*** - must not reveal underclothing, midsection, torso, back, chest, breasts or cleavage. Tee shirts must not contain any offensive pictures, symbols or sayings, including but not limited to:

\*Demeaning, violent, racial or sexual statements

\*Clothing that advertises or promotes tobacco, alcohol or other drugs

**No Halter tops or “spaghetti strap” tank tops are permitted.**

***Shoes*** -must not detract from or interfere with the learning environment or present a safety or health hazard. Clean tennis shoes or closed-toe shoes are preferred. **No Beach type sandals or flip flops are permitted.**

***Head Coverings*** -No type of head covering is to be worn with the exception of those worn for bona fide religious purposes.

***Underclothing*** -Students must wear appropriate underclothing, **pajamas are not permitted.**

***Hair/Makeup*** -Hair must be well groomed, neat and clean at all times. If hair is long, it must be worn up or back from the face (not hanging loose). Make-up can be worn, but not applied at the station.

***Uniform Smock***-Students must wear their uniform smock or apron **at all times.**

A good general policy regarding the dress code is: if there is **ANY QUESTION about an item being inappropriate, DO NOT WEAR IT.**

### **Dress and Grooming Violations**

Students who come to school in violation of the school dress code will have the option of correcting the violation or being sent home for the remainder of the day. Students who are new to the school, or students with extenuating circumstances, will be expected to be in compliance after a reasonable “grace period” to be determined by the Director.

There may be times when students should be dressed more formally. Some instances include: attendance at special events with an external constituent or audience, when an external constituent or audience is scheduled to visit the school.

***Please Note:*** Students are responsible for the daily cleaning of their uniforms smocks



## PROGRAM OUTLINE

*Name of Program: Cosmetology*

*Duration: 1000 Hours*

*Program Description: Students will acquire expertise in the field of cosmetology through classroom instruction, observation and practice on both mannequins and live models.*

*Program Goal: Upon completion of 1000 hours students will be prepared to take the New York State licensing exam in Cosmetology. Possible career opportunities include but are not limited to: Hairstylist/Hairdresser, Manicurist/Pedicurist, Salon Manager, Sales Representative and Image Consultant*

*Grading System: Student evaluation is done on an individual basis daily. Progress records for both written and practical grades are maintained and reported to the student throughout monthly. Failure to maintain a C average or better may result in repeating the unit. A unit may be repeated only once. Students may make up exams and receive additional training in weak areas at no additional charge.*

*A= 90-100 Excellent B=80-89 Good C=70-79 Passing D=69 or below Failing*

### *Units of Instruction:*

<i>Unit Title</i>	<i>Theory</i>	<i>Practice</i>	<i>Total</i>
<i>Professional Requirements</i>	<i>24</i>	<i>-</i>	<i>24</i>
<i>Safety &amp; Health</i>	<i>15</i>	<i>11</i>	<i>26</i>
<i>Anatomy &amp; Physiology</i>	<i>15</i>	<i>-</i>	<i>15</i>
<i>Hair Analysis</i>	<i>-</i>	<i>10</i>	<i>10</i>
<i>Hair &amp; Scalp Disorders &amp; Diseases</i>	<i>10</i>	<i>-</i>	<i>10</i>
<i>Chemistry as Applied to Cosmetology</i>	<i>5</i>	<i>-</i>	<i>5</i>
<i>Shampoos, Rinses, Conditioners And Treatments</i>	<i>-</i>	<i>30</i>	<i>30</i>
<i>Hair Cutting &amp; Shaping</i>	<i>25</i>	<i>150</i>	<i>175</i>
<i>Hairstyling</i>	<i>72</i>	<i>173</i>	<i>245</i>
<i>Chemical Restructuring</i>	<i>27</i>	<i>153</i>	<i>180</i>
<i>Hair Coloring &amp; Lightening</i>	<i>34</i>	<i>146</i>	<i>180</i>
<i>Nail Care &amp; Procedures</i>	<i>20</i>	<i>20</i>	<i>40</i>
<i>Skin Care &amp; Procedures</i>	<i>18</i>	<i>42</i>	<i>60</i>
<i>Total Instructional Hours</i>	<i>265</i>	<i>735</i>	<i>1000</i>

### *Instructional Methods:*

Students are instructed in theory which includes lectures, demonstrations, discussion, workbook and testing. Further instruction is given in practical participation on the clinic floor with students working on both mannequins and live models.

## ***COSMETOLOGY STUDENT KIT EQUIPMENT CHECK LIST***

***Order #*** \_\_\_\_\_

- |                         |                        |                             |
|-------------------------|------------------------|-----------------------------|
| __ 1 Shoulder Bag       | __ 2 Vent Brushes      | __ 1 Thinning Razor         |
| __ 1 Text Book          | __ 2 Hair Brushes      | __ 2 Tint Brushes           |
| __ 1 Work Book          | __ 2 Round Brushes     | __ 1 Box Double Prong Clips |
| __ 1 Name Tag           | __ 1 Marcel Iron       | __ 1 Box Duck Bill Clips    |
| __ 1 Uniform Smock      | __ 1 Flat Iron         | __ 1 Box Butterfly Clips    |
| __ 1 Comb Shear Package | __ 1 Spring Iron       | __ 1 Box Hideaway Clips     |
| __ 1 Thinning Shears    | __ 1 Roller Rack       | __ 1 Manicure Kit           |
| __ 1 Blow Dryer         | __ Rollers             | __ 1 Manicure Bowl          |
| __ 1 Defuser            | __ Blue Mag. Rollers   | __ 1 Nail Polish Kit        |
| __ 1 Shampoo Cape       | __ 1 Color App. Bottle | __ Mannequin                |
| __ 1 Comb Out Cape      | __ 1 Frost Tip Cap     | __ Mannequin Clamp          |
| __ 1 Kids Cape          | __ 1 Box End papers    | __ 1 Tint Bowl              |
| __ 1 Pair Gloves        | __ Blue CW Rods        | __ 1 Straight Razor         |
| __ 5 Styling Combs      | __ Pink CW Rods        | __ 1 Clipper Kit            |
| __ 1 Detangler Comb     | __ Gray CW Rods        | __ Color Wheel              |
| __ 2 Foil Combs         | __ White CW Rods       | __ Sterilizer               |
| __ 1 HR Tail Comb       | __ Yellow CW Rods      | __ 1 Spray Bottle           |
| __ 1 HR Styling Comb    | __ Purple CW Rods      |                             |

***\*\*\*\*Please Note: Items may change to improve the quality of training.***

***I do hereby certify that the above items have been received by me and are in good condition. Any damaged items must be reported within 30 days of start date. Any item reported damaged or missing after that date is the student's responsibility to replace.***

Student: \_\_\_\_\_ SAMPLE \_\_\_\_\_  
(Print Name)

Student's Signature: \_\_\_\_\_ SAMPLE \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed By: \_\_\_\_\_ SAMPLE \_\_\_\_\_

## PROGRAM OUTLINE

*Name of Program: Esthetics*

*Duration: 600 Hours*

*Program Description: Students will acquire expertise in the field of Esthetics through classroom instruction, observation and practice on both mannequins and live models.*

*Program Goal: Upon completion of 600 hours students will be prepared to take the New York State licensing exam in Esthetics. Possible career opportunities include but are not limited to: Esthetician, Skin Care Specialist, Make-up Artist, Salon Manager, Sales Representative and Image Consultant*

*Grading System: Student evaluation is done on an individual basis daily. Progress records for both written and practical grades are maintained and reported to the student monthly. Failure to maintain an average of 70% or better may result in repeating the unit. A unit may be repeated only once. Students may make up exams and receive additional training in weak areas at no additional charge.*

*A= 90-100 Excellent B=80-89 Good C=70-79 Passing D=69 or below Failing*

### *Units of Instruction:*

<i>Unit Title</i>	<i>Theory</i>	<i>Practice</i>	<i>Total</i>
<i>Orientation</i>	<i>4</i>	<i>-</i>	<i>4</i>
<i>Safety and Health</i>	<i>8</i>	<i>-</i>	<i>8</i>
<i>Bacteriology</i>	<i>12</i>	<i>6</i>	<i>18</i>
<i>Anatomy, Physiology &amp; Nutrition</i>	<i>25</i>	<i>-</i>	<i>25</i>
<i>Structure &amp; Function of the Skin</i>	<i>12</i>	<i>-</i>	<i>12</i>
<i>Superfluous Hair Removal</i>	<i>6</i>	<i>18</i>	<i>24</i>
<i>Chemistry</i>	<i>3</i>	<i>-</i>	<i>3</i>
<i>Chemistry as Applied to Cosmetics</i>	<i>21</i>	<i>-</i>	<i>21</i>
<i>Electricity and Machines</i>	<i>14</i>	<i>4</i>	<i>18</i>
<i>Facial Treatments</i>	<i>77</i>	<i>148</i>	<i>225</i>
<i>Body Procedures (no machines)</i>	<i>18</i>	<i>30</i>	<i>48</i>
<i>Makeup Techniques</i>	<i>28</i>	<i>56</i>	<i>84</i>
<i>Business Practices</i>	<i>50</i>	<i>-</i>	<i>50</i>
<i>Job Skills</i>	<i>6</i>	<i>-</i>	<i>6</i>
<i>Intro to Paramedical Esthetics</i>	<i>18</i>	<i>-</i>	<i>18</i>
<i>Unassigned (State Bd. Practice)</i>	<i>-</i>	<i>36</i>	<i>36</i>
<i>Total</i>	<i>302</i>	<i>298</i>	<i>600</i>

### *Instructional Methods*

Students are instructed in theory which includes lectures, demonstrations, discussion, workbook and testing. Further instruction is given in practical participation on the clinic floor with students working on both mannequins and live models.

**ESTHETICS KIT EQUIPMENT CHECK LIST**

**Order #** \_\_\_\_\_

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| ___ Black Beauty Case             | ___ 1 Dozen Jumbo Clips           |
| ___ Uniform smock                 | ___ 1 Dozen Jumbo Clips           |
| ___ Slant Tweezers                | ___ Text and Work Books           |
| ___ Skin Care Tool                | ___ Makeup Kit                    |
| ___ Terry Wrap                    | ___ 5" Spatula (6)                |
| ___ Terry Headband                | ___ Facial Sponge                 |
| ___ Roll Cotton                   | ___ Fashion Lash Black            |
| ___ Hand Mirror                   | ___ Lashgrip Strip Adhesive       |
| ___ Disposable Mascara Brush (25) | ___ Duralash Flare - Medium Black |
| ___ Extraction Q-Tips             | ___ Disposable Lip Liners (10)    |
| ___ 1 Fan Brush                   | ___ Bowl                          |
|                                   | ___ Muslin Wax Strips             |

**\*\*\*\*Please Note: Items may change to improve the quality of training.**

**I do hereby certify that the above items have been received by me and are in good condition. Any damaged items must be reported within 30 days of start date. Any item reported damaged or missing after that date is the student's responsibility to replace.**

Student: \_\_\_\_\_ SAMPLE \_\_\_\_\_  
(Print Name)

Student's Signature: \_\_\_\_\_ SAMPLE \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed By: \_\_\_\_\_ SAMPLE \_\_\_\_\_

## PROGRAM OUTLINE

- Name of Program:** *Nail Specialty* **Duration:** *250 Hours*
- Program Description:** *Students will acquire expertise in the field of Nail Specialty through classroom instruction, observation and practice on both mannequin hands and live models.*
- Program Goal:** *Upon completion of 250 hours students will be prepared to take the New York State licensing exam in Nail Specialty. Possible career opportunities include but are not limited to: Nail Technician, Manicurist/Pedicurist, Salon Manager, Sales Representative.*
- Grading System:** *Student evaluation is done on an individual basis daily. Progress records for both written and practical grades are maintained and reported to the student monthly. Failure to maintain a C average or better may result in repeating the unit. A unit may be repeated only once. Students may make up exams and receive additional training in weak areas at no additional charge.*

*A= 90-100 Excellent B=80-89 Good C=70-79 Passing D=69 or below Failing*

### **Units of Instruction:**

<b>Unit Title</b>	<b>Theory</b>	<b>Practice</b>	<b>Total</b>
<i>Orientation</i>	<i>4</i>	<i>-</i>	<i>4</i>
<i>Safety and Health</i>	<i>8</i>	<i>-</i>	<i>8</i>
<i>Anatomy and Physiology</i>	<i>10</i>	<i>-</i>	<i>10</i>
<i>Bacteria &amp; Infectious Diseases</i>	<i>10</i>	<i>-</i>	<i>10</i>
<i>Infection Control</i>	<i>10</i>	<i>-</i>	<i>10</i>
<i>Client Consultation</i>	<i>4</i>	<i>-</i>	<i>4</i>
<i>Manicuring/Hand &amp; Arm Massage</i>	<i>4</i>	<i>16</i>	<i>20</i>
<i>Pedicures</i>	<i>3</i>	<i>12</i>	<i>15</i>
<i>Tip Application &amp; Design</i>	<i>4</i>	<i>8</i>	<i>12</i>
<i>Nail Wrapping</i>	<i>10</i>	<i>15</i>	<i>25</i>
<i>Liquid &amp; Powder Extensions</i>	<i>14</i>	<i>36</i>	<i>50</i>
<i>Gel Nail Applications</i>	<i>2</i>	<i>18</i>	<i>20</i>
<i>Nail Art Techniques</i>	<i>2</i>	<i>2</i>	<i>4</i>
<i>Retailing Techniques</i>	<i>6</i>	<i>-</i>	<i>6</i>
<i>Business Practices</i>	<i>8</i>	<i>-</i>	<i>8</i>
<i>Job Skills</i>	<i>6</i>	<i>-</i>	<i>6</i>
<i>State Board Practice</i>	<i>8</i>	<i>30</i>	<i>38</i>
<b>Total</b>	<b>85</b>	<b>165</b>	<b>250</b>

### **Instructional Methods**

Students are instructed in theory which includes lectures, demonstrations, discussion, workbook and testing. Further instruction is given in practical participation on the clinic floor with students working on both mannequins and live models.

***NAIL SPECIALTY KIT EQUIPMENT CHECK LIST***

***Order Number*** \_\_\_\_\_

- |                                |  |
|--------------------------------|--|
| ___ 1 Shoulder Bag             | ___ 1 Pair Toe & Finger Separators         |
| ___ 1 Nipper                   | ___ 1 Pair Toe & Finger Separators         |
| ___ 1 Clipper                  | ___ 1 Dozen Orangewood Sticks              |
| ___ 1 Cuticle Pusher           | ___ 2 Dura Files                           |
| ___ 1 Pair Tweezers            | ___ 1 Nail Scrub Brush                     |
| ___ Fabric Scissors            | ___ 1 3-Way Shiner                         |
| ___ Manicure Finger Bowl       | ___ 1 White Buffer Block                   |
| ___ Text Book                  | ___ Nail Glue                              |
| ___ Workbook                   | ___ Fiberglass Kit                         |
| ___ Steri Dri Fumigante        | ___ Uniform Smock                          |
| ___ 1 Sable Brush              | ___ Acrylic Nail Powder (1 clear, 1 white) |
| ___ Nail Tips (60)             | ___ Monomer                                |
| ___ 1 Sterilization Jar        | ___ Primer                                 |
| ___ Dappen Dish                | ___ Cuticle Oil                            |
| ___ 1 Practice Finger          | ___ 1 Eye Dropper                          |
| ___ 100 Nail Forms             | ___ 1 Pumice Pad                           |
| ___ Zippered Cosmetic Bag      | ___ Antiseptic                             |
| ___ 1 Emery Square             | ___ Hand Lotion                            |
| ___ Acetone Polish Remover     | ___ Polish Kit                             |
| ___ Non-Acetone Polish Remover | ___ Silk Wrap                              |
| ___ 8 Emery Boards             | ___ Silky Linen Wrap                       |

***\*\*\*\*Please Note: Items may change to improve the quality of training.  
I do hereby certify that the above items have been received by me and are in good condition.  
Any damaged items must be reported within 30 days of start date. Any item reported damaged  
or missing after that date is the student's responsibility to replace.***

Student: \_\_\_\_\_ SAMPLE \_\_\_\_\_  
(Print Name)

Student's Signature: \_\_\_\_\_ SAMPLE \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed By: \_\_\_\_\_ SAMPLE \_\_\_\_\_

**INSTITUTION EFFECTIVENESS RATES**

**STUDENTS SCHEDULED TO GRADUATE**

*July 1, 2012 – June 30, 2013*

**COSMETOLOGY**

*04165712.040101*

<b>Completion</b>	<i>91% (20 graduates of 22 scheduled graduates)</i>
<b>Licensing</b>	<i>20% (4 of 20 eligible graduates passed all parts of the NYS licensing exam)</i>
<b>Placement</b>	<i>50% (10 of 20 eligible graduates have found employment)</i>
<b>Median Loan Debt</b>	<i>\$9500*</i>

**ESTHETICS**

*04165712.040901*

<b>Completion</b>	<i>50% ( 1 graduate of 2 scheduled graduates)</i>
<b>Licensing</b>	<i>100% (1 of 1 eligible graduates passed all parts of NYS licensing exam)</i>
<b>Placement</b>	<i>100% (1 of 1 eligible graduates have found employment)</i>
<b>Median Loan Debt</b>	<i>\$0*</i>

**NAIL SPECIALTY**

*04165712.041001*

<b>Completion</b>	<i>100 % (2 graduates of 2 scheduled graduates)</i>
<b>Licensing</b>	<i>50 % (1 of 2 eligible graduates passed all parts of NYS licensing exam)</i>
<b>Placement</b>	<i>50 % (1 of 2 eligible graduates have found employment)</i>
<b>Median Loan Debt</b>	<i>\$0*</i>

**OVERALL**

<b>Completion</b>	<i>88.4 % (23 graduates of 26 scheduled graduates)</i>
<b>Licensing</b>	<i>30.4 % (7 of 23 eligible graduates passed all parts of NYS licensing exam)</i>
<b>Placement</b>	<i>52.1% (12 of 23 eligible graduates have found employment)</i>

*\*The Median Loan Debt information described in this document reflects an average loan debt for any student following completion of a program of study.*

**INSTITUTION EFFECTIVENESS RATES**  
**STUDENTS SCHEDULED TO GRADUATE**  
*July 1, 2011 – June 30, 2012*

**COSMETOLOGY**  
**04165712.040101**

**Completion**                    **61.5 % (16 graduates of 26 scheduled graduates)**  
**Licensing**                    **94 % (15 of 16 eligible graduates passed all parts of the NYS licensing exam)**  
**Placement**                    **94 % (15 of 16 eligible graduates have found employment)**  
**Median Loan Debt \$9500\***

**ESTHETICS**  
**04165712.040901**

**Completion**                    **67% (2 graduates of 3 scheduled graduates)**  
**Licensing**                    **0 % (0 of 2 eligible graduates passed all parts of NYS licensing exam)**  
**Placement**                    **50 % (1 of 2 eligible graduates have found employment)**  
**Median Loan Debt \$0\***

**NAIL SPECIALTY**  
**04165712.041001**

**Completion**                    **67% (2 graduates of 3 scheduled graduates)**  
**Licensing**                    **50% (1 of 2 eligible graduates passed all parts of NYS licensing exam)**  
**Placement**                    **50% (1 of 2 eligible graduates have found employment)**  
**Median Loan Debt \$0\***

**OVERALL**

**Completion**                    **62.5 % (20 graduates of 32 scheduled graduates)**  
**Licensing**                    **80 % (16 of 20 eligible graduates passed all parts of NYS licensing exam)**  
**Placement**                    **85 % (17 of 20 eligible graduates have found employment)**

*\*The Median Loan Debt information described in this document reflects an average loan debt for any student following completion of a program of study.*



## ***STUDENT PARTICIPATION***

It is understood that a student may have his/her nails or hair worked on, but must first get approval from the instructor. Hairstyles and/or nail work is permitted once a week according to the schedule of your teacher.

Chemical treatments and/or Acrylic Nails may be performed on a student only when the instructor feels that sufficient background in that area has been covered.

All supplies must be paid for at the desk before the work can begin.

After reading this, please sign and date.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witnessed: \_\_\_\_\_

Date: \_\_\_\_\_

***Comments:*** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACKNOWLEDGMENT OF CATALOG**

I, \_\_\_\_\_ have received this catalog on \_\_\_\_\_, 20\_\_ in good condition.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed: \_\_\_\_\_

*Please Note: This form will be placed in your file for future reference if necessary.*

Material Enclosed:

- Class Session Information Pre-Enrollment Information including:
- Dress Code Policy Licensure, Completion and Placement Rates
- Academic Rules & Regulations
- Make Up Policy
- Student Progress
- Appeal Process
- Tuition Reimbursement Fund
- Catalog Disclaimer
- Enrollment Agreement and Refund Policies



## ***Addendum Gainful Employment Disclosure***

### ***Cosmetology – 04165712.040101***

Program Level – Undergraduate Certificate

Program Length – 34 weeks

### ***Costs***

Tuition and fees: \$13,100

Books and Supplies: \$1400

On-campus room & board: *not offered*

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.*

### ***Financing Options***

Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \$10,611

Private education loans: \$0

Institutional financing plan: \$0

*The school has elected to provide the following additional information: 100% of program graduates used loans to help finance their costs for this program.*

### ***How long will it take me to complete this program?***

The program is designed to take 34 weeks to complete. Of those that completed the program in 2012-2013, 53% finished in 34 weeks.

### ***What are my chances of getting a job when I graduate?***

Both the institution's state and accreditor require the calculation of a job placement rate for this program.

Accreditor Rate: The job placement rate for students who completed the program is 59%.

State Rate: The job placement rate for students who completed the program is 59%

***For additional information visit our web page @ [www.johnpaolo.edu](http://www.johnpaolo.edu)***