



CATALOG

January 1, 2023-December 31, 2023

Jdacademy.com

520 San Ramon Valley Blvd., Danville, CA 94526
925-855-5551

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MISSION STATEMENT

JD Academy of Salon and Spa is dedicated to providing high quality professional education delivered with passion and technical excellence to prepare students with the knowledge and skills necessary to secure employment and enjoy a successful career in the Salon & Spa Industry.

SCHOOL INFORMATION

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website at <https://bppe.ca.gov/>.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Street, Suite 225, Sacramento, Ca 95834, mailing address: P. O. Box 980818 West Sacramento, CA 95798-0818, toll-free by calling (888) 370-7589 or (916) 574-8900 or by fax (916) 263-1897. <https://bppe.ca.gov/>

OWNER

JD Paradiso Inc., dba JD Academy of Salon and Spa dba JD Academy
Janet Paradiso, President, 100% Stockholder

ACCREDITATION AND APPROVALS

JD Academy of Salon and Spa is a private institution accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) recognized by the United States Department of Education and approved by the following agencies:

NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES (NACCAS)

3015 Colvin Street, Alexandria, Virginia 22314 Telephone: 703-600-7600, Fax: 703-379-2200 Email: webinfo@naccas.org Website: <https://naccas.org/>

US DEPARTMENT OF EDUCATION

Federal Student Aid Program Compliance

San Francisco/Seattle School Participation Division 50 Beale Suite 9800, San Francisco, Ca 94105-1863 Telephone: (415) 486-5677 Website: <https://ed.gov/>

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

1747 North Market Street, Suite 225, Sacramento, CA 95834, mailing address: P. O. Box 980818 West Sacramento, Ca 95798-0818, toll-free Telephone: (888) 370-7589 Fax: (916) 263-1897 Website: <https://bppe.ca.gov/>

CALIFORNIA BOARD OF BARBERING AND COSMETOLOGY (DEPARTMENT OF CONSUMER AFFAIRS)

2420 Del Paso Road, Suite 100, Sacramento, CA 95834 Telephone: (916) 445-1254, (800) 952-5210 Website: <https://dca.ca.gov/>
<https://barbercosmo.ca.gov/>

VOCATIONAL REHABILITATION

Greater East Bay District Office 1485 Civic Court, Suite 1100 Concord, Ca 94520 Telephone: (925) 602-3953 <https://dor.ca.gov/>



APPROVAL DISCLOSURE STATEMENT

JD Academy of Salon and Spa is a private institution that is approved to operate by the Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. JD Academy of Salon and Spa is Accredited by The National Accrediting Commission of Career Arts and Sciences (NACCAS) recognized by the United States Department of Education.

The following accredited programs are offered by JD Academy of Salon and Spa:

- Esthetician 600 Hours
- Cosmetology 1000 Hours

All courses are taught in English. Classes are taught at JD Academy, 520 San Ramon Valley Blvd., Danville, CA 94526.

A graduate of these programs will be eligible to sit for the applicable licensure exam in the state of California and may be eligible to sit for the applicable licensure exam in other states where the hourly requirement has been met.

California Department of Consumer Affairs requires completion of the state course requirements at minimum. After completion of hours and curriculum you must take and pass the state exam with 75% minimum to receive your state license. Instruction is in residence with occupancy level accommodating 80 students at a time utilizing oscillating schedule times. The Department of Consumer Affairs requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate to verify completion.

The Institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition of bankruptcy in the preceding five years, and has not had a petition filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101, et seq.).

POLICY & PROGRAM CHANGES

JD Academy of Salon + Spa reserves the right to make changes to any portion of this catalog including tuition, academic programs, courses, school policies and procedures, faculty and administrative staff, calendar and other dates and other provisions of any sort. The school also reserves the right to make changes to instructional materials, to modify curriculum, and when curriculum permits, to combine classes to provide meaningful instruction, training and contribute to the level of interaction among students.

The school reserves the right to change or modify, without notification, the program content, equipment, staff, or materials and organization as necessary with approval of the Department of Consumer Affairs if required. In no event will any changes diminish the competency of any program or result in tuition changes for current attending students.

CAREER OPPORTUNITIES

The curriculum is designed to offer training for entry-level positions in the Salon & Spa profession. However, JD Academy of Salon and Spa cannot guarantee job placement upon graduation. Career opportunities may include:

- | | | |
|-----------------------|----------------------------------|-----------------------------------|
| • ASSOCIATE STYLIST | • PLATFORM ARTIST | • SALON OWNER / MANAGER |
| • HAIR STYLIST | • FASHION WEEK PARTICIPANT | • SPA OWNER |
| • COLORIST | • EDITORIAL PHOTO SHOOTS | • INDUSTRY PRODUCT REPRESENTATIVE |
| • MAKE-UP ARTIST | • RUNWAY SHOWS | • MEDI SPA EMPLOYEE |
| • SKINCARE SPECIALIST | • STYLING BRIDES/WEDDING PARTIES | • SCHOOL OWNER |

Sic codes: 512201, 512202, 723101, 723102, 723199, 729901, 723104, 723105

PHYSICAL DEMANDS & SAFETY PRECAUTIONS

Prospective students and graduates are advised that they can expect to be on their feet for a substantial amount of time. They will also be expected to develop good hand eye coordination and dexterity. They must always exercise proper posture to prolong their ability to remain in the profession. Students and graduates are expected to always exercise safe practices such as wearing gloves while handling chemicals, wearing protective apron and closed toe shoes to prevent injury.

STUDENT SERVICES

JD Academy of Salon and Spa's Career Services are a vital part of the educational program. Placement assistance is provided. However, it is understood that the school does not and cannot promise or guarantee employment or a level of income or wage rate to any student or graduate.

The purpose of career services is to actively assist students in obtaining desirable employment. Career Services assists students and graduates in a range of career planning and advising to include:

- Assistance with resume preparation
- Coaching on interviewing skills-including role play
- Discuss interview follow-up
- Provide career search coaching including networking and research of potential employers
- Maintain a posting platform where salons and spas in the area can post job openings for new employees
- Gathering employer input to remain current of skills and aptitude necessary for student success in the industry

CLASS START DATES

<u>2023</u>
<u>ESTHETICIAN PROGRAM</u>
○ January 30, 2023
○ March 20, 2023
○ May 8, 2023
○ June 26, 2023
○ August 21, 2023
○ October 9, 2023
○ November 27, 2023
<u>2023</u>
<u>COSMETOLOGY PROGRAM</u>
○ January 30, 2023
○ April 3, 2023
○ June 5, 2023
○ August 14, 2023
○ October 16, 2023

<u>2024</u>
<u>ESTHETICIAN PROGRAM</u>
○ January 22, 2024
○ March 11, 2024
○ April 29, 2024
○ June 17, 2024
○ August 12, 2024
○ September 30, 2024
○ November 18, 2024
<u>2024</u>
<u>COSMETOLOGY PROGRAM</u>
○ January 3, 2024
○ March 4, 2024
○ May 6, 2024
○ July 15, 2024
○ September 16, 2024
○ November 18, 2024

JD Academy reserves the right to change entrance dates/class start schedules within the limitations of the facility.

2023 AND 2024 HOLIDAYS AND SCHOOL CLOSURE POLICY

JD Academy of Salon and Spa Is Closed on the following days

<u>2023</u>
<u>HOLIDAYS AND SCHOOL CLOSURE</u>
○ Winter Break: Jan. 1-2, 2023
○ Martin Luther King Day: January 16, 2023
○ President's Day: February 20, 2023
○ Memorial Day: May 29, 2023
○ Summer Break: July 1—9, 2023
○ Labor Day: September 4, 2023
○ Veterans Day: November 10-11, 2023
○ Thanksgiving: November 18-26, 2023
○ Winter Break: Dec. 23 - Jan. 2, 2024

<u>2024</u>
<u>HOLIDAYS AND SCHOOL CLOSURE</u>
○ Winter Break: January 1-2, 2024
○ Martin Luther King Day: January 15, 2024
○ Presidents's Day: February 19, 2024
○ Memorial Day, May 27, 2024
○ Summer Break, June 29-July 7, 2024
○ Labor Day, September 2, 2024
○ Columbus Day, October 14, 2024
○ Veteran's Day, November 11, 2024
○ Thanksgiving Break, November 23-December 1, 2024
○ Winter Break, December 21-January 5, 2025

JD Academy of Salon and Spa may declare additional days of closure for emergency or special reasons. Holy days of all religious beliefs are observed and respected. The school reserves the right to postpone training in the event of natural disasters, (such as fire, flood, earthquake, and/or poor air quality), labor disputes and/or equipment failure or pandemic for a maximum of 30 days.

CLASS SCHEDULES

The following student schedules are offered for new starting students:

- Esthetician Program 600 Total Hours
Day Schedule: Monday through Friday 9 am - 3 pm
5.5 hours per day, 27.5 hours per week, Approximately 22 weeks / 5.5 months
- Cosmetology Program 1000 Total Hours
Day: Monday through Friday 9:15 am - 3:15 pm
5.5 hours per day, 27.5 hours per week, approximately 37 weeks / 9.25 months

JD Academy of Salon and Spa reserves the right to add or change schedules as necessary.

ADMISSIONS POLICY / REQUIREMENTS

Listed below are the specific admission requirements and procedures established for all programs.

- Complete an Enrollment Application
- Be a minimum age of 17 years of age and provide proof of age with government ID or license, birth certificate, or passport.
- Provide proof of high school or equivalent completion via one of the following:
 - High School Diploma
 - High School Transcript
 - GED
 - High School Equivalency Certificate
 - College Transcript (showing successful completion of at least a two-year program that is acceptable for full credit toward a bachelor's degree)
- Provide social security card
- Complete and sign an Enrollment Agreement (Students under the age of 18 are required to have a parent or legal guardian to sign the Enrollment Agreement)
- Pay non-refundable \$150 registration fee upon enrollment (\$10 for veterans)

Student must determine form of payment method when enrolling. JD Academy of Salon and Spa accepts cash, check, money order, Visa, MasterCard, and debit cards.

JD Academy may accept up to 250 transfer hours for its 1000-hour cosmetology or 600-hour esthetician program. Transfer hours will be accepted based on ability as demonstrated in a practical evaluation, verified from practical and/or written exams, and/or from an academic progress report or transcript. The fee for a practical evaluation, should it be necessary, is \$150. Acceptance of transfer hours is at the sole discretion of the director or president.

Accepted transfer hours are counted as both attempted and completed for the purpose of determining the maximum allowable program time frame.

Licensing in the State of California requires each student to disclose any prior conviction(s) of a felony or misdemeanor criminal offense (other than minor traffic violations or outstanding traffic/parking tickets). Please speak to JD Academy Director or President if you have any prior convictions.

Foreign high school transcripts or equivalent require translation, evaluation, and/or verification from a third-party evaluation service. Prospective student will be responsible for any fees related to the transcript evaluation.

Applicants must be able to speak, read, and write in English. English language classes are not offered at JD Academy. Prospective students with foreign transcripts or English as a second language will be interviewed by a director or the president prior to enrollment.

TRANSFER POLICY

JD Academy may accept up to 250 transfer hours for its 1000-hour cosmetology or 600-hour esthetician program. Transfer hours will be accepted based on ability as demonstrated in a practical evaluation, verified from practical and/or written exams, and/or from an academic progress report or transcript. The fee for a practical evaluation, should it be necessary, is \$150.

Acceptance of transfer hours is at the sole discretion of the director or president.

Accepted transfer hours are counted as both attempted and completed for the purpose of determining the maximum allowable program time frame.

Transfer hours that are accepted are counted as both attempted and completed for the purpose of determining when the maximum allowable time frame for the program has been exhausted. Transferring student must pass Phase One testing in all areas before entering Phase Two and performing services in the Student Salon or Spa.

JD Academy students who would like to transfer to another school must submit a *Letter of Withdrawal* to JD Academy of Salon and Spa stating their name, decision to withdraw from JD Academy of Salon and Spa, and date of the withdrawal. A *Proof of Training* will be issued within fourteen (14) days of JD Academy receiving *Letter of Withdrawal* and full payment.

The transferability of JD Academy of Salon and Spa credits and/or hours is at the complete discretion of the receiving institution. JD Academy of Salon and Spa has not entered into an articulation or transfer agreement with any other college or university.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits and or hours you earn at JD Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate of completion you earn in esthetician or cosmetology program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, hours, and/or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending JD Academy to determine if your credits, hours, and/or certificate will transfer.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

RE-ENTRY/RE-ENROLLMENT POLICY

If a student has been dropped for any reason and is approved to re-enroll, the student will be charged a \$150.00 registration fee. The student will be charged for their remaining hours at the current tuition rate.

LEAVE OF ABSENCE POLICY

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. A leave of absence is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during a leave of absence.

A Leave of Absence must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring an institution to perform a refund calculation.

For a leave to qualify as an approved Leave of Absence the following must occur:

- The student must follow the JD Academy Leave of Absence policy
- There must be a reason. A Leave of Absence may be granted for family need, medical situation or emergency, financial hardship, or other unforeseen/unplanned necessity.
- Requests for leaves of absence must be submitted in writing, a *Leave of Absence* form must be completed (found in the student services office), and it must include: The reason for the request, Student's signature and Supporting documentation if possible.
- The leave of absence request must be submitted for approval prior to the absence from school unless unforeseen circumstances prevent the student from doing so. (For example: If a student is injured in a car accident and needs a few weeks to recover before returning to the institution, the student would not be able to request the leave of absence in advance.)

A student who did not provide the request prior to the LOA due to unforeseen circumstances, can be approved if the school documents the reason for its decision and collects the request from student at a later date.

In such a circumstance, JD Academy will establish the beginning of the approved leave of absence to be the date the student was first unable to attend.

- There must be a reasonable expectation that the student will return from the leave of absence.
- JD Academy Director, Financial Aid Director, or President must approve the leave of absence.
- All parties acknowledge changes to the contract period and graduation date with signatures on either the Enrollment Agreement or an Enrollment Agreement Addendum

Leave of absences will NOT be approved if the leave of absence together with any previous leaves of absence exceed a total of 180 days in any 12-month period. Leave of absences will be approved for no less than 14 consecutive calendar days.

A student granted a leave of absence that meets the above criteria is not considered to have withdrawn.

The school may not assess the student any additional institutional charges as a result of the leave of absence. No refund calculation is required at that time.

The school will extend the student's contract period by the same number of days taken in the leave of absence. Changes to the contract period and graduation date will be documented and acknowledged with signatures or initials by all parties on either the Enrollment Agreement or an Enrollment Agreement Addendum.

A student who takes an unapproved leave of absence will be withdrawn, and the student's withdrawal date for the purposes of calculating a refund will be the student's last day of attendance.

A student who does not return by the expiration of an approved leave of absence will be withdrawn, and the student's withdrawal date for the purposes of calculating a refund will be the student's last day of attendance.

FILE RETENTION AND ACCESS TO FILES

The Family Educational Rights and Privacy Act (FERPA) sets a limit on the disclosure of personally identifiable information from school records and defines the rights of students to review and request changes to the records. FERPA generally gives postsecondary students the rights to:

- Review their education records
- Seek to amend inaccurate information in their records
- Provide consent for the disclosure of their records

Students (or parents or guardians, if the student is a dependent minor) are guaranteed access to their school records with a staff member present, within 30 days from the date of the request.

Copies of all records can be requested at \$.25 per page.

General Release of Information:

A Student must provide written consent before the school may disclose personally identifiable information from the student's education record. The written consent must:

- State the purpose of the disclosure
- Specify the records that may be disclosed
- Identify the party or class of parties to whom the disclosure may be made
- Be signed and dated

If a student would like to provide access of their student information to another person, the student must fill out and sign a **Release of Information** form every time the student requests the information to be released.

Release of Information to Regulatory Agencies: JD Academy of Salon and Spa provides and permits access to student and other school records as required to the National Accrediting Commission of Career Arts and Sciences (NACCAS), U.S. Department of Education and authorized representatives of the Department, including employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and The National Center for Education Statistics, as well as firms under contract to the Department to perform certain administrative functions or studies.

COSMETOLOGY PROGRAM

COSMETOLOGY 1000-HOUR STATE MINIMUM REQUIREMENTS

The chart below shows the California Department of Consumer Affairs (Board of Barbering and Cosmetology) minimum curriculum requirements for the cosmetology course.

Cosmetology Course Minimum Requirements

Business and Professions Code (B&P) section 7362.5(a) states: "A course in barbering or cosmetology established by a school shall consist of not less than 1,000 hours of practical and technical instruction in the practice of barbering or cosmetology..."

Pursuant to B&P 7362.5(c) the curriculum for a cosmetology course shall, at a minimum, include technical and practical instruction in the following areas:	MINIMUM HOURS
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.	100
Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100
Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	200
Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	200
Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	150
Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.	50
Manicure and Pedicure: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.	100
Once the minimum required hours have been met, it is up to the school to determine what subject(s) they will allocate additional hours to meet the 1000-hour requirement for the course.	

In addition to the required subjects stated above, JD Academy of Salon and Spa includes training in the areas of communication skills, professional ethics, salesmanship, decorum, record-keeping, client services records, building a clientele, resume writing, and interviewing skills.

JD ACADEMY OF SALON AND SPA COSMETOLOGY PROGRAM SUBJECT/HOURS

1000 CLOCK HOURS	
SUBJECT	THEORY AND PRACTICAL HOURS ON SUBJECT
Health and Safety (including State Board Approved Health & Safety Course)	100
Disinfection and Sanitation	100
Chemical Hair Services	200
Hairstyling Services/Cutting	200
Skin Care	150
Hair Removal, Lash and Brow Beautification	50
Manicuring/Pedicuring	100
Other	100
Total	1,000 hours

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The portion of Instructor Discretion hours is to be applied as needed in curriculum-related areas or if the student desires to specialize in a specific area.

COSMETOLOGY PROGRAM DESCRIPTION

1000 HOURS – COSMETOLOGY PROGRAM: ALL PROGRAMS ARE TAUGHT IN ENGLISH The primary purpose of the cosmetology program is to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field.

COSMETOLOGY PROGRAM OBJECTIVES

Upon completion of the program requirements the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise, and proper grooming.
- Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the basic manipulative skills in the areas of hairstyling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
- Perform basic analytical skills to advise clients in the total look concept.
- Apply academic learning, technical information, and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

JD Academy of Salon and Spa will grant a *Certificate of Completion* for the applicable course when the student has successfully completed all phases of the study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork and attended an exit interview.

The Official Transcript of Hours (*Proof of Training*) will be provided to the graduate when the *Certificate of Completion* requirements have been met **and** the student has made satisfactory arrangements for payment of all debts owed to the school.

COSMETOLOGY REFERENCES/LIBRARY

A comprehensive library of references, periodicals, books, texts, audio/videotapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials by a request to the registrar.

COSMETOLOGY COURSE OUTLINE

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and/or other related learning methods are used in the course.

THEORY AND LECTURE:

This is the presentation of theory, which builds the foundation that plays an important role in the underlying success of the Cosmetologist. A thorough understanding of all aspects of cosmetology helps develop the practical application that technicians must master before the completion of the course.

DEMONSTRATION:

The presentation of the procedures performed in the professional hair care industry. Students will be exposed to basic textbook applications of procedures through the instructor's demonstrations. Students will receive training from various manufacturers for products and services that directly relate to the cosmetology curriculum. Demonstrations are enhanced by audio-visual

materials. Audio-visual materials consist of industry-related videos and detailed illustrated handouts. They will be expected to utilize the videos and illustrations when they begin the practical aspect of their course.

PRACTICAL:

Students will perform procedures on mannequin heads and each other, enabling them to develop techniques and speed. Students will be expected to complete practical worksheet assignments for grading purposes. These practical class simulations will provide them with the confidence needed to complete the Professional Clinic Training portion of their training.

PROFESSIONAL CLINIC TRAINING:

Students will experience an actual salon environment by working with guests. This experience will place demands on them and simulate situations they will face in the future. This will develop their techniques and applications as well as their professional guest communication skills. Students will benefit greatly and be able to enter the industry as professionals, proficient in applications with the discipline necessary to compete with seasoned technicians.

COSMETOLOGY TEXTBOOK AND RESOURCE MATERIALS

Milady E-Book, Milady Text, 2016 Edition, Milady Study Guide: The Essential Companion, 2016 Edition Milady Practical Workbook,

Milady Theory Workbook, 2016 Edition, Milady MindTap, Milady Cima online training materials

California State Board of Barbering and Cosmetology Act and Regulations

California State Board of Barbering and Cosmetology Health and Safety Course

California State Board of Barbering and Cosmetology Health and Safety Exam Book

Sam Villa Tutorial Videos, Redken Certified Haircolorist Study Guide, Redken Principal Based Hair Color, Redken Art of Consultation, WELLA Color Guide, Various DVD's by Redken, Milady, Sam Villa, Behind The Chair, Salon Management by Milady, Hair Care and Braiding by Milady, Beauty and Wellness by Milady, Color, Chemical & Texture Services by Milady, Anatomy & Physiology by Milady Student Reference Guide by Milady, JD Academy Theory of Haircutting, JD Academy Theory Workbook, JD Academy Tutorial Videos

JD Academy Hair Cutting System

*JD Academy of Salon and Spa reserves the right to substitute or change cutting, coloring, and business textbooks and resource materials without prior notice at the expense of JD Academy of Salon and Spa.

COSMETOLOGY GRADING

Achievements are evaluated by means of Quantitative written and Qualitative practical exams.

The exams are based on the theory and practice of cosmetology.

93% - 100%	Excellent	Passing
85% - 92%	Very Good	Passing
75% - 84%	Satisfactory	Passing
74% and below	Unsatisfactory	Not Passing

Written tests require demonstrations of competency for the required comprehension and knowledge of

- Theory
- Principles
- Practice of Cosmetology

75% cumulative grade point average is required to meet minimum satisfactory academic progress requirements. Students are monitored daily during class and/or clinic sessions for progress.

COSMETOLOGY PROGRESS REPORTS

Progress reports are available to students on the J D Academy app. They are also issued to students periodically. Reports include progress in theory, practical operations, and accumulated hours.

COSMETOLOGY EVALUATIONS

- Students are monitored with progress reports monthly. If students are not meeting satisfactory progress requirements, they must retake tests and/or redo operations.
- Evaluations are performed for Satisfactory Academic Progress (SAP) at 450 hours for hours 0-450 and at 900 hours for hours 451-900.
- Financial Aid Satisfactory Academic Progress (SAP) evaluations for eligibility of financial aid are performed at 450 hours for hours 0-450 and at 900 hours for hours 451-900.
- Prior to completion of 1000 hours, the instructor will check in with the student to see if the student is on target for graduation and is meeting requirements as scheduled.
- Students complete an Exit Survey near their 1000 hour graduation.

COSMETOLOGY SUBJECT MATTER

SUBJECT	OBJECTIVE	RELATED MATERIAL	LEVEL OF ACCEPTABILITY
Barbering & Cosmetology Rules & Regulations, Salon Management, Business Techniques, Communication-Human Relations, Professional Development, Career Development	Familiarization with laws relating to the practice as an applicable student and licensed cosmetologist. Interaction with the public, skills in public relations, techniques of selling, and professional services recommendations, and basic salon management techniques. Spa maintenance, cleanliness, laundry.	Definitions, classifications, registrations, exam fees, reciprocity, and sanitary regulations; Board: powers, duties, appointments, terms, and compensation. Personal hygiene, grooming, poise, personality development; professional: ethics, laws, insurance, payroll deductions, salon opening and layout, salesmanship and advertisement, business operation and personnel management, business records and supplies, first aid, booking appointments and patron reception, employment application, and resume and obtaining employment.	75% Minimum Score on Written Exams
Health & Safety/Hazardous Substance	Familiarization regarding chemicals used and basic health issues in establishments, material safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases (including HIV/AIDS and Hepatitis B. Use tools, equipment, and safety requirements.	Students will garner much information from the theory class, demonstration of the proper use of equipment, and practice health and safety information found in State Board Health and Safety text.	75% Minimum Score on Written Exams and/or Practical Exams
Disinfection, Sanitation	Learn necessary sanitary conditions for the practice of cosmetology and the prevention of infectious and contagious diseases.	Sanitary, sterilization, and disinfectant rules and methods, bacteriology, wet and dry sanitizing, chemical agents used, and safety precautions.	75% Minimum Score on Written and/or Practical Exams

SUBJECT	OBJECTIVE	RELATED MATERIAL	LEVEL OF ACCEPTABILITY
Wet Hair Styling	Mastering procedural steps necessary to clean and condition hair. Familiarization with equipment and practicing wet hairstyling. Learning how to comb out hair into styles specified by the patron	Preparation, shampoo and rinse types, litmus paper, models, procedures, the chemistry of shampoos, safety precautions, brushing techniques, and manipulations. Guide Points, type of curls, type of rollers, shaping, type and methods of waving, parts, and equipment. Basic, ruffled, and locked-in comb-outs, lifting and rolling the brush, back brushing, backcombing for large and small head looks. Safety Precautions and Sanitation.	75% Minimum Score on Written and Practical Exams
Chemistry for the Cosmetologist	Familiarization with basic structure and purpose of cosmetics, nails, hair, and skincare preparations and terminology used. Provide elementary knowledge on chemical makeup, peels, and the physical and chemical changes of matter.	Elements, compounds, mixtures, acids, base salts, pH scale, and water chemistry, application of cosmetics.	75% Minimum Score on Written and/or Practical Exams
Scalp and Hair Treatments	Learning the benefits of and performing scalp and hair treatments. Familiarization with disorders and diseases of the scalp and hair.	Introduction, preparation, manipulations, high frequency and heat caps, procedures for scalp treatments, disorders and diseases of scalp and hair. Proper sanitation and safety precautions.	75% Minimum Score on Written and/or Practical Exams
Haircutting	Demonstrated use of proper implements for hair shaping and cutting. Correctly shape and cut hair using shears and/or razors.	Implements, definitions, methods of tapering, cutting, shaping, and shingling, haircut types and procedures, and safety precautions.	75% Minimum Score on Written and/or Practical Exams.
Chemical Straightening	Proficiency with hair analysis, the use of chemicals, and production knowledge.	Students will learn to work with different products and hair types to get the desired effect in straightening hair including sodium hydroxide and other base solutions. Students will analyze hair prior to chemical use. Safety precautions and sanitation.	75% Minimum Score on Written and/or Practical Exams
Thermal Hair Styling	Mastering procedural uses of equipment, styling with thermal heating equipment, analyzing hair, product knowledge	Working with various products, hot combs, curling irons (stove and electric), ceramic irons, flat irons, blow dryers, safety precautions with use of equipment.	75% Minimum Score on Written and/or Practical Exams

SUBJECT	OBJECTIVE	RELATED MATERIAL	LEVEL OF ACCEPTABILITY
Permanent Waving	Proficiency with waving lotions and performing permanents. Familiarity with the chemical relaxing process, curls, and products used.	Introduction, scalp and hair analysis, blocking and wave formations, curling rods, chemicals, rolling and testing curls, application of lotion, processing and neutralization, procedures, safety precautions, and special problems.	75% Minimum Score on Written and/or Practical Exams
Hair Coloring and Bleaching	Familiarization with hair coloring and bleaching concepts.	Introduction, color classifications and selection, tests and safety precautions, coloring preliminaries bleaching and toners, color application, and special effects.	75% Minimum Score on Written and/or Practical Exams
Eyebrow Beautification/Hair Removal	Learning the techniques and procedures for eyebrow arching and removal of superfluous hair.	Introduction to facial structure, design of brows, preparations, procedures for hair removal. Use of tweezers, wax, and/or sugar. Tinting and perming of lashes and brows.	75% Minimum Score on Written and/or Practical Exams.
Manual, Electrical, and Chemical Facials	Learning manual, electrical, & chemical facials including skin analysis, cleansing, scientific manipulations, masks, scrubs, peels, product knowledge, use of devices (ultrasonic, hi-frequency, and LED light therapy).	Introduction to skin analysis, product selection, skin goals. Techniques to apply products and perform a facial cleanse, massage, mask, and peel, and use of electrical machines. Study of possible contraindications.	75% Minimum Score on Written and/or Practical Exams.
Bacteriology, Anatomy, Physiology	Mastering the structure and science of functions of the human body.	Systems: skeletal, muscular, nervous, circulatory, digestive, endocrine, respiratory integumentary, reproductive, and immune.	75% Minimum Score on Written and/or Practical Exams
Additional Hours	Employment preparedness.	Provide services to clients in the student spa under the supervision of licensed professionals.	75% Minimum Score on Written and/or Practical Exams

COSMETOLOGY GRADUATION REQUIREMENTS

Students receive a **Certificate of Completion** upon meeting all the following requirements:

- Complete 1000 clock hours and the minimum number of hours in each subject category
- Pass all written and practical exams with a minimum 75%
- Pass Mock State Board exams with a minimum of 75%
- Complete a Graduate Exit Interview

Students receive an **Official Transcript** and **Proof of Training** after the above **Certificate of Completion** requirements have been met **AND** satisfactory arrangements for payment of all debts owed to the school have been made.

COSMETOLOGY STATE LICENSURE EXAMINATION REQUIREMENTS

Qualifications to take the State Board License Exam: (www.barbercosmo.ca.gov/forms_pubs/forms/cosmetologist_app.pdf)

- Submit the application in proper form
- Pay the fee required by the State Board
- Be at least 17 years of age
- Complete the 10th grade in a public school or its equivalency
- Has committed no crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.
- Complete a 1000 Hour Cosmetologist program in a Board-approved school or a 3200-hour apprentice program
- Certify having read and understood the information, *Know Your Workers' Rights*, provided by the California Board of Barbering and Cosmetology. This booklet is also available on the JD Academy website.

For further information regarding current state board licensing application requirements, crossover licensing, and out of state or out of country training or licensure please refer to:

https://www.barbercosmo.ca.gov/forms_pubs/forms/cosmetologist_app.pdf

APPLICANTS WITH A MISDEMEANOR AND/OR FELONY CRIMINAL PLEA OR CONVICTION MUST COMPLETE A DISCLOSURE STATEMENT REGARDING CRIMINAL PLEA/CONVICTION FORM WITH THE FOLLOWING INFORMATION:

- Copies of records, court documents, fines imposed, verification of restitution received by the court, and verification of successful completion of probation.
- All misdemeanor and felony convictions, regardless of the age of the conviction, including those which have been set aside and/or dismissed under California Penal Code Section 1000 or 1203.4 (Traffic Violation of 500.00 or less need not be reported).
- A letter from you describing the underlying circumstances of arrest as well as any rehabilitation efforts or changes in life since that time to prevent future problems. If possible, a letter of reference from past and/or current employers.

COSMETOLOGY STATE BOARD EXAMINATION PASSING GRADE

The examination consists of a written test. The applicant must obtain a passing score of 75% on the written test to become licensed. The board will determine the passing scores using a criterion-referenced method and based on the recommendation of subject matter excerpts under the direction of the Board and the Board's examination contractor.

STATE BOARD EXAM INFORMATION

Please refer to the California Board of Barbering and Cosmetology website for current testing information

<https://barbercosmo.ca.gov/> Other references include:

- https://barbercosmo.ca.gov/applicants/cosmo_candidate_sup_2021.pdf
- <https://nictesting.org/>

Transportation to the examination site is the applicant's responsibility.

After receiving your license, you must renew your license every two (2) years. There may be a renewal fee.

STATE BOARD ENTRANCE IDENTIFICATION REQUIREMENTS

- Your Admissions letter
- Valid California Driver's License, Valid California I.D. or Valid Passport
- Your sealed "Proof of Training Document"

STATE BOARD REQUIRED SCORE TO RECEIVE LICENSE

The Examinee must receive a minimum of 75% or better on the State Board written exam.

The Board of Barbering and Cosmetology requires Any applicant with any criminal offense to disclose the convictions of the nature of the offense; felony, or misdemeanor (other than a minor traffic violation or outstanding traffic/parking tickets). This is done by completing the required Disclosure statement from the State of California.

ESTHETICIAN PROGRAM

ESTHETICIAN 600-HOUR STATE MINIMUM REQUIREMENTS

Skin Care Course **Minimum Requirements**

Business and Professions Code (B&P) section 7364(a) states: "A course in skin care established by a school shall consist of not less than 600 hours of practical and technical instruction."

Pursuant to B&P 7364(b) the curriculum for a skin care course shall, at a minimum, include technical and practical instruction in the following areas:	MINIMUM HOURS
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100
Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	350
Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.	50

JD ACADEMY OF SALON AND SPA ESTHETICIAN SUBJECT/HOURS

600 CLOCK HOURS	
SUBJECT	THEORY AND PRACTICAL HOURS ON SUBJECT
Skin Care	350 hours
Health and Safety	100 hours
Disinfection and Sanitation	100 hours
Hair Removal and Lash and Brow	50 hours
Total	600 hours

ESTHETICIAN COURSE DESCRIPTION

600 HOURS - ESTHETICIAN COURSE: ALL COURSES ARE TAUGHT IN ENGLISH

The primary purpose of the esthetician course is to train the student in the basic manipulative skills, safety judgments, and proper work habits and desirable attitudes necessary to: 1) achieve competency to pass the state board examination 2) gain the ability to enter the job market in an entry level position in the esthetics or a related field.

ESTHETICIAN COURSE OBJECTIVES

Upon completion of the program requirements, the determined graduate will:

- Be able to project a positive attitude, a sense of personal integrity and self-confidence, practice proper grooming, have effective communication skills and display visual poise.
- Understand employer employee relationships, respect the need to deliver quality service for value received, perform the basic skin care services, eyebrow beautification, and hair removal. Work with facial machines and devices.

- Be able to apply theory, technical information, and related matter to assure sound judgment, decisions, and procedures. JD Academy of Salon and Spa will grant a **Certificate of Completion** for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork and attended an exit interview.

The Official Transcript of Hours (**Proof of Training**) will be provided to the graduate when the *Certificate of Completion* requirements have been met and the student has made satisfactory arrangements for payment of all debts owed to the school.

ESTHETICIAN COURSE OUTLINE

THE ESTHETICIAN COURSE IS DIVIDED INTO FOUR PARTS.

THEORY AND LECTURE:

This is the presentation of theory which builds the foundation that plays an important role in the underlying success of the Esthetician. A thorough understanding of all aspects of esthetics helps develop the practical application that technicians must master before the completion of the course.

DEMONSTRATION:

This is the presentation of the procedures performed in the professional skin care industry. Students will be exposed to basic textbook applications of procedures through the instructor's demonstrations. Students will receive training from various manufacturers for products and services that directly relate to the esthetics curriculum. Demonstrations are enhanced by audio-visual materials. Audio-visual materials consist of industry related videos and detailed illustrated handouts. They will be expected to utilize the demonstrations when they begin the practical aspect of the course.

PRACTICAL:

Students will perform procedures on each other enabling them to develop techniques and speed. Students will be expected to complete practical worksheet assignments for grading purposes. These practical class simulations will provide them with the confidence they need to complete the Professional Clinic portion of their course.

PROFESSIONAL CLINIC TRAINING:

Students will experience an actual salon environment daily by working on guests, which will put demands on them (similar to the demands they will face in the future). This will develop their techniques and applications as well as the professional communication skills guests expect. Students will benefit greatly and be able to enter the Industry as Professionals, proficient in applications with the discipline necessary to compete with Seasoned Technicians.

ESTHETICIAN PROGRAM BOOKS AND RESOURCE MATERIALS

Milady Standard Esthetics Practical Workbook, 2019 Milady Textbook for Esthetics, Milady CIMA online education, Milady MindTap Online, 2013 Milady Standard Make-up, Milady Common Skin Diseases, Milady Beauty & Wellness Career Transitions, Dermalogica Manual, GM Collins Manual, Bio-Elements-The Book, Salon Management by Milady, Pivot Point Salon Fundamentals for Esthetics Textbook, Pivot Point Esthetics Exam Preparation, Milady Standard Esthetics Theory Workbook, 2019 and 2013 Milady State board Exam Review, 2013 Milady Beauty and Wellness Dictionary, Milady Comprehensive Training for Esthetics, Ca State board of Barbering and Cosmetology Acts and Regulations, Ca State Board of Barbering and Cosmetology Health and Safety Textbook and Exam Booklet, Fitzpatrick Skin Typing & Aging Analysis, Global Skin, Anatomy & Physiology by Milady, Pivot Point Esthetics Study Guide, Bio-elements The Manuel, Various DVD's, and pertinent websites.

JD Academy of Salon and Spa reserves the right to substitute or change textbooks and resource materials without prior notice at the expense of JD Academy of Salon and Spa.

ESTHETICIAN REFERENCES/LIBRARY

A comprehensive library of references, periodicals, books, texts, audio/videotapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials by a request to the registrar.

ESTHETICIAN PROGRAM GRADING

Achievements are evaluated by means of Quantitative written and Qualitative practical exams.

The exams are based on the theory and practice of esthetics.

93% - 100%	Excellent	Passing
85% - 92%	Very Good	Passing
75% - 84%	Satisfactory	Passing
74% and below	Unsatisfactory	Not Passing

Written tests require demonstrations of competency for the required comprehension and knowledge of:

- Theory,
- Principles
- Practice of Esthetics

75% cumulative grade point average is required to meet minimum satisfactory academic progress requirements.

Students are monitored daily during class and/or clinic sessions for progress.

ESTHETICIAN PROGRAM PROGRESS REPORTS

Progress reports are issued to students periodically. Reports include progress in clinic, theory, practical, and accumulated hours.

ESTHETICIAN PROGRAM EVALUATION

- Students are monitored with progress reports monthly to assist in keeping students on track. If the student is not meeting satisfactory progress requirements, they must retake tests and/or redo operations.
- An evaluation is performed for Satisfactory Academic Progress (SAP) at 300 hours for the period of hours 1-300.
- Financial Aid Satisfactory Academic Progress (SAP) evaluation for eligibility of financial aid is also performed at 300 hours for the period of hour 1 to 300.
- Prior to completion of 450 hours the instructor will check in with the student to see if he/she is on target for graduation and is meeting requirements as scheduled. Student will take a mock state board exam.
- Final evaluation at 600 hours includes the student handing in their Exit Interview.

JD Academy of Salon and Spa will grant a ***Certificate of Completion*** for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork, and attended an exit interview.

The Official Transcript of Hours (***Proof of Training***) will be provided to the graduate when the *Certificate of Completion* requirements have been met and the student has made satisfactory arrangements for payment of all debts owed to the school.

ESTHETICIAN SUBJECT MATTER

SUBJECT	OBJECTIVE	RELATED MATERIAL	LEVEL OF ACCEPTABILITY
Barbering & Cosmetology Act and State Board Rules & Regulations/Salon Management, Business Techniques, Communication, Human Relations, Professional Development, Career Development	Familiarization with laws relating to practice as an applicable student and licensed cosmetologist. Interaction with the public, skills in public relations, techniques of selling, and professional services recommendations, and basic salon management techniques. Resume preparation, mock interviews. Spa organization, cleaning, laundry.	Definitions, classifications, registrations, reciprocity, sanitary regulations; Board: powers, duties, appointments, terms and compensation. Hygiene, grooming, poise, professional development; ethics, laws, insurance, payroll deductions, salon opening and layout, salesmanship, advertisement, business operation/records, business records and supplies, first aid, booking appointments.	75% Minimum Score on written Exam

SUBJECT	OBJECTIVE	RELATED MATERIAL	LEVEL OF ACCEPTABILITY
Disinfection Sanitation	Learn necessary sanitary conditions for skincare practice and prevention of infectious/contagious diseases.	Sanitary, sterilization, and disinfectant rules and methods, bacteriology, wet and dry sanitizing, chemical agents used, and safety precautions.	75% Minimum Score on Written and Practical Exams
Health & Safety/ Hazardous Substance	Familiarization regarding chemicals used and basic health issues in establishments, material safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases (including HIV/AIDS and Hepatitis B. Use tools, equipment, and safety requirements.	Students will garner much information from the theory class, demonstration of the proper use of equipment, and practicing health and safety information found in State Board Health and Safety text. Students will utilize MSDS sheets, and state laws regarding the care, handling, and storage of hazardous materials.	75% Minimum Score on Written Exam and Practical Exams
Chemistry Related to Skin Care Practices	Familiarization with basic structure and purpose of esthetic skin care, skin care preparations and terminology used. Provide elementary knowledge on chemical makeup, chemical skin peels and the physical and chemical changes of matter.	Elements, compounds, mixtures, acids, base salts, pH scale, and water chemistry, application of cosmetics.	75% minimum score on written exams.
Facials Manual, Electrical, and Chemical	Mastering manual facials includes skin analysis, cleansing, scientific manipulations, packs, masks, and product knowledge. Mastering electrical facials includes use of electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes (not used to contract). Mastering chemical facials through peels, packs, masks and scrubs.	Textbooks, product protocols, electrical equipment instructions, state board methods, teacher demonstrations. Massage theory and effect, motor points, manipulations, skincare fundamentals facial treatments.	75% Minimum Score on written and practical exams
Eyebrow Beautification and Hair Removal	Learning the techniques and procedures for Eyebrow arching and the removal of superfluous hair, tinting lashes and brows, brow lamination, and eyelash perming	Use of wax, tweezers (electrical and manual), and depilatories, in the removal of hair, including eyebrow arching. Sanitation & Safety issues	75% Minimum score on written and practical exams
Electricity	Students will understand the basic principles of electrical current, operating electrical devices, and various safety precautions used when operating electrical equipment.	Students will garner much information from the theory class, demonstration of the proper use of equipment, and practicing safety precautions.	75% minimum score on written and practical exams
Bacteriology, Anatomy, Physiology	Mastering the structure and science of functions of the human body.	Systems: skeletal, muscular, nervous, circulatory, digestive, endocrine, respiratory, integumentary, reproductive and immune.	75% minimum score on written and practical exams



ESTHETICIAN GRADUATION REQUIREMENTS

Upon completion of the following requirements students will receive a **Certificate of Completion**:

- Successfully complete 600 clock hours
- Successfully complete theory hours
- Pass all written and practical exams with a minimum 75%
- Pass written and practical mock State Board exams
- Complete a Graduate Exit Interview

Students receive an Official Transcript of Hours "**Proof of Training**" after the *Certificate of Completion* requirements have been met and the student has made satisfactory arrangements for payment of all debts owed to the school.

ESTHETICIAN STATE LICENSURE APPLICATION REQUIREMENTS

Qualifications to take the State Board License Exam: https://barbercosmo.ca.gov/forms_pubs/forms/esthetician_app.pdf

- Submit application in proper form
- Pay the fee required by the State Board
- Be at least 17 years of age
- Complete the 10th grade in a public school or its equivalency
- Complete one of the following:
 - 600-hour course in a Board approved school (verified by submitting *Proof of Training*)
 - Apprenticeship program in skin care specified in Article 4 (commencing with Section 7332)
- Certify having read and understand the information, *Know Your Workers' Rights*, provided by the California Board of Barbering and Cosmetology and available on the JD Academy website.
- Must not be subject to denial of licensure under Section 480 of the Business and Professions Code

For information regarding current state board licensing application requirements, crossover licensing, and out of state or out of country training or licensure please refer to:

https://barbercosmo.ca.gov/forms_pubs/index.shtml#exam

APPLICANTS WITH A MISDEMEANOR AND/OR FELONY CRIMINAL PLEA OR CONVICTION MUST COMPLETE A DISCLOSURE STATEMENT REGARDING CRIMINAL PLEA/CONVICTION FORM WITH THE FOLLOWING INFORMATION:

- Copies of records, court documents, fines imposed, verification of restitution received by the court, and verification of successful completion of probation.
- All misdemeanor and felony convictions, regardless of the age of the conviction, including those which have been set aside and/or dismissed under California Penal Code Section 1000 or 1203.4 (Traffic Violation of 500.00 or less need not be reported).
- A letter from you describing the underlying circumstances of arrest as well as any rehabilitation efforts or changes in life since that time to prevent future problems. If possible, letter of reference from past and/or current employers.

ESTHETICIAN STATE BOARD EXAMINATION PASSING GRADE

The examination consists of a written test. The applicant must obtain a passing score of 75% on the written test to become licensed. The board will determine the passing scores using a criterion-referenced method and based on the recommendation of subject matter experts under the direction of the Board and the Board's examination contractor.

STATE BOARD EXAM INFORMATION

Please refer to the California Board of Barbering and Cosmetology website for current testing information

<https://barbercosmo.ca.gov/> Other references include:

- https://barbercosmo.ca.gov/applicants/cosmo_candidate_sup_2021.pdf
- <https://nictesting.org/>

Transportation to the examination site is the applicant's responsibility.



After receiving your license, you must renew your license every two (2) years. There may be a renewal fee.

STATE BOARD ENTRANCE IDENTIFICATION REQUIREMENTS

- Your Admissions letter
- Valid California Driver's License, Valid California I.D. or Valid Passport
- Your sealed "Proof of Training Document"

STATE BOARD REQUIRED SCORE TO RECEIVE LICENSE

The Examinee must receive a minimum of 75% or better on the State Board written exam.

The Board of Barbering and Cosmetology requires Any applicant with any criminal offense to disclose the convictions of the nature of the offense; felony, or misdemeanor (other than a minor traffic violation or outstanding traffic/parking tickets). This is done by completing the required Disclosure statement from the State of California.

OVERTIME FEES

Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately six percent has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of \$15 (enrollment agreements signed prior to April 1, 2022) or \$25 (enrollment agreements signed after April 1, 2022) per hour as indicated on the enrollment agreement, until graduation unless the contract states otherwise.

MAKE-UP POLICY

All required exams and theory subject attendance must be complete prior to graduation. Students who do not receive a passing grade or missed tests or assignments are required to make them up prior to graduation. The student must contact the instructor to arrange make-up work.

Make up hours are not guaranteed and are never promised. From time-to-time hours may be made available to students formaking up theory hours and/or operations. Students are notified by the Registrar and/or Director about make up time opportunities. If classroom space for make-up sessions is limited, spaces will be filled on a "first request, first serve" basis. Students who do not show for makeup hour sessions they have signed up for may lose the opportunity for future make up hours.

SALON AND SPA BEHAVIOR

Professionalism is always required. Hair and clothing must be neat. Food and drinks (other than water) are strictly prohibited in the spa and salon area.

HOUSING

JD Academy of Salon and Spa does not offer student housing assistance.

DISCLAIMER / NON-DISCRIMINATION

In accordance with the provisions of Title VI of the CIVIL RIGHTS ACT OF 1964, JD ACADEMY OF SALON and SPA does not discriminate on the basis of race, religion, creed, sex, age, color, handicap, medical condition ethnic origin, national origin, marital status, sexual orientation, gender identity, pregnancy or parental status. JD Academy of Salon and Spa reserves the rightto deny admission to any person it believes does not have the ability to benefit from the training offered at the JD Academy of Salon and Spa.

JD Academy of Salon and Spa reserves the right to revise or amend any of the items contained within this document without prior notice.

PARKING

Students are required to park in the rear parking lot behind the building or along the side fence. JD Academy of Salon and Spa is not responsible for tickets or towing of student vehicles.



ATTENDANCE & TARDY POLICY

Students attend school in clock hours and will not be allowed to graduate until they have completed their required clock hours (1000 for cosmetology program and 600 for esthetics program). Students are expected to attend school as specified in their Enrollment Agreement. The Expected Graduation Date in the Enrollment Agreement reflects the date you will graduate if you attend all scheduled hours and complete all necessary practical operations and theory hours/assignments. The On-Time Graduation Date in the Enrollment Agreement reflects an additional 6% of time (grace period hours) for students who may encounter situations that mandate missed hours, such as emergencies, court dates, injury, transportation challenges, illness, etc. Cosmetology students enrolled for 1000 hours may miss a total of 60 hours. Esthetician students may miss a total of 36 hours.

Missing more than the allotted 6% of grace period hours will result in overtime fees as noted in the enrollment agreement.

Doors open at 8:45 am for day students and 4:45 pm for night students. Students must clock in and report to their classroom by 9:00 am (day students) or 5:00 pm (night students) to be considered on time. Students who are going to be late or absent must call the Guest Service Desk at 925-855-5551 ext. 0 prior to 8:30 am (day students) or 4:30 pm (night students).

Grace period hours are utilized for excused and unexcused absences. If the allotted 6% of grace period hours are exceeded causing student to graduate after the On-Time Graduation Date, overtime fees will apply. Excused absences are not subject to disciplinary action. Unexcused absences are subject to disciplinary action.

EXCUSED ABSENCES: Excused absences are planned in advanced. To qualify as excused a student must: Complete a **Request for Time Off** form and submit it to the Student Services Department at least 48 hours in advance. This absence is not subject to discipline. Excessive absences may lead to overtime charges.

SAME DAY ABSENCE: Students that will be absent due to last minute needs such as an emergency or illness, must call the guest service desk at 925-855-5551 ext. 0 by 8:30 am (day students) or 4:30 pm (night students), and their absence will be excused.

UNEXCUSED ABSENCES ARE:

- **Unplanned tardiness:** Tardiness is lateness that is not planned.
- **Unplanned Leaving Early:** Leaving school prior to the scheduled time established in the Enrollment Agreement without requesting early dismissal in advance.
- **No Call / No Show:** Same Day Absences that are not called in by 8:30 am (day students) or 4:30 pm (night students).

More than 3 combined Unplanned Tardiness and/or Unplanned Leaving Early in a calendar month is excessive and may result in professional counseling followed by suspension. Continued excessive tardiness/leaving early may result in termination.

No Call / No Show may result in professional counseling followed by suspension and/or termination. Student suspensions could lead to possible overtime charges.

Students arriving late are expected to enter their classroom, salon, or spa area quietly without disruption and fully engage in class activities. Disruptive entry may result in the student being asked to clock out and leave school for the day.

Students attending for less than 6 hours in one day are allowed 2 15-minute breaks. Educators with class approval may elect to take the 2 break periods together allowing for 1 30-minute break.

Students attending 6 hours or more must take a 30-minute break period and clock out.

Students are not required to clock out during their 15-minute break unless they leave the JD Academy campus.

Students must clock out if they leave the campus.



SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in all National Accrediting Commission of Career Arts and Sciences (NACCAS) approved programs and schedules at JD Academy of Salon and Spa.

It is printed in the school catalog to ensure all students receive a copy prior to enrollment. The policy complies with the guidelines established by NACCAS and the federal regulations established by the United States Department of Education.

900 CLOCK HOURS IS A COMMON ACADEMIC YEAR

EVALUATION PERIODS ARE BASED ON COMPLETED HOURS AND TAKE PLACE AS FOLLOWS:

COSMETOLOGY 1000 HOURS		
450 ACTUAL HOURS	900 ACTUAL HOURS	
COSMETOLOGY 1600 HOURS (THIS PROGRAM NO LONGER OFFERED)		
450 ACTUAL HOURS	900 ACTUAL HOURS	1250 ACTUAL HOURS
ESTHETICIAN 600 HOURS		
300 ACTUAL HOURS		

Practical Evaluation Periods are scheduled at the same hours and are based upon a cumulative GPA of written and practical exams.

All evaluations are completed within seven (7) business days following the established evaluation point.

ATTENDANCE PROGRESS EVALUATIONS:

Students are required to attend a minimum of 67% of their scheduled hours to be considered maintaining Satisfactory Academic 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 scheduled hours. 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 program which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

ACADEMIC PROGRESS EVALUATIONS:

The qualitative element used to determine academic progress is a reasonable system of grades and/or work projects completed and/or comparable factors measurable against a norm. Students are assigned academic learning and 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. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated.

At least two comprehensive practical skill evaluations will be conducted during the 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 for failed or missed tests. At each evaluation point, the student's cumulative grade average is calculated and will include grades reached in the following manner:

93-100%	EXCELLENT	PASSING
85-92%	VERY GOOD	PASSING
75-84%	SATISFACTORY	PASSING
0-74%	UNSATISFACTORY	NOT PASSING

MAXIMUM TIME FRAME:

The maximum time frame (which does not exceed 150% of the program length) allowed for students to complete their program with Satisfactory Academic Progress is stated below:

<u>Program</u>	<u>Program Hours</u>	<u>Class Schedule</u>	<u>Maximum Number of Weeks</u>	<u>Maximum Scheduled Hours</u>
Cosmetology	1000	Monday through Friday 9:15 am - 2:45 pm 27.5 hours per week / 37 weeks	55	1500
Cosmetology	1000	Monday through Thursday 5 pm - 10 pm 20 hours per week / 50 weeks	75	1500
Esthetician	600	Monday through Friday 9 am - 2:30 pm or Monday through Friday 5 pm – 10:30 pm 27.5 hours per week / 22 weeks	33	900
Cosmetology * This program is no longer offered	1600*	Monday through Friday 9:15 am - 2:45 pm 27.5 hours per week / 59 weeks	88	2400
Cosmetology * This program is no longer offered	1600*	Monday through Thursday 5 pm – 10 pm 20 hours per week / 80 weeks	120	2400

Students exceeding the maximum time frame may remain enrolled; however, extra instructional charges will apply and are not covered by financial aid.

RETAKES/RESCHEDULED/REVIEW TESTS/INCOMPLETE GRADES:

Tests must be retaken until at least a 75% test score has been achieved. Missed tests and retakes must be scheduled with instructors. Tests must be taken and completed with a passing grade of at least 75% to graduate. Any missed course work or unfinished course work will be given a 0 and must be made up. "0" grades and non-credit work will not be counted in the student's cumulative grade.

DETERMINATION OF PROGRESS STATUS:

Students meeting the minimum requirements for academics and attendance at the evaluation point are making Satisfactory Academic Progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Academic Progress may have Title IV Funding interrupted unless the student is on warning or has prevailed upon appeal resulting in a status of probation. JD Academy of Salon and Spa is required to notify students of any evaluation that impacts the students' Eligibility for financial aid.

WARNING:

Students who fail to meet the minimum requirements for attendance or academic progress will be placed on warning until the next evaluation point and are considered making Satisfactory Academic Progress during the warning period. The student will be advised in writing of the actions required to attain satisfactory academic progress. If at the end of the evaluation period, the student still has 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.

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 period or probation period.

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 during the probationary period **if** the



student prevails upon appeal (see Appeal Procedure above). In order to be placed on probation, students must have the ability to meet the Satisfactory Academic Progress Policy standards or an established academic plan by the end of the evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress by the next evaluation point. The student will be advised in writing of the actions required to attain Satisfactory Academic Progress by the next evaluation point. If at the end of the probation period the student has still not met both the attendance and academic requirements for Satisfactory Academic Progress or the academic plan, he/she will be determined as **NOT** making Satisfactory Academic Progress; and, if applicable, the student will be deemed **NOT** eligible to receive Title IV funds and enrollment may be terminated.

APPEAL PROCEDURE:

If a student is determined to not be making Satisfactory Academic Progress, the student may appeal the determination within (10) calendar days of the determination. Reasons for which students may appeal a negative progress determination include the death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstances. The student must submit a written appeal 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's file. If the student prevails upon appeal, the student's Satisfactory Academic Progress determination will be probation and Federal Financial Aid will be reinstated, if applicable.

NONCREDIT AND REMEDIAL COURSES:

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's Satisfactory Academic Progress standards.

TRANSFER HOURS:

Regarding Satisfactory Academic Progress, a student's accepted transfer hours will be counted as both attempted and earned hours for the purpose of determining the allowable maximum time frame allowed to complete the course. Satisfactory Academic Progress periods are based on actual contracted scheduled hours at the institution.

PROGRESS REPORT:

Students will receive a progress report at the time of each evaluation indicating their overall progress. The progress report will indicate their progress in theory, practice, and attendance on a cumulative basis. State-funded Financial Aid programs have Satisfactory Academic Progress policies that must be maintained in addition to the above. If students are receiving funds from those sources, the individual agency funding the student will inform the student of their requirements. Students meet with the financial aid or student services department to sign their Satisfactory Academic Progress reports.

LEAVE OF ABSENCE INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS, RE-ENROLLMENTS:

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. Incompletes and repetitions have no effect on this institution's Satisfactory Academic Progress standards. Students who withdraw prior to completion of their program and wish to re-enroll will return in the same Satisfactory Academic Progress status as at the time of withdrawal.

GRADING POLICY - ALL PROGRAMS

ALL STUDENTS ARE GRADED IN TWO MAIN AREAS

- Written Exams and/or completed work projects.
- Practical Operations: Work performed on mannequins and guests

JD Academy of Salon and Spa requires a minimum score of 75% on each test (written and practical) to consider it passing.



GRADING SCALE

Students are graded as follows:

93-100%	EXCELLENT	PASSING
85-92%	VERY GOOD	PASSING
75-84%	SATISFACTORY	PASSING
0-74%	UNSATISFACTORY	NOT PASSING

NOTE: Students with scores below 75% must meet the probationary requirements and standards in the Satisfactory Academic Progress policy in order to remain enrolled at JD Academy of Salon and Spa.

GENERAL REQUIREMENTS

Periodically, a student services staff member will meet with each student to discuss their attendance, grades, and progress toward graduation and professional goals.



CONDUCT POLICY

The following are rules of JD Academy of Salon and Spa:

- Smoking is not allowed in or around the school campus.
- Student food and beverage consumption (other than water) is prohibited in spa rooms and on the salon floor.
- Food and beverages (other than water) are allowed in theory classrooms only as permitted by instructor and are Strictly prohibited during presentations or guest speakers. This is subject change with County Health Order.
- Spa rooms and salon stations are to be kept clean, spot free, and sanitary. This includes chairs, beds, mirrors, sinks, and floors.
- Kits are to be kept sanitary with soiled items labeled and contained appropriately.
- Kits must be ready and available for inspection without notice.
- Cell phones may only be used in class for taking note, exams, research and/or pictures when permitted by instructor or presenter.
- Telephone calls are strictly prohibited inside the classroom, spa, or on the salon floor.
- No gossiping about students, staff, and/or clients is permitted.
- Soliciting of any kind is not permitted by staff or students.
- Profanity is not allowed.
- Rude, offending, or loud language is not allowed.
- Friends and family (including children) are not permitted in the classrooms, spas, or salon without appointment or permission of director.
- Professional conduct is required.
- Only teachers may teach students.
- Students must comply with all school policies including but not limited to attendance, dress code, and time clock.
- Students are not allowed to refuse service to a client. (If there is a valid reason, student may speak to your instructor or director in private.)
- Students must observe social media, personal service, and request for time off guidelines.
- At all times students must remain productive or clock out.
- All practical work and/or theory hours must be signed by the instructor teaching or overseeing the work.
- Students must complete the daily setup and cleanup duties assigned by their instructor.
- Students servicing guests must undergo a client consultation with an instructor prior to starting a service.
- Students must consult with an instructor prior to allowing their client to check out.

Breaking any of the above rules may result in: First Offense: Counseling, Second Offense: Suspension, Third Offense: Possible Termination.

The following conduct may be grounds for immediate termination:

- Unprofessional behavior in the spa or on the salon floor in the presence of clients.
- Deliberate or careless conduct that may result in emotional distress or physical injury to another person.
- Evidence of drug or alcohol use or possession while on school premises.
- Bullying, harassment, or hazing of any sort
- Discrimination of any kind
- Deliberate or careless conduct resulting in damage or destruction of property belonging to the school, students or clients
- Dishonesty of any kind
- Removal of school documents from the premises
- Theft
- Possession of any type of weapon

JD Academy of Salon and Spa may terminate student enrollment for failure to follow any of the conduct rules in the conduct policy.

There is no charge for student termination.



DRESS CODE/UNIFORM

- Students receive two black school logo t-shirts. Additional JD Academy T-shirts (also available in white and teal) maybe purchased from the school and worn during school. Otherwise, all clothing must be solid black and free of logos.
- Esthetician students are encouraged to wear black scrubs or black spa uniform of their choice.
- Esthetician students must maintain clean short nails free of acrylics.
- All students are to wear black pants, skirt (length must be within two inches of the knee) and/or professional looking leggings.
- All students are to wear closed toed black shoes. White shoe soles are acceptable.
- A black dress jacket or sweater may be worn.
- Athletic wear is not allowed.
- Dress shorts may be worn if the length is within two inches of the knee. Otherwise, shorts are not permitted.
- Tank tops and sweatshirts with hoodies are not permitted.
- Hair must be clean and neat.
- Hats and beanies are not allowed.
- No crop tops. Mid-drifts are to be covered.

Students who do not show up in dress code may be clocked out. During the time clocked out the student may be subject to overtime charges.

STUDENT KIT - BOOKS/EQUIPMENT/SUPPLIES

Only approved products and equipment assigned in the JD Academy of Salon and Spa Student Kits are approved for use in JD Academy of Salon and Spa. Exceptions must be approved by the school director or owner. Students are responsible for their kit items as well as their personal belongings. Any items that have been lost stolen or broken must be replaced with standard issue equipment of JD Academy of Salon and Spa or of approved similar quality. JD Academy recommends labeling kit items with student name and number.

JD Academy of Salon and Spa is not responsible for students' kits or personal belongings left at the JD Academy. Upon graduation, students must remove the lock from their locker and take all personal and kit items home. All equipment abandoned without approval will be discarded after 24 hours.

Once Student kit items have been issued, they are not returnable.



FACILITIES

JD Academy of Salon and Spa provides an environment for learning in a 6100 square foot facility consisting of the following:

CLINIC FLOOR

- 3 iPads for clocking in/out with QR code
- 20 Stations
- 5 Shampoo Bowls/ChairsColor Bar
- 6 Hood Dyers

NAIL CLASSROOM

- 6 Manicuring Tables/Chairs
- Photography Back Drop and Ring Light

4 CLASSROOMS

- Tables or Desks and Chairs
- WhiteboardsTV/Video Equipment
- Computers

STUDENT SPA/CLASSROOM

- 4 Facial Beds
- 3 Magnification Lamps
- 3 Steamers
- 2 Towel Warmers

4 INDIVIDUAL SPA ROOMS EACH WITH THE FOLLOWING ITEMS

- Facial Bed
- Magnification Lamp
- Steamer
- Towel Warmer
- Microdermabrasion Machine

WAX ROOM

- Facial Bed
- Waxing Equipment

CLEANING AREA

- 5 Sets of Washer/Dryers
- Commercial sink
- Sanitizing Area

STUDENT LIBRARY

- Variety of Industry Books

STUDENT LOCKER AREA

- 100 LOCKERS

KITCHEN / BREAK AREA

- Refrigerator
- Microwave
- Sink

ADMINISTRATIVE OFFICES

- Director
- Admissions
- Financial Aid
- Student Services

GUEST SERVICES

- Reception Area
- Retail Area



WITHDRAWAL AND SETTLEMENT POLICY

INSTITUTIONAL REFUND POLICY

Refund calculations are performed for any monies due to the applicant or student for any reason, by either party, including student decision, course or program cancellation, or school closure, shall be refunded within 45 days of official cancelation or withdraw.

Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid to the school except an registration fee.
2. A student (or in the case of a student under the legal age, his/her parent, or guardian) cancels the contract (Enrollment Agreement) and demands his/her money back in writing, within seven (7) calendar days of signing the Enrollment Agreement regardless of whether the student has actually started training or the first day of school, whichever is later. In this case, all monies collected by the school shall be refunded except a non-refundable registration fee \$150.
3. A student cancels the contract after seven business days of signing, but prior to entering classes. In this case, student is entitled to a refund of all monies paid to the school less an registration fee of \$150.
4. A student notifies the institution of his/her official withdrawal in writing.
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 due to academic failure or for violation of its rules and policies as stated in the catalog. There is no fee for termination.
7. The date you fail to attend classes for 14 consecutive calendar days and fail to inform the school that you are not withdrawing.
8. The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be scheduled date of return from leave of absence.

For written cancellations as defined in the previous paragraphs the official cancellation or withdrawal date will be determined by the postmark on the written notification to JD Academy of Salon and Spa, 520 San Ramon Valley Blvd., Danville, CA 94526, or the date said information is delivered to the school. Written cancellations do not need to be submitted in a specific form.

Books and equipment (kit items) accepted by the student are NOT REFUNDABLE.

Any monies due to a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are monitored every 30 days and a determination is made to withdraw a student who has been absent from school for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.

When mitigating circumstances are in evidence, such as serious illness, a disabling accident, or death in the immediate family, the school may make a settlement that is reasonable and fair to both parties.

All extra costs, such as books, equipment, graduation fees, registration fee, rentals, and other such charges, are not considered in the tuition adjustment computation if the charges are itemized separately in the Enrollment Agreement.

The institution shall advise each student that a notice of cancellation shall be in writing and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

The institution shall provide a pro-rata refund of non-federal student financial aid program money paid for institutional charges to students who have completed 60 percent or less of the period of attendance.



JD Academy refunds 100 percent of the amount paid for institutional charges, less a reasonable deposit or registration fee not to exceed two hundred fifty dollars (\$250) if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Institutional Refund Calculation

The institution shall provide a pro-rata refund of non-federal student financial aid program money paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

JD Academy refunds 100 percent of the amount paid for institutional charges, less a reasonable deposit or registration fee not to exceed two hundred fifty dollars (\$250) if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

JD Academy participates in federal student financial aid programs and complies with applicable regulations under Title IV of the Federal Higher Education Act of 1965.

After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. The student's period of attendance is equal to the number of scheduled clock hours in the student's course. Once more than 60 percent of the scheduled hours in the student's entire course has been completed (including absences), there will be no refund to the student.

An registration fee of \$150.00 (Veterans \$10) is a non-refundable item. Equipment, books, supplies, tools, uniforms, kits, and any other items issued and received by the student are non-refundable. Once received by the student they belong to the student and represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and books/equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

Pro-rata refund calculation examples:

Cosmetology Program Refund Calculation

Course Tuition:	\$20,000
Hours in Program:	1,000
Hourly Charge:	\$20
<u>% of Course Completed</u>	<u>Refund Due</u>
10%	\$ 18,000
25%	\$ 15,000
50%	\$ 10,000
60%	\$ 8,000
61%	\$ 0.00

Esthetician Program Refund Calculation

Course Tuition:	\$12,600
Hours in Program:	600
Hourly Charge:	\$21
<u>% of Course Completed</u>	<u>Refund Due</u>
10%	\$ 11,340
25%	\$ 9,450
50%	\$ 6,300
60%	\$ 5,040
61%	\$ 0.00



Please Note: The refund amounts listed in the refund table, above, assume that the student does not return any books/equipment for refund. The refund calculation shall be adjusted accordingly to account for the return of books/equipment, if any.

Veterans:

No more than \$10 of the established fee will be retained if a veteran or eligible person fails to start the course.

Bankruptcy:

JD Academy of Salon and Spa does not have a pending petition in bankruptcy, has never filed for bankruptcy petition within the preceding five (5) years, nor operated as a debtor in possession or had a petition of bankruptcy filed against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Right to Cancel:

Students have the right to cancel enrollment or withdraw from a course of instruction at any time. Withdrawal from the course of instruction after the period allowed for cancellation of the agreement, which is the first day of class, or the seventh (7) calendar day after enrollment, whichever is later, the school will remit a refund less the registration Fee, if applicable, within 30 days following withdrawal. Students are obligated to pay only for educational services rendered and for equipment received.

IF THE AMOUNT PAID IS MORE THAN THE AMOUNT OWED FOR THE SCHEDULED HOURS DURING ENROLLMENT, A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL. IF THE AMOUNT OWED IS MORE THAN THE AMOUNT ALREADY PAID, ARRANGEMENTS MUST BE MADE TO PAY IT.

CANCELLATION MUST BE IN WRITING. They can be delivered via email or US postal service to JD Academy, 520 San Ramon Valley Blvd., Danville, CA 94526

For complaints or problems that cannot be resolved with the school, please contact Bureau for Private Postsecondary Education (www.bppe.ca.gov) at 1747 North Market, Suite 225, Sacramento, CA 95834, toll-free at telephone number (888)370-7589, or by fax to (916)263-1897.

COURSE AND/OR PROGRAM CANCELLATION POLICY

If a course is canceled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall either provide a full refund of all monies paid or provide completion of the program/course.

If the school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option: Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school, provide completion of the course/program, participate in a Teach-Out Agreement, or provide a full refund of all monies paid.

If the school closes permanently and ceases to offer instruction after a student has enrolled and instruction has begun, the school will make arrangements for the students. The school will at its option provide a pro rata refund or participate in a Teach-Out Agreement.

COLLECTION POLICY

A student's account may be sent to collections for non-payment.

Collection procedures shall reflect ethical business practices.

Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution shall clearly acknowledge the existence of the Withdrawal and Settlement Policy.



If promissory notes or contracts for tuition are sold or discounted to a third party, the third party must comply with the cancellation and settlement policy of the institution.

RETURN OF TITLE IV POLICY (R2T4)

For students receiving Title IV Funding (Unsubsidized/Subsidized/PLUS, Pell, FSEOG) a RETURN OF FEDERAL FUNDS calculation will be made first and then the Institutional policy for a refund will be calculated.

The calculation is based on Federal Financial Aid earned and the number of scheduled hours completed in the payment period. Up to 60% completion in the payment period requires a refund to Federal Financial Aid Programs. When completing 60% or more in the payment period, no refund is due.

Payment periods for the 1600-hour Cosmetology Program are 0-450, 451-900, 901-1250, and 1251-1600 hours.

Payment periods for the 1000-hour Cosmetology Program are 0-450, 451-900, 901-1000.

Payment periods for the Esthetician program are 0-300 and 301-600.

Students are responsible for any outstanding balance owed to JD Academy of Salon and Spa.

Refunds for each payment period are exact pro-rata based upon scheduled hours as required by Federal Regulations.

Once a student has reached over 60% of the scheduled hours in each payment period (see above), scheduled hours will be used to determine the percentage of Federal aid that must be returned.

Return of Title IV policy is completed first. Once a student has passed 60% of the payment period in scheduled hours, the school has earned 100% of the Federal-Aid for that payment period AND will use their Institutional Refund Policy.

The effective date of termination will be the date the JD Academy of Salon and Spa receives written notice of the student's intention to terminate from the Institute or the date the student violates published school policy that provides for termination.

All refunds due to the student will be made within 30 days after the effective date of termination or cancellation. Federal Return to Title IV Funds will be made in the following order:

- Direct Unsubsidized Loans
- Direct Subsidized Loans
- PLUS loans
- Federal Pell Grant

STUDENT TUITION RECOVERY FUND (STRF) FEE

It is a state requirement that a student who pays the student's tuition is required to pay a state-imposed assessment for the Student Tuition Recover Fund (STRF).

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market, Suite 225, Sacramento, CA 95834, (888) 370-7589, www.bppe.ca.gov.

The following students, and any other students deemed appropriate, are eligible for payment from the Student Tuition Recovery Fund:



(A) Any student who was enrolled at an institution, at a location of the institution, or in an educational program offered by the institution, at the time that institution, location, or program was closed or discontinued, as applicable, who did not choose to participate in a teach-out plan approved by the bureau or did not complete a chosen teach-out plan approved by the bureau.

(B) Any student who was enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or who was enrolled in an educational program within the 120-day period before the program was discontinued.

(C) Any student who was enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by California Private Postsecondary Education Act of 2009 ~ 66 ~ the institution as to which the bureau determines there was a significant decline in the quality or value of the program more than 120 days before closure.

(D) A student to whom an institution has been ordered to pay a refund by the bureau but has failed to do so.

(E) A student to whom an institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

(F) A student who has been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but who has been unable to collect the award from the institution. The bureau shall review the award or judgment and shall ensure the amount to be paid from the fund does not exceed the student's economic loss.

(G) Notwithstanding the definition of economic loss in subdivision (f), for purposes of recovery from the Student Tuition Recovery Fund, a student who has sought legal counsel that resulted in the cancellation of one or more student loans in connection with the student's Student Tuition Recovery Fund claim may seek reimbursement for legal services rendered in an amount up to five hundred dollars (\$500). The bureau shall review the invoice of the legal services rendered and evidence of the cancellation of the student loan or loans, and upon verifying that cancellation, pay the claim directly to the student.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

STRF Application

[chrome-](#)

[extension://efaidnbmninnbpcjpcglclefindmkaj/https://www.bppe.ca.gov/forms_pubs/strf_application.pdf](https://efaidnbmninnbpcjpcglclefindmkaj/https://www.bppe.ca.gov/forms_pubs/strf_application.pdf)

As of April 1, 2022 the Student Tuition Recovery Fund (STRF) assessment rate is two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges. (5,CCR Section 76120)

FINANCIAL AID

FINANCIAL AID PHILOSOPHY

JD Academy of Salon and Spa believes the primary responsibility for financing your education rests with you and your family. Aid programs are intended to help you meet educational costs that remain after student resources and the expected family contributions have been taken into consideration.

JD Academy of Salon and Spa believes that equal access to education should be provided to all applicants regardless of race, religion, creed, sex, age, color, handicap, ethnic origin, national origin, marital status, sexual orientation, or parental status.

WHAT IS FINANCIAL AID?

Financial Aid funds are sources of aid provided, or awarded to students, who qualify. They include, but are not limited to:

- Federal Title IV programs



- State funded programs (Vocational Rehabilitation, etc.)
- Institutional Scholarships and/or loans

Most financial aid is based on a student's individual needs and eligibility. Students may be eligible for a combination of various types of aid such as scholarships, grants, and loans.

AVAILABLE STAFF

JD Academy of Salon and Spa has a full time Financial Aid staff. The office is open to students Monday through Friday 9:00 am to 5:00 pm. If you have questions or need any assistance with the application or forms, please contact the JD Academy of Salon and Spa to set up an appointment.

FINANCIAL AID PROGRAMS AVAILABLE

JD Academy of Salon and Spa has the following financial aid programs available:

- Federal Pell Grant
- Federal Direct Subsidized Loans
- Federal Direct Unsubsidized Loans
- PLUS Direct Student Loans
- Vocational Rehabilitation
- Personalized In-School payments

THE APPLICATION PROCESS

When applying for financial aid, you are responsible for completing the forms required by the programs and JD Academy of Salon and Spa. All students applying for any kind of financial aid must complete the following:

- Enrollment Application (Obtained in the Admissions Office)
- Free Application For Financial Student Aid (FAFSA) <https://studentaid.gov/h/apply-for-aid/fafs> (Completed Online and/or in the Financial Aid Office)
- Students applying for Direct Loans must also:
- Entrance Counseling <https://studentaid.gov/entrance-counseling/> (Online and/or in the Financial Aid Office)
- Complete a Master Promissory Note (MPN) <https://studentaid.gov/mpn/> (Online and/or in the Financial Aid Office)
- Complete Exit Counseling upon completion of the program <https://studentaid.gov/exit-counseling/> (Online and/or in the Financial Aid Office)

WHERE DO I SEND THE FORMS?

Many families appreciate assistance completing the Free Application For Financial Student Aid (FAFSA) application, entrance counseling and/or Master Promissory Note (MPN). If desired, our Financial Aid Office is available to assist with proof-reading your FAFSA. This can help to ensure accuracy and reduce processing delays due to misunderstandings and errors. We are equipped to submit applications electronically. If you would like assistance with the FAFSA, please bring two prior years Federal tax returns to your appointment with the Financial Aid Office.

The FAFSA, Entrance Counseling, and Master Promissory Note are electronically transmitted to the U. S. Department of Education.

THE ELECTRONIC APPLICATION PROCESS

Students will be required to give the U.S. DEPARTMENT OF EDUCATION permission to send electronic information to the financial aid agencies in the STATE and to JD Academy of Salon and Spa by selecting J D Academy of Salon and Spa in the "select school" drop-down menu of the FAFSA. Applicants must sign the FAFSA to confirm the information is verified and complete. If the FAFSA includes parental information, a parent's signature is also required.

The CENTRAL PROCESSING SERVICE (CPS) makes calculations, and an INSTITUTIONAL STUDENT INFORMATION REPORT (ISIR) is sent electronically JD Academy of Salon and Spa.

JD Academy of Salon and Spa receives the ISIR, verifies the information in the financial aid file, and finalizes the



paperwork. After the necessary paperwork is complete and the student has started school, the financial aid department requests the federal funds that the student is entitled to. When funds are received by the school, they are credited to the student's account. (SEE PAYMENT OF AWARDS).

Each student receives a copy of their FAFSA information at the address provided on the application. Students are responsible for reviewing the information for accuracy and, if necessary, making corrections online. Students can also bring their copy of the Student Aid Report (SAR) to the Financial Aid Office for assistance with making corrections.

STUDENT ELIGIBILITY REQUIREMENTS

In general, a student is eligible for financial aid under the following conditions:

- The student must demonstrate a financial need.
- The student is enrolled on at least a half-time basis in an eligible program as a regular student.
- The student must be a U.S. Citizen or an eligible non-citizen.
- The student must have a Social Security number.
- The student must meet the program financial aid eligibility requirements.
- The student must be making satisfactory progress towards completion of their course.
- The student must not be in default on ANY Title IV loan.
- The student must be beyond the age of compulsory school attendance (18 in the State of California).
- The student must have a high school diploma or GED.
- The student must follow the anti-drug and alcohol abuse policy.
- The student must meet the requirements for the Selective Service.
- The student must sign a Statement of Educational Purpose/Certification Statement on refunds and default.

PRIOR SCHOOL ATTENDANCE

Applicants are required on the FASFA to list all previous schools (of any kind) attended at the postsecondary level since highschool regardless of how long ago they were attended and if financial aid was received. Prior school attendance is verified through the National Student Loan Data System (NSLDS).

SATISFACTORY ACADEMIC AND ATTENDANCE POLICY

In order to maintain eligibility for all types of financial aid, students must meet satisfactory academic and attendance requirements.



COST OF ATTENDANCE

For the purposes of Federal Financial Aid, the U.S. Department of Education allows certain other expenses to be added to the direct costs of tuition and fees. Those expenses are as follows for a full-time (defined as 24 clock hours or more per week) student for award year 2023/2024

AWARD YEAR 2023/2024	COSMETOLOGY 1000-hours	
DESCRIPTION	SINGLE NO DEPENDENTS	ALL OTHERS
TUITION AND FEES	\$20,210	\$20,210
BOOKS/EQUIPMENT/SUPPLIES	\$3,700	\$3,700
ROOM AND BOARD	\$6,300	\$27,000
PERSONAL/TRANSPORTATION/MISCELLAENOUS	\$8,100	\$10,800
NOTE: Child Care and/or Handicapped Expenses will be calculated individually		
TOTAL COST OF ATTENDANCE	\$38,310	\$61,710

AWARD YEAR 2023/2024	ESTHETICIAN 600-hours	
DESCRIPTION	SINGLE NO DEPENDENTS	ALL OTHERS
TUITION AND FEES	\$12,787	\$12,787
BOOKS/EQUIPMENT/SUPPLIES	\$2,500	\$2,500
ROOM AND BOARD	\$3,500	\$15,000
PERSONAL/TRANSPORTATION/MISCELLAENOUS	\$4,500	\$6,000
NOTE: Child Care and/or Handicapped Expenses will be calculated individually		
TOTAL COST OF ATTENDANCE	\$23,287	\$36,287

Those expenses are as follows for a full-time (defined as 24 clock hours or more per week) student for award year 2022/2023:

AWARD YEAR 2022/2023	COSMETOLOGY 1000-hours	
DESCRIPTION	SINGLE NO DEPENDENTS	ALL OTHERS
TUITION AND FEES	\$18,328	\$18,328
BOOKS/EQUIPMENT/SUPPLIES	\$3,200	\$3,200
ROOM AND BOARD	\$4,230	\$10,863
PERSONAL/TRANSPORTATION/MISCELLAENOUS	\$6,849	\$9,639
NOTE: Child Care and/or Handicapped Expenses will be calculated individually		
TOTAL COST OF ATTENDANCE	\$31,887	\$40,698
AWARD YEAR 2022/2023	ESTHETICIAN 600-hours	
DESCRIPTION	SINGLE NO DEPENDENTS	ALL OTHERS
TUITION AND FEES	\$12,000	\$12,000
BOOKS/EQUIPMENT/SUPPLIES	\$2,200	\$2,200
ROOM AND BOARD	\$2,820	\$7,242
PERSONAL/TRANSPORTATION/MISCELLAENOUS	\$4,566	\$6,426
NOTE: Child Care and/or Handicapped Expenses will be calculated individually		
TOTAL COST OF ATTENDANCE	\$21,106	\$26,980



ADJUSTMENTS IN FINANCIAL AID AWARDS

Students who wish to request adjustments in their financial aid award must do so in person with the Financial Aid Office. The Financial Aid Director will inform the student of the required documentation that must be submitted. The financial aid office will evaluate the request and notify the student of the determination within 30 days.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENTS RECEIVING FINANCIAL AID HAVE THE FOLLOWING RIGHTS:

- To full disclosure of all loan terms. Typical repayment schedules are included in Entrance Counseling materials.
- To know what aid programs are available and the procedures for making application for the programs.
- To an explanation of eligibility determination.
- To be informed of satisfactory progress requirements and the procedures for probation and suspension of eligibility.
- To be informed of JD Academy of Salon and Spa's student average loan indebtedness.
- To have full access to all records at the JD Academy of Salon and Spa.

STUDENTS RECEIVING FINANCIAL AID HAVE THE FOLLOWING RESPONSIBILITIES:

- To maintain satisfactory progress.
- To complete an Affidavit of Education Purpose and Statement of Selective Service compliance.
- To make timely and accurate disclosure of their financial status and provide documentation of status when requested.
- To inform the financial aid office of any change to financial status, marital status, name, address, and any other information that may affect the student's eligibility for financial aid.
- To REPAY any and all loan amounts as determined by the provisions of the loan note and supporting documentation.
- To complete exit counseling documentation prior to the student leaving school.

VERIFICATION REQUIREMENTS:

Verification is a process of verifying a student/parent/spouse's financial information. The verification process is required by law. Approximately 30% of all aid applicants are selected for verification by the Central Processing Service. In order to verify financial information, JD Academy of Salon and Spa must require that student/parent/spouse provide TAX RETURN TRANSCRIPTS of their Federal tax return(s) from IRS and complete a verification worksheet that can be provided by JD Academy of Salon and Spa. When/If a student is selected for verification, JD Academy of Salon and Spa will inform the student what must be verified and what documents are required to complete the verification process.

FINANCIAL AID VERIFICATION POLICY REQUIREMENTS:

- The student will be allowed 14 days to supply the required verification documents. Allowance will be made for students requesting information from an outside agency, i.e., IRS or tax accountant.
- No disbursements will be made until verification is complete.
- Students who fail to provide the required information by the deadline they are provided are expected to make satisfactory payment arrangements until verification documentation is received.
- If the results of the verification process indicate that the information provided is incorrect, JD Academy of Salon and Spa will make any necessary corrections and notify the student of any eligibility changes. If a student's Pell award changes due to verification, a corrected Institutional Student Information Report (ISIR) must be received in the financial aid office prior to the disbursement of any funds. If there is reason to believe that any application was intentionally submitted under false or fraudulent pretenses, student will be notified in writing that JD Academy of Salon and Spa intends to forward all pertinent information to the appropriate law enforcement officials and the Office of Inspector General (as is required by Section 668.14(g) of the Student Assistance General Provisions).



FINANCIAL AID PROGRAMS

FEDERAL GRANTS

Pell Grants are available for qualifying students to assist them with their educational costs. Our Financial Aid Office can discuss and help determine the amount you may be eligible for.

DIRECT LOANS

Direct Subsidized Loan

The Subsidized Direct Loan is a need-based program. This means that a student must show financial need in order to qualify. Loan repayment will begin six months from the student's last date of attendance. Minimum payments are \$50.00 a month.

Direct Unsubsidized Loan

The Unsubsidized Direct Loan is a non-need-based loan. The interest begins to accrue on the unsubsidized loan once a disbursement has been made. The student has the choice of paying the interest while in school or deferring the interest until six months from the student's last date of attendance. Loan repayment will begin six months from the student's last date of attendance. Minimum payments are \$50.00 a month.

Direct Parent Plus Loan (PLUS)

Parent Loan Program (PLUS) is for a dependent student's parents. IN ADDITION, loan minimum payments are determined by the loan amount. Payments for the PLUS loan may be postponed until six months after the dependent student completes the program of study.

IN-SCHOOL PAYMENTS

Prior to beginning school, students must make payment arrangements with JD Academy of Salon and Spa for the cost of tuition, fees, books/kits less the anticipated Financial Aid Amounts. The specific student arrangement will be outlined in the Enrollment Agreement or Funding Plan. JD Academy accepts cash, checks, credit and debit cards.

STUDENT PAYMENTS

If a student account becomes thirty days delinquent, student may not be allowed to continue attendance, until payments are brought current.

Payments in default more than 60 days are subject to being turned over to a collection agency.

VOCATIONAL REHABILITATION

Vocational Rehabilitation is a State Funded Program. A potential enrollee is eligible if selected by a Vocational Rehabilitation Agency. Interested students should contact the local office for further information. Students must meet specific requirements and are tested for aptitude to find the specific field of study in which he/she may most likely succeed.

EXTERNSHIP

JD Academy does not currently offer externship opportunities.

STAFF/FACULTY

Administrative Staff

- Janet Paradiso, President, Director of Admissions
- Elayne Becker, Executive Director, Licensed Cosmetologist
- De'Aha Turner, Campus Director
- Nancy Reyes, Financial Aid Director
- Claudia Zelaya, Student Services Registrar
- Katie Quintano, Guest Service Manager, Licensed Esthetician

Instructors

- Lillian Denmead, Licensed Esthetician
- Belinda Gomez, Licensed Cosmetologist
- Bernadine Tatum, Licensed Cosmetologist and Esthetician
- Enga Norton, Licensed Cosmetologist
- Vessela Boykova, Licensed Cosmetologist
- Karina Revuelta, Licensed Cosmetologist
- Shirley Negron, Licensed Esthetician
- Denise Gaston, Licensed Esthetician
- Aubrie Calica, Licensed Esthetician
- Dawn Frazier, Licensed Cosmetologist

Substitute Instructors

- Linda Bertaut, Licensed Esthetician
- Josette Jelveh, Licensed Cosmetologist
- Katie Quintano, Licensed Esthetician
- Nancy Reyes, Licensed Cosmetologist and Barber



TUITION Effective December 10, 2022

COSMETOLOGY PROGRAM

1000 CLOCK HOURS

Cosmetology Program Length: 1000-Hours 37 weeks Monday- Friday 9:15 am - 3:15 pm (5.5 hours per day 27.5 hours/week)	
1000 Clock hours \$20 /hour	
Tuition	\$20,000
Registration Fee - Nonrefundable	\$150
Books and Equipment – Nonrefundable	\$3,700
STRF (Student Tuition Recovery Fund) - Nonrefundable	\$60
State Board License Exam Application Fee	\$125
Total charges for the period and entire educational program	\$24,035
The curriculum for students enrolled in this Cosmetology 1000 Hour Course consists of 1000 hours of technical and practical training covering all practices of a cosmetologist pursuant to Section 7316 of the Barbering and cosmetology act as Amended by Stats. 2021, Ch. 648, Sec. 6. (SB 803) Effective January 1, 2022	

ESTHETICIAN PROGRAM

600 CLOCK HOURS

Esthetician Program Length: 600-hours 22 weeks Monday-Friday 9am - 3 pm 22 weeks (5.5 hours per day 27.5 hours/week)	
600 Clock Hours \$21/hour	
Tuition	\$12,600.00
Registration Fee - Non-Refundable	\$150.00
Books and Equipment - Nonrefundable	\$2,500
Student Tuition Recovery Fund (STRF)	37.50
State Board License Exam Application Fee	115.00
Total charges for the period and entire educational program	\$15,402.50
The curriculum for students enrolled in an esthetician course consists of 600 hours of technical and practical training covering all practices of an esthetician pursuant to Section 7316 of the Barbering and cosmetology act as Amended by Stats. 2021, Ch. 648, Sec. 6 (SB 803) Effective January 1, 2022	

Prices are subject to change. Changes will not affect currently enrolled students See Enrollment Agreement for actual amounts.

Methods of payment include non-refundable registration fee at time of signing the Enrollment Agreement, deposit on the first day of school, and monthly payments according to approved payment plan.

Payments may be made by cash, check, money order, debit/credit card, federal student financial aid, and/or through non-federal agency loan programs.

Students are responsible for paying the total tuition and fees and for repaying applicable loans with interest.

Federal student financial aid is available to those who qualify after completing the free application for financial student aid (FAFSA) at <https://studentaid.gov/h/apply-for-aid/fafsa> Please use J D Academy School Code 042175.

JD Academy Participates in the Following programs:

Pell Grants - Subsidized Loans - Unsubsidized Loans - Plus Loans - Interest Free Payment Plans

Should the student complete the program earlier than the estimated timeframe stated in the contract, the student's financial aid package may be recalculated and that this may result in liabilities owed by the student and/or the institution, if applicable.



NOTICE OF ARBITRATION AGREEMENT & CLASS ACTION WAIVER

As a condition for enrollment in JD Academy of Salon + Spa (the “Academy”), students enter into an agreement which provides that all disputes between a student and the Academy will be resolved by binding arbitration.

Students thus give up their right to go to court to assert or defend their rights under their enrollment agreement (except for matters that may be taken to small claims court).

- A student’s rights will be determined by a neutral arbitrator and not a judge or jury.
- Students are entitled to a fair hearing, but the arbitration procedures are simpler and more limited than rules applicable in court.
- Arbitrator decisions are as enforceable as any court order and are subject to very limited review by a court.

As a further condition for enrollment, students also agree that any dispute or claim that they may bring will be brought solely in the student’s individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action or consolidated action.

Notwithstanding the student’s agreement to resolve any disputes with the Academy by binding arbitration:

- The Academy does not require a Federal student loan borrower to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 CFR § 685.206(e);
- The Academy does not, in any way, require students to limit, relinquish, or waive their ability to pursue filing a borrower defense claim, pursuant to 34 CFR § 685.206(e) at any time; and
- Any arbitration required by the pre-dispute arbitration agreement with the Academy tolls the limitations period for filing a borrower defense to repayment application pursuant to 34 CFR § 685.206(e)(6)(ii).

Binding arbitration with the Academy will be conducted by the American Arbitration Association (the “AAA”), under its Consumer Arbitration Rules.

You may begin the arbitration process by getting together the following documents:

- Notice of Arbitration and/or a Statement of Claim explaining the nature of the dispute and the relief requested
- The arbitration agreement that refers to the AAA
- Any supporting documents or exhibits
- Appropriate filing fee

When you have all the above documents ready, you can file your case in any one of the following ways:

- Online: www.adr.org/Support
- Email box: casefiling@adr.org
- Facsimile: 1 877-304-8457 or +1 212-484-4178 (fax number outside the US)
- Mail: American Arbitration Association—Case Filing Services, 1101 Laurel Oak Road, Suite 100, Voorhees, NJ 08043, USA

More information about the AAA arbitration process and the AAA Consumer Arbitration Rules can be obtained at www.adr.org or 1-800-778-7879.

For more information about the Academy’s arbitration process please contact:

Janet Paradiso
520 San Ramon Valley Blvd
Danville, CA 94526
Phone: (925) 855-5551
Email: janet@jdacademy.com



ENTRANCE COUNSELING SUPPLEMENTAL INFORMATION DISPUTE RESOLUTION, ARBITRATION, & CLASS ACTION WAIVER

GRIEVANCE POLICY/PROCEDURES

In accordance with JD Academy of Salon + Spa's mission statement, we will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time.

Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

- The student should register the complaint in writing on the designated form provided by JD Academy of Salon + Spa within 30 days of the date that the act which is the subject of the grievance occurred.
- The grievance form will be given to the Director or President.
- The grievance form will be reviewed with the President, and President will respond in writing to student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
- If the President cannot resolve the complaint, it will be referred to an appropriate agency if applicable.
- Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
- In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, the owner will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet website www.bppe.ca.gov.

If a student loan borrower has a dispute relating to the borrower's loans or to the provision of educational services for which the loans were provided, the student may contact:

Janet Paradiso
520 San Ramon Valley Blvd
Danville, CA 94526
Phone: (925) 855-5551
Email: janet@jdacademy.com

PRE-DISPUTE ARBITRATION AGREEMENT

As a condition for enrollment in JD Academy of Salon + Spa (the "Academy"), students enter into an enrollment agreement which provides that all disputes between a student and the Academy will be resolved by binding arbitration.

Students thus give up their right to go to court to assert or defend their rights under their enrollment agreement (except for matters that may be taken to small claims court).

* A student's rights will be determined by a neutral arbitrator and not a judge or jury.



* Students are entitled to a fair hearing, but the arbitration procedures are simpler and more limited than rules applicable in court.

* Arbitrator decisions are as enforceable as any court order and are subject to very limited review by a court.

Notwithstanding the student's agreement to resolve any disputes with the JD Academy of Salon + Spa by binding arbitration:

- The Academy does not require a Federal student loan borrower to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 CFR § 685.206(e);
- The Academy does not, in any way, require students to limit, relinquish, or waive their ability to pursue filing a borrower defense claim, pursuant to 34 CFR § 685.206(e) at any time; and
- Any arbitration required by the pre-dispute arbitration agreement with the Academy tolls the limitations period for filing a borrower defense to repayment application pursuant to 34 CFR § 685.206(e)(6)(ii).

Binding arbitration with the Academy will be conducted by the American Arbitration Association (the "AAA"), under its Consumer Arbitration Rules.

You may begin the arbitration process by getting together the following documents:

- Notice of Arbitration and/or a Statement of Claim explaining the nature of the dispute and the relief requested
- The arbitration agreement that refers to the AAA
- Any supporting documents or exhibits
- Appropriate filing fee

When you have all the above documents ready, you can file your case in any one of the following ways:

- Online: www.adr.org/Support
- Email box: casefiling@adr.org
- Facsimile: 1 877-304-8457 or +1 212-484-4178 (fax number outside the US)
- Mail: American Arbitration Association—Case Filing Services, 1101 Laurel Oak Road, Suite 100, Voorhees, NJ 08043, USA

More information about the AAA arbitration process and the AAA Consumer Arbitration Rules can be obtained at www.adr.org or 1-800-778-7879.

For more information about the Academy's arbitration process please contact:

Janet Paradiso
520 San Ramon Valley Blvd
Danville, CA 94526
Phone: (925) 855-5551
Email: janet@jdacademy.com

CLASS ACTION WAIVER

As a further condition for enrollment, students also agree that any dispute or claim that they may bring will be brought solely in the student's individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action or consolidated action.

As an alternative process, students may seek redress under the Academy's grievance procedure described above, which includes the ability to resolve disputes through a binding arbitration process. Students may also submit complaints to the Academy's accreditor, state licensing agency, and the U.S. Department of Education as described above and in the Academy catalog.



For more information about the Academy's class action waiver please contact:

Janet Paradiso
520 San Ramon Valley Blvd
Danville, CA 94526
Phone: (925) 855-5551
Email: janet@jdacademy.com

SECTION 504/AMERICANS WITH DISABILITIES ACT POLICY

JD Academy of Salon + Spa (the "Academy") does not discriminate in admission or access to our programs on the basis of age, race, color, sex, disability, religion, sexual orientation, gender identity, financial status, veteran status or national origin.

If you would like to request academic adjustment or auxiliary aids, please contact the Academy's Section 504 Compliance Coordinator, Janet Paradiso. You may contact Ms. Paradiso at 520 San Ramon Valley Blvd, Danville, CA 94526, Phone: (925) 855-5551, Email: janet@jdacademy.com. You may request academic adjustments or auxiliary aids at any time.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j)(1)(i) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The Academy will work with the applicant or student to provide necessary academic adjustments and auxiliary aids and services unless a particular adjustment would alter or waive essential academic requirements; fundamentally alter the nature of a service, program or activity; or result in undue financial or administrative burdens considering the Academy's resources as a whole.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- 1) Notify Janet Paradiso, the Academy's Section 504 Compliance Coordinator, of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. Requests should be submitted in writing unless you cannot provide the request in writing, in which case the Academy would accept a verbal request. You may contact Ms. Paradiso at 520 San Ramon Valley Blvd, Danville, CA 94526, Phone: (925) 855-5551, Email: janet@jdacademy.com. In those situations when the disability or need for accommodation or auxiliary aid is not obvious or already known, the Academy may request documentation from a health care provider to establish the disability or need for a reasonable accommodation or auxiliary aid.
- 2) Ms. Paradiso will schedule a time to meet with you after receiving your request for accommodation. The purpose of this meeting is to help ensure that the Academy is obtaining adequate information and understanding of your individual needs.
- 3) Ms. Paradiso will review the request and provide you with a written determination as soon as practically possible but in no event more than two weeks after receiving the request.
- 4) If you would like to request reconsideration of the decision regarding your request, please contact De'Ahna Turner, the Academy's Campus Director, within 15 days of the date of the response. Please provide a statement of why and how you think the response should be modified. Statements may be submitted to the Campus Director by email at Dee@jdacademy.com, or by mail to 520 San Ramon Valley Blvd, Danville, CA 94526, Phone: (925) 855-5551.



DISCRIMINATION GRIEVANCE PROCEDURE

JD Academy of Salon + Spa has adopted the following Grievance Procedure for addressing complaints of discrimination under Section 504 of the Rehabilitation Act of 1973. A person is not required to use this procedure and may instead file a complaint directly with the U.S. Department of Education's Office for Civil Rights, 50 United Nations Plaza, Mail Box 1200, Room 1545, San Francisco, CA 94102, Telephone: 415-486-5555

Step 1: A person who believes that they have been discriminated against by the Academy is encouraged, but is not required, to discuss the matter informally with the Section 504 Coordinator, Janet Paradiso, at 520 San Ramon Valley Blvd, Danville, CA 94526, Phone: (925) 855-5551, Email: janet@jdacademy.com. If the 504 Coordinator is the subject of the complaint, the grievant may, instead, contact the Academy's Campus Director, who will appoint another administrator to discuss the matter. The person receiving the complaint shall verbally convey their findings to both the person who alleged the violation and the person who is the subject of the complaint within 10 business days.

Step 2: If the informal Step 1 process does not resolve the matter, or if the grievant does not wish to use the informal procedures set forth in Step 1, a written complaint may be submitted to the Academy's Section 504 Coordinator who will investigate the complaint. [NOTE: if the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted to the Academy's Campus Director who will appoint another administrator to conduct the investigation]. The complaint shall be signed by the grievant and include 1) the grievant's name and contact information; 2) the facts of the incident or action complained about; 3) the date of the incident or action giving rise to the complaint; 4) the type of discrimination alleged to have occurred; and 5) the specific relief sought. Names of witnesses and other evidence as deemed appropriate by the grievant may also be submitted. An investigation of the complaint will be conducted within 10 business days following the submission of the written complaint. The investigation shall include an interview of the parties and witnesses, a review of the relevant evidence, and any other steps necessary to ensure a prompt and thorough investigation of the complaint. A written disposition of the complaint shall be issued within 10 business days of completion of the investigation, unless a specific written extension of time is provided to the parties. Copies of the disposition will be given to both the grievant and the person who is the subject of the complaint. If discrimination or harassment was found to have occurred, the disposition will include the steps that the Academy will take to prevent recurrence of any discrimination or harassment and to correct its discriminatory effects on the grievant and others, if appropriate.

Step 3: If the grievant wishes to appeal the decision in Step 2 above, they may submit a signed, written appeal to the Academy's Campus Director within 10 business days after receipt of the written disposition. The Campus Director or its designee shall respond to the complaint, in writing, within 10 business days of the date of the appeal. Copies of the response shall be provided to both the grievant and the person who is the subject of the complaint.

The Academy hereby provides assurance that it strictly prohibits any form of retaliation against persons who request a reasonable accommodation or auxiliary aid or who utilize this Grievance Procedure. If you have questions regarding these procedures or desire to file a complaint, please contact the Academy's Section 504 Coordinator: Janet Paradiso, at 520 San Ramon Valley Blvd, Danville, CA 94526, Phone: (925) 855-5551, Email: janet@jdacademy.com

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the JD Academy of Salon + Spa ("School" or "Institution") receives a request for access. A student should submit to the Campus Director a written request that identifies the record(s) the student wishes to inspect. The Campus Director will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask JD Academy of Salon + Spa to amend a record should write the Campus Director, clearly identify the part of the record the student wants changed, and specify why it should be changed.



If the School decides not to amend the record as requested, the School will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the School discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The JD Academy of Salon + Spa discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the School in an administrative, supervisory, academic, research, or support staff position; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the School who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Directory Information

FERPA requires that the School, with certain exceptions, obtain student written consent prior to the disclosure of personally identifiable information from education records. However, the School may disclose appropriately designated "directory information" without written or authorized electronic consent, unless you have advised the School to the contrary in accordance with School procedures. JD Academy of Salon + Spa has designated the following information as directory information:

- student's name
- address
- telephone number
- email address
- date and place of birth
- program of study
- honors and awards
- dates of attendance.
- enrollment status

Requests to have directory information about you withheld should be submitted in writing to the Campus Director.

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within the School whom the School has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the School has



outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the School has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

STUDENT STATUS

Students are not employees and will not receive compensation for any aspect of their education, including when providing services in the school clinic to members of the public who pay for services.

