



Offering courses in:

- Cosmetology
- Nail Technology
- Esthetics
- Cosmetology Instructor
- Instructor

2016

Catalog

Nicholas Jay Academy is accredited by:

National Accrediting Commission of Cosmetology Arts & Sciences (NACCAS)

Licensed by: Idaho State Board of Cosmetology (IBOL)

Affiliated with: Northwest Career College Federation (NWCCF), American Association of Cosmetology Schools (AACS), Associated Skincare Professionals (ASCP), Associated Hair Professionals (AHP)

Recognized by: The United States Department of Education, Idaho Division of Vocational Rehabilitation, State Veterans Education Benefits

120 Holly St.

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www.nicholasjayacademy.com

Nicholas Jay Salon & Spa Academy

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Mission Statement

Our mission is to provide students with the educational tools and knowledge necessary to excel in their chosen field. Nicholas Jay Academy exists to empower future professionals through post-secondary education.

History

Since 1985, Nicholas Jay Academy (*formally Razzle Dazzle College*) has successfully educated professionals for the beauty industry. Kathy Zimbleman had a dream to infiltrate the beauty industry with well-rounded professionals who would provide outstanding service and technical skills. February 2016, Frank and Margarita Castellanos joined Kathy Zimbleman as partners.

Owners and Faculty

Instructors.....	Shirleen Parks Maria Cuevas Deborah Smalley Krista Hansen Lane Blackmer
Front Desk Coordinator	Chriselda Perez
President.....	Margarita Castellanos margarita@nicholasjayacademy.com
Director of Education.....	Patty Corl patty@nicholasjayacademy.com
Bookkeeper, A/P/, A/R.....	Candace Johnston candace@nicholasjayacademy.com
Financial Aid Administrator	Laurie Rowen laurie@nicholasjayacademy.com
Director of Operations/Inventory	Frank Castellanos frank@nicholasjayacademy.com
Owners.....	Kathy Zimbleman Frank and Margarita Castellanos

Facilities

Nicholas Jay Academy is located at 120 Holly Street, in the Holly Plaza in Nampa, Idaho. There are many shops, stores and restaurants conveniently located nearby. Our facility occupies a total of 21,202 square feet and includes spacious clinical work areas, separate theory classrooms, and offices. Nicholas Jay Academy features a beautifully equipped salon environment where supervised students get actual industry experience by performing over 50 salon and spa services.

Parking is available in the Holly Shopping Center parking lot. Students must abide by city parking rules. Nicholas Jay Academy will not be responsible for parking violations or towing fees.

Student housing is not provided at Nicholas Jay Salon & Spa Academy. Information on building access, federal disclosures, and any crime statistics can be found online at www.nicholasjayacademy.com or available by request.

Start Dates

2016 Start dates:

(Start dates are subject to change. Please contact the admissions office with any questions.)

Cosmetology

January 18th
February 29th
April 11th
May 23rd
July 11th
Aug 22nd
Oct 3rd
November 14th

Esthetics

February 8th
April 4th
May 31th
July 25th
September 19th
November 21st

Nail Technology

February 8th
April 4th
June 13th
July 25th
September 19th
November 21st

School Hours, Holidays and Closures

Nicholas Jay Academy school hours are Monday through Friday, 8:30 am until 4:30 pm. Program hours and days may be adjusted by the administration to allow for holidays or other events that warrant a schedule adjustment.

Holidays:

The following holidays are observed: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas. There is also a scheduled break from Christmas through New Year's Day.

Severe Weather:

School closure will occur when the Nampa School District is closed for severe weather. It is up to all students to use their best judgment concerning driving conditions

Student Schedule

Theoretical/Specialty Classroom Instruction:

Theory classes are taught Monday-Friday or Monday-Thursday
Students will be provided with class schedule on their first day in Theory.

Clinical Floor Instruction:

Vary according to student schedule.

Cosmetology/Nail Technology/Esthetics Clinic Floor:

Our clinic floor is open for client services, Monday-Friday.

We reserve the right to make changes based on advanced training opportunities and school-related events.

Lunch Schedule:

A 30-minute lunch is required when in attendance for more than 6 hours.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Nicholas Jay Academy follows all FERPA regulations.

File Access & Information Sharing Policy

Nicholas Jay Academy provides each student, or parent or guardian of a dependent student, with a “Consent of Access to Education Records” form that they may complete should the student complete if they wish any third party source to have access to any of their educational records. Any and all information requests about any form of student information should be directed to the Administration Office.

The requirements of the privacy act provide that information contained in the file of a student cannot be released to anyone without the written consent of the student, or in the case of a minor student, that student’s parent(s) or guardians. Nicholas Jay Academy provides and permits access to student and other school records as required for any accreditation process initiated by the school, the Department of Education, the State of Idaho, NACCAS, or in response to any directive of such Commission.

Students have monthly access to verify accuracy during progress report review process. Any errors or adjustments must be approved by the Administration who will then make the corrections after verification. Each student may receive a copy of the documentation for his/her personal files. Student records are maintained for a minimum of five (5) years.

Admissions Policy

Admissions and Enrollment Requirements

Nicholas Jay Academy does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnics origin nor does it recruit students already attending or admitted to another school offering similar programs of study. Nicholas Jay Academy requires that each student enrolling in a program must:

- Complete a tour & interview
- Complete the application for enrollment and an essay on why you want to be in the industry.
- Provide Proof of secondary education such as a high school diploma, GED certificate, or Equivalency, an official transcript showing secondary school completion, or a state certification of home-school completion. (Idaho licensing board does not recognize Ability to Benefit, therefore the institution will not enroll ATB applicants.)
- Be at least 16 ½ years of age, Proof required (Current Driver License, Government issued ID Card, Birth Certificate)
- If applicable, name change documentation. (Marriage License and Divorce Decrees for each marriage/divorce)
- Pay the registration fee of \$100

Should an enrolling student provide a foreign high school diploma; Nicholas Jay Academy will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This document must come from an outside agency.

Admission Procedure

Step 1: Contact our Admissions office at 208-465-7660, to schedule your entrance interview and school tour.

Step 2: Complete a tour and entrance interview. Read current catalog, which can be found at NicholasJayAcademy.com or will be provide upon request.

Step 3: Meet with our Financial Aid Administrator, to assess your financial aid needs, review available grants, scholarships, other financial aid options, and go over any additional enrollment and/or federal financial aid requirements and documentation. Laurie can be reached by email at Laurie@NicholasJayAcademy.com or by phone at 208-465-7660 ext.104.

Step 4: Prior to the first day of class

- Turn in all required documents as stated above.
- Be at least 16 ½ years of age.
- Pay the registration fee of \$100
- Review and sign Contract.

We are here to help guide you through the enrollment process. Our staff is here to answer any questions you may have. Please feel free to contact us at any time during the enrollment process.

Additional Requirements for Instructor Training

For those seeking to enroll in our Cosmetology Instructor or Instructor Training course, the applicant must hold a current Idaho license or certificate of completion of course. Applicants must also have at least six months of work experience in their field to be admitted to the Instructor training program.

Re-Enrollment and Transfer Student Policies

Financial Policy for Re-Enroll/Transfer Students

For students completing less than the course-required hours of instruction, the following payment schedule will apply:

- Registration fee of \$100
- For students completing 70% or more of the hours required for the program at Nicholas Jay Academy, full tuition fees and costs will apply. (1400+ hours for Cosmetology, 420+ hours for Esthetics, and 280+ hours for Nail Technology.
- For any hours required less than that, the hourly rate charged will be \$8/hour.

Re-Enroll Students

At the time of request for re-enrollment the students' account balance must be in a current status. The applicant must submit a plan of action with their request for re-enrollment to address the change of circumstances that would allow them to successfully complete the program if re-admitted. If a student is re-enrolled at Nicholas Jay Academy, they will be contracted for the current tuition fees and costs.

Transfer Students

The Institution may consider the appeal of a student wishing to transfer in hours. The complete and official Record of Instruction from the previous school must be received prior to appeal. Financial arrangements may include completing the FAFSA form to determine student financial aid eligibility. Should Nicholas Jay Academy approve the enrollment of a student bringing in transfer hours/services, Nicholas Jay Academy reserves the right to accept either full credit for all work done, or partial credit of hours/services. This determination will be made in discussion with the student and the Director of Education. Determination of any appeals will be made within 30 days of request.

Transfer students' kits may be personalized if the Director of Education determine that a student has the materials required to successfully complete their program at Nicholas Jay Academy. Request for a personalized kit must be made prior to enrollment. Nicholas Jay Academy does not recruit from other institutions offering programs of instruction similar to the ones we offer.

Clinic Requirements for Transfer Students

If the school of previous enrollment reports clinic services by actual numbers completed, we will accept them towards graduation requirements at Nicholas Jay Academy. If records are supplied from a state that reports services completed by hours completed or we cannot determine the number of actual clinic services completed, we will follow the procedure below:

<u>If completing hours at Nicholas Jay Academy:</u>	<u>Percentage of clinic service requirements, we require:</u>
1500-2000 hours Requirements	All regularly required clinical service
1001-1500 hours Requirements	75% of regularly required clinical service
501-1000 hours Requirements	50% of regularly required clinical service
1-500 hours Requirements	25% of regularly required clinical service

Note: The above hours are for our Cosmetology course. A similar pro-ration will be utilized for our other programs as needed.

Students are required to maintain satisfactory academic progress throughout their training to be in compliance with institutional policy and to remain eligible for Title IV federal student financial assistance. Satisfactory Academic Progress (SAP) is measured both in quantitative terms (attendance), as well as qualitative terms (academics/grades). Students may request access to their files to review their satisfactory academic progress results at any time.

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

Cosmetology Course Objectives and Outline

Cosmetology – 2000 hours

Our Cosmetology course is a 2000-hour program comprising practical & theoretical instruction, as well as hands on clinical experience in the following areas: hairdressing, facials, hair removal, permanent waving, coloring, weaving, nail enhancements, and hairstyling.

Objectives of our Cosmetology program:

To inspire students to achieve the highest degree of proficiency possible.

To provide current materials available for their learning environment.

By research and lesson development, provide new and challenging learning situations for the students.

Prepare students to enter the employment market with all necessary skills to achieve success.

To provide references and advising for students to prepare not only to enter this field, but to be aware of all various areas they may choose to enhance their career path.

By providing continuing education to all staff members so they may, in turn, have available to them current information for the students.

Teach the importance of being, at all times, professional and ethical.

Teach students to perform the basic manipulative skills in the areas of hairdressing, facials, hair removal, permanent waving, coloring, weaving, nail enhancements, and hairstyling while following safety and sanitation regulation.

Instructional methods in the Cosmetology program:

We follow the curriculum designed by Milady for all the programs that we offer. This curriculum involves discussion, question and answer, demonstration, cooperative learning, problem solving, interactive lecture, individualized instruction, classroom presentation, and student salon activities.

What traits will you want to possess to be successful in the Cosmetology industry?

- Be friendly and outgoing, able to converse with your client easily while also being comfortable with periods of silence.
- Be able to communicate with your client to understand exactly what they want.
- Be able to work with all kinds of people and personalities.
- Keep up to date on the newest and best in the beauty industry and with fashion trends.
- Be a representation of the beauty industry, always striving to look your best and most professional.

Where will you work as a Cosmetologist?

Your options are immense: Salons, spas, franchised salons, or even from a state licensed home salon. Regardless of where you choose to work, it will be important to promote yourself and your services, working to build your own clientele.

Curriculum: Based on 2000 hours of Cosmetology training required by Idaho law. Course taught in English only.

Practical application - Detailed basic hands-on training in all areas of the Cosmetology field is taught prior to the student providing services to clinic floor patrons. Advanced techniques are

taught and demonstrated to enhance knowledge of services needed to meet the request of the clients after student has mastered the basic cosmetology skills.

Theory requirements - (minimum 200 hours) Classroom training of the theory of Cosmetology training.

Texts: Milady’s Standard Textbook of Cosmetology & Milady’s Practical & Theory Workbook.

Course Description: A study of the basic principles of Cosmetology with an understanding of the chemistry of the hair, skin and nails and the products used in performing Cosmetology services.

Unit Outline

<p>Practical Curriculum:</p> <ul style="list-style-type: none"> a) Shampooing, Rinsing and Conditioning, Massage (300 hrs) b) Haircutting (scissor, razor, clipper) (300 hrs) c) Hairstyling (Wet sets, thermal, blow-dry) (400 hrs) d) Finger waves, Pin curls (50 hrs) e) Braiding, Extensions and Free Styling (40 hrs) f) Wigs and Hair Enhancements (8 hrs) g) Chemical Texture Services (Permanent Waves, Chemical Hair Relaxing) (200 hrs) h) Bleaching (40 hrs) i) Tinting (40 hrs) j) Lightening, Frosting, Weaving (40 hrs) k) Facials, Makeup Application (16 hrs) l) Hair Removal, Arches (16 hrs) m) Manicures, hot oil/water (40 hrs) n) Pedicures (40 hrs) o) Artificial Nail Enhancements (40 hrs) p) Reception Desk (20 hrs) q) Dispensary/Laundry (20 hrs) r) State Board Exam Preparation (100 hrs) 	<p>Theory Curriculum:</p> <ul style="list-style-type: none"> a) History and Opportunities (5 hrs) b) Life Skills (15 hrs) c) Your Professional Image and Ethics (10 hrs) d) Communicating for Success (10 hrs) e) Client Consultations and Human Relations (10 hrs) f) Infection Control: Principals and Practice (15 hrs) g) Anatomy and Physiology (15 hrs) h) Basics of Chemistry and Electricity (15 hrs) i) Properties of Hair and Scalp (15 hrs) j) Histology of the Skin (15 hrs) k) Nail Structure and Growth (15 hrs) l) Salon Business and Management Basics (20 hrs) m) Seeking Employment (20 hrs) n) On the Job, Compensation, Payroll Deductions (20 hrs) o) Idaho Cosmetology Law and Rule (20 hrs) p) State Board Exam Preparation (70 hrs)
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Grading procedure

Students must maintain a Theory and Practical grade average of 70% or above. Students must make-up missed and incomplete assignments and/or exams

Practical Grading:

During a students’ training we have a developmental score system of practical work: (After fundamental training). Students are required to complete a practical requirement sheet each month. An educator, on a scale of completed or not completed, grades services performed. The grades are averaged at the end of each month and recorded. This averaged grade is then turned into a grade using the following scale:

Y = Yes, completed correctly N = No, completed incorrect
 % Calculation: Number of actual “Yes” divided by the number of possible “Yes”
A=90-100 B= 80-89 C=70-79 69-0 = Failing

Theory Grading:

Theory (Written) grades are based on test grades, workbooks, summaries, and homework. Academic learning is evaluated after each chapter or unit of study. Theory grades are based on the following scale:

A=90-100 B= 80-89 C=70-79 69-0 = Failing

Instructor Course Objectives and Outline

Instructor – 1000 hours

Our Instructor course is a 1000-hour program comprising practical & theoretical instruction, as well as hands on clinical experience in the following areas: lesson planning, lecture delivery, testing, curriculum development, and practical demonstration.

Objectives of our Instructor program:

Teach students to inspire students to achieve the highest degree of proficiency possible.

Provide current materials available for their learning environment.

By research and lesson development, provide new and challenging learning situations for the students.

Prepare students to enter the employment market with all necessary skills to achieve success.

To provide references and advising necessary for students to prepare not only to enter this field, but to be aware of all various areas they may choose to enhance their career path.

By providing continuing education to all staff members so they may, in turn, have available to them current information for the students.

Teach the importance of being, at all times, professional and ethical.

Teach students to follow lesson plans, give classroom presentations and hands on demonstrations.

Teach students how to supervise the clinic floor and classroom in a safe and sanitary manner.

Instructional methods in the Instructor program:

We follow the curriculum designed by Milady for all the programs that we offer. This curriculum involves discussion, question and answer, demonstration, cooperative learning, problem solving, interactive lecture, individualized instruction, classroom presentation, and student salon activities.

What traits will you want to possess to be successful as an Instructor?

- Be friendly and outgoing, able to communicate with your students easily.
- Be able to work with all kinds of people and personalities.
- Keep up to date on the newest and best in the nail industry and fashion.
- Be a representation of the beauty industry, always striving to look your best and most professional.

Where will you work as an Instructor?

You will likely seek employment in a school as an Instructor. You may even choose to continue to work part-time in a salon environment while working as an Instructor to keep your skills and experience fresh.

Curriculum: Based on 1000 of training required by Idaho law. Course taught in English only

Texts: Text books required for students in course training to Educate, Milady Master Education Text and Workbook.

Course Description

A study of the principles of Instructor course, covering content required by most regulatory oversight agencies and national testing agencies for licensure as an instructor, to teach the various disciplines within the field of cosmetology.

Unit Outline

<p>Theory Curriculum:</p> <ul style="list-style-type: none"> a) History of teaching (1 hour) b) Profile of a Master Educator, Professional Ethics (1 Hour) c) Effective Communication, Human Relations (1 Hour) d) Developing a Dynamic Program of Study (30 hours) e) Developing and Using Educational Aids (30 hours) f) Teaching Skills and Presentation Techniques (15 Hours) g) Results-Oriented Classroom Management (15 Hours) h) Industry Needs (1 Hour) i) Teaching Building a Dynamic Clinic (2 Hours) j) Practical Skill Training (700 Hours) k) Student Evaluation and Testing Methods (15 Hours) l) Teaching to Diverse Learning Styles (2 Hours) m) Powerful Teaching and Learning Methods (5 Hours) n) Special Learning Needs (5 Hours) o) Barriers to Learning (2 Hours) p) Effective Communication Skills (2 Hours) q) Professional Performance Evaluation (2 Hours) 	<ul style="list-style-type: none"> r) Preparing for Employment (2 Hours) s) Employment-compensation packages, payroll deductions (4 hours) t) Idaho Cosmetology Laws and Rules-Certification Requirements (50 Hours) u) Review of course content (70 Hours) <p>Practical Curriculum:</p> <ul style="list-style-type: none"> a) Practical Demonstration (30 hours) b) Testing and Evaluation of Practical (15 hours)
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Grading procedures:

Students must maintain a Theory and Practical grade average of 70% or above. Students must make-up, missed and incomplete assignments and/or exams.

Practical Grading:

During a students' training we have a developmental score system of practical work: (After fundamental training). Students are required to complete a practical requirement sheet each month. An educator, on a scale of completed or not completed, grades services performed. The grades are averaged at the end of each month and recorded. This averaged grade is then turned into a grade using the following scale:

Y = Yes, completed correctly

N = No, completed incorrect

A=90-100 B= 80-89 C=70-79 69-0 = Failing

% Calculation: Number of actual "Yes" divided by the number of possible "Yes"

Theory Grading:

Theory (Written) grades are based on test grades, workbooks, summaries, and homework. Academic learning is evaluated after each chapter or unit of study. Theory grades are based on the following scale:

A=90-100 B= 80-89 C=70-79 69-0 = Failing

Esthetics Course Objectives and Outline

Esthetics – 600 hours

Our Esthetics course is a 600-hour program comprising practical & theoretical instruction, as well as hands on clinical experience in the following areas: skin analysis, facial & body waxing, basic & advanced facials, skin care, body care, microdermabrasion, body wraps, reflexology, and make-up application.

Objectives of our Esthetics program:

Inspire students to achieve the highest degree of proficiency possible.

Provide current materials available for their learning environment.

By research and lesson development, provide new and challenging learning situations for the students.

Prepare students to enter the employment market with all necessary skills to achieve success.

To provide references and advising necessary for students to prepare not only to enter this field, but to be aware of all various areas they may choose to enhance their career path.

By providing continuing education to all staff members so they may, in turn, have available to them current information for the students.

Teach the importance of being, at all times, professional and ethical.

Teach students to perform the basic manipulative skills in the areas of facials, hair removal, skin care, make-up application while following safety and sanitation regulations.

Instructional methods in the Esthetics program:

We follow the curriculum designed by Milady for all the programs that we offer. This curriculum involves discussion, question and answer, demonstration, cooperative learning, problem solving, interactive lecture, individualized instruction, classroom presentation, and student salon activities.

What traits will you want to possess to be successful in the Esthetics industry?

- Be friendly and outgoing, able to converse with your client easily while also being comfortable with periods of prolonged silence.
- Keep up to date on the newest and best in the beauty industry, both with treatments and services, as well as with skin care products.
- Be a representation of the beauty industry, always striving to look your best and most professional.

Where will you work as an Esthetician?

Your options are immense: Salons, spas, franchised salons, state licensed home salon, or even alongside dermatologists or plastic surgeons. Regardless of where you choose to work, it will be important to promote yourself and your services, working to build your own clientele.

Curriculum: Based on 600 hours of Esthetics training required by Idaho Law. Course taught in English only.

Texts: Milady's Esthetics Text and Workbook

Course Description: A study of the basic principles of Esthetics with an understanding of skin structure, care and products used in performing skin care services.

Unit Outline

<p>Theory Curriculum:</p> <ul style="list-style-type: none"> a) Orientation (1 hr) b) Skin Care History and Opportunities (1 hr) c) Your Professional Image (1 hr) d) Sanitation & Disinfection (2 hrs) e) Anatomy & Physiology (5 hrs) f) Chemistry for Estheticians (5 hrs) g) Cosmetic Chemistry (5 hrs) h) Basics of Electricity (5 hrs) i) Physiology & Histology of the Skin (5 hrs) j) Skin Disorders and Diseases (5 hrs) k) Skin Analysis (5 hrs) l) Product Selection & Ingredients (3 hrs) m) The Treatment Room (2 hrs) n) Massage (5 hrs) o) Hair Removal (10 hrs) p) Advanced Esthetics Topics: An Industry Overview (1 hr) q) World of Makeup (1 hr) r) The Salon/Spa Business; Selling Products & Services (3 hrs) s) Career Planning – payroll deductions & compensation (5 hrs) t) Idaho Cosmetology Law (10 hrs) 	<p>Practical Curriculum:</p> <ul style="list-style-type: none"> a) Products, Tools & equipment use & Safety (20 hrs) b) Facial Massages (60 hrs) c) Basic Facials (120 hrs) d) Specialized Facials (acne, sensitive, mature) (30 hrs) e) Aromatherapy (25 hrs) f) Extractions (19 hrs) g) Waxing/Tweezing (70 hrs) h) Make-up applications (45 hrs) i) Peels (15 hrs) j) Machine facials (100 hrs) k) State Board Exam Preparation (16 hrs)
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Grade Procedure: Students must maintain a Theory and Practical grade average of 70% or above. Students must make-up, missed and incomplete assignments and/or exams

Practical Grading:

During a students’ training we have a developmental score system of practical work: (After fundamental training). Students are required to complete a practical requirement sheet each month. An educator, on a scale of completed or not completed, grades services performed. The grades are averaged at the end of each month and recorded. This averaged grade is then turned into a grade using the following scale:

Y = Yes, completed correctly

N = No, completed incorrect

A=90-100 B= 80-89 C=70-79 69-0 = Failing

% Calculation: Number of actual “Yes” divided by the number of possible “Yes”

Theory Grading:

Theory (Written) grades are based on test grades, workbooks, summaries, and homework. Academic learning is evaluated after each chapter or unit of study. Theory grades are based on the following scale:

A=90-100 B= 80-89 C=70-79 69-0 = Failing

Cosmetology Instructor Course Objectives and Outline

Cosmetology Instructor – 500 hours

Our Instructor course is a 500-hour program comprising practical & theoretical instruction, as well as hands on clinical experience in the following areas: lesson planning, lecture delivery, testing, curriculum development, and practical demonstration.

Objectives of our Cosmetology Instructor program:

Inspire students to achieve the highest degree of proficiency possible.

Provide current materials available for their learning environment.

By research and lesson development, provide new and challenging learning situations for the students.

Prepare students to enter the employment market with all necessary skills to achieve success.

To provide references and advising necessary for students to prepare not only to enter this field, but to be aware of all various areas they may choose to enhance their career path.

By providing continuing education to all staff members so they may, in turn, have available to them current information for the students.

Teach the importance of being professional and ethical at all times.

Teach students to follow lesson plans, give classroom presentations and hands on demonstrations.

Teach students how to supervise the clinic floor and classroom in a safe and sanitary manner.

Instructional methods in the Cosmetology Instructor program:

We follow the curriculum designed by Milady for all the programs that we offer. This curriculum involves discussion, question and answer, demonstration, cooperative learning, problem solving, interactive lecture, individualized instruction, classroom presentation, and student salon activities.

What traits will you want to possess to be successful as Cosmetology Instructor?

- Be friendly and outgoing, able to communicate with your students easily.
- Be able to work with all kinds of people and personalities.
- Keep up to date on the newest and best in the nail industry and fashion.
- Be a representation of the beauty industry, always striving to look your best and most professional.

Where will you work as an Instructor?

You will likely seek employment in a school as an Instructor. You may even choose to continue to work part-time in a salon environment while working as an Instructor to keep your skills and experience fresh.

Admission Requirements for Cosmetology Instructor Course

In addition to regular admission requirements, you must also hold a current Idaho license in a field of Cosmetology. *The Idaho Bureau of Occupational License (IBOL) will determine based on your experience if you would be required to complete the 500 or 1000-hour program to obtain Instructor licensure.*

Curriculum: Based on 500 of training required by Idaho law. Course taught in English only.

Texts: Text books required for students in course training to Educate, Milady Master Education Text and Workbook.

Course Description: A study of the principles of Instructor training, covering content required by most regulatory oversight agencies and national testing agencies for licensure as an instructor, to teach the various disciplines within the field of cosmetology.

Unit Outline

<p>Theory Curriculum:</p> <ul style="list-style-type: none"> a) History of Teaching (1 hour) b) Profile of a Master Educator, Professional Ethics (1 Hour) c) Effective Communication, Human Relations (1 Hour) d) Developing a Dynamic Program of Study (30 hours) e) Developing and Using Educational Aids (30 hours) f) Teaching Skills and Presentation Techniques (15 Hours) g) Results-Oriented Classroom Management (15 Hours) h) Industry Needs (1 Hour) i) Teaching & Building a Dynamic Clinic (2 Hours) j) Practical Skill Training (200 Hours) k) Student Evaluation and Testing Methods (15 Hours) l) Teaching to Diverse Learning Styles (2 Hours) m) Powerful Teaching and Learning Methods (5 Hours) n) Special Learning Needs (5 Hours) o) Barriers to Learning (2 Hours) 	<ul style="list-style-type: none"> p) Effective Communication Skills (2 Hours) q) Professional Performance Evaluation (2 Hours) r) Preparing for Employment (2 Hours) s) Employment-compensation packages, payroll deductions (4 hours) t) Idaho Cosmetology Laws and Rules-License Requirements (50 Hours) u) Review of course content (70 Hours) <p>Practical Curriculum:</p> <ul style="list-style-type: none"> a) Practical Demonstration (30 hours) b) Testing and Evaluation of Practical (15 hours)
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Grading procedures: Students must maintain a Theory and Practical grade average of 70% or above. Students must make-up, missed and incomplete assignments and/or exams.

Practical Grading:

During a students’ training we have a developmental score system of practical work: (After fundamental training). Students are required to complete a practical requirement sheet each month. An educator, on a scale of completed or not completed, grades services performed. The grades are averaged at the end of each month and recorded. This averaged grade is then turned into a grade using the following scale:

Y = Yes, completed correctly

N = No, completed incorrect

A=90-100 B= 80-89 C=70-79 69-0 = Failing

% Calculation: Number of actual “Yes” divided by the number of possible “Yes”

Theory Grading:

Theory (Written) grades are based on test grades, workbooks, summaries, and homework. Academic learning is evaluated after each chapter or unit of study. Theory grades are based on the following scale:

A=90-100 B= 80-89 C=70-79 69-0 = Failing

Nail Technology Course Objectives and Outline

Nail Technology – 400 hours

Our Nail Technology course is a 400-hour program comprising practical & theoretical instruction, as well as hands on clinical experience in the following areas: nail spa services, manicures, pedicures, gel and acrylic artificial nails, and nail art.

Objectives of our Nail Technology program:

Teach students to inspire students to achieve the highest degree of proficiency possible.

Provide current materials available for their learning environment.

By research and lesson development, provide new and challenging learning situations for the students.

Prepare students to enter the employment market with all necessary skills to achieve success.

To provide references and advising necessary for students to prepare not only to enter this field, but to be aware of all various areas they may choose to enhance their career path.

By providing continuing education to all staff members so they may, in turn, have available to them current information for the students.

Teach the importance of being, at all times, professional and ethical.

Teach students to perform the basic manipulative skills in the areas of nail care, manicures, pedicures and artificial nails while following safety and sanitation regulations.

Instructional methods in the Nail Technology program:

We follow the curriculum designed by Milady for all the programs that we offer. This curriculum involves discussion, question and answer, demonstration, cooperative learning, problem solving, interactive lecture, individualized instruction, classroom presentation, and student salon activities.

What traits will you want to possess to be successful in the Nail Technology industry?

- Be friendly and outgoing, able to converse with your client easily.
- Keep up to date on the newest and best in the nail industry and fashion.
- Be a representation of the beauty industry, always striving to look your best and most professional.

Where will you work as a Nail Technologist?

Your options are immense. Salons, day spas, resort spas, or even from a home salon. Regardless of where you choose to work, it will be important to promote yourself and your services, working to build your own clientele.

Curriculum: Based on 400 hours of Nail Technology training required by Idaho Law. Course taught in English only.

Texts: Milady's Art and Science of Nail Technology Text and Workbook

Course Description: A study of the basic principles of Nail Technology with an understanding of chemistry of the nails, skin and the products used in performing nail procedures.

Unit Outline

Theory Curriculum <ul style="list-style-type: none">a) History and Opportunities in Professional Beauty (2 hrs)b) Professional Image, Life Skills, Communicating for Success (3 hrs)c) Infection Control; Principles & Practices (3 hrs)d) Anatomy and Physiology (5 hrs)e) Skin Structure and Growth (5 hrs)f) Nail Structure and Growth (2 hrs)g) Nail Diseases & Disorders (5 hrs)h) Basics of Chemistry (3 hrs)i) Nail Product Chemistry Simplified (2 hrs)j) Basics of Electricity (3 hrs)k) Selling Nail Products and Services (2 hrs)l) Effective Communication and Human Relations (2 hrs)m) Fundamentals of Business Managements (3 hrs)n) Seeking Employment (2 hrs)o) On the Job – Compensation and Payroll Deductions (3 hrs)p) State Board Exam Preparation (10 hrs)	Practical Curriculum: <ul style="list-style-type: none">a) Manicuring (65 hrs)b) Pedicuring (15 hrs)c) Electric Filing (10 hrs)d) Aromatherapy (10 hrs)e) Finished Nail Tips (50 hrs)f) UV Gel Nails & No-Light Gels (50 hrs)g) Wraps & Fiberglass (40 hrs)h) Acrylic Nail Enhancements (50 hrs)i) Creative Touch nail art (15 hrs)j) Repairs & Fills (30 hrs)k) State Board Exam Preparation (10 hrs)
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Grading procedures: Students must maintain a Theory and Practical grade average of 70% or above. Students must make-up, missed and incomplete assignments and/or exams

Practical Grading: During a students' training we have a developmental score system of practical work: (After fundamental training). Students are required to complete a practical requirement sheet each month. An educator, on a scale of completed or not completed, grades services performed. The grades are averaged at the end of each month and recorded. This averaged grade is then turned into a grade using the following scale:

Y = Yes, completed correctly

N = No, completed incorrect

A=90-100 B= 80-89 C=70-79 69-0 = Failing

% Calculation: Number of actual "Yes" divided by the number of possible "Yes"

Theory Grading:

Theory (Written) grades are based on test grades, workbooks, summaries, and homework. Academic learning is evaluated after each chapter or unit of study. Theory grades are based on the following scale:

A=90-100 B= 80-89 C=70-79 69-0 = Failing

Nicholas Jay Academy Satisfactory Academic Progress Policy

All students in every program are required to maintain Satisfactory Academic Progress (SAP) throughout their training to be in compliance with institutional policy. Students receiving Title IV federal student financial assistance must maintain SAP to remain eligible for federal funding. This policy is in the student handbook to ensure that all students have access to a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education, as well as our other regulatory agencies. SAP is measured both in quantitative terms (attendance), as well as qualitative terms (academics/grades) based on a cumulative basis at the designated evaluation periods throughout the course.

Evaluation Periods:

Students are evaluated on Satisfactory Academic Progress as follows:

Cosmetology: 500, 1000, 1500, 2000 (actual clock hours)

Esthetics: 300, 600 (actual clock hours)

Nail Technology: 200, 400 (actual clock hours)

Instructor: 500, 1000 (actual clock hours)

Cosmetology Instructor: 250, 500 (actual clock hours)

Transfer Students: Mid-point of contacted clock hours or established evaluation points.

Attendance Standard (Quantitative Measure):

Students must attend a minimum of 67% of the hours they are scheduled to attend based on the student's enrollment agreement. SAP evaluation periods are based on actual contracted hours at the institution. A student's attendance pace is determined by the following formula:

$$\frac{\text{Cumulative clock hours of *actual* attendance as of the evaluation date}}{\text{Cumulative clock hours of *scheduled* attendance as of the evaluation date}}$$

Maximum Time Frame:

The normal time frames and maximum time frames required for program completion are below. Students who maintain SAP in attendance will complete the program during the allowable maximum time frame. Students are required to complete their course of instruction in no more than 150% of the course length. If at that time the student has not completed the program, they will be withdrawn from the program without having successfully completing their training. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted.

	<u>Normal Time Frame</u>	<u>Maximum Time Frame</u>
Cosmetology	60 weeks - 2000 hours	90 weeks - 3000 hours
Esthetics	20 weeks - 600 hours	30 weeks - 900 hours
Nail Technology	12 weeks - 400 hours	18 weeks - 600 hours
Instructor	30 weeks - 1000 hours	45 weeks - 1500 hours
Cosmetology Instructor	15 weeks - 500 hours	22.5 weeks - 750 hours

Please note: While a student may maintain a minimum SAP requirement by completing within the maximum time frame, a student will accrue over-time charges if their program is not

completed within the normal (and contracted) time frame. The over-time charge is \$8 per additional hour, as indicated in student's enrollment agreement. Additionally, federal student aid funds cannot be paid to a student who exceeds the maximum time frame required to complete their program, or be used to pay for over-time charges.

Academic Standard (Qualitative Measure):

Students must maintain an academic cumulative average of a minimum 70% or higher in both practical and theory as of the evaluation date to meet the academic standards of the policy and be considered as making satisfactory academic progress.

Practical Grading:

During a students' training we have a developmental score system of practical work: All educators evaluate student performance using the same grading method.

Students are required to complete a practical requirement sheet by the end of each month, after their fundamental training. An educator grades services performed. Using the following scale: Complete = Yes, all steps are followed exactly *or* Not Complete = No, all steps were NOT followed exactly.

The students score is then turned into a grade using the following scale:

90-100=A 80-89=B 70-79=C 69 - 0 = Failing

Theory Grading:

Theory grades are based on test grades, workbooks, summaries, homework, etc. for students in all courses.

Theory grades are based on the following scale:

90-100=A 80-89=B 70-79=C 69 - 0 = Failing

Interruptions, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. A Leave of absence must be at least 30 days in length, and cannot exceed 180 days in any 12-month period. One LOA is permitted during a student's program of study. In the case of an unexpected and extreme situation, and upon management review and approval, a 2nd LOA may be allowed, though the combined total of days between both cannot exceed 180 days in any 12-month period. More information about LOA is available in the Leave of Absence policy.

Any student who officially or unofficially withdrew from their program, may enroll no sooner than 6 months (180 days) from the withdrawal date. A student who returns to a program after more than 180 days have elapsed since withdrawal may be eligible for federal aid for the remaining hours they need to complete their program of study. Students should meet with the financial aid office to determine any eligibility. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

Evaluations and Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will be notified of any evaluation that impacts their eligibility for financial aid, if applicable. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. Students at any time, may request that an administrator review their satisfactory academic progress results with them.

Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

Probation & Financial Aid Appeals

Probation:

Students who fail to meet minimum requirements for attendance or academic progress *after* the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, *if the student appeals the decision, and prevails upon appeal*. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

Appeal Procedure:

Students who have been designated as not making satisfactory academic progress may appeal this determination with the institution based on mitigating circumstances. The student's appeal must be made in writing to the Director of Financial Aid and must be received within 10 days of the determination of unsatisfactory progress. The student's appeal must document the unusual or mitigating circumstances that caused the student to fail to meet the institution's standards, as well as provide information regarding what conditions have changed that would demonstrate that the student could regain SAP standards during the probationary period. A student may appeal due to circumstances; such as the death of a relative, an injury or illness of the student, or other allowable special issues. The institution's directors will review the student's appeal and related documentation, and its resulting decision will be final. Any appeal paperwork, along with decisions made by Nicholas Jay Academy, will be documented in writing, in the student file. A student will be informed of the institutions decision in writing within 30 calendar days.

The following elements will be evaluated prior to a student being placed on probation:

- ___ a. The institution evaluates the student's progress and determines that the student did not meet satisfactory academic progress standards during the *warning* or previous evaluation period; and
- ___ b. The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
- ___ c. The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
- ___ d. The institution develops an academic plan for the student that, if followed, will ensure the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

This determination will be made in writing, with signed acknowledgement by the student as to being informed of their failure to meet SAP. If a student does not meet SAP by the next evaluation period, or it is determined they cannot meet SAP by the next evaluation period, they will be withdrawn from the program.

Reinstatement of Federal Financial Aid:

Federal student financial aid is suspended when a student is considered as not making satisfactory academic progress (SAP), unless the student is on warning. The student may reestablish SAP and Title IV aid, as applicable, by meeting minimum attendance and academic requirement by the end of the warning or probationary period. Aid will be reinstated if a student completes the appeals process and prevails upon appeal of the determination that has resulted in the status of probation.

Noncredit, Remedial Courses, Repetitions

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

Program Cost (Tuition and Fees)

<p><u>Cosmetology program (2000 hours)</u> Registration: \$100.00 Kit & Supplies: \$1,600.00 Tuition: \$15,000.00 Total: \$16,700.00</p>	<p><u>Cosmetology Instructor program (500 hours)</u> Registration: \$100.00 Kit & Supplies: \$500.00 Tuition: \$3,000.00 Total: \$3,600.00</p>
<p><u>Instructor program (1000 hours)</u> Registration: \$100.00 Kit & Supplies: \$500.00 Tuition: \$4,000.00 Total: \$4,600.00</p>	<p><u>Nail Technology program (400 hours)</u> Registration: \$100.00 Kit & Supplies: \$1,200.00 Tuition: \$2,260.00 Total: \$3,600.00</p>
<p><u>Esthetics program (600 hours)</u> Registration: \$100.00 Kit & Supplies: \$1,000.00 Tuition: \$5,000.00 Total: \$6,100.00</p>	

A 10% discount is applied if tuition is paid in full prior to, or on, the 1st day of class. Discount does not apply to kit or registration fees.

Program Payment Options and Scholarship

The student is responsible for payment of tuition and fees. Acceptable methods of payment are as follows: Financial Aid, Scholarship, Grants, Veterans Benefits, Vocational Rehabilitation, Cash, Credit/Debit Card (excluding AMEX), Checks, Money Order.

Terms of payment will be made upon signing contract base on payment need.

Financial Aid is available to those who qualify. Satisfactory Academic Progress (SAP) is required to maintain eligibility. For more information on financial aid: www.studentaid.ed.gov

If you have previously completed one of our programs, and wish to enroll in another one, we do offer an Alumni Scholarship. Additional Scholarship information may be available on our website, NicholasJayAcademy.com.

Federal Student Aid

Nicholas Jay Academy has been approved to administer Title IV funding, in the forms of Federal Pell Grants, Direct Loans, Parent PLUS Loans and state approved for veteran's educational benefits. Financial aid is available to students who qualify and can be used for education related expenses.

For those who wish to apply for financial aid, a Free Application for Federal Student Aid (FAFSA) form at www.fafsa.gov must be completed. During the application for aid you will be asked to provide the school code so that we may receive the results of your application. Nicholas Jay Salon & Spa Academy **school code is 017178**. The results of your application may take between 3-5 business days to reach the financial aid office.

If you are interested in obtaining a Direct Loan through the Department of Education, it is mandatory that Entrance Counseling and Master Promissory Note at www.studentloans.gov are completed. At the program completion, you must complete Exit Counseling at www.nslsds.ed.gov.

Until approved by the Federal Government, financial aid calculations are estimates. Many factors go into a financial aid award, such as economic circumstances, attendance, grades and cost of attendance. If the amount of approved financial aid changes due to changes on the students ISIR or due to the cost of attendance, Nicholas Jay Academy will provide the student with an updated revised payment plan.

Funds from financial aid and any other outside sources will first be applied to tuition and associated costs for the period. Any remaining funds available for the student will be paid to the student at the point that money owed Nicholas Jay Academy have been paid in full for the period.

We are available to help you through the Financial Aid process and get you started on your new path at Nicholas Jay Salon & Spa Academy. Should you need any help through the application process, you can contact the Financial Aid Department (465-7660 or email Laurie@NicholasJayAcademy.com). You can also call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243).

Fee Waiving Policy

Nicholas Jay Salon & Spa Academy reserves the right to waive fee for any of its programs and policies as it sees fit.

Student Kits and Supplies

Nicholas Jay Academy assumes no responsibility for the students' kit, textbooks, instructional supplies, training materials, and personal effects. Upon completion of the course, withdrawal, or termination, all items belonging to the student must be removed from the school by the student within 30 days or they become property of Nicholas Jay Academy.

Kits & supplies must be purchased from the academy. Kits contain required tools, equipment, and textbooks. A complete list of these items may be requested from the administrative office. The textbooks and their ISBN numbers can be found at www.nicholasjayacademy.com. Items in the kits are subject to change.

Extra Instructional Charges (Overtime) Policy

If the student has not completed their hour requirements by their contract end date, Nicholas Jay Academy will review the student file for excused documentation to support time missed during enrollment. For each unexcused hour attended over the student's contract end date the student will be charged an additional \$8/hour. Student accounts must be paid in full prior to Record of Instruction being sent to IBOL for licensure.

To reduce overtime charges a student may choose to make-up hours by: Completing 30 outside shadowing hours. Outside shadowing hours must be turned in to the administration offices by the end of the month, in which they were completed. In addition to outside shadowing hours, the academy may schedule optional in house educational activities that may also qualify as make-up hours, if these hours are complete prior to contract end date, overtime will be reduced.

Withdrawal and Settlement Policies:

Refund Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due to the applicant or students shall be refunded within 45 days of official or unofficial 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. The applicant shall be entitled to a refund of all monies paid.
- 2) A student or legal guardian cancels the contract and demands his/her money back in writing, within 3 business days of signing the enrollment agreement regardless of whether the student has actually started training. All monies collected by the school shall be refunded.
- 3) A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school, except for \$100 registration fee.
- 4) A student notifies the institution of his/her withdrawal.
- 5) A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.
- 6) A student is expelled by the school.
- 7) After a student misses 14 consecutive calendar days, Nicholas Jay Academy will attempt to reach the student to determine when they will be returning. If the institution has not been notified or contacted by a student during the 14 calendar days of absences, the student will be involuntarily withdrawn from the program. Attendances is monitored daily.

In type 2, 3, 4 or 5 official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school in person.

All refunds are based on scheduled hours. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies.

Minimum Tuition Adjustment Schedule

Percentage of Scheduled Time	Total Tuition Earned
Enrolled in Program	Retained by the School
.01% –4.9%	20%
5% - 9.9%	30%
10% -14.9%	40%
15% -24.9%	45%
25% -49.9%	70%
50% and up over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If a course is canceled subsequent to a student's enrollment, and before the instruction in the course and/or program has begun, the school will either provide a full refund of all monies paid or offer completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a termination fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other non-refundable charges the student may have incurred at the institution such as kits, books, and unreturned school property, will be calculated separately at the time of withdrawal. Fees are identified in the catalog and in this enrollment agreement.

For students receiving Title IV Financial Aid, the Return of Title IV calculations will be completed by the Financial Aid Office and any funds owed to these programs will be returned. Until a student has reached 60% of scheduled attendance during each payment period or period of enrollment, a prorated schedule is used to determine the amount of Title IV aid the student has earned up to the point of withdrawal. After the 60% point in the period, a student has earned 100% of the Title IV funds he/she was scheduled to receive during the period.

When Title IV funds are returned, if required, in the following distribution order:

1. Federal Unsubsidized Stafford Direct Loan
2. Federal Subsidized Stafford Direct Loan
3. Federal PLUS Loan
4. Federal PELL Grant

Collections Policy

Students no longer attending Nicholas Jay Academy (for any reason) with an unpaid balance on their account have 45 days to make their account current or set up an approved payment plan with the Business Office or their account may be sent to collections.

In order for us to service your account and to collect any amounts you may owe, we (our company, its agencies, and affiliates) may contact you by telephone numbers associated with your account (including wireless telephone numbers, which could result in charges to you), as well as text message or email. The institution does not sell Promissory notes or contracts to a third party.

Our company, its agencies and affiliates will clearly acknowledge the existence of the Withdrawal and Settlement Policies. Methods of contact may include using pre-recorded/artificial voice messages and/or use of an automatic dialing device, as applicable. Account balance will be calculated using the same method as in the Refund Policy. The institution will follow ethical business practices.

Attendance Policy

Students must maintain regular attendance according to their contracted schedule during enrollment. The contracted time allows for unavoidable absences. Hours missed over the contract end date will result in additional charges of \$8/hour.

Basics' training is the initial period of classroom learning. During this time, students build a strong foundation which will support the rest of their educational career. This instruction is so important in the student's education; regular attendance is a priority. If a student has more than 3 attendance occurrences during their basics training this may result in either program withdrawal or arrangements may need to be made to re-start at a future date.

The academy is open Monday – Friday, 8:30 am to 4:30 pm. Students will be provided with class schedule on their first day in Theory. Regular attendance is required for all scheduled school hours. If a student arrives and they are tardy, they will be given the option to return between 10-10:30.

Absences dues to medical or legal matters will be considered excused absences. Documentation must be provided in the form of a letter from the medical or legal office in which the student was seen. Excused absences will not result in overtime charges but will still be calculated against a student's 150% Maximum Time Frame. All other absences will be considered unexcused, which may result in additionally fees.

If more than 30 consecutive calendar days have been missed, you will be withdrawn from the program. After 14 consecutive calendar days, Nicholas Jay Academy will attempt to reach you to determine when you will be returning. If we are unable to reach you following 14 calendar days of absences, the student will be involuntarily withdrawn from the program.

Leave of Absence Policy

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. All requests for leave of absence must be submitted in writing and in advance. The institution must also receive the reason for the request and the student's signature. Approval of the student's request must meet this policy.

An LOA is an extension to the Enrollment Agreement; the contract period will be extended by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. A new contracted graduation date will be determined. There will be no additional charges to the student due to the LOA.

If an *unforeseen circumstance* occurs and an LOA is requested without prior notice, the leave may be granted. Adequate documentation and a request will be completed at a later date. An example of unforeseen circumstance would be; hospitalization, car accident, etc. The institution must document the reason for accepting the request.

A Leave of Absence at Nicholas Jay Academy must be at least 30 days in length, and cannot exceed 180 days in any 12 - month period. One LOA is permitted during a student program of study. In the case of an unexpected and extreme situation, and upon management review and approval, a 2nd LOA may be allowed, though the combined total of days between both cannot exceed 180 days in any 12-month period.

A student granted an LOA is not considered to be withdrawn from the program, and no refund calculation is required at this time.

In requesting an LOA, the intent and expectation is for the student to return to the enrolled program of study. If the student does not return they will be withdrawn from the program as of the last date of attendance.

An addendum will need to be signed to extend the leave (if applicable).

An LOA will not be granted within the first 30 days of enrollment.

Student Resources and Advising

Staff members are always available for advising should the student have any academic or personal difficulties. Students needing professional assistance will be provided a list of agencies that may be of service for their particular needs.

Student Conduct Policy

Failure to comply with the Catalog and its rules may result in disciplinary action up to and including termination.

1. Regular attendance is required for all scheduled school hours. If a student arrives and they are tardy, they will be given the option to return between 10-10:30. Attendance is officially kept via our time clock system and sign in/out sheets.
2. Dress Code: All clothes must be kept clean, stain free, not torn or shredded, pressed and professional looking at all times. You may be required to change or may be sent home if the following guidelines are not adhered to.
 - **Name Tags:** Must be worn at all times.
 - **Hair and make-up:** Are to be done daily in a **professional look** prior to clocking in.
 - **Shoes:** Solid black- Clean (no secondary colors, athletic shoes, or flip flops)
 - **Pants, dress, shorts and skirts:** Can be black, white or gray patterned, no solid white or solid grey. Dress shorts and skirts no shorter than 2" above the knee.
 - **Dresses: Black, white, or grey. Professional-** Patterns are permitted not shorter than 2" above the knee.
 - **Shirts: Black, white, or grey.** Professional Patterns of dress code colors are permitted. No cleavage is to show. Underarms must be covered. Sleeveless and tank tops are **not** allowed. Backs and midriffs must be covered at all times.
 - **Pop of Color:** May be added with accessories such as, scarves, stockings and socks. bracelets, necklaces and hair clips.
3. Professional conduct is expected at all times between staff, students and guests. If a difficult situation should arise, please notify a staff member.
4. Profane language is not permitted at any time.
5. Students are not permitted to use the school telephone without permission.
6. Students should not visit with another student who is busy on a guest.
7. Due to health concerns, eating is not allowed on the clinic floor at any time. Only sealable, spill proof beverage bottle may be kept at your station.
8. School sanitation is a requirement for your education and salon readiness; they must be done every day.
9. All work areas must be neat while in use and thoroughly cleaned after each use. Hair and any garbage must be promptly swept from the floor and placed in the garbage.
10. Students assigned to the dispensary, are responsible for doing the laundry and laundry area clean. Only those assigned to dispense are to be in the area and NO services are to be performed in the dispense area.
11. No student is permitted in the inventory zone without a staff escort.
12. When a student leaves the building, he or she must notify a staff member and sign out.
13. If a student cannot or will not practice assignments effectively, they will be sent home.
14. MRI (Monthly Record of Instruction) must be filled out daily and turned in the last day of the month.
15. A student may be suspended or dismissed for any actions or conduct that reflects negatively in any way upon the institution.
16. Students that are not assigned to the front desk may not move appointments or be behind the front desk.

17. All Idaho Cosmetology Laws and Regulations will be enforced.

18. There will be **Zero Tolerance** towards:

- Use of alcohol or drugs during school hours
- Cheating, dishonesty, or falsification of records
- Immoral or unprofessional conduct.
- Harassment of any kind.

Suspension and Termination Policy

Students who fail to comply with school policies and procedures may be suspended. The school may terminate a student's enrollment for any reason. These reasons may include but are not limited to immoral or improper conduct, noncompliance with educational requirements, general school policies, or the contract. The student will be charged a termination fee in the amount of \$100.

Graduation Requirements

Cosmetology Course:

- Complete 2000 hours of training and required operations
- Successful completion of Nicholas Jay Academy's Mini-Board examination or State Board Test completion
- Complete payment of all tuition & kit, payment plan scheduled for any remaining fees
- Complete an exit interview with administration
- Complete the program within 1.5 times the normal length of the program

Esthetics Course:

- Complete 600 hours of training and required operations
- Successful completion of Nicholas Jay Academy's Mini-Board examination or State Board Test completion
- Complete payment of all tuition & kit, payment plan scheduled for any remaining fees
- Complete an exit interview with administration
- Complete the program within 1.5 times the normal length of the program

Cosmetology Instructor & Instructor Course:

- Complete 500 or 1000 hours of training
- Successful completion of Nicholas Jay Academy's Mini-Board examination or State Board Test completion
- Hold a current Idaho License in their field of training
- Complete payment of all tuition & kit, payment plan scheduled for any remaining fees
- Complete an exit interview with administration
- Complete the program within 1.5 times the normal length of the program

Nail Technician Course:

- Complete 400 hours of training and required operations
- Successful completion of Nicholas Jay Academy's Mini-Board examination or State Board Test completion
- Complete payment of all tuition & kit, payment plan scheduled for any remaining fees
- Complete an exit interview with administration
- Complete the program within 1.5 times the normal length of the program

Certificate of Completion

Following successful completion of one of our programs, students will receive a Certificate of Completion from Nicholas Jay Salon & Spa Academy.

Job Placement

Nicholas Jay Academy will help you gain the knowledge you need to build your resume, interview and market your business. Please note, although we strive to assist in graduate placement, Nicholas Jay Academy is an institution of learning and does not guarantee job placement.

Employment Outlook

According to the Dec. 2015 edition of the Bureau of Labor Statistics, employment in "Barbers, Cosmetologists, and Other Personal Appearance Workers" is expected to grow much faster than average for all occupations. Opportunities to enter the industry at entry-level positions should be favorable, while those seeking employment in high-end establishments will face more competition for positions.

According to this report, about 50% of workers in this industry are self-employed. Some of these self-employed professionals may own their own shop, but a growing majority of employees in this industry lease a station or chair in an established salon.

Some of the main factors that determine a cosmetology income include:

- Size and location of the salon.
- Hours worked.
- Tipping habits of clients.
- Competition from surrounding salons and shops.
- The cosmetologist's ability to bring in and maintain regular clients.

According to this publication, the employment change/demand for people working in the Cosmetology and Nail Technology field is anticipated to grow 10% with a 12% growth in Esthetic from 2014 to 2024. You can find these reports at:

<http://www.bls.gov/ooh/personal-care-and-service/barbers-hairdressers-and-cosmetologists.htm>

<http://www.bls.gov/ooh/personal-care-and-service/skincare-specialists.htm>

<http://www.bls.gov/ooh/personal-care-and-service/manicurists-and-pedicurists.htm>

Career Path Options

The beauty industry is steadily growing. Not only is the industry growing but so are the career possibilities. A cosmetologist can easily move into any number of jobs such as esthetician, hair stylist, makeup artist, product sales representative and many more. Below are some of the many opportunities a career in the industry can provide:

Cosmetology

Hairstylist Hair Color Specialist Texture Specialist Nail Care Artists Manicurist Makeup Artist Salon Owner Salon Manager	Salon Sales Consultant Salon Franchisee Cosmetology/Beauty School Owner Director of Education Cosmetology Instructor Photo and Movie Stylist Platform Artist and Educator
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Esthetics

Salon/Spa Esthetician Makeup Artist Salon Owner Salon Manager Salon Coordinator Salon Sales Consultant	Salon Franchisee Educator Acne facial specialist/Dermatology office Waxing specialist Freelance Makeup artist Skin care professional
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Nail Technology

Salon/Spa Salon owner Salon Manager Nail specialist Manicures Pedicures	Nail Art Designer Educator Nail Specialist Platform artist Educator
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Cosmetology Instructor/Instructor Course

Product Educator School Instructor	Substitute Instructor Continue working in primary field
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Physical Demands

Cosmetology/Cosmetology Instructor/Instructor Programs:

- Prolonged standing with arms above shoulder level.
- Assisting clients in and out of chairs
- Repetitive grasping of implements

Nail Technology/Esthetics:

- Prolonged sitting
- Repetitive grasping of implements
- Prolonged use of arms and hands

In general, common sense and caution should be used in an effort to avoid the following situations: injury to the eyes, chemical burns, inhaling harmful vapors or fumes, cuts and abrasions, or physical injury due to spilled liquids. When working with sharp objects like scissors, razors, clippers, or manicuring implements, there are obvious hazards. Always exercise caution and common sense when handling these items. Communicable diseases can be easily transferred from individual to individual. It is imperative that you are consistently following proper sanitation procedures, for the benefit of you and your client

Licensure

In order to obtain licensure at program completion, students must pass written and practical examinations administered by DL Roope. Graduates must complete and provide all forms and fees to DL Roope Administrations and the Idaho State Bureau of Occupational License (IBOL). IBOL reserves the right to deny licensure based on a felony conviction (Statute 54, chapter 8, #1). Please contact Idaho Bureau of Occupational licenses regarding any questions you may have regarding a felony and licensure.

Regulatory and Accreditation Agencies

Idaho State Bureau of Occupational Licenses (IBOL)
700 West State Street
Boise, ID 83720-0063
(208) 334-3233

National Accrediting Commission of Career Arts and Sciences (NACCAS)
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302-1432
(703) 600-7600

The United States
Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202
(800) 872-5327

Resources Contact Information

Direct Loan Servicing Center
Borrower Services Department
PO Box 530260
Atlanta, GA 30353-0260
(800) 848-0979

Direct Loan Entrance Counseling:	www.studentloans.gov
Direct Loan Exit Counseling:	www.nsls.ed.gov
Direct Loan Master Promissory Note:	www.studentloans.gov
DL Roope Administrations Inc.:	www.dlroope.com
Free Application for Federal Student Aid (FAFSA):	www.fafsa.gov
Idaho Bureau of Occupational Licenses: Nampa, Idaho	www.ibol.idaho.gov www.ci.nampa.id.us
National Student Loan Data System (NSLDS) Student Access:	www.nsls.ed.gov
Nicholas Jay Academy	www.nicholasjayacademy.com

Drug and Alcohol Policy

Nicholas Jay Academy is determined to maintain a chemical free school for its students, employees, and guests. All employees and Students are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances (drugs and alcohol) is prohibited in this institution. Policies and procedures regarding a drug-free workplace are to create awareness regarding alcohol abuse and the risks associated with the use of illicit drugs.

By instituting this policy, we intend to be in compliance with the “**Drug-Free Workplace Act**” passed by Congress in 1988, Federal regulation 34CFR Part 86, Idaho state laws. In the continued interest of the personal health and safety of the campus community, Illegal manufacture, distribution, dispensation, or possession of a controlled substance on campus owned or controlled property will not be tolerated. Nicholas Jay Academy will assist members of the campus community who are experiencing problems with alcohol or other drugs in making informed decisions about appropriate use, as well as the adverse consequences of alcohol or drug abuse on one’s health and behavior.

In compliance with the Drug Free Workplace Act of 1988, this institution’s “workplace” consists of the following location:

The entire campus facility, any location used for an off-site school sponsored function, i.e. competition, hair show, graduation, etc.

Non Compliance with the terms will result in one or all the following actions being taken by this institution.

- a. Referral to civil authorities for prosecution.
- b. Mandatory counseling and/or rehabilitation, and successful completion of such programs given by a Federal, State or local health, law enforcement, or other appropriate agency which is approved for purposes of chemical abuse counseling and rehabilitation. (“Successful completion” will be acknowledged when appropriate documentation is provided to the institution.)
- c. Termination of the employment for employees, or expulsion from school for students.

All employees and students must read and understand the following statements:

Applicable legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol:

1. Illicit drugs include, but are not necessarily limited to, LSD, mescaline, crack, cocaine, speed, marijuana, heroin, peyote, and those controlled substances listed in Idaho State Code Title 37, Chapter 27.
2. Penalties for the use, unlawful possession, or distribution of illicit drugs are both serious and complex. They range from a misdemeanor penalty of a \$300 fine or 6 months in jail to a life term in the Idaho Penitentiary for previous offenders and certain categories of drug dealers. Idaho judges are required in many cases to perform mandatory sentencing of convicted persons. The penalty for which may be incarceration in a state penitentiary and/or \$25,000 fine, or both. The penalties for use and/or distribution may be found in Idaho State Code Title 37, Chapter 27. Federal penalties for the use, possession, or distribution of illicit drugs are similarly severe and complex. Federal judges are empowered to sentence offenders to a federal penitentiary, or to serve up substantial fines, depending on the offense, drug classification, and other factors.
3. The abuse or illegal possession of alcohol is proscribed under Idaho Law. You must be 21 years of age or older in Idaho in order to purchase, possess, or consume an alcoholic beverage. If a person’s blood alcohol content exceeds 0.08, it is unlawful to drive any motor vehicle, and a first offense can result in penalties of 6 months in jail and/or a fine of \$1,000. Driving privileges can also be suspended or revoked. There are also laws prohibiting public intoxication or possession of alcohol by a person less than 21 years of age.

Please refer to Campus Security for any questions concerning policies, procedures, disciplinary actions, and educational information. Below are some helpful hotlines and Substance Information and numbers:

The Center for Substance Abuse Treatment and Referral Hotline (800)662-HELP
The Drug Free Workplace Helpline (800)967-5752
The National Clearinghouse for Alcohol and Drug Information (301)468-2600

At a minimum, a biennial review will be done and documented to comply with Section 120(a) through (d) of HEA. The following is a summary of what the biennial review will encompass:

- a) Determine the program’s effectiveness and implement changes, if needed
- b) Determine the number of drug and alcohol related violations and fatalities that occurred on campus and/or were reported to campus officials
- c) Determine the number and type of sanctions, if any, which were imposed

Sexual Misconduct Policy

Defining Sexual Misconduct

Any sexual act committed against the wishes of another person. It can include force, either physical or psychological, but the use of force is not prerequisite to the finding of sexual misconduct. Sexual misconduct includes a range of behaviors from sexual harassment to rape.

Idaho State Law has specific definitions that you can access at <http://www3.state.id.us/idstat/TOC/idstTOC.html>.

Sexual misconduct includes, but is not limited to the following:

1. **Sexual Harassment:** This includes a pattern of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

- a. Submission to such conduct or communication is made a term or condition either explicitly or implicitly of employment, services, housing, or education, including status in a course, program, or activity.
 - b. Submission to or rejection of such conduct or communication is used as a factor in decisions affecting an individual's employment, reception of service, housing, or participation in a course, program, or activity.
 - c. Such conduct or communication has the purpose or effect of substantially interfering with an individual's work, housing, or performance in a job, course, program, or activity, or it creates an intimidating and hostile work, living, or educational environment.
- The term "**sexual misconduct**" encompasses the legal definitions of rape contained in Idaho State c. Such conduct or communication has the purpose or effect of substantially interfering with an individual's work, housing, or performance in a job, course, program, or activity, or it creates an intimidating and hostile work, living, or educational environment. It may include, but is not limited to the following:
- * Threats or insinuations that lead the victim to reasonably believe that granting or denying sexual favors will affect his or her reputation, education, employment, or advancement.
 - * Repeated phone calls, email messages, or text messages from someone who has a crush on you, though you clearly have indicated that you have no interest.
 - * Continuous references to sexual activity and sexual terms that make you uncomfortable.
 - * Unwelcome and persistent sexually explicit statements or stories that are not related to employment duties, course content, research, or other program activities.
 - * Repeatedly using sexually degrading words, gestures, or sounds to describe a person.
 - * Recurring comments or questions about an individual's sexual orientation. Sexual harassment can occur with any combination of genders and sexual orientation.

2. **Sexual Battery:** This includes intentionally touching the person's intimate parts (primarily genital area, groin, inner thigh, buttock, or breast) without or against the person's consent. This touching is either directly on the body part or on the clothing covering that body part. It is also sexual battery if the person is forced to touch the intimate areas of another individual. Sexual battery can occur with any combination of genders and sexual orientations.

3. Sexual Assault: This includes any sexual act carried out without or against a person's consent, under coercion, with the threat of force, or by using or employing a weapon, through a position of authority, or when the victim/survivor is mentally disabled or physically helpless including by reason of drug or alcohol consumption, sleep, or unconsciousness. Sexual assault includes, but is not limited to, verbal threats that coerce, force, intimidate, threaten, or persuade someone to engage in unwanted sexual activity. Sexual assault can occur with any combination of genders and sexual orientations.

4. Rape: This includes attempted or actual penetration, no matter how slight, of the genital, anal, and/or oral openings of a person by any part of another person's body or by the use of an object, without the person's consent or against the person's will. Rape includes sexual contact, consensual or not, with a minor (under 18 years of age). Rape can occur with any combination of genders and sexual orientations.

Understanding Sexual Assault

A stranger, an acquaintance, or a family member can commit sexual assaults. According to the Department of Justice report, "Ninety percent of college women who are victims of rape or attempted rape know their assailant. The attacker is usually a classmate, friend, boyfriend, ex-boyfriend, or other acquaintance (in that order)." Victims of sexual assault can be women or men, and sexual assault can occur between individuals of the same gender. While more than 90% of victims are women, men are also sexually assaulted and raped, usually by other men; 98% of men who rape other men identify themselves as heterosexual in consensual sexual relationships. "Acquaintance rape" is a common term used to describe sexual assaults by someone the victim is acquainted with or knows. However, many organizations are challenging this term, recognizing that it may "soften" the reality of the criminal act. Rape is rape, whether it is committed by a stranger or an acquaintance. There are many philosophies about the nature of sexual assaults, but most advocates agree that sexual assault is not about sex, per se. According to Susan Brown Miller in *Against Our Will: Men, Women, and Rape*, rape is a crime of violence, not of passion. Sexual assault is never the fault of the victim. Offenders are always responsible for the choice to assault someone else. The only person that can prevent this crime from occurring is the perpetrator of it.

The HEA defines the new crime categories of domestic violence, dating violence, and stalking HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

"Domestic violence" means a "felony or misdemeanor crime of violence committed by
a current or former spouse or intimate partner of the victim
a person with whom the victim shares a child in common
a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Procedures for Reporting a Sexual Assault

If sexual assault, domestic violence, dating violence or stalking occurs, safety and medical assistance are the first considerations:

1. Go to a safe place as soon as possible.
2. To receive information and resources in a confidential manner. The Campus Security personnel will meet with you to help provide options about police reporting, medical and counseling services, student conduct option, and other resources available.
3. It is important to preserve physical evidence of any assault, especially if the victim seeks to prosecute the offender. Evidence collection is best done within 72 hours of the assault and best collected immediately following an assault. Technological advancements are making it more likely to collect evidence even after 72 hours; however, it is important to remember that the more time passes between the sexual assault and reporting it to the police, the less likely it will be to collect physical evidence that may be very important to the prosecution of a criminal case. Victims of sexual assault should not shower or bathe, wash hands, use the toilet, change clothing, or wash clothing or bedding. If the victim has changed clothes and is at a location other than the crime scene, carefully place all clothing and/or bedding worn at the time into a paper bag for the police.
4. Seek medical attention. They will have response teams specially trained to assist victims of sexual assault. Idaho Code 19-5303 and Idaho Code 72-1019(2) mandates that the cost of sexual assault examinations for the purpose of gathering evidence for the prosecution of the offender shall be paid by the Idaho Crime Victims Compensation Program. Victims of the sexual assault shall not be charged for the cost of the sexual assault examination.
5. When an incident is reported, a police detective will come to the emergency room to talk to you and will be accompanied by a Victim-Witness Coordinator (a female employee of the city/county that works with investigating law enforcement agency and the prosecuting attorney's office to assist you through the judicial process).
6. At the hospital, a "rape kit," or forensic examination, can be administered to gather evidence in the event of prosecution. This procedure includes a physical exam where a doctor collects the evidence of the assault.
7. Students may also file a complaint through Campus Security.
8. A criminal investigation may occur separate from a Campus Security proceeding if the offender is an affiliate of Nicholas Jay Academy.
9. Seek counseling or other support. There are many services available either on campus or in the community to support students in crisis.
10. Whether or not the victim decides to report the incident to Campus Security or to the local law enforcement, the victim will receive information regarding his/her rights and the institution's rights to orders of protection. See Links Below:

***National Domestic Violence Hotline (800)799-SAFE (7233)**

***National Sexual Assault Hotline (800)656-HOPE (4673)**

Disciplinary Proceeding Results

Nicholas Jay Academy, upon written request, will disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Applicable campus disciplinary actions in cases of an alleged sex offense:

1. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.
2. The accuser and the accused will be notified of any changes in the results that occur prior to the time the results become final.
3. The accuser and the accused will be notified of the outcome of any institutional disciplinary proceeding.
4. When a final determination of an institutional disciplinary action of sexual assault - regarding rape, acquaintance rape, or other forcible or non-forcible sex offense, domestic violence, dating violence, or stalking, is made the offender will be subject to suspension, termination and/or expulsion.
5. Once a final determination has been concluded, the accused and the victim may appeal this decision by filing a written appeal request to Campus Security within 10 days.

Information sharing & reporting

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs subject to it. Violators can be fined up to \$27,500 by the U.S. Department of Education, the agency charged with enforcement of the act and where complaints of alleged violations should be made, or face other enforcement action. The Clery Act, originally enacted by the Congress and signed into law by President George Bush in 1990 as the Crime Awareness and Campus Security act of 1990, was championed by Howard & Connie Clery after their daughter was Jeanne Clery.

AS PROVIDED UNDER FEDERAL LAW, NICHOLAS JAY ACADEMY REQUIRES ALL NICHOLAS JAY ACADEMY ADMINISTRATORS, OFFICIALS, EMPLOYEES, AND FACULTY TO REPORT ANY AND ALL CRIMES THAT STUDENTS MAY REPORT TO THEM.

When the student reports a crime in confidence it may be reported anonymously to Campus Security and Police Services. Professional and religious counselors are exempt from these reporting requirements. Nicholas Jay Academy stresses the importance of supporting victims in whatever decision they make with regard to pressing charges. Services are available to help victims whether or not they choose to press charges. The following are sexual misconduct crimes that Nicholas Jay Academy is required to report:

Sex Offenses (Forcible) – Forcible rape, Forcible sodomy, Sexual assault with an object, Forcible fondling; Sex Offenses (Non-Forcible) – Incest, Statutory Rape

Idaho statutes

You can access the current Idaho statutes on criminal codes at <http://www3.state.id.us/idstat/TOC/idstTOC.html>. Title 18 is the code that covers sexual misconduct.

Non-Discrimination Policy

Nicholas Jay Academy in its admission, instruction, and graduation policies, practices non-discrimination on the basis of age, race, color, sex, ethnic origin, religion, financial status or disability.

Harassment Policy

It is Nicholas Jay Academy's intent to provide an environment free from all verbal, physical, and visual forms of harassment. All students and staff are expected to be sensitive to and respectful of their fellow students, coworkers, clients, and others with whom they come into contact with while representing our school. We prohibit all forms of harassment, whether due to sex, sexual orientation, race, religion, disability or any other reason. Nicholas Jay Academy is committed to providing workplaces and learning environments that are free from harassment on the basis of any protected classification including, but not limited to, race, sex, gender, color, religion, sexual orientation, age, national origin, disability, medical condition, marital status, veteran status or on any other basis protected by law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law.

Other forms of harassment

Verbal abuse, insulting comments and gestures, and other harassing conduct are also forbidden under this policy when directed at an individual because of his or her race, color, sex, sexual orientation, familial status, age, religion, ethnic origin, or disability. It is the responsibility of each employee and each student to conduct him or herself in a professional manner at all times and to refrain from such harassment.

Complaint Procedure and Grievance Policy

If at any time you believe you are being subjected to harassment, or if you become aware of such conduct being directed at someone else, you should promptly notify the school Director of Education or President of the school. All reported incidents will be investigated. Promptly after learning of such alleged conduct, the school authorities will conduct an investigation for the purpose of determining whether prohibited harassment has occurred. Efforts will be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against school-related retaliation. If an investigation confirms the allegations, the school will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

Complaints which cannot be resolved by direct communication between the student and the school may be filed with the Idaho State Board of Cosmetology, Bureau of Occupational Licenses (IBOL), and with the National Accrediting Commission of Career Arts & Sciences (NACCAS). All contact information is included in our Contact Information/Resources section.

Campus Security, Crime and Violence Against Women Act

The Campus Safety and Security Annual Report 2015 is provided by Nicholas Jay Academy. It is our commitment to keep safety and security on our campus a top priority and to be in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

The report was developed to describe the requirements the school must provide to current students and employees, the Department of Education, and also must inform prospective students about the availability of the report.

Nicholas Jay Academy was established in 1985 and offers complete courses in cosmetology, esthetics, nail technology and instructor training.

Nicholas Jay Academy prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking.

The full Campus Security, Crime and VAWA Annual Reports are available upon request at Nicholas Jay Academy. Nicholas Jay Academy's campus is located at: 120 Holly Street Nampa, ID 83686.

Reporting a Crime

To report a crime or suspicious activity, contact directly the following Campus Security Authorities: Nampa Police Department (208) 465-2257 Nicholas Jay Academy: (208) 989-8151 Emergencies: 9-1-1.

The Campus Security personnel consist of the following: Margarita Castellanos, Criss Castellanos and Laurie Rowen.

Right to Change Policy

Nicholas Jay Academy reserves the right to modify its curriculum, rules, kit items, or any policies at its discretion. Nicholas Jay Academy reserves the right to reschedule, postpone, or to cancel class start dates. If the course is rescheduled, postponed, or cancelled prior to the class start date the student can opt to move any funds paid to a later start date.

Copyright Protection Policy

Nicholas Jay Academy respects the intellectual property rights of others and expects staff and students to do so as well. All materials in this program, unless otherwise stated, are the property of Nicholas Jay Academy. Reproduction or retransmission of the materials, in whole or part, without the prior authorization of Nicholas Jay Academy is a violation of copyright law. What is a copyright? The Merriam-Webster Dictionary of Law defines "copyright" as: a person's exclusive right to reproduce, publish, or sell his or her original work of authorship.

It is the responsibility of all members of the Nicholas Jay Academy team – students and staff – to make a good faith determination that their use of copyrighted material complies with United States Copyright laws (www.copyright.gov).

If Nicholas Jay Academy receives an allegation of copyright infringement based on use of the school's computers, the Director of Nicholas Jay Academy will conduct an investigation. If you are found to be in copyright violation following the investigation, you will be subject to disciplinary action which may include suspension or termination. Under federal law, there may be consequences outside of Nicholas Jay Academy for copyright violation. A person found guilty of copyright violation may be liable for actual damages and loss of profits, and statutory damages. If a copyright owner incurs attorney fees to prosecute the violator of copyright law, the infringer may also incur these costs. And finally, criminal penalties, including possible jail time, may be incurred.

The internet is an amazing tool for both academic pursuits, as well as for life in general. Proper use of copyrighted material extends to resources on the internet as well, with specific examples including but not limited to: music, games, and movies. Most content on the internet is subject to copyright protection, and the best protection against any claim of copyright infringement is to not download or share content until you have specific permission to download and/or share the information. There are many sites on the internet that allow you to legally download for free, or purchase at a low cost, music, movies and games.