



**Bowling Green, Kentucky**

**Branch Campuses: Greenfield, Indianapolis, Muncie, Plainfield- Indiana**

**Louisville, Kentucky**

**Student Catalog**

**01/2021**

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## WELCOME

Welcome to PJ's College of Cosmetology. The administration, instructors and staff welcome you to our school, which is dedicated to teaching all phases of cosmetology.

This catalog/handbook is designed to familiarize you with your role here. It explains the rules and regulations, which are necessary for the orderly operation of your school. It will clarify policies and acquaint you with PJ's College.

Again welcome to PJ's College of Cosmetology. Make the most of your time, take advantage of what you find, give us the benefit of your ideas, and contribute with creativity as only you can.

Judith Stewart  
Chief Executive Officer (CEO)

## OWNERS

### **Bowling Green Beauty Colleges Inc.**

**Judith Stewart, Phillip Stewart**

## MAIN CAMPUS ADDRESS

### **PJ's COLLEGE OF COSMETOLOGY**

1901 Russellville Road  
Bowling Green, Kentucky 42101  
(812) 282-0459

### **CORPORATE OFFICE**

PJ's College of Cosmetology  
931 S. Rangeline Road  
Carmel, IN 46032  
(317) 846-6444  
www.gotopjs.com

## BRANCH CAMPUS ADDRESSES

### **PJS COLLEGE OF COSMETOLOGY**

1400 West Main Street  
Greenfield, Indiana 46140  
(317) 462-9239

### **PJS COLLEGE OF COSMETOLOGY**

2911 South Hurstbourne Pkwy  
Louisville, Kentucky 40220  
(502) 489-3757

### **PJS COLLEGE OF COSMETOLOGY**

4010 South Emerson  
Indianapolis, Indiana 46203  
(317) 781-9600

### **PJS COLLEGE OF COSMETOLOGY**

3100 West Kilgore Avenue  
Muncie, Indiana 47304  
(765) 289-6144

### **PJS COLLEGE OF COSMETOLOGY**

2026 Stafford Road  
Plainfield, Indiana 46168  
(317) 839-2761

## ADMINISTRATIVE STAFF

Chief Executive Officer  
Technical Advisor  
Main Campus Director/CAO  
Greenfield Director  
Indianapolis Director  
Muncie Director  
Plainfield Director  
Bookkeeper  
Financial Aid Director  
Supplies/Media

Judith Stewart  
Angie Witham  
Lisa Fleming  
Shanah Nichols  
Ashlee Hicks  
Tammy Acrey  
Laura Wallman  
Andrea Goetz  
Arlena McClish  
Amy Hamather

## ENROLLMENT TEAM

Bowling Green  
Greenfield  
Indianapolis  
Louisville  
Muncie  
Plainfield

Deborah Smith  
Natasha Smith  
Ashlee Hicks  
Tracy Miller  
Katy Lloyd  
Natasha Smith

Enrollment Specialist  
Enrollment Specialist  
Campus Director  
Enrollment Specialist  
Enrollment Specialist  
Enrollment Specialist

## Faculty and Staff

### BOWLING GREEN

**Elnora Wade**  
Instructor License  
**Rick Dorsey**  
Instructor License  
**Lisa Embry**  
Instructor License  
**Shenika Santos**  
Instructor License  
**Karen Wade**  
Instructor License

*Chief Administrative Officer/ Campus Director*  
House of James Beauty College, Bowling Green, KY  
*Instructor*  
PJS College of Cosmetology, Bowling Green, KY  
*Instructor*  
PJS College of Cosmetology, Bowling Green, KY  
*Instructor*  
PJS College of Cosmetology, Bowling Green, KY  
*Instructor*  
PJS College of Cosmetology, Bowling Green, KY

### GREENFIELD

**Shanah Nichols**  
Instructor License  
**Lindsay Pagent**  
Instructor License  
**Lisa Cochran**  
Instructor License

*Campus Director*  
PJS College of Cosmetology, Greenfield, IN  
*Instructor*  
PJS College of Cosmetology, Greenfield, IN  
*Instructor*  
PJS College of Cosmetology, Greenfield, IN

### INDIANAPOLIS

**Ashlee Hicks**  
Instructor License  
**Tomeka Wilson**  
Instructor License  
**Melissa Johnson**  
Instructor License  
**Jasmine Ashbury**  
Instructor License

*Campus Director*  
Empire, Indianapolis, IN  
*Instructor*  
PJS College of Cosmetology, Indianapolis, IN  
*Instructor*  
PJS College of Cosmetology, Indianapolis, IN  
*Instructor*  
PJS College of Cosmetology, Indianapolis, IN

### LOUISVILLE

**Gerri Dillingham**  
Instructor License  
**Jessee Garvil**  
Instructor License  
**Erin Hunt**  
Instructor License  
**Patricia Marshall**  
Instructor License  
**Hannah McConnell**  
Instructor License  
**Karen Menefee**  
Instructor License  
**Lindsey Smothers**  
Instructor License

*Campus Director*  
House of James, Louisville, KY  
*Instructor*  
PJS College of Cosmetology, Louisville, KY  
*Instructor*  
PJS College of Cosmetology, Louisville, KY  
*Instructor*  
PJS College of Cosmetology, Louisville, KY  
*Instructor*  
PJS College of Cosmetology, Louisville, KY  
*Instructor*  
PJS College of Cosmetology, Louisville, KY  
*Instructor*  
PJS College of Cosmetology, Louisville, KY

### MUNCIE

**Tammy Acrey**  
Instructor License  
**Jamie Massey**  
Instructor License

*Campus Director*  
PJS College of Cosmetology, Richmond, IN  
*Instructor*  
PJS College of Cosmetology, Muncie, IN

### PLAINFIELD

**Laura Wallman**  
Instructor License  
**Amanda Basic**  
Instructor License

*Campus Director*  
Tri State Beauty College, Evansville, IN  
*Instructor*  
PJS College of Cosmetology, Plainfield, IN

**Arlena McClish**  
MBA

*Financial Aid Director*  
University of Phoenix, Phoenix, AZ

Masters Accounting  
Bachelor of Arts  
**Angela Witham**  
Masters of Education  
Bachelor of Science  
**Andrea Goetz**  
Bachelor of Arts

University of Phoenix, Phoenix, AZ  
Franklin College, Franklin, IN  
*Technical Advisor-Enrollment & Education*  
Indiana Wesleyan University, Indianapolis, IN  
Ball State University, Muncie, IN  
*Bookkeeper*  
Indiana University, Indianapolis, IN

## Mission Statement

PJ's College of Cosmetology is a co-educational beauty school dedicated to improving the standards of our profession through education. We are committed to preparing our students for a productive and satisfying future. Founded in 1950, we are committed to training and producing each student as a stylist, color technician, and in all areas of cosmetology. We insist that all students fulfill requirements in both theory and practical work. PJ's College of Cosmetology's Mission is as follows:

**The mission of PJ's College of Cosmetology is to educate students in the art of cosmetology and encourage the development of creative hair design, nail design techniques and skin care. Graduates will be knowledgeable in the methodology and have practical skills necessary to sit before the State Board of Cosmetology for licensing. PJ's College is dedicated to improving the standards of our profession through education.**

The staff and advisory board reviews PJ's College of Cosmetology's mission annually.

Today, beauty culture is an essential profession and the best-trained hairdressers are always in demand. Billions of dollars are spent annually in beauty salons; there are no layoffs or slump periods. No other profession offers an ambitious person opportunity comparable with that of other fields; yet no other profession offers such financial opportunities after only ten to twelve months of training.

## School Objectives and Purpose

- To help students discover and develop the skills of their chosen field in order to earn a living.
- To enlarge the student's store of knowledge, skill and understanding.
- To contribute to the development of responsibility by self control, self-discipline and self-direction.
- To stress in all things the importance of human relationships with the ideas and attitudes of trustworthiness and of willingness to cooperate with employers and employees.
- To understand the problems and obligations of our community and to impart vision in seeking answers.
- To foster, by example, an appreciation of cosmetology, tolerance, professionalism, and a sense of humor.
- To prepare the student for state board examinations and promote a learning of skills.
- To cultivate the imaginative designs that develop creativity particularly in hair fashions, nail arts and cosmetic arts.
- To create of sense of self worth and belonging.
- To insure an awareness of needs and demands for professionalism, job procurement skills, and desirable social skills.

## Career Opportunities

Upon graduation from PJ's College of Cosmetology and licensing by the State Cosmetology Board, licensed cosmetologists can be qualified to pursue their future in many varied and interesting careers.

### A FEW CAREER CHOICES AVAILABLE ARE:

Hairdresser	Cosmetology Instructor
Beauty Salon Manager	Beauty Salon Owner
Permanent Wave Specialist	Manufacturers Specialist
Operator on a Cruise Ship or Resort	Manufacturers Field Rep.
Demonstrator/Lecturer	Skin, Scalp & Hair Specialist
Hair Color Specialist	Esthetician
Nail Technology	Nail Artist

PJ's College of Cosmetology's courses are designed to equip the student for any one of numerous positions in the beauty field. Students are taught how to shampoo, cut and style hair, how to perform the proper techniques in permanent waving, hair relaxers, hair tints, bleaches; how to give manicures, facials, pedicures and scalp treatments; how to use electricity to correct various skin and scalp conditions and apply make-up esthetically appealing. Our school's goal is dedicated to improving the standards of our profession through many aspects of education.

## FACILITIES

### Classroom:

The classroom is equipped with armchairs and desks or tables to comfortably accommodate twenty students during lecture or theory classes. Each classroom contains a chalkboard, charts, and other visual aids to enable the instructors to communicate effectively with the class.



**CLINIC /PRACTICAL SERVICES:**

Each clinic area is designed to give the student the opportunity to practice actual salon procedures. All cosmetology services are carefully checked and supervised by licensed instructors. This area includes shampoo bowls, styling stations; hair dryers, facial area, manicure tables and blow dry stations. Students perform cosmetology services for salon patrons and thus are gaining further experience with their skills.

**RECEPTION:**

Patrons of the salon services are greeted and introduced to the student who will perform the needed service. This area provides a pleasant and comfortable setting for the patron who arrives a few minutes early.

**DISPENSARY:**

This area in which hair color is formulated, all bleach is mixed, all perm solutions are poured into applicator bottles, and all products are stored and dispensed. Facilities are available to clean and sanitize all equipment and instruments. Students should use professional caution when preparing and using chemicals. Safety glasses, aprons, and gloves should be used for your protection. All students should review the OSHA material prior to using products. MSDS sheets are available on all products used. Students are responsible for their own safety when misusing products or equipment.

**STUDENT LOUNGE & LOCKER AREA:**

This area is provided so students can store their personal items, eat lunch and generally relax during break times.

**HOUSING:**

PJ’s College of Cosmetology neither owns nor operates housing facilities, though we will assist students in finding roommates and suitable housing if requested.

**ACCREDITATION AND LICENSING ASSOCIATIONS**

PJ’s College of Cosmetology is accredited by the Accrediting Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, (770) 396-3898 (www.council.org). Accreditation Commission of the Council on Occupational Education assures our students that PJ’s College of Cosmetology has met standards required by the Commission. The institution is also licensed by the Indiana Professional Licensing and The Kentucky State Board of Hairdressers and Cosmetologists. PJ’s College is approved to accept Veterans Administration students and Vocational Rehabilitation.

**ADMISSIONS REQUIREMENTS AND PROCEDURES**

**AGE:**

Cosmetology	16 ½ years of age
Nail Technology	17 ½ years of age
Instructor Training	18 years of age
Esthetics	17 ½ years of age

Each applicant must be above the age of compulsory school attendance.

**EDUCATION:**

Cosmetology	12 <sup>th</sup> grade or its equivalency
Nail Technician	12 <sup>th</sup> grade or its equivalency
Instructor Training	12 <sup>th</sup> grade or its equivalency
Esthetics	12 <sup>th</sup> grade or its equivalency

- Each applicant must be eighteen years old to sit for the state board examination.
- Complete an admission interview with a school representative and complete an enrollment package.
- Certification to the school that they have a high school diploma or it’s equivalency followed up with documentation of education. PJ’s does not offer Ability to Benefit. Foreign diploma must be translated from a recognized agency. PJ’s College accepts home school diplomas if the education was in a home school that the state laws treat them as a home or private school.
- All courses and textbooks are taught in English
- All course materials are electronic and require a tablet or phone to access. Students must provide the electronic access or purchase a tablet from the school. No paper copies are provided.

## Transfers

PJ's College of Cosmetology reviews each request for transfers individually. Entry to PJ's College of Cosmetology as a transfer or re-enrollment are based on review by the school director and CEO. All decisions of the school are final.

### LICENSING REQUIREMENTS- Indiana

#### COSMETOLOGY

- All applications must be complete and accurate upon receipt to be fully processed.
- All applications must be accompanied by the \$40.00 application fee.
- Applicant must be at least 18 years of age.
- Applicant must have a high school diploma or a GED. Students at the Brownsburg campus must have completed tenth grade education or equivalent and be enrolled in the high school vocational program.
- 1500 hours of cosmetology education completed at an Indiana beauty culture school.
- Pass written examination through PSI
- If you have a conviction record, include a copy of the conviction record that indicates the disposition of the conviction. It should include the type and date of the conviction, time served, if applicable, and the disposition of any probation being served or successfully completed.

#### ESTHETICS

- All applications must be complete and accurate upon receipt to be fully processed.
- All applications must be accompanied by the \$40.00 application fee.
- Applicant must be at least 18 years of age.
- Applicant must have a high school diploma or a GED.
- 700 hours of esthetics education completed at an Indiana beauty culture school.
- Pass written examination through PSI
- If you have a conviction record, include a copy of the conviction record that indicates the disposition of the conviction. It should include the type and date of the conviction, time served, if applicable, and the disposition of any probation being served or successfully completed.

#### NAIL TECHNOLOGY

- All applications must be complete and accurate upon receipt to be fully processed.
- All applications must be accompanied by the \$40.00 application fee.
- Applicant must be at least 18 years of age.
- Applicant must have a high school diploma or a GED equivalent.
- 600 hours of nail technology education completed at an Indiana beauty culture school.
- Pass written examination through PSI
- If you have a conviction record, include a copy of the conviction record that indicates the disposition of the conviction. It should include the type and date of the conviction, time served, if applicable, and the disposition of any probation being served or successfully completed.

#### INSTRUCTOR TRAINING

- All applications must be complete and accurate upon receipt to be fully processed.
- All applications must be accompanied by the \$40.00 application fee.
- Applicant must be at least 18 years of age.
- Applicant must have graduated from high school education or equivalent.
- 1000 hours of education completed at an Indiana beauty culture school.
- Pass written examination through PSI

If you have a conviction record, include a copy of the conviction record that indicates the disposition of the conviction. It should include the type and date of the conviction, time served, if applicable, and the disposition of any probation being served or successfully completed.

### LICENSING REQUIREMENTS- Kentucky

#### COSMETOLOGY

- Is at least sixteen years of age
- Is of good moral character and temperate habit;
- Has graduated from high school or received the equivalent of a high school education

- Has completed 1500 hours of instruction, of not more than ten (10) hours in one (1) secular day, in theory and practice of cosmetology in a licensed school of cosmetology;
- Has satisfactorily passed examination conducted by the board to determine the fitness to practice as a cosmetologist;
- Has paid the fee for issuance of a cosmetology license

#### ESTHETICS

- Is at least eighteen years of age;
- Is of good moral character and temperate habit;
- Has graduated from high school or received the equivalent of a high school education;
- Has completed 750 hours of instruction, not more than ten (10) hours in one (1) secular day, in theory and practice of esthetics in a licensed cosmetology school;
- Has satisfactorily passed examination conducted by the board to determine the fitness to practice as an esthetician;
- Has paid the fee for issuance of an esthetics license

#### NAIL TECHNOLOGY

- Is at least sixteen years of age;
- Is of good moral character and temperate habit;
- Has graduated from high school or received the equivalent of a high school education;
- Has completed 600 hours of instruction (450 hours for state requirement), of not more than ten (10) hours in one (1) secular day, in theory and practice of manicuring in a licensed cosmetology school;
- Has satisfactorily passed examination conducted by the board to determine the fitness to practice as a registered nail technician;
- Has paid the fee for issuance of a nail technician license

#### INSTRUCTOR TRAINING

- Is at least eighteen years of age;
- Has graduated from high school or received the equivalent of a high school education;
- Holds a cosmetologist license for at least twelve months in a cosmetology salon and subsequently completed at least 750 hours of instructor training as a student in a cosmetology school;
- Has received a satisfactory grade on an examination for instructor license applicants prescribed by the board;
- Has not committed an act for which the person could be disciplined as described in state regulations
- Has paid the fee for issuance set forth by the board

#### Hours of Instruction

Full-time students are scheduled 26 hours or more per week. The State requires a minimum of 20 hours per week attendance, no more than ten (10) hours per day attended, no more than forty (40) hours per week (Kentucky) fifty (50) hours per week (Indiana).

## Academic School Calendar

#### Start Date For Classes

Enrollment at PJ's College of Cosmetology is done on a continuous basis, with classes starting on the second Tuesday of each month. However, PJ's College has the option to have open enrollment, depending on the demand at any particular time.

#### School Holidays

PJ's College of Cosmetology will be closed on the following holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day. Days off due to legal holidays/school closures are recorded as such and extend the enrollment contract.

#### Dress Code & Supplies

PJ's students are to wear professional uniforms at all times. Each student shall wear a clean, stained free, wrinkle-free, washable outer garment:

##### **UNIFORM FEMALE:**

Black Smock/Apron  
Apron (During Chemical Services)  
Solid Black shirt  
Black uniform skirt or pants  
Black or white professional shoes  
Proper under garments  
Socks or hose required

##### **UNIFORM MALE:**

Black Smock/Apron  
Apron (During Chemical Services)  
Solid Black shirt  
Black trousers  
Black or white professional shoes  
Under garments required  
Socks required

Pants should be 2" off the floor  
Student Name tag required\*

Pants should be 2" off the floor  
Student name tag required\*

- PJ's t-shirts or smocks may not be altered other than a light hem on the smock for proper length.
- During a declared state of emergency, or other such mandates (such as risk of respiratory infection, Covid-19 etc.) the school will follow mandated state requirements which may include wearing masks at all times.

**PROHIBITED:**

Sweat pants, sleeveless shirts, tops that reveal cleavage, miniskirts, blue jeans, shorts, bandanas, scarves, open toed shoes, sandals, heeled shoes, hats.

**THE INSTITUTION RESERVES THE RIGHT TO CHANGE THE DRESS CODE AT ITS DISCRETION.**

Students are required to replenish supplies that they consume such as paper, razor blades, notebooks, etc. Students also need to supply themselves with a padlock for their locker. Student must pay "student price" for any personal work they have done unless the attending instructor assigned this work as a class project.

STUDENTS ARE GIVEN ONE (1) NAME TAG. THIS NAME TAG MUST BE WORN AT ALL TIMES WHEN IN SCHOOL (according to state law). The student is responsible for replacing the nametag if it is lost or misplaced. The cost for additional nametags is five dollars each.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACTS (FERPA)**

The school guarantees the right of the student to gain access to their financial and academic files. An appointment should be scheduled with a school official. This school official will be present to provide supervision and interpretation of the records when reviewed. No information about the student will be released to third parties unless authorized in writing by the student.

Under FERPA, PJ's College affords students who are 18 years or over, or attending a postsecondary institution: access to their education records, an opportunity to seek to have the records amended and some control over the disclosure of information from the records.

#### **Access to Education Records**

PJ's College of Cosmetology will provide a student with an opportunity to inspect and review his or her education records within 45 days of the receipt of a request, provide a student with copies of education records or otherwise make the records available to the student if the student, for instance, lives outside of commuting distance of the school and redact the names and other personally identifiable information about other students that may be included in the student's education records.

Schools are not required by FERPA to: Create or maintain education records; Provide students with calendars, notices, or other information which does not generally contain information directly related to the student; and respond to questions about the student.

#### **Amendment of Education Records**

PJ's College of Cosmetology will consider a request from a student to amend inaccurate or misleading information in the student's education records; Offer the student a hearing on the matter if it decides not to amend the records in accordance with the request; Offer the student a right to place a statement to be kept and disclosed with the record if as a result of the hearing the school still decides not to amend the record.

A school is not required to consider requests for amendment under FERPA that: Seek to change a grade or disciplinary decision; Seek to change the opinions or reflections of a school official or other person reflected in an education record.

#### **Disclosure of Education Records:**

##### **PJ's College of Cosmetology must:**

- Have a student's consent prior to the disclosure of education records;
- Ensure that the consent is signed and dated and states the purpose of the disclosure.

##### **PJ's College of Cosmetology MAY disclose education records without consent when:**

- The disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the institution's annual notification of rights to students;
- The student is seeking or intending to enroll in another school;
- The disclosure is to state or local educational authorities auditing or enforcing Federal or State supported education programs or enforcing Federal laws which relate to those programs;
- The disclosure is to the parents of a student who is a dependent for income tax purposes;
- The disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid;
- The disclosure is pursuant to a lawfully issued court order or subpoena; or
- The information disclosed has been appropriately designated as directory information by the school.
- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. PJ's College of Cosmetology considers "directory" information to include a student's name, address, telephone number, date and place of birth, honors and awards and

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dates of attendance. Parents and eligible students may notify the school if they wish to not have this information disclosed. The release of directory information allows the students to book clients for appointments and has notice of awards on the school web site and local publications.

### Annual Notification

PJ's College of Cosmetology will annually notify students in attendance that they may: Inspect and review their education records; Seek amendment of inaccurate or misleading information in their education records; Consent to most disclosures of personally identifiable information from education records. Annual notification is posted on the school's bulletin board.

PJ's College of Cosmetology also complies with the FTC standards for safeguarding customer information. These standards apply to all customer information in the school's possession, regardless of whether such information pertains to students, parents or clients. Administrative, technical and physical safeguards that are appropriate are in place to insure the security and confidentiality of customer information, protect against any anticipated threats or hazards to the security or integrity of such information and protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any customer. PJ's College of Cosmetology considers "directory" information to include a student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance. Parents and eligible students may notify the school if they wish to not have this information disclosed. The release of directory information allows the students to book clients for appointments and has notice of awards on the school web site and local publications.

### Discrimination Policy

PJ's College of Cosmetology complies with the Civil Rights Act of 1964, which prohibits discrimination because of age, race, color, religion, sex or ethnic origin. Applicants are considered without regard to age, marital status, or the presence of a non-related medical condition or handicap.

Title IX- Sexual Harassment - Sexual Violence Policy and Grievance Procedures

#### I. Notice of Non-Discrimination

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. PJ'S College of Cosmetology does not discriminate on the basis of age, race, color, religion, sex, sexual identity, national or ethnic origin. Applicants are considered without regard to age, marital status, or the presence of non-related medical condition or handicap.

#### II. Title IX Policy

PJS College of Cosmetology is committed to providing a safe educational environment for its students, staff and clients. PJS College of Cosmetology strives to maintain an environment free of violence, harassment or any form of discrimination. In accordance with Title IX of the Education Amendments of 1972 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) along with its amendments made in accordance with the Violence Against Women Reauthorization Act of 2013, PJS College of Cosmetology has developed strict policies regarding safety and security measures as well as a zero tolerance bullying policy.

This policy can be found at all school locations posted on student bulletin board, at [www.gotopjs.com](http://www.gotopjs.com) and from the school director or Title IX Coordinator at [info@gotopjs.com](mailto:info@gotopjs.com).

PJS policy prohibits all forms of sex discrimination, harassment, and misconduct, including sexual assault, domestic violence, dating violence, and stalking. The policy extends to all aspects of PJS College of Cosmetology's activities and programs as well as the admission process. This Policy also prohibits retaliation against any person who has made a report or complaint, testified, assisted, or participated or refused to participate in any manner of an investigation, proceeding, or hearing under this Policy. Questions regarding PJS College of Cosmetology Title IX Policy can be directed to the Title IX Coordinator, Arlena McClish, at [info@gotopjs.com](mailto:info@gotopjs.com), the US Department of Education Office of Civil Rights, or both.

PJS College of Cosmetology also prohibits other forms of discrimination and harassment including discrimination and/or harassment on the basis of race, color, national origin, sexual orientation, disability or age in its programs or activities. The following person has been designated as the Title IX coordinator. All questions and inquiries should be directed to:

Arlena McClish  
Title IX Coordinator  
931 S. Rangeline Road  
Carmel, IN 46032  
Phone: 317-846-6444  
Email: [info@gotopjs.com](mailto:info@gotopjs.com)

Inquires or complaints concerning PJS College of Cosmetology's compliance with Title IX or other federal civil rights laws may be referred to the US Department of Education for Civil Rights.

Office for Civil Rights, Chicago Office  
US Department of Education  
John C. Kluczynski Federal Building  
230 S. Dearborn Street, 37th Floor  
Chicago, IL 60604  
312-730-1560  
Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

PJS College of Cosmetology strives to create a safe environment for all students, staff and clients. We will not tolerate discrimination, threats, violence or bullying of any kind in our schools. Any complaint will be fully investigated and reviewed by a neutral third party to assure prompt and equitable resolution. All parties involved will be allowed to present evidence during the review process. PJS College of Cosmetology will send written notification to all parties regarding allegations, interviews, hearings and findings to all parties involved in the case. PJS College will dismiss any case that does not meet the definition of sexual harassment or that did not occur in a PJS College location/program.

PJS College will investigate all formal complaints of sexual harassment. A formal complaint must be in writing, filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent, and request the PJS College investigate the matter. If all parties voluntarily agree to participate in an informal resolution that does not involve a full investigation and adjudication after a formal complaint was filed, the college will facilitate an informal resolution to assist the parties in reaching a resolution.

PJS College of Cosmetology will not retaliate against anyone for filing a complaint, and will not tolerate any retaliation by any student, guest, family member or employee. Any concerns regarding this should be addressed to the Title IX coordinator.

PJS reserves the right to notify parents or guardians of dependent students regarding any health or safety risk, or any change in the students status. PJS also reserves the right to require sensitivity training, and anti-discrimination training in their classrooms if required.

Under certain circumstances parties may be provided a right to appeal the results of the hearing. Those rights will be presented to the effected parties based on the legalities of the case.

## HARASSMENT POLICY

**BULLYING/HARASSMENT/HAZING** No kind of bullying, harassment or hazing will be tolerated. If you believe you are the victim of any kind of bullying, harassment or hazing or have observed such actions taken by another student, staff member, or other person associated with the corporation, you should report it immediately to your counselor or an administrator. The complaint will be investigated in a confidential and timely manner.

Discipline Recommendations:

- 1<sup>st</sup> offense - Warning
- 2<sup>nd</sup> offense - 3 day suspension
- 3<sup>rd</sup> offense - 5 day suspension
- 4<sup>th</sup> offense - recommendation for expulsion

## INTERNAL GRIEVANCE PROCEDURE

PJ's College of Cosmetology has an "open door" policy for all students regarding complaints and concerns. This policy allows all students to work directly with the school director initially and, if matters cannot be resolved, then the Chief Executive Officer.

Students with a grievance that has not been resolved with the local campus director may submit their concerns in writing to:

PJ's College of Cosmetology  
Chief Executive Officer, Judith Stewart  
931 S. Rangeline Road  
Carmel, IN 46032

School Catalog/ Bowling Green Corp

[info@gotopjs.com](mailto:info@gotopjs.com)

A grievance submitted to the Chief Executive Officer will be addressed in writing within thirty (30) days of receipt of the letter.

After an issue is addressed by the Chief Executive Officer and the student feels the issue was not resolved at PJ's College of Cosmetology, students have the right to contact Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, (770) 396-3898 ([www.council.org](http://www.council.org)).

Students may also contact the state regulatory agency - Indiana Professional Licensing 317-234-3031, <https://www.in.gov/pla/3638.htm> or Kentucky State Board of Hairdressers and Cosmetologists <https://secure.kentucky.gov/formservices/KBHC/ComplaintForm> if they feel their concern has not been addressed.

### STUDENT APPEAL PROCEDURE

STUDENTS MAY APPEAL ANY DECISION BY USING THE FOLLOWING PROCEDURE:

1. Submit a written request for a hearing to the corporate office and include:
  - Name, address, and telephone number of person requesting the hearing.
  - Date of incident or decision.
  - Written statement of incident or decision being appealed.
  - Names, addresses and telephone numbers of persons (other than the student) who have knowledge regarding this appeal.
2. A date for the hearing will be set within thirty (30) days from the date the request is submitted. The student and the school may request information from witnesses.
3. The hearing will be held at the school location or the corporate office at the discretion of the Chief Executive Officer.
4. The hearing officer will be the Chief Executive Officer or a person designated by the Chief Executive Officer to act on her behalf, as chairman of the impartial board.
5. The hearing officer shall make all decisions with respect to procedure and the type of hearing to be held.
6. The hearing officer shall render a written decision, signed by the owner, within thirty (30) days of the date of the hearing.

### SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the Council on Occupational Education (COE) and the federal regulations established by the United States Department of Education.

### Evaluation Periods

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology (1500)	450, 900, 1200 clocked (actual) hours
Esthetics(700)	350 clocked (actual) hours
Esthetics (750)	375 clocked (actual) hours
Nail Technology (600)	300 clocked (actual) hours
Instructor Training (1000)	450, 900 clocked (actual) hours
Instructor Training (750)	375 clocked (actual) hours

\*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

### ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<b>COURSE</b>	<b>WEEKS</b>	<b>MAXIMUM TIME ALLOWED SCHEDULED HOURS</b>
Cosmetology 1500 (Full time, 30 hrs/wk)	74.6 Weeks	2250
Cosmetology 1500 (Part time, 24 hrs/wk)	93.3 Weeks	2250
Cosmetology 1500 (Part time, 20 hrs/wk)	111.9 Weeks	2250
Instructor Training 1000 (Full time, 30 hrs/wk)	49.8 Weeks	1500
Instructor Training 1000 (Part time, 20 hrs/wk)	74.6 Weeks	1500
Esthetics 700 (Full time, 30 hrs/wk)	34.8 Weeks	1050
Esthetics 700 (Part time, 20 hrs/wk)	52.2 Weeks	1050
Nail Technology 600 (Full time, 30 hrs/wk)	29.9 Weeks	900
Nail Technology 600 (Part time, 20 hrs/wk)	44.8 Weeks	900
Instructor Training 750 (Full time, 30 hrs/wk)	25 Weeks	1125
Instructor Training 750 (Part time, 20 hrs/wk)	37.5 Weeks	1125
Esthetics 750 (Full time, 30 hrs/wk)	25 Weeks	1125
Esthetics 750 (Part time, 20 hrs/wk)	37.5 Weeks	1125

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

## ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100	Excellent
85 - 92	Very Good
75 - 84	Satisfactory
74 and below	Unsatisfactory

## 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 receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. 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.

## 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 while 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.



## PROBATIONS

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.

## RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

## 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. Students who withdraw prior to completion of the course and wish to re-enroll will return (if re-entry is approved by the school owner) in the same satisfactory academic progress status as at the time of withdrawal.

## APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

## 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.

## TRANSFERS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

## ACCESS TO SATISFACTORY ACADEMIC PROGRESS EVALUATIONS

A student's Satisfactory Academic Progress Evaluations are provided to each student at the time of the evaluation and a copy is maintained in the student's academic file in the school. Student's requesting additional copies of their evaluations should contact the school director for additional copies if needed.

## LEAVE OF ABSENCE

An approved leave of absence (LOA) is a temporary interruption in a student's program of study. In order for a LOA to qualify as an approved LOA the following criteria must be met:

- Students must submit a request for a LOA in writing and include the reason for the request. The leave of absence should include the student's signature.
- A LOA is only approved for medical reasons (supported by a signed doctor's statement).
- A LOA is only approved for a minimum of 14 days (scheduled days of attendance) and a maximum of 180 days in a 12 month period.

- Emergency LOAs will be reviewed by the school director and School Owner for consideration.
- Students must provide a reasonable assurance that they will return from the LOA.
- Approval from the Owner/CEO or her representative must be designated on the LOA form
- PJ's College of Cosmetology will not assess the student any additional charges during or due to an approved LOA.
- The LOA together with any additional LOAs cannot exceed a total of 180 days in a 12 month period.
- The student will resume training at the same point in the program as they were prior to the LOA.
- If the student is a Title IV recipient, the student will be notified of the effects the student's failure to return from the LOA may have on the student's loan repayment terms, including expiration of the student's grace period.
- Title IV processing on the student account will continue as previously awarded for the period after the student has returned from the LOA.
- Student's taking a LOA over 60 days may have adjustments to their Title IV funding as required under Return of Title IV. Additionally a student's Title IV loan period may be effected.
- A student approved for a LOA will be notified of the student's rights and responsibilities with respect to enrollment and receipt of financial aid as it relates to an approved LOA as well as the awareness that they may choose to return early from the LOA.
- The student's contract period will extend by the same number of days taken in the LOA.
- A student that fails to return from an approved LOA on the documented date of return will be terminated from the program. The withdrawal calculation will calculate effective the student's last day of attendance.
- Any student failing to follow the school's policy in requesting a LOA will not be granted an approved LOA and their account will be processed according to PJ's College of Cosmetology's withdrawal procedures.
- During emergency orders or times of state or federal mandates the LOA policy may change to address compliance with those orders.

## FINANCIAL AID

PJ's College of Cosmetology is approved by the United States Department of Education to offer the following federal financial assistance programs whereby an eligible student is awarded aid for post secondary education. To be eligible to receive financial aid, a student must be enrolled in an eligible program on at least a half-time basis and be a US citizen, national or recognized alien. Additionally, to be eligible for financial aid students must demonstrate a financial need based on income and other personal information. Financial aid awards are determined upon budgets representing the cost of attendance. These budgets will vary depending on the program. The budgets are available for review at the financial aid office. Short-term courses are no available to receive financial aid.

SUBSIDIZED, UNSUBSIDIZED  
and PLUS:

These are loans that must be paid back.

PELL GRANT:

This is a federal grant based on the financial need of the family.

FSEOG:

This is also a grant based on family need and available funding.

PJ's College also participates in the following programs: Veteran's Administration, Vocational Rehabilitation. Please see your school director for specific program availability.

The academic year for financial aid purpose is defined as 900 clock hours and/or 30 weeks. A student must be of compulsory age as defined by the State Department of Education to qualify for financial aid.

Students have the right to appeal any financial aid determinations. An appointment should be schedule with the financial aid director to discuss and review the file before the appeal committee.

## ETHICAL RESPONSIBILITIES REGARDING FINANCIAL ASSISTANCE

PJS College of Cosmetology is committed to the equitable distribution of all need based financial aid. It is equally important and understood that the responsibility of this process be held under the standards of ethical responsibility from all parties. Students and parents must assure that they meet the ethical standards required and submit only information that is true, correct and complete. Ethical behavior is a key factor in all areas of the cosmetology field and should be taken very seriously throughout the entire education and professional processes. Students enrolling at PJS College of Cosmetology must sign a Statement of Ethical

Responsibility assuring that the statements they made during the application and financial aid processes are true and accurately represent their household and submitted materials.

If there is evidence that a financial aid applicant has deliberately misrepresented or omitted required information, the Financial Aid Director will notify the school owner for possible disciplinary actions. In the case of fraud or other criminal misconduct, referral may be made to the US Department of Education, Office of the Inspector General, or, to the appropriate state or local authorities. Students under no circumstance should put information on any financial aid document or enrollment document that is not true and correct.

## Policies and Procedures for Verification

The institution has developed the following Policies and Procedure regarding the verification of information provided by applicants for Federal Aid under the Title IV programs:

Only those students who are selected for verification by the US Department of Education will be required to submit supporting documentation.

No federal funds will be disbursed prior to the completion of verification

The student will have until 60 days after his/her last day of physical attendance or the end of the academic year, whichever is earlier, to complete verification. However, in the interim the student must have made arrangements with the school for payment of all tuition and fees due or risk termination at the option of the school. After the passage of the aforementioned period, all financial aid that might have been due is forfeited.

## SCHOLARSHIPS

The Administrative office administers all scholarships. The school may award a scholarship to an outstanding senior in an area high school. This award may not necessarily be made annually. The applications must be submitted and reviewed by the Scholarship Committee, who will determine the amount and availability of the award. All scholarships are earned and all requirements must be met before the scholarship is issued.

A number of organizations and corporations offer scholarships. Students should check with their employers or parent's employers for available scholarship programs. In addition, students should check with groups (i.e. Kiwanis Club, Rotary Club, Elks Foundation, churches, etc.) with which they or their parents have an affiliation.

Students receiving PJ's College Scholarships will receive this award upon completion of the contracted course. All scholarships are non-transferable to other schools. Scholarship qualifications and conditions are presented to the student at the time of enrollment. All qualifications must be met to earn PJ's Scholarships.

## ADVISING

All staff members are available for individual advising of students with school related problems. Staff members are knowledgeable for advising and placement services. Staff members are not professional counselors; however, they may provide information leading to personal counseling referrals with professionals.

Our staff will advise any student with regard to curriculum, future employment, and personal school-related concerns. Prior to graduation, students will be advised on career opportunities, placement, and resume/procurement skills and techniques.

## Veteran's Policy Statement

### **Probation policy – Standard of Progress**

Students who are receiving benefits from Veteran's Assistance programs must meet the required 80% GPA and/or 80% attendance. If they are not meeting the requirements, they will be placed on probation for a month (two probation periods or two months at a maximum). If at the end of the probation period they are still not meeting the standards, benefits will be terminated.

All Veteran Students will be required to sign a Veteran Student Addendum.

## GRADUATION AND PLACEMENT SERVICES

After completing the required training and successfully passing the course, the student is required to take the State Board Examination to receive a license. A diploma is awarded to the student upon graduation.

Requirements for graduation:

- Completion of 1500 hours for the cosmetology course or,
- Completion of 700 hours for the esthetics course or,
- Completion of 600 hours for the nail Technology course or,
- Completion of 1000 hours for the Instructor Training course or
- Completion of 750 (KY) hours for the Instructor Training course or,
- Completion of 750 (KY) hours for the Esthetics course and
- Completion of all state board and school progress requirements
- Completion of all tests with a satisfactory passing grade
- Complete settlement of tuition account

Upon completion of the required hours and progress requirements for each course, and after passing the final exam, the student shall be given a state board application enabling them to apply for the state board examination.

The school offers reasonable assistance to all graduating students in obtaining a position in the cosmetology industry if requested; however, we do not guarantee employment. Upon graduation, the student may sign a release statement for job placement purposes. The school's placement service (job opportunities) consists of graduate referrals, salon owners, requests, and classified ads. Job references are made public to students and kept on file in the office.

## WITHDRAWAL

Any student wishing to formally withdraw from school should do so through the Administration Office. Any such withdraw should be made in writing. When the student is under the legal age, the parent or guardian must submit the notice. Student's not attending for a period of 14 consecutive days without contact may be terminated by the school. All withdrawal determinations for students failing to attend according to their schedules are made within 30 days of a student's last date of physical attendance.

A student is considered to be withdrawn from PJ's College of Cosmetology if he or she notifies the school of a desire to officially withdraw from the program or fails to return to class on the return date from an approved leave of absence. Should a student fail to attend classes, PJ's College's date of determination for withdrawal is no later than 14 days from the student's last date of attendance according to the school's attendance records. An administrative withdrawal will be determined if a student fails to attend for more than 14 days. The student's withdrawal date (used in withdrawal/refund calculation) is always the last date of attendance as determined by the school's attendance records.

## REFUND POLICY

- An applicant not accepted by the school shall be entitled to a refund of all monies paid.
- If a student (or in the case of a student under the legal age, his/her parent or guardian) cancels his/her enrollment within three (3) business days of signing the enrollment agreement or contract, all monies collected by the school shall be refunded. This policy applies regardless of whether or not the student has actually started training.
- If the student cancels his/her enrollment after three (3) business days after signing, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the schedule of payments. Monthly tuition payments are set up as a convenience for the student in paying their tuition. These payments will not necessarily pay for all hours accrued.
- All federal funds will be refunded according to the Title IV refund policy if a student withdrawals from the school.
- If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100.00 of the tuition and fees will be retained by PJ's College. Appropriate refunds for a student who does not begin classes will be made within 30 days of the class start date.
- Refunds, when due, will be made without requiring a request from the student.

All monies due the applicant or student shall be refunded within forty five (45) days of formal cancellation by the student as defined below - or formal termination by the school, which shall occur no more than forty five (45) days form the last day of attendance, or in the case of a leave of absence, the documented date of return.

Policies for granting of credit for previous training shall not impact the above mentioned refund policies.

## REFUNDS FOR WITHDRAWAL AFTER CLASS COMMENCES

### ***Refund Policy for Programs Obligating Students for Periods of 12 Months or Less***

- The refund policy for students attending who incur a financial obligation for a period of 12 months or less shall be as follows:
- After the first day of classes and during the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition;
- After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition;
- After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition; and,
- After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

*The above refund policy is listed with the assumption that the tuition is paid in full at the time of withdrawal. If the account is not paid in full then the financial obligation is what is due to be paid at the withdrawal. For example during the first listed example: If the tuition is not paid in full then the student withdrawing after the first day of classes and during the first 10% of the period of financial obligation the student would owe 10% of the tuition cost as well as the cost for the student kit and enrollment fee.*

### REFUND POLICY FOR PROGRAMS OBLIGATING STUDENTS FOR PERIODS BEYOND TWELVE MONTHS

- Programs longer than 12 months that financially obligate the student for any period of time beyond 12 months shall release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months. The calculation of the refund for the unused portion of the first 12 months shall be based on section above.
- If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal shall be based on the section above.

NOTE: For all students attending the institution and are receiving federal funding, a statutory Return of Title IV Funds is in effect to determine the amount of Title IV earned by the student. For Title IV students both the Return of Title IV Funds and the institutional refund policy apply. Up to the 60% point of each payment period of enrollment, a schedule id determines the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period of enrollment, a student has earned 100% of the Title IV funds for that period.

## RETURN OF TITLE IV FUNDS

A student's percentage of Title IV aid earned is calculated. PJ's College of Cosmetology defines enrollment time as the clock hours scheduled to have been completed as of the withdrawal date in the payment period or period of enrollment. PJ's College's date of determination for withdrawal is no later than 14 days from the student's last date of attendance according to the school's attendance records. The determination of enrollment time and a student's withdrawal date is used to comply with R2T4 requirements.

- Then the amount of Title IV aid is determined
  - ✓ NOTE: Any student who withdraws at any point after the 60% point in the payment period has earned 100% of their Title IV aid.
- The amount of Title IV aid that must be returned is determined
- The amount of unearned Title IV aid that must be returned by the school is calculated.
- Finally, the amount of unearned Title IV aid that must be returned by the student is determined.
  - ✓ NOTE: If it is determined that a student must return a portion of the Title IV aid received, the school will notify the appropriate agency or student within 45 days of the determination that the student withdrew from school. Return of Title IV funds are returned as soon as possible but no later than 45 days after the student has withdrawn.
- If it is determined that that the amount of aid disbursed to the student is less than the amount of aid the student has earned, then a post withdraw disbursement is made to receive the amount of aid earned by the student.
- Post-withdrawal disbursements if authorized by the student are posted to the student account at the time the funds are received by the Department of Education. Students are notified within 14 days of any post withdrawal

disbursements. Grants are disbursed within 45 days. Loans are offered to the student at the time of withdrawal and within 30 days of the withdrawal date. Students have 14 days to respond for any request of post-withdrawal funds.

- R2T4 calculations that result in a Title IV credit balance on the student account are disbursed to the student within 14 days of the calculation.

The following list contains the types of Title IV aid that are subject to being refunded according to the Return of Title IV Funds policy, either by the school, the student, or both (not necessarily in this order): Federal Direct Student Loan Program (subsidized, unsubsidized, and Plus loans), Pell Grants and FEOG Grant.

**NOTE: The Return of Title IV calculation may result in funds that have already posted to the student account being returned. Students then assume the responsibility for payment on their account balance. Generally a withdrawal from a program will result in an outstanding balance with PJ's College of Cosmetology. Balances unpaid after leaves a program may be submitted to a collection agency for further collection of debt.**

Please see the Financial Aid Office for examples of refunds.

ENROLLMENT TIME IS DEFINED AS THE TIME ELAPSED BETWEEN THE ACTUAL STARTING DATE AND THE DATE THE STUDENT NOTIFIES THE SCHOOL OF THEIR TERMINATION OR THE DATE THE SCHOOL DETERMINES THE STUDENT WITHDREW. All monies due the applicant shall be refunded within 30 days of formal cancellation by the student as defined above, or the last day of physical attendance, or in the case of a leave of absence, the documented date of return. PJ's College of Cosmetology defines enrollment time as the clock hours scheduled to have been completed as of the withdrawal date in the payment period or period of enrollment. PJ's College's date of determination for withdrawal is no later than 14 days from the student's last date of attendance according to the school's attendance records. The determination of enrollment time and a student's withdrawal date is used to comply with R2T4 requirements.

When situations of mitigating circumstances are in evidence, the school may provide a refund, which exceeds this policy.

All extra costs, such as books, equipment, and enrollment fee/application fee are adjustment computations. These items become the property of the student when issued and are non-refundable except as stated above.

If the school is permanently closed and no longer offering instruction after a student has enrolled; the student shall be entitled to a pro rata refund. If a course is canceled subsequent to a student's enrollment, the school shall at its option: 1. Provide a full refund of all monies paid. 2. Provide completion of the course. Students will be notified in writing by mail of unexpected closures due to extenuating circumstances.

An additional withdrawal termination fee of \$150.00 will be charged to all accounts that withdraw from the program.

## TRANSFER POLICY

Our school, operating in accordance with state regulations, will accept transfer students from another school. PJ's College does not, however, give credit for more than one half the total hours of instruction mandated by state law, unless an exception is warranted and approved by the Chief Executive Officer. PJ's College may refuse transfers if its admission requirements cannot be met, which includes tuition monies. All transferred hours, progress and grades will be posted on the student's progress report after transcripts have been received in the corporate office. Arrangements must be made with regard to tuition monies.

Students wishing to transfer from one program to another within the PJ's location must obtain permission from the Chief Executive Officer. All balances due from the prior course must be resolved prior to beginning a new program. Additional kit items may be required to be purchased upon discretion of the school. Transfer between programs is also limited to state law. Some programs allow hours and credits to transfer, others do not. Please check with your state board for approval of hours and credit transfers.

## TRANSCRIPTS

A transcript charge of \$10.00 will be assessed to students transferring to another school prior to completion of training. No transcripts will be issued unless the balance on the student account is resolved. Accounts with balances will have the transcript fee posted against the outstanding balance or returned to the student. Transfer document requests should be made through the corporate office.

## RE-ENROLLMENT

Students wishing to reenroll at PJ's College of Cosmetology must receive approval from CEO (Judith Stewart). The CEO (Judith Stewart) will evaluate a student's potential to complete the course and work within the rules and regulations established by PJ's College of Cosmetology and state licensing requirements. During the review period, a student's past educational experience including, but not limited to, attendance, grades and professional behavior will be evaluated. Students may be declined admittance based on the results of the review.

Within one year of the withdrawal date, the student may reenter with 100% tuition and hour credit. After one year, a minimum of 150 hours may be required. All tuition payments made will be credited to the account if the student returns within the one-year period from the student's last date of attendance. It will be up to the school's discretion to credit payments after the one-year period has elapsed. Prior unpaid balances must be resolved to receive approval for reentry.

*It is the school's decision on whether to accept reentries at any time.*

Students will be evaluated upon making application for reenrollment based on hours needed to complete within the law requirement.

## FIRST AID

All students must complete the Application for Admissions when enrolling. This form will be kept in the student's file and a copy will be included in the student's file at the corporate office. Rendering first aid at PJ's College does not mean the treatment of a major injury or illness. It does mean "the immediate and temporary care given a victim of an accident or illness". Should a student become ill or have an accident during the school day, the instructor should be notified immediately.

There are accident report forms at each location; these should be filled out when the injury is of serious nature that medical assistance may be required. To protect both parties, the signature of the patient should be obtained at the time of the assistance unless the patient is physically and or mentally incapable. These confidential reports should be mailed to the corporate office.

In the event of a national emergency PJS College of Cosmetology will follow all state and federal guidelines for safety and security in the schools. Students, clients and staff must abide by the posted policies whether temporary or permanent. Changes in the mode of delivery or curriculum as a result of a national emergency will be promptly addressed to all parties until the national emergency or state of emergency orders are lifted.

## CHANGES AND REVISIONS

The school retains the right to change and/or revise materials, programs, classes, and policies as changing conditions and law may dictate. While every attempt is made to keep the catalog up to date, changes may occur after printing. The most up to date information is made available on our PJS website and at the campus locations.

## Curriculum

### Cosmetology (1500 Clock Hours)

Each student must attend 1500 hours of training plus complete the required Official Student Progress Book.

The first 300 hours of instruction are general theory class, both clinic and classroom, where students practice techniques taught on fellow students and mannequins. After the first 200 hours, a student is then allowed in the clinic area to provide services to patrons. The remaining 1300 hours of instruction are in theory and practical class work and clinic practice.

Subject	Theory and Demonstration Practice	Actual Practice	Total Hours
Hair cutting	100	175	275
Sanitation	40		40
Statue and Rules	10		10
Salesmanship	5	5	10
Management	10	10	20
Manicuring	5	25	30
Pedicuring	5	15	20
Hair removal (waxing)	5	10	15
Anatomy and physiology	5		5
Skin	5		5
Hair	5		5
Electricity	5		5
Chemistry	10		10
Shampooing	5	30	35
Scalp performances	10	10	20
Facials and makeup	20	45	65
Hair coloring	40	150	190
Texture Services	70	250	320
Hair styling	70	200	270
Discretionary hours	150		150
<b>Totals</b>	<b>575</b>	<b>925</b>	<b>1500</b>



## Nail Technology (600 Clock Hours)

Student must attend the 600 hours of training plus complete the school's progress requirements. After the first 60 hours, a student is then allowed in the clinic area to provide services to patrons.

Subject	Theory and Demonstration Practice	Actual Practice	Total Hours
Sanitation	40		40
Anatomy and disorders	25		25
Statues and rules	10		10
Nail techniques with sanitation	30	160	190
Manicuring	10	50	60
Pedicuring	10	25	35
Chemistry	10		10
Salesmanship	5	10	15
Electric drill/file	10	10	20
Discretionary hours	195		195
<b>Totals</b>	<b>345</b>	<b>255</b>	<b>600</b>

## Manicuring (450 Clock Hours- Indianapolis campus only)

Student must attend the 450 hours of training plus complete the school's progress requirements. After the first 40 hours, a student is then allowed in the clinic area to provide services to patrons.

Subject	Theory and Demonstration Practice	Actual Practice	Total Hours
Sanitation	40		40
Anatomy and disorders	25		25
Statues and rules	10		10
Nail techniques with sanitation	30	160	190
Manicuring	10	50	60
Pedicuring	10	25	35
Chemistry	10		10
Salesmanship	5	10	15
Electric drill/file	10	10	20
Discretionary hours	35		35
<b>Totals</b>	<b>195</b>	<b>255</b>	<b>450</b>

## Esthetics (700 Clock Hours)

Each student must attend 700 hours of training plus complete the required Official Student Progress Book. After the first 90 hours, a student is then allowed in the clinic area to provide services to patrons.

Subject	Theory and Demonstration Practice	Actual Practice	Total Hours
Chemistry of skin care	15	25	40
Physiology and histology	30	30	60
Bacteriology, sterilization and sanitation	15	20	35
Introduction and operation to skin care machinery	20	30	50
Introduction to skin care	15	30	45
Skin care	35	120	155
Makeup	15	40	55
Hair removal (superfluous hair)	15	55	70
Introduction to advanced spa techniques	10	15	25
Safety precautions	5	15	20
Professional and personality development	20		20
Salesmanship, marketing, salon management and retailing	25	20	45
State statute and rules	10		10
Discretionary hours	70		70
<b>Total</b>	<b>300</b>	<b>400</b>	<b>700</b>

## Esthetics (750 Clock Hours)

Each student must attend 700 hours of training plus complete the required Official Student Progress Book. After the first 90 hours, a student is then allowed in the clinic area to provide services to patrons.

Subject	Theory and Demonstration Practice	Actual Practice	Total Hours
Chemistry of skin care	15	25	40
Physiology and histology	30	30	60
Bacteriology, sterilization and sanitation	15	20	35
Introduction and operation to skin care machinery	20	30	50
Introduction to skin care	15	30	45
Skin care	35	120	155

Makeup	15	40	55
Hair removal (superfluous hair)	15	55	70
Introduction to advanced spa techniques	10	15	25
Safety precautions	5	15	20
Professional and personality development	20		20
Salesmanship, marketing, salon management and retailing	25	20	45
State statute and rules	10		10
Discretionary hours	70	50	120
<b>Total</b>	<b>300</b>	<b>450</b>	<b>750</b>

### Instructor Training (1000 Clock Hours)

The Instructor Training course requires 1000 hours of instruction. This instruction includes training both theory and practical. After attending our course, students will be prepared in all phases of teaching, lesson planning, teaching methods, course outlines, development, teaching techniques, classroom management, and student-teacher relations.

Subject	Theory and Demonstration Practice	Actual Practice	Total Hours
Orientation and review of the pertinent curriculum	50	100	150
Introduction to teaching	60		60
Course outline and development	160	170	330
Lesson planning			
Teaching techniques			
Teaching aids			
Developing, administering and grading examinations			
School administration	30	20	50
Record keeping			
Law and rules			
Teaching			
Assisting in the clinic and theory classrooms		150	150
Practice teaching in the clinic and theory classrooms		260	260
<b>Totals</b>	<b>300</b>	<b>700</b>	<b>1000</b>

### Instructor Training (750 Clock Hours)

The Instructor Training course requires 1000 hours of instruction. This instruction includes training both theory and practical. After attending our course, students will be prepared in all phases of teaching, lesson planning, teaching methods, course outlines, development, teaching techniques, classroom management, and student-teacher relations.

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Subject	Theory and Demonstration Practice	Actual Practice	Total Hours
Orientation and review of the pertinent curriculum	50	100	150
Introduction to teaching	60		60
Course outline and development	160	180	340
Lesson planning			
Teaching techniques			
Teaching aids			
Developing, administering and grading examinations			
School administration	30	20	50
Record keeping			
Law and rules			
Teaching			
Assisting in the clinic and theory classrooms		150	150
Practice teaching in the clinic and theory classrooms			
<b>Totals</b>	<b>300</b>	<b>450</b>	<b>750</b>

## Rules and Regulations

Please remember that your actions must at all times be professional and considerate of others. PJS College is a place of learning. It is necessary to have respect for all those here to learn as well as all the clients who have generously chosen PJS to assist you in your learning process. Please remember to always be kind, think kindly of others and offer a helping hand to those who may have struggles. We all have many burdens and issues that are personal, please understand that a genuine kind word or smile really does go a long way to help.

1. Professional behavior is expected at all times. Students not acting in a professional manner may be asked to leave the school. Repeated behavioral issues may result in termination from school. This also may result in declines for future re-entry as well. It is up to the school director to determine if actions are considered inappropriate, unprofessional or in any means hinder the learning environment of others. Any of those actions are considered as violation of the school rules and can result in termination from the program.
2. Students must report to school promptly. Students who arrive after their scheduled time may not be allowed to enter classes. A late student must report to the Director's office.
3. Students are required to wear the dress code uniform established by PJ's College at all times while clocked in.
4. The use of illegal drugs or alcohol before or during school hours is strictly prohibited. Students found in violation of this rule will be terminated immediately. Students taking prescription drugs must declare any prescriptions taken on their enrollment application. Any medication taken in the school without it being listed may be result in the student being sent home or cited as in violation of PJS College's drug policy.
5. Your attendance is crucial. Absenteeism will not be tolerated. Absences must be phoned in to the school director prior to your scheduled time to arrive. Absence from class without acknowledgment is not permitted. Late students must first report to the Director's office before clocking in.
6. Foreseen absences due to vacation must be arranged with the school director.
7. Be sure to clock yourself in and out daily, otherwise your will not be recognized. Students must clock out at any time when they leave the school premises. It is the student's responsibility to clock in and out from school. Failure to clock in and out will result in lost hours. The student will not get credit for time missed due to failure on the student's part to clock themselves in and out.
8. No telephone calls can be made while on the time clock except in emergencies. Telephones are for business use only.
9. Students must understand the importance of professionalism and conduct themselves in such a manner while in school. This would include showing courtesy and respect to fellow students, patrons and PJ's staff. Students using unprofessional language or inappropriate behavior will be clocked out and sent home until the situation is resolved.
10. A lunch break is required after 6 hours of instruction. No more than ½ hour is allowed without approval.
11. PJ's College is a non-smoking school. PJS College is tobacco free. This includes, but it not limited to cigarettes, cigars, pipe tobacco, smokeless tobacco, including cigarettes, electronic cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spitless tobacco, or snuff. This policy covers the theory classroom, on the floor, and any area inside the PJS facility. Smoking is also prohibited within 8 feet outside the facility.
12. To present ourselves as professionals, there is no chewing gum; eating or drinking in any area except the student lounge. Clear water bottles are permitted on the clinic floor.
13. Students must report to school prepared with equipment.
14. PJS College of Cosmetology does not condone fraternization between faculty, staff and students. This includes, but is not limited to texting, phone calls, all aspects of social media (i.e. Twitter, Facebook, Instagram, etc), activities outside the classroom etc. It is important to maintain a professional atmosphere. This policy extends to faculty of the opposite sex or the same sex as the student, and applies regardless of whether the student or staff member is the initiator of the behavior and whether or not the student or staff members welcomes or returns the attention. Any student found fraternizing with faculty or staff may be terminated.
15. Students denying a clinical assignment will be clocked out and sent home.
16. There will be a \$25.00 charge for schedule changes. Any exception must have approval from the school administrator, CEO.
17. If graduation requirements are not completed by the term to end on the contract, an additional \$10.00 per hour charge may be assessed until these requirements are met.
18. Each student is held responsible for his/her own equipment and personal property. Equipment and personal property left in the school beyond thirty (30) days is considered abandoned. All abandoned property is discarded.
19. Any student caught stealing will be expelled from school.
20. Any threats to a person or property will not be tolerated and are grounds for immediate termination. This includes either verbal or any written (electronic such as social media) threats.

21. Student hours shall be transferred to another school upon written request, provided that all accounts are paid in full and a \$10.00 transcript fee is paid.
22. All make-up time is at the discretion of the school official. Students must schedule and receive approval prior to attending additional hours.
23. Cell phones, tablets, laptop computers and other personal communication devices are allowed in the classroom and on the clinic floor at the discretion of the school Director. However, if any of these devices begin to create distractions in the student's education, this can result in electronic devices not being permitted. This interpretation is up to the school Director. All cell phone ringers should be silenced or put on vibrate while clocked in. Electronic devices are only permitted for professional and creative use. If a student needs to make a phone call or send a text he/she will have to do so in the designated break area.
24. PJ's College of Cosmetology will follow all state and federal mandates regarding temporary ceasing of operations or transition to distance education. Students should be aware that the mode of delivery may change due to federal and/or state mandates in the event of a health or safety crisis.



## Tuition Price Sheet

2021

Cosmetology (Greenfield, Indianapolis, Muncie, Plainfield)	<i>1500 clock hours</i>
Registration Fee:	\$100.00
Kit/Educational Materials:	\$2,500.00
Sales Tax:	\$175.00
Tuition:	\$17,216.00
Total:	\$19,991.00
Cosmetology (Bowling Green, Louisville)	<i>1500 clock hours</i>
Registration Fee:	\$100.00
Kit/Educational Materials:	\$2,500.00
Sales Tax:	\$155.00
Tuition:	\$17,216.00
Total:	\$19,971.00
Esthetics (Indianapolis)	<i>700 clock hours</i>
Registration Fee:	\$100.00
Kit/Educational Materials:	\$1,800.00
Sales Tax:	\$126.00
Tuition:	\$9,566.64
Total:	\$11,592.64
Esthetics (Bowling Green, Louisville)	<i>750 clock hours</i>
Registration Fee:	\$100.00
Kit/Educational Materials:	\$1,800.00
Sales Tax:	\$108.00
Tuition:	\$10,545.00
Total:	\$12,553.00
Instructor Training(Greenfield, Indianapolis, Muncie, Plainfield)	<i>1000 clock hours</i>
Registration Fee:	\$100.00
Kit/Educational Materials:	\$900.00
Sales Tax:	\$63.00
Tuition:	\$6,000.00
Total:	\$7,063.00
Instructor Training(Bowling Green, Louisville)	<i>750 clock hours</i>
Registration Fee:	\$100.00
Kit/Educational Materials:	\$900.00
Sales Tax:	\$54.00
Tuition:	\$6,000.00
Total:	\$7,054.00
Nail Technology (Greenfield, Indianapolis)	<i>600 clock hours</i>
Registration Fee:	\$100.00
Kit/Educational Materials:	\$1,400.00
Sales Tax:	\$98.00
Tuition:	\$8944.50
Total:	\$10,542.50
Manicuring Indianapolis)	<i>450 clock hours</i>
Registration Fee:	\$100.00
Kit/Educational Materials:	\$1,400.00
Sales Tax:	\$98.00
Tuition:	\$6,095.00
Total:	\$7,693.00