# Stacey James Institute

## Fall 2026 Catalog and Handbook

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**Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board and Nationally Accredited by the National Accrediting Commission of Career Arts and Sciences.**

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## Welcome To Stacey James Institute

Stacey James Institute has prepared this handbook to provide you with an overview of school policies, benefits, and rules. It is intended to familiarize you with important information about Stacey James Institute, as well as provide guidelines for your experience with us in an effort to foster a safe and healthy school & work environment. Please understand that this booklet only highlights school policies, practices, and benefits for your personal understanding and is intended to provide general information about the policies, benefits, and regulations governing the students of Stacey James Institute. The guidelines presented in this handbook are not intended to be a substitute for sound judgment and discretion.

It is obviously not possible to anticipate every situation that may arise in the school or to provide information that answers every possible question. In addition, circumstances will undoubtedly require that policies, practices, and benefits described in this handbook change from time to time. Accordingly, Stacey James Institute reserves the right to modify, supplement, rescind, or revise any provision of this handbook from time to time as it deems necessary or appropriate in its sole discretion with or without notice to you. Revisions may be done verbally or written as deemed necessary.

No school is free from day-to-day problems, but we believe our policies and practices will help resolve such problems. All of us must work together to make Stacey James Institute a viable, healthy, positive, and profitable organization. This is the only way we can provide a satisfactory school environment that promotes genuine concern and respect for others including all students, instructors, educators, employees and your client. If any statements in this handbook are not clear to you, please immediately contact any staff member at Stacey James Institute and if applicable Stacey or James directly.

## Introduction

The Stacey James Institute (hereafter referred to as the School) offers the top of the line technology and equipment for student training, and is staffed with qualified, approved instructors.

The school is owned by Stacey E. Meyer (President) and James A. Meyer (Vice President)

## Mission Statement

The mission of Stacey James Institute is to provide post-secondary students an excellent opportunity to learn and develop career professional skills as well as understand common problems and solutions presented by a salon environment. Our program, along with experienced and dedicated instructors, provides the knowledge and tools necessary for students to be successful in preparing for licensure and employment in the industries of Cosmetology, Esthetics or Barbering fields.

## Company Philosophy

### Open-Door Policy

In keeping with Stacey James Institute's philosophy of open communication, all students have the right and are encouraged to speak freely with staff members about their school-related concerns. If you are experiencing challenges with other students, staff, clients, curriculum, structure, etc. Please alert the campus director immediately to avoid prolonged negative feelings or outcomes. We encourage all students and staff to speak openly and directly with members of the Administrative staff to handle challenges within 24-hours.

## Goals and Objectives

1. To teach and familiarize students in the current methods and theories of cosmetology, barbering and esthetics, and nail technology.
2. To qualify and prepare students for the state licensing examination.
3. To graduate proficient, qualified, and competent students who will go on to be successful in the field of their choice.
4. To provide assistance and advice.

## Regulatory and Accrediting Agencies

Stacey James Institute is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board, 1600 Broadway, Suite 2200 Denver, CO 80202
Phone: 303-862-3001, FAX: 303-996-1330.

Stacey James Institute is accredited by NACCAS, 3015 Colvin St., Alexandria, VA 22314 Phone: 703-600-7600, www.naccas.org

## US Department of Labor

200 Constitution Ave NW
Washington DC 20210
1-866-487-2365
www.dol.gov

## Non-Discrimination Statement

The school in its admission, instruction, grading, and graduation policies does not discriminate based on age, sex, race, ethnic origin, color, religion, financial status, or based on handicap as required by Section 504, 34 Code of Federal Regulations. Stacey James Institute will do its best to accommodate the student based on student needs. The school reserves the right to discontinue program/education if the school cannot accommodate a student's needs.

## Administrative Staff:

Stacey E Meyer: Owner, Chief Operating Officer/School Dean
James A Meyer: Owner, Chief Financial Officer
Vince Meyer: Chief Executive Officer
Gianna Barry: Director of Education
Thomas Michel: Director of Operations
Draven Schoberg: Financial Aid and Compliance Manager
Jade East: Admissions Representative
Emma Foster: Front Desk Manager
Marlene Pietenpol: Front Desk Receptionist
Britney Long: Front Desk Receptionist
Kameron McCurdy - Accounting/IT

## Faculty Members:

Chelsea Fahrenkrug: Instructor
Molly Delanoy: Instructor
Destiny Marquez: Instructor
Yaro Markina: Instructor
Jade Foussat: Instructor
Jennaeh Cross: Instructor
Dione Thomas: Instructor
Ashly Brandt: Instructor
Aimee Mickels: Instructor

# Class Schedule

All Full-Time Students (35 hours per week):
Monday through Friday 8:30 am – 4:30 pm
One hour lunch break

Students are not permitted to obtain hours prior to 8:15 am without explicit permission from an administrative staff member. The school utilizes a rounding policy for students who clock in prior to 8:15. Hours will not begin to accumulate, regardless of the clock in time, until 8:15 am.

## School Closure Policy

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by text and through the student portal Prestige. Classes are not held on the following days:

| | |
|---|---|
| New Year's Eve | Labor Day |
| New Year's Day | Thanksgiving Day & the Friday following |
| Memorial Day | December 24, 2026 -January 4th, 2027. |

| | |
|---|---|
| Independence Day | First Monday of every month for Teacher Inservice Day* |

*Subject to change, depending on holidays and special events. Students will be informed in advance through Prestige

## Admission Entrance Requirements

Prospective students must show they are sixteen (16) years of age via a government issued picture ID,possess a United States social security card, and have proof of secondary education or an equivalent to be accepted for enrollment. The following must be provided to the school to demonstrate appropriate education equivalency:

1. High school diploma; or
2. High school transcript showing graduation date; or
3. Certificate of a recognized equivalent of a high school diploma, such as a general educational development (GED); or
4. Foreign equivalency of a high school diploma (with certification of equivalency and translation, if applicable); or
5. College transcript showing graduation date; or
6. Associate/Bachelor's degree; or
7. Evidence of completion homeschooling at the secondary level as defined by state law.

For former or current Military, A DD214 may be used in lieu of a High School Diploma.

## Ability to Benefit

Stacey James Institute does not accept ability to benefit students.

## Evaluating the Validity of High School Diplomas

Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma. The school may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma). Student self- certification is not considered sufficient proof of validity. In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools. The school maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills, some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online also may not be all inclusive. The school makes every reasonable effort to verify the validity of questionable high school diplomas. A foreign diploma must be verified by an outside agency that is qualified to translate documents to English and can confirm the academic equivalence to a U.S. high school diploma. https://nscverifications.org/ is Stacey James Institute's preferred source. The prospective student must provide us with the official evaluation prior to being enrolled. See the school administration for more details. Note after evaluation the document must be returned to the institute in a sealed envelope.

## Graduation Requirements

The graduation requirements for all courses are as follows:

1) Complete the required hours of training within the maximum time frame allowed.
2) Maintain satisfactory progress requirements per the criteria of the Satisfactory Progress Policy.
3) Take a final examination on practical procedures, and a final written examination with a score of at least 80%.
4) Fulfill all financial obligations to the school prior to completing required hours unless utilizing a service such as Lumion (see page 42).
5) Completion of an exit interview and required exit paperwork. Upon completion of these requirements, a diploma and state required certification of hours will be provided.
6) School will charge additional tuition for hours remaining after the contract ending date and grace period at the rate outlined below.

## Extra Instructional Charges

Stacey James Institute has reserved space, equipment, and licensed Instructors for you. If a student does not meet the clock hours by the end of the contract graduation date, plus the grace period, the student will incur extra instructional charges. The grace period allocated is equivalent to 10% of the chosen program length. This equals 150 additional scheduled hours for Cosmetology, 150 hours for Barber, 60 additional scheduled hours for Esthetics, and 60 additional scheduled hours for Nail Technology. Should a student complete the hours during that grace period, no extra instructional charges will be assessed. Should hours beyond the grace period be required to achieve all graduation requirements, charges will be assessed at the following rate by program:

Cosmetology/Barber: $14 per hour*
Esthetics: $20 per hour*

## Maximum Time Frame

The maximum time frame for students is 150% of the scheduled Enrollment Period. If, due to attendance or academic problems, a student must attend additional Program hours beyond the 150% Maximum Program Length in order to complete the Program, the Student's Enrollment Agreement will terminate. In order to file an appeal, the student must have paid all Program charges in full and have 10% or less of the Program hours remaining to complete. If an appeal is granted, the student will be charged and must pay a $100 re-registration fee and execute a new Enrollment Agreement for the remaining hours to complete the Program. If an appeal is denied, the student will be dismissed from the Program. If the institution permits a student to re-enroll in a program after being terminated for exceeding the maximum time frame, the student must do so in a manner consistent with Re-Entry Policy. (Found on page 16 of the Catalog)

## COLORADO LICENSURE REQUIREMENTS:

If you are interested in getting your Colorado cosmetology license or other beauty license, below is additional information. The license types available are as follows: Cosmetologist, Barber, Nail Technician, and Esthetician.

| Program | Hours | Title IV Eligible? |
|---|---|---|
| Cosmetology | 1500 | Yes |
| Barbering | 1500 | Yes |
| Esthetics | 600 | Yes |
| Nails | 600 | Yes |

All hours attempted count towards Title IV.

## ESSENTIAL CAREER CONSIDERATIONS / REQUIREMENTS

Applicants interested in pursuing a career in cosmetology or a related field should consider all aspects of such a decision. Persons who want to become a professional in the beauty industry must:

- Enjoy dealing with the public and follow client directions.
- Continually keep up on all the latest fashions and beauty trends.
- Work longer hours while building a personal clientele to make your business grow.
- Make commitment to the continuing educational process and finish school.
- Expand your business skills that are applicable to your desired position.
- Keep yourself in good physical shape to ensure dexterity and endurance.

In addition, prospective students should be aware that:

- The work of a licensed professional in the cosmetology/barber/beauty industry can be arduous and physically demanding because of long hours standing with hands at shoulder level, bending to work on all areas of the client's head, bending to complete shampooing or other wet services, etc. Estheticians will spend a significant

amount of time standing to complete facial services and body treatments, waxing, or makeup services. Nail technicians will spend long hours sitting at a nail technician's station. Instructors will spend long hours standing while teaching and walking to monitor their classrooms / clinic areas.
- An investment may be required for advertising and promotions such as printing of business cards or advertising.
- There will be exposure to various chemicals and fumes which may cause allergic reactions and skin irritations.
- Various methods of compensation can be but not limited to salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon or suite).
- The practice of safety and sanitation is crucial for effective and successful performance within the beauty industry.

## Transfer Hours

Hours from another institution will be evaluated on a case-by-case basis. A practical test will be given to assess skills for the number of hours being transferred. Stacey James Institute does not guarantee the transfer of our hours to another institution unless there is a written agreement with the other institution. Tuition will be pro-rated based on the number of hours accepted. All other fees will apply. All hours attempted count towards Title IV.

# FINANCIAL AID INFORMATION

## VA Benefits

***"Approved by the Colorado State Approving Agency for Veterans Education and training to provide academic education to veterans and eligible beneficiaries***

The school maintains a written record of the previous education and training of the veteran or eligible person and clearly indicates that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person and the Department of Veterans Affairs so notified. Please note VA may affect Title IV funding. Contact VA directly at 1-800-827-1000.

Per VA regulation, only mandatory fees may be billed to the VA. The cost of our Kit and iPad are not mandatory fees and as such cannot be charged to the VA. Students utilizing VA benefits will be responsible for arranging alternate payments for these costs. VA students are encouraged to apply and utilize FAFSA.

## FINANCIAL ASSISTANCE

Financial assistance is available for those who qualify from Federal Direct Student Loans or Grants, private banking institutions, credit unions, or student payment plan options available through the school. The school complies with all State and/or Federal regulations in any advisement to students. For more information concerning Title IV financial aid programs you may contact the Financial Aid officer at finaid@staceyjamesinstitute.com or by calling the school at (720) 762-4676. Students are required to fulfill all financial obligations to the school and/or have a pre-approved Institutional Finance Plan (IFP) in place four weeks before the start of class. Students enrolling within thirty days of the start will have 72 hours to submit all documents and schedule a meeting with financial aid. Final payment is due no later than 1 month prior to completing your hours, unless utilizing Lumion. More information on this can be found on page 42.

You must satisfy all financial obligations either by being paid in full or having a payment plan in place. Your Record of Completion/Certificates may be held until these obligations are met. Transcripts will be provided upon request and for a fee of $20.

## VERIFICATION

Students selected by the U.S. Department of Education for the process of verification are required to submit to the School Financial Aid Office additional student and or parents' financial and household information (the documentation required as indicated in the U.S. Department of Education's Application and Verification Guide). The school uses a Third-Party Servicer for awarding and approving student aid and for completing the verification process. The verification procedures will be conducted as follows:

**Third Party Servicer Policy and Procedure for Verification**

1) Students that require verification documents should be given a **"Verification Documents Required Form"** by their FA at the school listing any documents required. This form lists all the regulatory required notifications to the student regarding the process of verification. See form. These are listed below.
2) The school's designated official must then call the student in and collect the necessary documents to complete the Verification process.
3) The student should be asked to submit all required documentation to the school FA within 14 calendar days from the date the student is notified that the additional documentation is needed due to being selected for verification. If the student does not provide all of the required documentation within the 14-calendar daytime frame, at the school's discretion the student may need to be notified that they will be required to make other payment arrangements until the documentation is received and the student's eligibility for Federal Aid has been established.
4) The appropriate School official may reserve the right to make exceptions to the 14-calendar day policy stated above on a case-by-case basis due to extenuating circumstances.
5) Once the documents have been received the school official should then review and upload those documents as part of the initial FA file.
6) Provided all the required documents are received and there are no discrepancies to hold up the process, the student's aid package will be further processed.
7) A Verification Comparison form will be completed, uploaded and an e-mail notification will then be sent to the school saying that verification has been completed.
8) The servicer FAA will notify the school FA of any changes to the student's financial aid awards resulting from corrections made due to the verification process. An adjustment(s) will be made to the Financial Aid Worksheet and a new Award Notification can then be printed at the school and presented to the student for signature.
9) Any students selected for Verification will have to fill out some or all of the following forms V1 Income verification V4 High School completion or V5 Tax filer information verification will be reported on FAA Access. Examples of all forms are available upon request.

## UNACCOMPANIED HOMELESS YOUTH

Stacey James Institute is committed to ensuring that students experiencing housing instability have full access to higher education. Under federal law and the FAFSA Simplification Act, unaccompanied homeless youth possess specific rights designed to remove financial barriers and streamline the financial aid process. Please schedule an appointment with your financial aid representative to review your status and obtain a list of required documentation.

## CONFLICTING INFORMATION

The school and servicer understand that all conflicting information must be resolved before any Title IV funds can be disbursed, therefore students with conflicting information in their files or paperwork may be selected for verification by the school or the servicer in order to resolve the conflict in question. In such an instance, a Verification Documents Required form will be sent to the school FA listing the documents required by the servicer to resolve the conflicting information.

**Applicants Selected for Verification:** If the servicer has any reason to believe that any information on the application or any supporting documentation used to calculate the EFC is discrepant or inaccurate, the applicant will be required to provide adequate documentation to resolve the conflict.

**Applicants Not Selected for Verification:** The servicer will review all tax returns provided by the school even if they were not requested and will resolve all conflicting information regardless of whether the applicant was selected for verification or not. All C-Codes will be reviewed and resolved.

**Selective Service C-Codes:** will require the student to submit a letter to selective service to verify whether they are a veteran. In the event the Correction-code is because they did not register and were required to then they must provide the response letter and written documentation to support their reasons for not registering for selective service. All this will be reviewed, a determination will be made and the student will be notified in writing by the school of the decision.

**For Citizenship C-codes:** students will be required to provide acceptable documentation proving they are a US Citizen or eligible non-citizen. If the eligible non-citizen student does not pass the automated secondary confirmation the documentation will be sent along with form DHS to Homeland Security for secondary confirmation of the validity of the documents submitted.

**Low Income:** The third-party servicer requires students and parents who provide financial data on their FAFSA that is below the established poverty level published in the Federal Register annually to complete and sign a low-income statement. This is regardless of being selected for verification.

## Return of Title IV Funds

**RETURN TO TITLE IV FUNDS POLICY**

This policy applies to students who **withdraw officially, unofficially, fail to return from a leave of absence, or are dismissed from enrollment** at Stacey James Institute. It is separate and distinct from the Stacey James Institute refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

### "Official" Withdrawal from the School

A student is considered to be "Officially" withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1. The date the student provided official notification of intent to withdraw, in writing or orally.
2. The date the student began the withdrawal from Stacey James Institute, records. A student can rescind his notification in writing and continue the program. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the official withdrawal information, Stacey James Institute, will complete the following:

1. Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record.
2. Two calculations are performed:
   a. The student's ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
   b. Calculate the school's refund requirement (see school refund calculation):
3. The student's grade record will be updated to reflect his/her final grade.
4. Stacey James Institute, will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
5. They will provide the student with a letter explaining the Title IV, HEA requirements:

a. The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on attendance and the amount of funds the student received.
b. Any returns that will be made to the Title IV, HEA Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.

6. Supply the student with a ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

## Unofficial Withdrawal from School

If the school unofficially withdraws a student from school, the school director and/or financial aid must complete the Withdrawal Form using the last date of attendance as the drop date.

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 calendar days, will be subject to termination and considered to have unofficially withdrawn.

Within one week of the student's last date of academic attendance, the following procedures will take place:

1. The education office will make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student's withdrawal date is determined as the date the day after 14 calendar days of absence.
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.

5. Stacey James Institute calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation).
7. Stacey James Institute Executive Financial Director will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made and note return on the student's ledger card.
8. If applicable, Stacey James Institute will provide the student with a refund letter explaining Title IV requirements:
   a) The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
   b) Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
   c) Supply the student with a final student ledger card showing outstanding balance due the school and the available methods of payment.
9. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

## Initial Amount of Unearned Title IV Aid Due from the Student

The statute specifies that a student is responsible for all unearned Title IV program assistance that the school is not required to return. In Step 7 of the R2T4 calculation worksheet the initial amount of unearned federal student aid due from the student (or parent, for Direct PLUS Loan funds) (Box Q) is determined by subtracting the amount returned by the school (Box O) from the total amount of unearned Title IV funds to be returned (Box K). This is called the initial

amount due from the student because a student does not have to return the full amount of any grant repayment due. Therefore, the student may not have to return the full initial amount due.

## Repayment of Student Loans

The student loans that remain outstanding in (Box R) of Step 8 of the R2T4 calculation worksheet consist of the loans disbursed to the student (Box B) minus any loans the school repaid in Step 6, Block P. These outstanding loans are to be repaid by the student according to the terms of the student's promissory notes.

## Title IV Grant Funds to Be Returned by a Student

The regulations limit the amount a student must repay to the amount by which the original overpayment amount exceeds 50% of the total grant funds disbursed or could have been disbursed by the student for the payment period or period of enrollment. The initial amount of unearned Title IV grant aid due from the student in step 9 (Box S) of the R2T4 calculation worksheet is found by subtracting the loans to be repaid by the student (Box R) from the initial amount of unearned aid due from the student (Box Q). The amount of grant overpayment due from a student is limited to the amount by which the original grant overpayment (Box S) exceeds half of the total Title IV grant funds disbursed and could have been disbursed to the student in (Box F).

## Return of Title IV Grant Funds by the Student

The student is obligated to return any Title IV overpayment in the same order that is required for schools.
Grant overpayments may be resolved through:

1. full and immediate repayment to the school;
2. repayment arrangements that are satisfactory to the school;
3. or by overpayment collection procedures negotiated with Debt Resolution Services.

## Time frame for returning an unclaimed Title IV, HEA credit balance

If the R2T4 calculation results in a credit balance on the student's account, the Credit Balance will be disbursed as soon as possible, but no later than 14 days after the R2T4 calculation was made.

If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check.

If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned, or EFT is rejected, and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

There will be a 30-day delay for first-time borrowers.

## A School's Responsibilities in The Return of Funds by the Student

## Grant Overpayments

The applicable regulations limit the amount of grant funds a student must repay to one-half of the grant funds the student received or could have received during the applicable period. Moreover, repayment terms for students who owe Title IV grant overpayments were established to ensure that students who could not immediately repay their debt in full had the opportunity to continue their eligibility for Title IV funds.

Students who owe overpayments as a result of withdrawals initially will retain their eligibility for Title IV funds for a maximum of 45 days from the earlier of:

1. the date the school sends the student notice of the overpayment, or
2. the date the school was required to notify the student of the overpayment.

Within 30 days of determining that a student who withdrew must repay all or part of a Title IV grant, the school will notify the student in writing via U.S mail that he or she must repay the overpayment or make satisfactory arrangements to repay it. In its notification, the school will inform the student of the following five items:

1. The student owes an overpayment of Title IV funds.
2. The student's eligibility for additional Title IV funds will end if the student fails to take positive action by the 45th day following the date the school sent or was required to send notification to the student.

## Order of Return of Title IV Funds

The school and or the student if applicable must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

1. Unsubsidized Direct Stafford loans (other than PLUS loans).
2. Subsidized Direct Stafford loans.
3. Direct PLUS loans.
4. Federal Pell Grants for which a return of funds is required.

There are three positive actions a student can take to extend his or her eligibility for Title IV funds beyond 45 days:
a) The student may repay the overpayment in full to the school.
b) The student may sign a repayment agreement with the school.
c) The student may sign a repayment agreement with the Department.
**Note: Two years is the maximum time a school may allow for repayment.**

*******The student should contact the school to discuss his or her options*******

## Consequences for Not Following upon the Notification

***If the student takes no positive action during the 45-day period, the school will report the overpayment within a few days of the end of the 45-day period to NSLDS on the NSLDS Professional Access Web site under the AID tab, "Overpayment List" menu option after the 45-day period has elapsed.***

***If the student fails to take one of the positive actions during the 45-day period, the student's overpayment will be reported immediately to the NSLDS and referred to the Debt Resolution Services for collection.***

**When a student receives additional funds during the 45-day period of extended eligibility:**

Students who owe overpayments as a result of withdrawals generally will retain their eligibility for Title IV funds for a maximum of 45 days from the earlier of (a) the date the school sends the student notice of the overpayment, or (b) the date the school was required to notify the student of the overpayment. A student who receives Title IV funds within that period of extended eligibility and then fails to return the overpayment or make repayment arrangements becomes ineligible for additional Title IV program funds on the day following the 45-day period. However, any Title IV program funds received by the student during the 45-day period were received while the student was eligible. Therefore, those Title IV funds do not have to be returned (unless the student withdraws a second time). A student who loses his or her eligibility for Title IV funds at the expiration of the 45-day period will remain ineligible for additional Title IV funds until the student enters into a repayment agreement with the Department.

***If, at any time, a student who previously negotiated a repayment arrangement fails to comply with the terms of his or her agreement to repay, that student immediately becomes ineligible for additional Title IV funds.***

The school will also notify the student in writing via U.S. mail using a Refund Calculation worksheet, of the amounts of aid that were retained by the school for institutional charges and the amount(s) of aid that will be refunded by the school to each Title IV program. The student will also be notified of the amount of Title IV loans they will owe after all applicable refunds have been made, the requirement for the student to complete exit counseling, when the student will be responsible to start repayment of their student loans and who they may contact for further assistance or to report any changes to their personal information.

The requirements for Title IV program funds when you withdraw are separate from any Institutional Refund Policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return.
If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

## Re-Entry Policy

Students who re-enter the school after discontinuation for any reason will return to the same satisfactory academic progress status at which they left and they will be required to pay all fees current to the time. Tuition will be pro-rated based on what the student has already paid. If a student's re-enroll date in school to finish their program is more than 181 days from their last attendance, they will be charged for the remaining hours at the current hourly rate of tuition charged by the school. They will also be required to pay for a complete or partial kit as needed and textbooks as needed. There is a $100.00 re-registration fee.

## Enrollment

Prospective students may enroll anytime. Exact start dates will be determined by the course start date. Late enrollments may be accepted on a case by case basis, however, missed curriculum must be made up prior to graduation.

## Holiday Schedule 2026

| | |
|---|---|
| Thanksgiving | November 26th – 27th 2026 |
| Christmas/New Year's | December 24th, 2026 – January 4th 2026 |

**Please note the school will notify you of any snow days through Prestige.

## Stacey James Institute 2026 Calendar start dates:

| Program | Start Dates Littleton |
|---|---|
| Esthetics | January 12th |
| Cosmetology/Barber | January 19th |
| Esthetics | March 23rd |
| Cosmetology/Barber | April 7th |
| Esthetics | June 2nd |
| Cosmetology/Barber | June 29th |
| Esthetics | August 10th |
| Cosmetology/Barber | September 8th |
| Esthetics | October 19th |
| Cosmetology/Barber | November 16th |

## Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

a. Whether the postponement is for the convenience of the school or the student, and;
b. A deadline for the new start date, beyond which the start date will not be postponed, and;
c. Any applicable fees (if change is at the request of the student, see page 46).

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981. Any promotion is null and void if change is at the request of the student.

## Placement Assistance

Stacey James Institute offers employment opportunities and assistance to graduates, consisting of job lead referrals and job skills development. While assisting in your job search, we make no guarantee, expressed or implied, of future

employment. **Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.**

## Career Opportunities

The licensed professional may choose from a variety of jobs within their field(s). The following vocations are options that may be considered upon graduation.

**COSMETOLOGIST:** Professional Stylist, Skin, Platform Artist, Product Representative, Salon Owner or Manager, State Board Member/Examiner, Image Consultant, Retail Specialist
**BARBER:** Professional Stylist, Salon Owner or Manager, Product Representative, Platform Artist, Retail Specialist, State Board Member/Examiner
**ESTHETICIAN:** Skin Care Specialist, Spa Professional, Body Treatment Technician, Product Representative, Retail Specialist, Salon Owner or Manager, State Board Member/Examiner, Makeup Artist
**NAIL TECHNICIAN:** Nail Technician, Spa Professional, Nail Art Specialist, Product Representative, Retail Specialist, Salon Owner or Manager, State Board Member/Examiner

Training is the important first step to an enjoyable, successful career in one of the above areas. If you like to work with people, and have an aptitude for the field, an education in the professional beauty industry can be a pathway to a secure income and a solid future.

## Career Counseling

Opportunities for careers and jobs in the industry are discussed in class. Students build resumes, visit other salons, and employers from other salons are invited to recruit.

Throughout their programs, students will have the opportunity to prepare for careers in salons, spas, barbershops and beyond through the Business and Career Readiness Projects as well as regularly scheduled Career Fairs. The Business Project requires students to research, develop and present a business plan to the Director as if they were meeting with a bank seeking a loan to start a business. The Career Readiness Project allows students to receive guidance in building a resume and cover letter, participate in mock interviews with their educators, Directors and other team members as well as visit salons, spas and barbershops to learn the opportunities that await them post-licensure. Career Fairs may be held as often as quarterly and at least twice a year. Career Fairs will involve salon, spas and barbershops coming to the school to discuss career opportunities that await them.

## Additional Employment Information

Further information on potential employment for graduates can be found at www.onetonline.org.

## Student Access to Files

Stacey James Institute guarantees the student (or parent/guardian if student is a dependent minor) access to their files during regular school hours. A student's file may not be removed from the office and must be inspected under supervision of the school Director. If a copy of material in the student file is requested, a signed statement requesting the copy must be presented to the school Director by the student (or parent/guardian if student is a dependent minor).

Stacey James Institute requires written consent from the student (or parent/guardian if student is a dependent minor) for the release of records in response to each third-party request unless otherwise required by law. Such request is also required before publishing "directory information", such as name, address and phone number of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation, previous school attended, and/or date of graduation from previous school. Stacey James Institute will allow the student (or parent/guardian if student is a dependent minor) to deny authority to publish one or more of these items.

Stacey James Institute will provide and permit access to student and other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or by any other authorized government agency, or in response to a directive of the Commission.

## Satisfactory Academic Progress Policy (SAP)

All students are expected to maintain satisfactory academic progress, by maintaining an 80% grade point average and

80% attendance. The satisfactory progress policy applies to all students whether receiving Federal Title IV funds, partial funding assistance, or self-pay. Satisfactory Progress in attendance and academic work is a requirement. Students must maintain Satisfactory Progress to continue eligibility for funding. To determine Satisfactory Progress, all students are evaluated in academics and attendance at points throughout their program. If a student is below SAP at the evaluation period, the student is called into administration and is given mentoring on how to get their grades or attendance back up to the required 80% minimum.

## Grading System

| | |
|---|---|
| 90 – 100 = A | Excellent |
| 80 – 89 = B | Good |
| 79 or below = | Not Passing |

## Evaluation Periods

Students are evaluated for Satisfactory Academic Progress at the completion of the following evaluations periods:

Full Time Cosmetology/Barber

450 actual hours and at least 12.857 weeks

900 actual hours and 25.714 weeks

1200 actual hours and 34.286 weeks

Full Time Esthetics

300 actual hours and 8.571 weeks

*Transfer Students - Evaluation periods will be based on actual contracted hours at this institution.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

## ACADEMIC PROGRESS

Students are assigned theory and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a grade average of 80% and pass a FINAL written and practical exam prior to graduation. Numerical grades are applicable to the cosmetology, esthetics, barbering, and nail courses and are considered according to the following grading scale:

| | | |
|---|---|---|
| Practical and Theory: | 90 – 100 | A = Excellent |
| | 80 - 89 | B = Good |
| | 79 or below | = Failing |

## WARNING

Students failing to meet requirements for attendance or academic progress will be placed on Warning Status. Students on Warning Status may continue to receive Title IV funding for one payment period. Students are not required to appeal a Warning Status.

## APPEAL AND PROBATION

Students on Warning Status who do not meet requirements at the next evaluation point will lose eligibility for Title IV funding. Students who wish to appeal the school's determination (for reasons such as death of a relative, injury/illness of the student, or other special circumstances) must appeal within the required time frame and on the school required form. If the school grants the student's appeal, the student will be placed on Probation Status until the next evaluation point and the student's eligibility for Title IV funding will be reinstated. A student may be placed on Probation Status for one payment period.

## APPEAL PROCEDURE

If a student is determined as NOT making Satisfactory Progress, the student may appeal the negative determination. The student must submit a written appeal to the school administration within 5 days of the determination, with supporting documentation including reasons why the determination should be reversed and a request for re-evaluation. The student must also explain why they dropped below SAP and what they will change to meet the requirement going forward. An appeal hearing will take place within five (5) business days of receipt of this written appeal. This hearing will be attended by the student, parent/guardian if applicable, and appropriate school staff. A decision on the appeal will be made within three (3) business days after this hearing and will be communicated in writing. This decision will be final. Students who prevail upon appeal will have eligibility for Title IV funds reinstated. The results of the appeal are documented in the student's file.

## REESTABLISHMENT OF STATUS

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by: 1) Making up missed tests and assignments and increasing grade average to 80% or better, and/or 2) Increasing cumulative attendance to 80%. The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period.

## REINSTATEMENT OF FINANCIAL AID

Title IV aid will be reinstated to students who have prevailed upon appeal regarding the status of Satisfactory Progress or who have reestablished Satisfactory Progress. Students on suspension of funds will be monitored daily via an electronic Satisfactory Progress report to determine when they reestablish Satisfactory Progress.

## COURSE INCOMPLETES, REPETITIONS AND NON-CREDIT REMEDIAL COURSES

Course incomplete, repetition and non-credit remedial courses have no effect on the institution's Satisfactory Progress Policy.

## REENTRY STUDENTS/INTERRUPTIONS

### Attendance Policy

Students are expected to attend classes as per their enrollment agreement. Students are responsible to clock in and out appropriately to document their hours; the only documentation accepted for student hours is the time clock system**.** Late arrivals may enter school until 10 minutes after class/scheduled shift begins, students who are more than 10 minutes late must meet with the school director to obtain authorization to remain in school for the day. Continued tardiness may result in disciplinary action up to and including termination. Students who are going to be absent are expected to call the school prior to the beginning of their scheduled shift. All absences are recorded and made a part of the school permanent record. The student is responsible for class material and/or tests missed while absent. Students are encouraged not to miss any days during their scheduled "freshman" phase. Students who miss 10 consecutive school days (14 calendar days) without communicating with the school director/designee may be terminated on the 11th consecutive school day. Students who persist in repeating patterns of absenteeism will be advised and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; re-enrollment is at the discretion of the school. Any period of time that a student does not receive Title IV funding counts towards the maximum time frame (changes in programs/courses or pursuit of a second program/course are N/A to maximum time frame).

Students must attend a minimum of 80% of the cumulative scheduled hours to maintain Satisfactory Progress and complete the course within the maximum allowed time frame. The maximum time frame is equal to 150% of the educational course or program. Authorized leaves of absences will not be considered in the maximum time frame evaluation; LOAs will extend the student's contract period and max time frame by the same number of days taken in the LOA. Students who exceed the maximum time frame shall be terminated from the program. Should the student want to re-enroll in the program they must be on a cash-pay basis and in a manner consistent with the reenrollment provisions of the institution's admissions policy basis and re-enter at the same progress status as when they left.

### Procedures for Calling in Absences

- Students are to call or email the front desk at (720) 762-4676 or foothills@staceyjamesinstitute.com by 8.
- Students are expected to be at the school by 8:30. Students arriving after 8:45 am will be considered tardy and are subject to the policy below.

## Tardy Policy

The time clock will be closed at 8:45 am. Students arriving after 8:45 will need to check in with the front desk.
1st Tardy = Front desk will inform the student, clock them in, and give the student a tardy pass.
2nd Tardy = Front desk will inform the student, clock them in, and give the student a tardy pass. Admin will submit a written warning through Prestige.
3rd Tardy and beyond = Students will not be allowed to clock in and will be sent home for the day. Students will be responsible for contacting the instructor regarding missed material.

## Absence Policy

Estheticians will be allowed 3 absences ***PER PHASE,*** starting in enrichment (phase 2). Full time discovery (phase 1) students who miss more than three days will be dropped. Part time discovery (phase 1) students who miss more than five days will be dropped.

Cosmetologists will be allowed 5 absences ***PER PHASE,*** starting in enrichment (phase 2). Full time discovery (phase 1) students who miss more than three days will be dropped. Part time discovery (phase 1) students who miss more than five days will be dropped.

- For each additional absence*:
    - 1st - 1 week off the books, 1 extra sani per day, and will be required to complete the worksheet prior to reinstatement. Students off the books will not be allowed to accept clients or perform/receive student services.
    - 2nd - 2 weeks off the books, 2 extra sanis per day, and will be required to complete the worksheet prior to reinstatement. Warning from administration. Students off the books will not be allowed to accept clients or perform/receive student services.
    - 3rd - 3 weeks off the books, 3 extra sanis per day, and will be required to complete the worksheet prior to reinstatement. Conversation with administration about potential to be dropped. Students off the books will not be allowed to accept clients or perform/receive student services.

*Additional absences are based on a concurrent period of absences. For example, if a student is sick and misses a period of seven consecutive school days, this counts as both their allowed absences and their first additional. They would be taken off the books for one week and required to have one additional sani per day.

When students are scheduled to perform Clinic Services on the student salon floor, they are required to be available for clients when they are clocked in earning hours. Students who leave the building and are not available when paged to start a client on the salon floor are considered "absent without notice". This is considered a no call/no show and the above consequences will apply. Students on attendance probation will be held to the terms of that probation in lieu of the above policy.

## No Call / No Show

A No Call / No Show is defined as a student who fails to report to school and fails to communicate their absence by the start of the school day (8:45AM / 5:15PM).
A No Call / No Show is considered a separate and more serious issue than a standard absence because failure to communicate can affect instructors, classmates, school operations, and scheduled clients.

**First No Call / No Show:**

The student receives a written attendance warning through Prestige, is removed from client and student bookings for 1 week, is responsible for an extra sanitation for 1 week, and meets with an instructor or administration to review their attendance and remaining program requirements.

**Second No Call / No Show:**
The student receives a second written warning, is removed from client and student bookings for 2 weeks, is assigned 2 additional sanitations for 2 weeks, complete the in-school suspension and meets with administration to review their attendance, academic progress, and expectations for continued attendance.

**Third No Call / No Show:**
The student receives a third and final written warning, is removed from client and student bookings for 3 weeks, is assigned 3 additional sanitations for 3 weeks, and meets with administration to review their attendance, academic progress, and expectations for continued attendance.

**Fourth No Call / No Show:**
The student is referred to administration for a formal attendance review. Continued attendance concerns may result in additional restrictions (client bookings, extra sanitations, extra theory classes) or a review of the student's continued enrollment in the program.

## Leaving Early

Students who leave early will be blocked off the books (including student services) for the amount of time missed. They will have a worksheet to complete prior to reinstatement.

## Leave of Absence (LOA) Policy

For those students who find it necessary to be out of school for an extended period of time a leave of absence is available. A Leave of Absence must be requested in writing, a form is available from the Director. Leave of Absence requests are strongly discouraged during the "Beginning" phase of training. Leave of Absence's may not exceed 180 calendar days in any 12-month period. No federal student loan monies can be disbursed during a leave of absence: Some legitimate reasons for a LOA are medical "self or immediate family", military duty, and the death of an immediate family member. All requests should have adequate documentation (i.e, doctors note, military, obituary, etc.) attached to the request.

1. The request must be made in advance of the leave.
2. Cosmetology, barber, and esthetic students are not allowed to take a leave of absence during the discovery phase of their respective programs.
3. The request must be made in writing and the reason(s) for the leave must be specified and contain the student's signature.
4. There must be a reasonable expectation that the student will return from the LOA.
5. The leave, together with any other leave of absence, must not exceed 180 days in any 12-month period.
6. In the event the student cannot make the request in advance (i.e., due to a car accident or other unforeseen circumstance), then the school will still allow a leave of absence. The institute must document the reason for this decision. We will collect the request at a later date. The beginning of the leave will be determined as the first date the student was unable to attend the institution because of the accident and an end date will be noted that will not exceed the 180-day maximum within a 12-month period.
7. A contract addendum will be written to acknowledge the leave and there will be a new contract end date stipulated that will reflect the same number of calendar days as the leave of absence. This addendum must be signed and dated by all parties. The maximum time frame will also be extended by the same number of days in the leave in the event the student is unavailable for signature due to the unforeseen circumstance, the school will maintain documentation in the file explaining the sequence of events.
8. No extra-instructional charges will be incurred during the leave of absence.
9. A student granted an LOA that meets these criteria is not considered to have withdrawn and no refund calculation is required at that time.
10. Should a student take an unapproved LOA or does not return from a leave of absence, he or she will be terminated effective the documented date of return and the school refund policy will go into effect. The withdrawal date for purposes of conducting the refund is always the student's last date of attendance.

## Conduct Policy

This educational facility believes that education sets the foundation for the success and careers of their students. Therefore, students will be expected to behave as if they are professionals. The Standards of Conduct have been put into

place to ensure a fulfilling educational experience and apply to every student who attends The Stacey James Institute – no exceptions.

1. Regular attendance is required. Classes may only be interrupted by a legitimate emergency.
2. Students are expected to be on time for their classes. A 10-minute grace period is given if the student calls or texts the school, however, a good rule of thumb to use is "If you are not 10 minutes early, You Are Late! Your clients can show up for their appointment 10 -15 minutes early." Habitual tardiness is not tolerated. Students are to contact the school before the school day begins if going to be tardy. Students who are displaying habitual tardy practices will be advised on an individual basis and may be placed on an attendance review; the student's attendance will be closely monitored during the review period. The student will then be advised of any disciplinary action to be taken to discourage future tardiness. Situations not meeting the above stipulations will be classified as a NO CALL / NO SHOW
3. If a student is unable to attend school, they are responsible for contacting the instructor to arrange for any makeup work.
4. All students are expected to clock in upon entering and leaving the school. This includes during the one hour lunch period. This will verify a student's attendance. It is absolutely prohibited for any student to clock a classmate in or out when they aren't in attendance. If any student does this, they will be suspended or terminated from the program. If an instructor/staff member is unable to find the student within 15 minutes, the student will be manually clocked out.
5. If a student needs to leave the school grounds while they are on the clock, they must receive permission from a staff member. Permission will be given for lunch and break times.
6. Students are expected to dress according to the dress code and style their hair professionally. The clothing and shoes worn must be neat, clean, and free of tears/holes or stains.
7. Students are expected to be hygienic. This includes all of the following: use of deodorant, fresh breath, showered, and well groomed.
8. All stations, equipment, and towels must be cleaned after each client.
9. Cigarette smoking and the use of smokeless tobacco is not permitted in or around the building at any time.
10. Every student is expected to complete their sanitation duties as indicated by the predetermined duties according to the roster.
11. Students will treat their fellow classmates, their clients, and the staff with respect and courtesy.
12. Students are required to speak professionally on school grounds. Unethical or unprofessional conversation and/or language will not be permitted. This includes, but is not limited to profanity, gossiping, slang, and other unprofessional conversation.
13. Students are NOT allowed to refuse clients and/or their sanitation duties. Doing so, is grounds for suspension.
14. Conflicts with other students, staff members, or any clients are not allowed on school property. No threats of any kind will be permitted.
15. Harsh criticism towards staff members or fellow students is not allowed on school grounds. Any student with a valid complaint or suggestion should talk to the school director and find a solution.
16. Kit and registration fees are due when the student signs the enrollment agreement. Student payments are due on the 1st of every month and are late on the 5th or the 15th of every month and late on the 20th. A *late fee of $25.00* will be assessed unless other arrangements have been made prior to the due date.
17. Use, possession, and sale of nonprescription drugs (including alcohol) are not permitted and are grounds for expulsion.
18. Coming to school while intoxicated is not allowed. The school asks that students remain home after the consumption of ANY alcoholic beverage. If a student is found to be intoxicated, they will be clocked out and asked to find a different means to go home. They will not be allowed to drive themselves home.
19. Cheating, dishonesty, and theft are not allowed.
20. Willful vandalism of school property will result in repercussions, up to expulsion and including the reimbursement of the destroyed equipment.
21. Students should not receive any visitors during school hours, unless they are clients. Clients and friends are not allowed in the break room, classrooms, or any of the offices. The clinic floor areas are for clients only, and any friends or family that come to visit must wait in the reception area.
22. The school accepts no responsibility for lost, stolen, or damaged property.
23. Students are expected to have their equipment and materials available for use during school hours.
24. Students are expected to attend school according to their published schedule. Students may receive up to two fifteen minute breaks, dependent on the day's schedule. Students will also receive an hour lunch.
25. Weapons and firearms are never permitted on school property.

## Dismissal

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision.

The Director of Education may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

## Facilities

The school is located at 16534 Keystone Boulevard, Unit C, 16522 Keystone Boulevard, Unit K, 16526 Keystone Boulevard, Unit B, Parker, CO 80134. Our classrooms are furnished with the latest tools and equipment to assist our students in their learning process. The institute also has a main welcoming reception area. The esthetics area contains 7 dedicated treatment areas with 3 additional overflow. The overflow area works as a classroom as well. A clinic floor with 56 stations, locker space, seven shampoo chairs in the main campus and four in the cosmetology classroom, two manicuring stations, two pedicure chairs, eleven spa beds, dispensary, library of materials in the lead instructor office, and four restrooms at the main campus and three in the satellite classroom.

## DRESS CODE STANDARDS

The School expects that students will comply with a dress code emphasizing professionalism. Students not complying with the dress code standards may be sent home. Students are reminded that any time missed from school could affect student funding. The school reserves the right to make a judgment on whether an individual's attire meets dress code requirements. **Should your attire not fall in line with the following dress code standards, you will not be allowed to clock-in until it does or you will be asked to clock out and change. Failure to align with dress code standards will result in you being sent home for the day.**

- Professional Dress Code Criteria: Professionalism of attire to be determined by School Administration.
- Dress warm enough so you do not need to wear a jacket on the floor. Absolutely no hoodies when performing client services, clothes underneath hoodies, sweaters, jackets and cardigans must comply with all other dress code standards when removed.
- Black must be worn at all times during the initial phase of learning (Discovery). Upon completing Discovery, students may wear color.
- Estheticians are required to wear solid colored scrubs and have hair pulled back during services.
- Any student performing skin care, hair removal, or facial services must have their hair pulled back during the service.
- Snow boots can be worn on snowy days but you have to change once you get to school.
- No furry boots or slippers. Best practice to not wear shoes that will attract hair, shoes must be able to easily be wiped clean.
- No political, religious, profane, violent or derogatory words or depictions (ie: blood, death, etc), nothing promoting drugs or alcohol on accessories or clothing.
- Be mindful that you work with chemicals and staining materials, dress accordingly, SJI is not responsible for damages to your clothing.
- Nothing restricting should be worn. You should be able to work in anything you wear.
- During Cosmetology and Barbering Discovery phases, blue jeans may only be worn on Tuesday if you are wearing your Stacey James Shirt.
- Esthetician students may wear their Stacey James t-shirt instead of a scrub top any day, but are required to wear scrub pants still.
- No midriff! We should not be able to see your stomach, including when you lift your arms (no sheer fabric with exposed skin underneath).
- If you wear leggings, your shirt must be long enough to cover your backside.
- Tank tops must have something over them. Please no exposed armpits (regardless of sleeve length, visible underarms are not acceptable).
- Skirts, dresses, and shorts must reach the top of the knee in length and cover your backside if you bend over. If they do not meet the above requirements then opaque leggings or tights must be worn underneath. Fishnets or anything other than opaque leggings/tights are not acceptable.
- Hair and make up must be done before 9:00 am.
- Open back shoes must cover ¾ of your foot. No flip flops! Opened toed shoes are not allowed at all.

- No sweat pants, yoga pants, or pajama bottoms.
- Nails are to be trimmed down to the free edge of your finger. This is a state board requirement. No polish on hands is allowed while providing skin care services, if polish is present, you must wear gloves.
- If you have any doubts about your outfit, bring a change of clothes just in case

## Personal Calls, Visits, and Business

Stacey James Institute expects the full attention of its students while they are at school in any capacity. Cell phones are to be on silent mode while in classrooms or clinic areas and are only to be answered in the break room or outside the building. Although students may occasionally have to take care of personal matters during the workday, students should try to conduct such personal business either before or after the school day or during breaks. Regardless of when any personal call is made, it should be kept short. Personal texting and phone calls should be avoided at all times when dealing with a client. Clients should always feel like they have your undivided attention.
Students should also limit incoming personal calls and visits. A pattern of excessive personal phone calls, personal visits, and/or private business dealings is not acceptable and may lead to disciplinary action.

**Students' spouses, family, friends, etc., are not allowed to bypass the front desk. Please respect our customers and other students' privacy by having any visitors check in at the reception area and wait for you to attend to them.**

If you have free time while clients are processing, drying, etc., please do not use this time to surf Facebook, the internet, your phone, the point-of-sale system, etc. Use this time to clean up your area, help fellow students, wash bowls & brushes, start and or fold laundry, etc. At Stacey James, we feel that by working together as a team, and by giving back, it will benefit all in many ways.

## Products, Back bar, Supplies and Services

All products, back bar, and supplies are provided by Stacey James Institute and are solely intended to be used for and on our clients. All products that are for retail sale and all services that are performed must be paid for by clients and or students. All students should report to school already dressed, groomed and ready to learn & work. At no time should students use salon products, back bar, and supplies while at school or off the clock. At no time should students perform services on themselves or another student unless that service is approved by staff and is on the schedule (even on student service days). Students receiving any type of service must be scheduled as a client and pay for any and all services before service is performed. Consent from management to sample a new product/service for personal use is considered to be for one time use only and does not constitute permission to continually use any products or services.

Stacey James Institute will do its' best to always have back bar products to be used for client's services only. If a back-bar product is running out, students are asked to alert their educator, the front desk or the director. Stacey James Institute has inventory procedures in place to ensure low product is restocked before it runs out. **At no time can any staff, personnel, or students pull products from retail shelves to replenish back bar products!** At no time can any student bring in, supply, or use their own personal products of any kind for use at Stacey James Institute. Inspection of Personal and Company Property.

Stacey James Institute students use the property and equipment Stacey James Institute owns and provides. Students are not permitted to put up any pictures, stickers or any personal or promotional advertising without permission from staff. Students must remember that property supplied by Stacey James remains the property of Stacey James. Stacey James reserves the right to search for any Company property at any time. Stacey James also reserves the right to inspect personal property (e.g., bags, purses, pockets) during the workday or as students leave for the day. Refusal to allow inspection may lead to disciplinary action, up to and including expulsion.

## Network and Electronic Resources Policy

Network and Electronic Resources, such as computers, other hardware, software, e-mail, landline and cellular telephones, fax machines and internet access, are tools that Stacey James Institute provides its students to assist them in their day. These Network and Electronic Resources and related access systems are proprietary Company property and subject to review or access by Stacey James Institute at any time. All students who use Stacey James's Network and Electronic Resources must follow the guidelines below:

- Use Network and Electronic Resources for Company business purposes only.

- Messages and communications sent via Stacey James's Network and Electronic Resources are subject to subpoena and access by persons outside Stacey James and may be used in legal proceedings. Please consider this before sending any confidential messages or material via the Network and Electronic Resources.
- E-Mail is not a substitute for face-to-face communication. If you have a conflict with someone or need to discuss an important issue, it should be handled in person or over the telephone if a meeting is not possible.
- Remember that all of Stacey James's policies, including but not limited to policies on Equal Opportunity, Harassment, Confidentiality, Personal Conduct and Rules of Conduct, apply to the use of Stacey James's Network and Electronic Resources. Students must not review or forward sexually explicit, profane or otherwise unprofessional or unlawful material through Stacey James's Network and Electronic Resources.
- Passwords protecting the use of Stacey James's Network and Electronic Resources are Stacey James's property and will be assigned to students as needed. Students may not change passwords without the consent of management. Students must notify staff of all passwords and encryption keys assigned to or used by them and must notify management of any changes to such passwords or encryption keys. Any student attempting to copy or use another student or staff member's password will be subject to expulsion.
- Do not install any software or program on any Company computer or other hardware without the express consent of management.
- Stacey James Institute expressly prohibits the unauthorized use, installation, copying or distribution of copyrighted, trademarked or patented material.
- Students can only enter times scheduled for school or appointments on their personal calendars or cell phones and are never to enter client's names, phone numbers, emails, etc. Students should never give out their personal phone numbers or information to clients.
- Students must not attempt to override or evade any program or measure installed by Stacey James Institute to protect the security or limit the use of its Network and Electronic Resources.
- Students must not surf/evade Stacey James Institute point of sale information regarding reports, statistics, payroll, other students or staff member's information, etc. Stacey James Institute retains the right to review all communications conducted and data saved, reviewed or accessed via Stacey James Institute Network and Electronic Resources, including Company computers, e-mail and internet access. Stacey James Institute does not permit students to access or use any Company password, e-mail or internet access other than their own. Inappropriate use of Network and Electronic Resources may result in discipline, up to and including discharge. Students should be careful to safeguard their passwords, log off their terminals when not in use and not permit others to access Company systems. Conflicts of Interest
- You cannot perform or solicit any external business, financial, or employment interests with clients, vendors, staff, and fellow students that conflict with Stacey James's business interests or with your ability to perform your school duties. This includes but is not limited to your possible relationships with any other Salons or Spas, multi –level marketing opportunities or any type of fundraising for schools or non-profit organizations. Violation of this policy will result in disciplinary action including but not limited to a formal write-up and possible expulsion.

## GRIEVANCE PROCEDURES

While most problems that occur can be resolved through discussion and compromise when addressed in a timely manner, sometimes a problem may require further conciliation. Our grievance procedures are designed to resolve a problematic situation that cannot be resolved in a simple manner. The steps that should be taken are as follows:

1. The student should register the complaint in writing within 15 days of the date that the act which is the subject of the grievance occurred. Please include date, time, people involved, any evidential facts to support your grievance, and the outcome expected.
2. This complaint letter should be handed to the Director of the Operations, Thomas Michel
3. The process of investigation may include interviewing other students, teachers, and staff in order to substantiate the grievance.
4. The results after a thorough investigation of the problem will be put in writing and given to the student within 30 days of receiving the grievance.
5. If the student feels that the problem has not been addressed satisfactorily and still feels it necessary to pursue further relief, the student may resubmit the grievance with reasons why the solution given will not suffice and request a hearing by the school's grievance hearing committee.

6. The school's management will appoint the members of this committee, which may include a staff member not included in the grievance, an instructor not related to the grievance, and an outside person not employed by the school and not a part of the grievance.
7. All facts and evidence will be discussed, and a written report with recommendations or modifications will be given to the student within 15 days after the student requests further relief.
8. The student may also file a written complaint online with the Colorado Division of Private Occupational Schools at **highered.colorado.gov/dpos or 303-862-3001.** All student complaints submitted to the Division must be in writing. There is a two-year limitation from the student's last date of attendance on the Division taking action on student complaints. The student may also submit the complaint to NACCAS, 3015 Colvin St., Alexandria, VA 22314, 703-600-7600

## Refund Policy
## *(Section 8, Rules & Regulations of Private Occupational Act of 1981)*

1. Students not accepted to the school are entitled to all money paid.
2. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid.
3. Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of $150.00 or 25% of the contract price, whichever is less.
4. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contracted scheduled hours, as described in the table below.
5. The refund is based on the last date of recorded attendance.
6. **In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge, the kit fee, plus a percentage of tuition and fees, which is based on the percentage of contracted scheduled hours, as described in the table below. The refund is based on the last date of recorded attendance and/or absences for scheduled hours the student could have been here, whichever is greater.**

### Refund Table

| Student is entitled to upon withdrawal/termination | Refund |
|---|---|
| Within first 10% of program | 90% less administrative fee |
| After 10% but within first 25% of program | 75% less administrative fee |
| After 25% but within first 50% of program | 50% less administrative fee |
| After 50% but within first 75% of program | 25% less administrative fee |
| After 75% [if paid in full, cancellation charge is not applicable] | NO Refund |

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
    a. The date on which the school receives written notice of the student's intention to discontinue the training program; or
    b. The date on which the student violates published school policy, which provides for termination.
    c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.
5. Students who are absent for ten consecutive school days will be terminated.

## Programs

**Cosmetology**: 1500 Clock Hours — CIP 12.0401
Occupational Objective: The graduate should be able to acquire an entry-level position as a cosmetologist. Students are awarded a diploma upon graduation.

**Barbering**: 1500 Clock Hours — CIP 12.0402
Occupational Objective: The graduate should be able to acquire an entry-level position as a barber. Students are awarded a diploma upon graduation.

**Esthetics**: 600 Clock Hours — CIP 12.0409
Occupational Objective: The graduate should be able to acquire an entry-level position as an esthetician. Students are awarded a diploma upon graduation.

**Nail**: 600 Clock Hours — CIP 12.0410
Occupational Objective: The graduate should be able to acquire an entry-level position as a nail technician. Students are awarded a diploma upon graduation.

## Stand-Alone Programs

**Microderm**: 14 Clock Hours
Occupational Objective: The graduate should be able to perform a microdermabrasion on a professional level. Students are awarded a certificate upon completion.

**Chemical Peel**: 24 Clock Hours
Occupational Objective: The graduate should be able to perform a chemical peel on a professional level. Students are awarded a certificate upon completion.

**Efile**: 14 Clock Hours
Occupational Objective: The graduate should be able to perform an electronic file on a professional level. Students are awarded a certificate upon completion.

**Microneedling**: 6 Clock Hours
Occupational Objective: The graduate should be able to perform a microneedling service on a professional level. Students are awarded a certificate upon completion.

**Dermaplaning**: 6 Clock Hours
Occupational Objective: The graduate should be able to perform a dermaplaning service on a professional level. Students are awarded a certificate upon completion.

# COSMETOLOGY PROGRAM OVERVIEW

COURSE DESCRIPTION:
The primary purpose of the Cosmetology Program is to train the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry level positions in cosmetology or related career avenues. The cosmetology course of study consists of 1500 hours of instruction of both theoretical and practical skill development required for licensure by the Department of Regulatory Agencies. Theory and practice precede student salon activities and students must complete the theory and practical for each exercise in the basic freshman curriculum and receive a passing grade on each exercise before being allowed to participate in the student salon activities. Theory and practice are integrated throughout the course. The Office of Barber and Cosmetologist Licensing/designated testing agency conducts all examinations in English and applicants shall submit answers in English. All education and learning environments in our school are conducted in English, to include classroom activity and clinic floor education.

COURSE GOALS:
To provide the student with the skills, information and training through thorough and reliable theoretical and practical instruction to successfully complete the program and pass the licensure required by the Department of Regulatory Agencies and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

COURSE FORMAT:
The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state licensing 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 well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in the course.

GRADING SYSTEM:
Numerical grades are considered according to the following grading scale:

| | | |
|---|---|---|
| Practical and Theory: | 90 – 100 | A = Excellent |
| | 80 - 89 | B = Good |
| | 79 or below | F = Failing |

# COSMETOLOGY PROGRAM HOURS

SHAMPOOING, RINSING & CONDITIONING
Shampoo chemistry, Hair & Scalp Analysis, Scalp Disorders & Diseases, Scalp Manipulations, Shampooing Procedures, Rinsing, Conditioning & Finishing, Treatments of the Scalp Hair. 6-Theory Hours/ 44-Lab 50 Hours

HAIRCOLORING
Color Theory, Color Applications & Techniques, Chemistry of Hair color, Hair Lightening (Bleaching), Special Effects Techniques, Corrective Color Theory & Techniques. 20-Theory Hours/ 180-Lab =200 Hours

HAIRCUTTING
Scalp Analysis & Hair Growth, Theory of Haircutting, Tools & Implements, Sectioning & Control, Angles & Elevation, Cutting Techniques & Applications. 20-Theory Hours/ 180-Lab. =200 Hours

CHEMICAL TEXTURE SERVICES
Chemistry of Permanent Waving, Hair structure & Analysis, Sectioning, Wrapping, Permanent Waving Techniques, Chemical Relaxing, Relaxer Application Techniques, Soft Curl Permanent Waving.
12-Theory Hours/ 88-Lab.= 100 Hours

MANICURING & PEDICURING
Nail Structure, Growth & Anatomy, Diseases & Disorders of the Nail, Theory of Massage, Massage Manipulations, Manicure Procedures & Techniques, Pedicure Procedures. 18-Theory Hours/ 157-Lab.= 175 Hours

APPLICATION OF ARTIFICIAL NAILS
Chemistry & Safety for Artificial Nail Enhancements, Sculptured Nail Applications, Nail Tip Application & Overlays, Nail Wrap Application & Techniques 13-Theory Hours/ 112-Lab.=125 Hours

FACIALS & SKIN CARE
Theory of Massage, Benefits & Techniques, Histology of Skin, Diseases & Disorders of the Skin, Products, Ingredients, Use & Application, Consultation, Analysis & Preparation, Facial & Skin Care Techniques, Skin Care Treatments, Light Therapy, Masks & Packs Therapy &Treatments 16-Theory Hours/ 19-Lab.=175 Hours

FACIAL MAKEUP
Color Theory & Analysis, Cosmetic Product Ingredients & Chemistry, Cosmetic/Makeup Application & Techniques, Artificial Lash Application, Lash & Brow Tinting. 6-Theory Hours/ 19-Lab.=25 Hours

HAIR REMOVAL
Physical & Chemical Depilatories Theory, Chemistry & Product Knowledge, Client Consultation, Analysis & Safety, Physical Depilatory & Techniques, Chemical Depilatory Procedures 14-Theory Hours/ 65-Lab.=79 Hours

LAW, RULES & REGULATIONS
Local, State & Federal Laws and Statutes, School Rules, Regulations & Policies.
12-Theory Hours/ 13-Lab.= 25 Hours

MANAGEMENT, ETHICS, INTERPERSONAL SKILLS & SALESMANSHIP (includes orientation)
Interpersonal Skills, Communication & Human Relations, Professionalism, Management & Ethics, Salesmanship Skills and Traits 16-Theory Hours/ 9-Lab.= 25 Hours

DISINFECTION, SANITATION, & SAFE WORK PRACTICES
Bacteriology & Infection Control, Sanitation Practices in the Workplace, Patron Protection, Draping, Material Safety Data Sheets, OSHA in the workplace, Standards & Regulations, Public Sanitation Methods, Chemical Agents, Types, Classifications, Safe Use & Handling. 10-Theory Hours/ 140-Lab.=150 Hours

175-Theory Hours/ 1325-Lab. TOTAL……1500 Hours

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# ESTHETICS PROGRAM OVERVIEW

COURSE DESCRIPTION:
The primary purpose of the Esthetics Program is to train the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry level position as an esthetician or related career avenue. The esthetics course of study consists of 600 hours of instruction of both theoretical and practical skill development required for licensure by the Department of Regulatory Agencies. Theory and practice precede laboratory activities and students must complete the theory and practical for each exercise in the Basic Freshman curriculum and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the course. The Office of Barber and Cosmetologist Licensing/designated testing agency conducts all examinations in English and applicants shall submit answers in English. All education and learning environments in our school are conducted in English.

COURSE GOALS:
To provide the student with the skills, information and training through thorough and reliable theoretical and practical instruction to successfully complete the program and pass the licensure required by the Department of Regulatory Agencies, and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

COURSE FORMAT:
The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state licensing 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 well developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in the course.

GRADING SYSTEM:
Numerical grades are considered according to the following grading scale:

| | | |
|---|---|---|
| Practical and Theory: | 90 – 100 | A = Excellent |
| | 80 - 89 | B = Good |
| | 79 or below | F = Failing |

# ESTHETICS PROGRAM HOURS

FACIALS & SKIN CARE
Theory of Massage, Benefits & Techniques, Histology of Skin, Diseases & Disorders of the Skin, Products, Ingredients, Use & Application, Consultation, Analysis & Preparation, Facial & Skin Care Techniques, Skin Care Treatments, Light Therapy, Masks & Packs Therapy &Treatments.
…….. 210 Hours

FACIAL MAKEUP
Color Theory & Analysis, Cosmetic Product Ingredients & Chemistry, Cosmetic/Makeup Application & Techniques, Artificial Lash Application, Lash & Brow Tinting. …. 30 Hours

HAIR REMOVAL
Physical & Chemical Depilatories Theory, Chemistry & Product Knowledge, Client Consultation, Analysis & Safety, Physical Depilatory & Techniques, Chemical Depilatory Procedures & Techniques……90 Hours

LAW, RULES & REGULATIONS
Local, State & Federal Laws and Statutes, School Rules, Regulations & Polices… 30 Hours

MANAGEMENT, ETHICS, INTERPERSONAL SKILLS & SALESMANSHIP (includes orientation)
Interpersonal Skills, Communication & Human Relations, Professionalism, Management & Ethics, Salesmanship Skills and Traits…….. 30 Hours

DISINFECTION, SANITATION, & SAFE WORK PRACTICES
Bacteriology & Infection Control, Sanitation Practices in the Workplace, Patron Protection, Draping, Material Safety Data Sheets, OSHA in the workplace, Standards & Regulations, Public Sanitation Methods, Chemical Agents, Types, Classifications, Safe Use & Handling. ……
210 Hours

TOTAL ……600 Hours

# BARBERING PROGRAM OVERVIEW

COURSE DESCRIPTION:
The primary purpose of the Barbering Program is to train the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for an entry level position as a Barber or related career avenue. The Barbering course of study consists of 1500 Hours of instruction of both theoretical and practical skill development required for licensure by the Department of Regulatory Agencies. Theory and practice precede laboratory activities and students must complete the theory and practical for each exercise in the Basic Freshman curriculum and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the course. The Office of Barber and Cosmetologist Licensing/designated testing agency conducts all examinations in English and applicants shall submit answers in English. All education and learning environments in our school are conducted in English, to include classroom activity and clinic floor education.

COURSE GOALS:
To provide the student with the skills, information and training through thorough and reliable theoretical and practical instruction to successfully complete the program and pass the licensure required by the Department of Regulatory Agencies, and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

COURSE FORMAT:
The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state licensing 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 well developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in the course.

GRADING SYSTEM:
Numerical grades are considered according to the following grading scale:

| | | |
|---|---|---|
| Practical and Theory: | 90 – 100 | A = Excellent |
| | 80 - 89 | B = Good |
| | 79 or below | F = Failing |

# BARBERING PROGRAM HOURS

TREATMENT OF THE HAIR AND SCALP
Shampoo chemistry, Hair & Scalp Analysis, Scalp Disorders & Diseases, Scalp Manipulations, Shampooing Procedures, Rinsing, Conditioning & Finishing, Treatments of the Scalp Hair…….. 60 hours

HAIRCOLORING
Color Theory, Color Applications & Techniques, Chemistry of Hair color, Hair Lightening (Bleaching), Special Effects Techniques, Corrective Color Theory & Techniques…….. 240 Hours

HAIRCUTTING
Scalp Analysis & Hair Growth, Theory of Haircutting, Tools & Implements, Sectioning & Control, Angles & Elevation, Cutting Techniques & Applications…….. 270 Hours

PERMANENT WAVING & CHEMICAL HAIR RELAXING
Chemistry of Permanent Waving, Hair structure & Analysis, Sectioning, Wrapping, Permanent Waving Techniques, Chemical Relaxing, Relaxer Application Techniques, Soft Curl Permanent Waving…… 240 Hours

SHAVING
Theory of shaving, Techniques of shaving with a straight edge, Point of Hot Lather and Steamed Towels, General rules of Shaving, and shaving Strokes ……90 Hours

FACIAL MASSAGE AND TREATMENTS
Theory of Massage, Benefits & Techniques, Histology of Skin, Diseases & Disorders of the Skin, Products, Ingredients, Use & Application, Consultation, Analysis & Preparation, Facial & Skin Care Techniques, Skin Care Treatments, Light Therapy, Masks & Packs Therapy &Treatments……90 Hours

LAW, RULES & REGULATIONS
Local, State & Federal Laws and Statutes, School Rules, Regulations & Polices…….. 30 Hours

MANAGEMENT, ETHICS, INTERPERSONAL SKILLS & SALESMANSHIP (includes orientation)
Interpersonal Skills, Communication & Human Relations, Professionalism, Management & Ethics, Salesmanship Skills and Traits…….. 30 Hours

DISINFECTION, SANITATION, & SAFE WORK PRACTICES
Bacteriology & Infection Control, Sanitation Practices in the Workplace, Patron Protection, Draping, Material Safety Data Sheets, OSHA in the workplace, Standards & Regulations, Public Sanitation Methods, Chemical Agents, Types, Classifications, Safe Use & Handling. ……180 Hours

TOTAL……1500 Hours

# NAIL TECHNICIAN PROGRAM OVERVIEW

COURSE DESCRIPTION:
The primary purpose of the Nail Technician Program is to train the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry level positions as a nail technician or related career avenue. The Nail Technician course of study consists of 600 hours of instruction of both theoretical and practical skill development required for licensure by the Department of Regulatory Agencies. Theory and practice precede laboratory activities and students must complete the theory and practical for each exercise in the Basic Freshman curriculum and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the course. The Office of Barber and Cosmetologist Licensing/designated testing agency conducts all examinations in English and applicants shall submit answers in English. All education and learning environments in our school are conducted in English, to include classroom activity and clinic floor education.

COURSE GOALS:
To provide the student with the skills, information and training through thorough and reliable theoretical and practical instruction to successfully complete the program and pass the licensure required by the Department of Regulatory Agencies, and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

COURSE FORMAT:
The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state licensing 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 will develop lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in the course.

GRADING SYSTEM:
Numerical grades are considered according to the following grading scale:

| | | |
|---|---|---|
| Practical and Theory: | 90 – 100 | A = Excellent |
| | 80 - 89 | B = Good |
| | 79 or below | F = Failing |

## NAIL TECHNICIAN PROGRAM HOURS

MANICURING & PEDICURING
Nail Structure, Growth & Anatomy, Diseases & Disorders of the Nail, Theory of Massage, Massage Manipulations, Manicure Procedures & Techniques, Pedicure Procedures & Techniques……..210 Hours

APPLICATION OF ARTIFICIAL NAILS
Chemistry & Safety for Artificial Nail Enhancements, Sculptured Nail Applications, Nail Tip Application & Overlays, Nail Wrap Application & Techniques……..150 Hours

LAW, RULES & REGULATIONS
Local, State & Federal Laws and Statutes, School Rules, Regulations & Polices……..30 Hours

MANAGEMENT, ETHICS, INTERPERSONAL SKILLS & SALESMANSHIP (includes orientation)
Interpersonal Skills, Communication & Human Relations, Professionalism, Management & Ethics, Salesmanship Skills and Traits…….. 30 Hours

DISINFECTION, SANITATION, & SAFE WORK PRACTICES
Bacteriology & Infection Control, Sanitation Practices in the Workplace, Patron Protection, Material Safety Data Sheets, OSHA in the workplace, Standards & Regulations, Public Sanitation Methods, Chemical Agents, Types, Classifications, Safe Use & Handling. …… 180 Hours

TOTAL……600 Hours

# MICRODERMABRASIAN STAND-ALONE PROGRAM OVERVIEW

COURSE DESCRIPTION:
The primary purpose of the Microdermabrasion Program is to train students in the theory, science, and practical application of professional microdermabrasion treatments. The program focuses on the safe and effective exfoliation of the skin using microdermabrasion equipment and techniques designed to improve texture, tone, and appearance. Students learn to assess skin conditions, identify contraindications, perform treatment procedures, and maintain sanitation and safety standards consistent with state regulations.

All instruction and demonstrations are conducted in English. The course integrates both theoretical and hands-on components designed to meet the educational requirements for professional certification and licensure compliance.

COURSE GOALS:
To provide students with a comprehensive understanding of microdermabrasion, including its benefits, contraindications, safety procedures, and treatment protocols. The goal is to prepare students to competently perform microdermabrasion services in a professional setting while maintaining ethical standards, client safety, and adherence to Colorado laws and regulations.

COURSE FORMAT:
This two-day, 14-hour certification course is delivered entirely through classroom-based instruction. The course combines theoretical learning and supervised practical training using professional microdermabrasion machines and materials. Instructional methods include lecture, visual aids, instructor demonstration, and student participation in simulated treatment procedures. Students will complete all theoretical lessons prior to performing hands-on applications under instructor supervision.

The course emphasizes safety, sanitation, infection control, client communication, and treatment documentation in compliance with industry standards and state regulations.

GRADING SYSTEM:
This certificate utilizes a completion-based grading system. Attendance of all hours, active participation, and completion of the final test constitute full credit.

# MICRODERMABRASIAN STAND-ALONE PROGRAM HOURS

SKIN
Introduction to skin structure and function, layers of the skin, and the effects of exfoliation……..1.0 Hr

SKIN TYPES AND CONDITIONS
Identifying skin types, evaluating conditions, and understanding treatment suitability……1.0 Hr

MICROEXFOLIATION
Theory and practice of microdermabrasion; benefits, contraindications, and procedure overview……..2.0 Hrs

TREATMENT PROCEDURES
Step-by-step instruction of microdermabrasion techniques, client preparation, and treatment execution……5.0 Hrs

CLEANING, DISINFECTION, STERILIZATION, AND SAFETY Safety and sanitation procedures, infection control, equipment maintenance, and OSHA standards……2.0 Hrs

LAW, RULES, AND REGULATIONS Colorado state laws, school policies, and professional standards related to skincare procedures……1.0 Hr

SALESMANSHIP Professionalism, client communication, and retail skills for service enhancement and retention ……1.0 Hr

OCCUPATIONAL SAFETY AND HEALTH
Safe workplace practices, proper handling of equipment, and professional ergonomics…… 1.0 Hr

TOTAL……14 Hours

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# CHEMICAL PEEL STAND-ALONE PROGRAM OVERVIEW

COURSE DESCRIPTION:
The primary purpose of the Chemical Peel Program is to train students in the theory, science, safety, and application of professional chemical peel treatments. Students will learn to assess skin conditions, identify contraindications, and safely perform exfoliation procedures using chemical agents to improve skin texture, tone, and overall appearance. The program emphasizes understanding of product ingredients, proper application techniques, and post-treatment care to ensure safe, effective outcomes for diverse skin types.

All theory and practical instruction are conducted in English and designed to prepare students for professional certification and licensure compliance with the Colorado Department of Regulatory Agencies (DORA).

COURSE GOALS:
To provide students with comprehensive education in chemical resurfacing procedures, enabling them to perform peels safely, effectively, and confidently in professional settings. Students will gain knowledge in skin analysis, product chemistry, treatment planning, and aftercare, while developing professional attitudes and safe work habits aligned with state regulations and industry standards.

COURSE FORMAT:
This three-day, 24-hour certification program integrates both theoretical and practical instruction. Students receive detailed classroom training followed by supervised hands-on experience performing chemical peel treatments. Instructional methods include lectures, visual presentations, product demonstrations, and guided practice on models and peers.

The course emphasizes sanitation, infection control, and safety protocols, with an emphasis on understanding active ingredients, pH levels, and layering techniques. Students will complete theory prior to live application and are expected to demonstrate proficiency in both procedure and professional conduct.

GRADING SYSTEM:
This certificate utilizes a completion-based grading system. Attendance of all hours, active participation, and completion of the final test constitute full credit.

# CHEMICAL PEEL STAND-ALONE PROGRAM HOURS

SKIN ANALYSIS, CONDITIONS, CONTRAINDICATIONS, AND AFTERCARE
In-depth study of skin analysis, types and conditions, contraindications, client consultation, and post-care procedures……8.0 hrs

PRODUCT INGREDIENTS OF COSMETIC RESURFACING OR EXFOLIATING SUBSTANCES
Product chemistry, ingredient functions, types of chemical peels, pH considerations, and proper product selection ……8.0 Hrs

CHEMICAL PEEL TREATMENT PROCEDURES
Protocols for performing peels, client preparation, layering, timing, neutralization, and safety procedures….8.0 Hrs

TOTAL……24 Hours

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# ELECTRONIC FILE STAND-ALONE  PROGRAM OVERVIEW

COURSE DESCRIPTION:
The primary purpose of the Electronic File (E-File) Program is to train students in the safe, effective, and professional use of electronic filing systems for natural and artificial nail services. The program emphasizes proper bit selection, speed control, machine maintenance, client protection, and sanitation procedures to ensure safe outcomes and client comfort.

Students will receive instruction in both theoretical and hands-on training to understand the mechanics of electric filing equipment and its applications for manicures, artificial enhancements, and pedicure services. All instruction is conducted in English and designed to meet professional industry and state regulatory standards.

COURSE GOALS:
To educate students in the safe operation and maintenance of electronic filing machines, ensuring effective performance while minimizing risk to the client or technician. The program is designed to develop professional skill, precision, and confidence through practical exercises and comprehensive safety training. Students will learn best practices for sanitation, disinfection, and efficiency in salon environments.

COURSE FORMAT:
This one-day, 8-hour certification course integrates both classroom instruction and hands-on application. Instructional methods include lecture, instructor demonstration, visual aids, and student participation in supervised practice. Students will complete theory lessons prior to performing live applications under instructor guidance.

Emphasis is placed on client safety, bit control, proper handling of machines, sanitation, and professional standards. Equipment and techniques taught in this program reflect current industry practices and state regulations.

GRADING SYSTEM:
This certificate utilizes a completion-based grading system. Attendance of all hours, active participation, and completion of the final test constitute full credit.

# ELECTRONIC FILE STAND-ALONE PROGRAM HOURS

CLEANING AND DISINFECTION
Proper cleaning and sanitation of e-file equipment, disinfection procedures, and infection control……..2.5 Hrs

CLIENT PROTECTION DURING FILING
Client safety techniques, protection during nail and enhancement filing, avoiding damage to natural nails……1.0 Hr

BIT SELECTION AND USE
Identification of e-file bits, purpose, and appropriate application …… 0.5 Hr

MACHINE SPECIFICATIONS AND USE
Understanding e-file parts, speed control, torque, and maintenance procedures……0.5 Hr

NATURAL NAIL PROCEDURES
Safe e-file methods for cuticle and nail surface refinement on natural nails……0.5 Hr

ARTIFICIAL ENHANCEMENTS
Techniques for shaping, backfills, and removal of artificial enhancements using an e-file……2.0 Hrs

PEDICURE PROCEDURES
Safe use of e-file tools for callus smoothing and toenail refinement…….. 1.0 Hr

TOTAL……8 Hours

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# MICRONEEDLING STAND-ALONE  PROGRAM OVERVIEW

COURSE DESCRIPTION:
The primary purpose of the Microneedling Program is to train the student in the knowledge, techniques, safety practices, and professional skills necessary to perform microneedling services. Students will learn the benefits of microneedling, proper technique, procedures and protocols, contraindications, and legal depth of use within the state of Colorado. Instruction includes both theoretical and practical development designed to prepare students for professional application in a licensed setting.

All education and learning environments in our school are conducted in English, including classroom activities and demonstrations.

COURSE GOALS:
To provide students with the essential knowledge, practical experience, and professional understanding necessary to safely and effectively perform microneedling services. Upon completion, students will be able to demonstrate technical competency, proper sanitation and sterilization practices, and professional communication with clients, while adhering to all regulatory and ethical standards.

COURSE FORMAT:
This 6-hour certification program is delivered through a structured sequence of theoretical instruction, demonstration, and hands-on practice. The course includes classroom lectures, live demonstrations, student practice, and live model applications. Instruction emphasizes safety, infection control, professional conduct, and compliance with Colorado regulations.

Instructional methods include lectures, visual aids, demonstrations, student participation, and guided practice. Each student will receive instruction using tools, products, and equipment comparable to those found in the professional esthetics industry.

GRADING SYSTEM:
This certificate utilizes a completion-based grading system. Attendance of all hours, active participation, and completion of the final test constitute full credit.

# MICRONEEDLING STAND-ALONE PROGRAM HOURS

MICRONEEDLING THEORY & SCIENCE
History, theory, and science of microneedling; skin analysis; microexfoliation concepts……1.75 Hrs

CLIENT PREPARATION & PROTOCOLS
Client forms, pre- and post-care instructions, equipment setup, SMA setup, sanitation procedures……1.25 Hrs

DEMONSTRATION & STUDENT PRACTICE
Demonstration of procedure, student practice on models and each other, safety and technique refinement…2.0 Hrs

LAWS, RULES, & SAFETY
Colorado laws and rules, occupational safety, salesmanship, cleaning, disinfection, sterilization……1.0 Hr

TOTAL……6 Hours

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# DERMAPLANING STAND-ALONE  PROGRAM OVERVIEW

COURSE DESCRIPTION:
The primary purpose of the Dermaplaning Program is to train students in the safe and effective removal of the stratum corneum and vellus hair using a surgical blade. The course focuses on proper technique, safety and sanitation, and professional procedure execution to enhance product penetration and improve overall skin texture. Instruction integrates both theoretical and practical components designed for professional certification.

All instruction is conducted in English and emphasizes professional standards of practice.

COURSE GOALS:
To provide comprehensive theoretical and hands-on training in dermaplaning procedures, enabling students to perform treatments safely and effectively. The program develops understanding of standardized procedures, skin analysis, client preparation, sanitation, and post-care, preparing graduates for immediate application in professional settings.

COURSE FORMAT:
This 6-hour certification course provides instruction through theory, demonstration, and practice. Students participate in classroom lectures, instructor-led demonstrations, and hands-on training with peers and live models. Emphasis is placed on infection control, sterilization, and compliance with state laws and industry ethics.

Educational delivery includes lectures, demonstrations, student participation, and guided practice using industry-standard products and equipment.

GRADING SYSTEM:
This certificate utilizes a completion-based grading system. Attendance of all hours, active participation, and completion of the final test constitute full credit.

# DERMAPLANING STAND-ALONE PROGRAM HOURS

DERMAPLANING THEORY & SKIN ANALYSIS Theory of dermaplaning, skin types and conditions, microexfoliation 1.5

CLIENT PREPARATION & TECHNIQUE Client forms, pre- and post-care, SMA setup, sanitation, technique demonstration, blade handling and disposal 1.5

STUDENT PRACTICE Student practice on peers and live models under instructor supervision 2.0

LAWS, RULES, & SAFETY Colorado laws and rules, occupational safety, cleaning, disinfection, sterilization 1.0

16-Theory Hours/ 1325-Lab. TOTAL……6 Hours

# Methods and Terms of Payment

### In-House Financing

Stacey James Institute offers interest free financing. The first tuition payment is due on the 1st or 15th of the month after the start date. Kit and registration fees are due when the student signs and submits the enrollment agreement unless other arrangements have been made. Monthly tuition payments are due by the 1st of every month and are late on the 5th or the 15th and are late on the 20th. A *late fee of $25.00* will be assessed unless notification and other arrangements have been made prior to the due date. Tuition and fees are payable by check *(to Stacey James Institute),* cash, credit card, money order, Title IV[1], Loan. Stacey James Institute utilizes Authorize.net as its processing platform for tuition payments. There is a 3% card processing fee and a 0.75% ACH fee.

The total cost of the program must be paid in full a month prior to graduation. For full time students, this deadline is 140 clock hours prior to completion of the program. For part time students, this deadline is 100 clock hours prior to the completion of the program. If a student has an outstanding balance at this deadline, they may be placed on a leave of absence until full payment is received.

### Lumion

Stacey James Institute has partnered with Lumion to offer our students flexibility, convenience, and peace of mind when it comes to managing tuition. Lumion extends payment plans past graduation date, allowing for smaller payments. During the institutional financial plan (IFP) meeting, a dedicated advisor will help you build a personalized payment plan. Lumion can be used in conjunction with FAFSA or other aid programs. Lumion has a varied interest rate of 6-8%, dependent on length of term, and may charge other fees. Please read the full agreement prior to signing.

# Vaccination Policy

While the school encourages its students to lead happy healthy lifestyles and stay disease free it does not have any specific vaccination policy. Vaccinations are not a requirement to be licensed in the State of Colorado.

# Default Prevention and Management

### Entrance Counseling

Regulations require that first time borrowers of FFEL and Direct Loan program loans receive entrance counseling. During entrance counseling, schools must explain how the master promissory note works, emphasize the importance of repaying the loan, describe the consequences of default, and show borrowers sample monthly repayment amounts based on their program of study at the school. The school enhances entrance counseling to include financial literacy and ensure that borrowers thoroughly understand all information. In addition, the school collects as much contact information about borrowers as possible during entrance counseling to facilitate future contact if needed. These activities will ensure more knowledgeable, responsible borrowers, and will result in fewer defaulters as well.

### Benefits of Our Default Prevention and Management Plan

The activities in the school's Default Prevention and Management Plan promote student and school success by increasing retention and reducing delinquency and default. The school and students receive benefits when we implement the activities, techniques, and tools outlined in this plan. The school benefits by avoiding any limitations on participation in the loan programs due to excessive cohort default rates (CDRs). Students benefit by having continued access to Title IV Student Financial Assistance Programs, learning good debt management practices, and establishing a healthy credit history. The school is actively committed to promoting student success by helping their students learn, graduate, obtain employment, and demonstrate financial responsibility through repayment of the funds borrowed to finance their education.

### Consequences of Default for Borrowers

Borrowers who default on student loans face serious consequences. Stafford Loans are considered in default after 270 days without payment. At the time of default, outstanding interest is capitalized, and collection fees may be added, resulting in a loan balance that is higher than the amount borrowed. Defaulted loans are reported to credit bureaus, causing borrowers to sustain long-term damage to their credit rating. Defaulters may also face difficulty in securing mortgages or car loans, may have their wages garnished, and their federal income tax refunds and other federal payments seized. Until the default is resolved, collection efforts continue, and the defaulter will be ineligible for additional federal student aid. The Department, guarantors, and servicers undertake many activities to prevent borrowers from

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defaulting. With a minimal amount of time, effort, and expense, schools can play a critical role in helping borrowers avoid the damaging consequences of default.

**Consequences of Default for The School**
The school may face serious consequences due to high CDRs. Consequences include the loss of participation in the Direct Loan, and/or Pell Grant programs. The school must also be provisionally certified. Effective, easy-to-implement tools that reduce defaults, promote student and school success, help preserve the integrity of the loan programs, and reduce costs to taxpayers are available to schools.

**Exit Counseling**
Regulations require that the school provide exit counseling. Exit counseling is an effective way to prevent defaults and is often the last opportunity that borrowers have to work with someone at school regarding their loans. In-depth counseling that focuses on fully explaining repayment plans and choices that fit the borrowers' needs is essential. Exit counseling is the opportunity to clear up any misconceptions students may have about their loan obligations and re-emphasize the consequences of default. The school takes full advantage of this opportunity to work with their students. A large percentage of borrowers in delinquency either did not have the benefit of receiving this information or did not receive it in time. Exit counseling is a cornerstone of default prevention and is mandatory.

**Withdrawals and Default**
Many borrowers who default on their loans are borrowers who withdrew from school prior to completing their academic programs. These borrowers, at the highest risk of default, can often be identified while still on campus. Early identification and timely intervention can improve student retention and reduce the number of defaulted loans. In addition to fulfilling the regulatory requirement to provide exit counseling to students, the school attempts to work with students even after they have left school by encouraging them to complete their programs of study and helping them resolve the issue(s) that prompted their withdrawal.

## 1098T DISTRIBUTION

In accordance with Federal regulations, the school will mail a copy of a student's 1098-T form for a given tax year by January 31st of the following calendar year.

## Loan Entrance Counseling

When you are borrowing from the Federal Direct Loan Program, you are required to participate in loan counseling prior to receiving a Federal Direct Loan. This is to ensure that you understand your rights, your responsibilities and the obligation you assume when borrowing. Go to https://student loans.gov
and complete the entrance counseling. Print a copy of your confirmation.

## Financial Aid Code of Conduct

The school is committed to ensuring the integrity of its employees and students with respect to all aspects of its school and its operations. Compliance with all applicable laws, regulations, company policies & procedures, and performance of duties according to the highest standards of honesty and integrity, is expected of all employees. Employees assisting students in the enrollment/financial aid process are required to affirm that they will 1) be ethical and conduct themselves with integrity, 2) avoid any conflicts of interest and comply with all Codes of Conduct required by the school, 3) provide prospective and enrolled students with accurate and complete enrollment/financial aid and policy information, 4) keep student information confidential and comply with the Family Educational Rights and Privacy Act (FERPA), and 5) comply with federal and state laws and regulations, accreditor rules, and school policies & procedures.

## FERPA (Family Educational Rights and Privacy Act)

Review and record what office is responsible for reviewing and updating the information listed below. Also indicate where this information is located and when it was last updated.

| | |
|---|---|
| Office Responsible: | Financial Aid |
| Area Information is located: | Financial Aid Manager's Office |
| Date Document was last updated: | 07/01/2026 |
| Date Policy and Procedure was last updated: | 07/01/2026 |

**The school meets the following requirements outlined in the FERPA regulations:**

- The school ensures that students have the right to review their education records
- The school ensures that students are allowed to amend inaccurate information contained in their records. If a request is denied, the school allows the student to request a hearing to challenge the contents of the education records, on the grounds that the records are inaccurate, misleading, or violate the rights of the student
- The school ensures that students have the right to provide consent for the disclosure of their records
- The school annually notifies students of their rights under FERPA
- The annual notice describes the students' rights to review their educational records, request changes to their records, consent to disclosures of personally identifiable information, and to file complaints with the Department, as well as procedures for reviewing and amending their educational records
- The school includes in the annual notice the procedure for exercising their rights to inspect and review education records
- The school maintains a record in the student's file listing to whom personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information (does not apply to school officials with a legitimate educational interest or to directory information)
- The school specifies which school officials with legitimate educational interest have access to student education records without student consent
- The school indicates the types of information the institution has designated as directory information (name, address, major, etc.)
- The school maintains a record of each request (who and why) for access to and disclosure of personally identifiable information, as well as others who disclose personally identifiable information without written consent from the student, unless the request was from the student, a school official with legitimate educational interest, or a party seeking records due to a law enforcement subpoena containing criteria that the subpoena not be disclosed, or the request is for directory information only

Except under one of the special conditions described in **34 CFR 99.31,** a student must provide a signed and dated written consent before an education agency or school may disclose personally identifiable information from the student's education records. The written consent must:

Specify the records that may be disclosed
State the purpose of the disclosure
Identify the party or class of parties to whom the disclosure may be made

When a disclosure is made:

If a parent or eligible student so request, the school must provide him or her with a copy of the records disclosed, and if the parent of a student who is not an eligible student so request, the school must provide the student with a copy of the records disclosed

Signed and dated written consent may include a record and signature in electronic form that:

Identifies and authenticates a particular person as the source of the electronic consent
Indicates such person's approval of the information contained in the electronic consent

**Consent not required in the conditions described in 34 CFR 99.31**

A school may disclose personally identifiable information without student consent to the following parties:

- School officials with legitimate educational interests
- U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education
- State and local officials
- Authorized organizations conducting educational research
- Accrediting agencies

- Alleged victim of a crime
- Parent of a Dependent Student as defined by the IRS
- Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse

**FERPA and Subpoenas**

In contrast to the exceptions to the notification and recordkeeping requirements granted for law enforcement purposes, educational agencies or institutions may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action. Additionally, schools must comply with FERPA's recordkeeping requirements under 34 CFR 99.32 when disclosing information pursuant to a standard court order or subpoena.

The school will make a reasonable effort to notify a student who is the subject of a subpoena or court order before complying, so that the student may seek protective action (unless the court or issuing agency has prohibited such disclosure).

The school follows the provisions outlined in the regulations as follows:

The school only discloses personally identifiable information from an education record to appropriate parties in connection with an emergency *if* knowledge of the information is necessary to protect the health or safety of the student or other individuals.

FERPA Contact Information:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., S.W.
Washington, DC 20202-4605
Phone: 202-260-3887
Email: ferpa@ed.gov(schools only)
Web site address: *https://www2.ed.gov/about/offices/list/om/pirms/index.html*

**VOTER REGISTRATION**
The school encourages its students to be registered voters and to exercise their right to vote. Students can register to vote in Colorado at www.sos.state.co.us/voter-mobile or www.dmv.org/co-colorado/voter-registration.php. This information is provided to each student during the enrollment process.

## Tuition and Mandatory Fees:

| Program * | Tuition | Registration Fee | Books/Supplies Equipment and Tax | Total |
|---|---|---|---|---|
| Cosmetology (1500 Hours): | $21,000 | $150 | *$2,592 | = $23,742.00 |
| Barbering (1500 Hours) | $21,000 | $150 | *$2,592 | = $23,742.00 |
| Esthetics (600 Hours): | $12,000 | $150 | *$2,160 | = $14,310.00 |
| Nail Technician (600 Hours) | $11,100 | $150 | *$1,250 | = $12,500.00 |
| Chemical Peel (24 Hours) | $599 | $0 | $0 | = $599.00 |
| Microdermabrasian (14 Hours) | $499 | $0 | $0 | = $499.00 |
| Dermaplaning (6 Hours) | $399 | $0 | $0 | = $399.00 |
| Microneedling (6 Hours) | $599 | $0 | $0 | = $5999.00 |

*(Non-refundable after the grace period and once issued & Subject to Cost Change, Includes 9.15% sales tax)

## Additional Fees

- Transcript Request: $20
- T-Shirt Replacement: $25
- Student ID Replacement: $10
- Change Date (Within Three Weeks of Start): $25
- Change Campus/Change Schedule $25
- Change Program Fee: $150 + additional kit and book cost

**COST OF ATTENDANCE BUDGETS (For Need Analysis)**

The school utilizes data available to the general public from The Board's website for calculating COA budgets for Schools that it services across the USA. **"**The Board's X- and X-month living expense budgets show living expense costs by region and metropolitan area. Both a moderate and a low budget are provided. The budgets reflect increases in the Consumer Price Index (calculated by the U.S. Bureau of Labor Statistics) **"**The budgets are developed based on data from the most recent Consumer Expenditure Survey (CES) and the Indexes of Comparative Costs, both produced by the U.S. Bureau of Labor Statistics. Budget regions correspond to the metropolitan statistical areas (MSAs) defined by the U.S. Office of Management and Budget. Since a factor could not be established for every region of the country, no region is adjusted by a value of less than 1.0.**"**

The school utilizes the figures for the demographic area closest to the School location. For Schools that are not located in a demographic area provided, the school will use the standard average Board budgets listed for the entire USA. Also, some State Financial Aid Associations and Agencies set limits on budget figures and provide their own for the purpose of awarding State Grants.

Child Care cost allowances are developed from statistics and studies done by the National Association of Child Care Resources and Referral Agencies detailed tables of Average Annual Child Care Prices by State. The annual amount is divided by 12 and multiplied by the number of months/weeks in the student's COA Budget. Other allowances may be added to indirect costs for loan fees and disability costs on a case-by-case basis. Tuition, books, kit and fees will also be added.

The following sample shows how standard **monthly** allowances make up the indirect cost used in developing COA budgets.

**COST OF ATTENDANCE BUDGET EXAMPLE**

In order to determine a student's level of loan funding, the Department of Education requires us to develop annual cost of attendance budgets. These budgets include an average allowance for room & board, transportation, miscellaneous, loan fees and, if applicable, childcare and expenses related to disability. The following are standard **monthly** allowances that make up the cost of attendance budgets for the 2026-2027 Award Year.

**Dependents/Living at home with parents**:

| Room & Board | Transportation | Miscellaneous | | Total |
|---|---|---|---|---|
| 1,178.00 | 240.00 | 764.00 | | 2,182.00 |

**Independent/Living away from home:**

| Room & Board | Transportation | Miscellaneous | | Total |
|---|---|---|---|---|
| 1,758.00 | 358.00 | 1,140.00 | | 3,256.00 |

**License Requirements:**
Must be at least 16 years of age.

**Reciprocity:**

Colorado does not have cosmetology license reciprocity. Instead, they have "endorsement," and out-of-state licensees can apply for endorsement. Each candidate is reviewed on an individual basis.

**Renewal**:

Cosmetologist licenses in Colorado expire on April 30 of odd- or even-numbered years' dependent on the issuance date. Colorado barber, esthetician, and manicurist licenses expire on March 31 of even-numbered years. To renew your Colorado cosmetology license, the following items are required at the Colorado Board of Cosmetology:

1) Renewal form
2) Fee

**CO State Board of Cosmetology Contact Information:**

Colorado Office of Barber and Cosmetology Licensure
1560 Broadway, Suite 1340
Denver, CO 80202
Phone: (303) 894-7772
Fax: (303) 894-7764

**Licensing Services (Department of Regulatory Agencies - DORA)**
**Colorado Office of Barber and Cosmetology Licensure Exams:**
PSI Exams Online will begin administering the exams starting January 2, 2014. Candidates are able to schedule exams online at: https://candidate.psiexams.com/ or by calling 1-800-733-9267

For more licensing information and forms, visit https://www.colorado.gov/pacific/dora/dpo

Click on *Licensing Applications/Forms* under *Quick Links;* Scroll down and click on *Cosmetologists*

**Stacey James Institute Success Rates**

| | |
|---|---|
| Graduation Rate | 89.37% |
| Licensure Rate | 100% |
| Job Placement Rate | 66.7% |

**Pre-Requisites for Employment**

Pass State Board Exams
Have a current state issued license

**ADVISING**

Should a student have a need for advising or assistance in any way, he or she can ask an instructor or inquire with school administration.

**HOUSING**

We do not offer housing facilities.

**EMERGENCY PROCEDURES**

- Always use the equipment properly
- Always follow manufacturer's directions when using chemicals and products
- Immediately report building and equipment safety hazards to Staff.
- Always assist disabled and elderly guests.
- Blood Borne Pathogens Act requires proper disposal of implements and blood spills. The First Aid Kit is under the sink located in the sanitation room.
- Always wipe all spills found on the floor.
- Your workstations must always be free from personal items and debris, cords, etc.

**INTRUDERS** The institute is equipped with two silent panic buttons. In the event of a robbery or a threatening individual the two buttons will be shown to students at their initial orientation.

**MEDICAL EMERGENCIES**
Immediately notify a Staff member if any medical emergency arises.
**Educators or Staff members will:**

- determine if medical assistance is needed.
- Call 911.
- Have the address of the building.
- Locate a person in the building.
- Remain and observe/help the injured person.
- Have someone meet the Emergency personnel.
- Keep the area clear of bystanders.

An Administrator will document the medical emergency on the Incident Report.
*Because a student is not an employee any medical expenses are the sole responsibility of the student.

## VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013 OR VAWA

This document has been designed to inform all students and employees of the Violence Against Women Act and it emphasizes our commitment to the health and safety of our students and employees. The policy explains how our school addresses and promotes awareness of domestic violence, dating violence, sexual assault and rape, stalking and consent. Each October we provide this policy with updated statistics to all our prospective and current students and staff. It is also reviewed with all students during orientation and with staff at the time of hire. Annual training is provided by local law enforcement officials and or local crisis centers to help emphasize the necessity of awareness and to provide different options for reducing the risk of becoming a victim of sexual offenses or sexual violence. It includes education on the warning signs of abusive behavior and how to avoid potential attacks. The school's Campus Security Coordinator, the School Director, is committed to making this school a safe place for all to receive an education.

Sexual offenses or acts of sexual violence, including domestic violence, dating violence, sexual assault, and stalking are illegal regardless of the victims' gender, sexual orientation, gender identity or gender expression and as such are strictly prohibited.

### Definitions and Examples

**Domestic Violence**: Abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant, or someone with whom the abuser has a child or is having a child, has an existing dating or engagement relationship, or has a former dating or engagement relationship.

**Example**: Jane, a student, just broke up with her boyfriend Dan a few days ago. He just appeared on her doorstep yelling, kicking the door and threatening to do her bodily harm if she does not open the door right now. He had been physically abusive to her in the past, but she kept it to herself. Dan is becoming quite angry, and she hears him repeatedly calling her a "slut". He demands that she open the door. She is extremely frightened. He tells her he is not leaving until she opens the door.

**Dating Violence**: Violence committed by someone: a) who is or has been in a social relationship of a romantic or intimate nature with the victim and b) where the existence of such a relationship shall be determined based on a consideration of the following factors:
i. the length of the relationship
ii. the type of relationship
iii. the frequency of interaction between the persons involved in the relationship.

**Example 1**: Jim and Jan have been dating for a few months. One day they are sitting on the couch watching TV together and Jan starts talking. Jim becomes angry with her talking and tells her to shut up or he will shut her up and he shakes his fist at her. Then he stands up and kicks the coffee table.

**Example 2**: Matt has started dating Mindy. Mindy is constantly on edge about remembering to check in with Matt. The relationship has become sexual, and Matt has demanded they date each other exclusively and that Mindy should only see and talk to people Matt approves. Mindy wants out of the relationship but is afraid to tell Matt for fear the interaction will become physical.

**Sexual Assault**: The term "sexual assault" is defined as engaging in physical sexual activity without the consent of the other person. An act of sexual assault may involve:

Physical force, violence, threat, or intimidation.
Ignoring the objections of the other person.
Causing the other person's intoxication or incapacitation through the use of drugs or alcohol.
Taking advantage of the other person's incapacitation, including his or her voluntary intoxication, his or her state of intimidation, or other inability to consent.

**Example 1:** Alex and Kris are at a party, and both are drinking heavily. Alex is having trouble standing up, so Kris leads Alex over to a couch where Alex can lie down. Alex passes out and wakes up to find Kris on top of her, engaging in sexual activity.

**Example 2:** Terry and Leslie are working late on clients at the school salon. Terry thinks Leslie is being nice when Leslie offers to walk Terry home. Terry invites Leslie inside the house so they can continue their conversation. Leslie starts to kiss Terry, and Terry readily kisses Leslie back. Leslie starts touching Terry's genitals. Terry pushes Leslie's hand away and says, "No, I don't want to." Leslie becomes more forceful, and continues to fondle Terry's genitals despite Terry saying, "No!"

**Stalking:** The term "stalking" is defined as behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

**Example 1:** Adrian meets Jesse through a class group project. The group members exchange telephone numbers and Jesse calls Adrian for help with the project. As the quarter goes on Jesse repeatedly asks her out on a date and he refuses to take no for an answer. Adrian is in fear of her safety and tells him that she is not interested in dating him, but Jesse continues with this behavior that is unwanted and unwelcome by Adrian. He repeatedly texts her throughout the day despite her requests that he stop texting her. Before each group meeting, Jesse waits outside the classroom to greet her, "What took you so long? I've been waiting for you for almost an hour, but I don't mind."

**Example 2:** Julian recently met Ashley, who works on campus. They've gone out a few times, always meeting at a public place, never at either person's home. Julian thinks these dates have been fun but knows there isn't a serious future with Ashley and has told Ashley so. The next day, when Julian arrived at home, there were several notes left on the door from Ashley. The same thing happened again four times that week, with the same message asking if Ashley could have just one more chance. Julian, now in fear of her safety, arrives at home and sees Ashley sitting in a parked car staring directly at Julian's house.

**Informed Consent:** Consisting of an affirmative, unambiguous, conscious decision by each participant to engage in mutually agreed-upon sexual activity.

**Voluntary:** Given without coercion, force, threats, or intimidation. Positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.

**Revocable:** Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent has been revoked, sexual activity must stop immediately.

**Consent is not given when a person is incapacitated. This is defined as:**

- Physical and/or mental inability to make informed, rational judgments.
- States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts.
- Where alcohol or drugs are involved, incapacitation is defined with respect to how the alcohol or other drugs consumed impacts a person's decision-making capacity, awareness of consequences and/or ability to make fully informed judgments

**A person cannot give consent if he or she is:**

- Unconscious or coming in and out of consciousness.
- Under the threat of violence, bodily injury, or other forms of coercion, or if his/her understanding of the act is affected by a physical or mental impairment.

**Other considerations with regard to consent include:**

Silence does not equal consent; lack of verbal resistance does not constitute consent and lack of physical resistance does not constitute consent. Consent is not indefinite; consent may be withdrawn at any time, and at that time all sexual activity must cease unless or until additional consent is given.

Minors and incapacitated persons cannot give consent. Whether the accused knew, or a reasonable person should have known, that the complainant was incapacitated.

**Bystander Intervention:**

- Most people want to help in difficult situations.
- Incorrectly assume that someone else will take action.

**Phenomenon known as Diffusion of Responsibility:**

- Each bystander's sense of responsibility to help decreases as the number of witnesses increase.
- The end result is that nobody speaks up, comes forward, or helps.

**This is not bystander apathy:**

- People may be truly concerned about the welfare of the victim.
- Sincerely believe that someone else will help.
- The other person is either more likely or more qualified or more capable.

**What should you do?**

Specific interventions can be divided into four main types:

- **Engage:** say or do something that directly engages one or more of the parties involved.
- **Distract:** say or do something to interrupt the interaction.
- **Enlist:** ask for the help of someone else who may be better able to intervene.
- **Delay:** say or do something after the difficult moment or incident has passed.

**How do you decide what to do?**

Things to consider before you act:

1. Is the situation an emergency or non-emergency?
2. Should intervention be direct, indirect or both?

**DIRECT Emergency**

- Take someone's keys away, drive the person home.
- Remove the person from the situation.
- Administer CPR.

**INDIRECT Emergency**

- Call 911.
- Seek assistance from a professional.
- Distract the people involved.
- Enlist help from others.

**DIRECT Non-Emergency**

- Talk to the person directly about the situation.

**INDIRECT Non-Emergency**

- Speak to and get help from someone with more expertise and/or authority: your campus Director, a campus administrator, or other professional.

**S.E.E.**

**S**afe Responding:

• Choose a course of action, direct or indirect, that best ensures the safety of those involved, including yourself.

**E**arly Intervention:

• Take action before the problem becomes worse.

**E**ffective Helping:
• Implement specific helping skills depending on the situation.

**Identifying Warning Signs**
Identifying some of the warning signs that may lead to a sexual offense or an act of sexual violence.
These behavioral warning signs may include, but are not limited to:

- **Jealousy** – excessive questions about who a partner spends time with.
- **Controlling Behavior** – not allowing a partner to make personal decisions.
- **Isolation** – curtailing a partner's social interaction.
- **Verbal Abuse** – saying things about or to a partner that are meant to be cruel.
- **Blame-shifting for feelings and problems** – blaming a partner, family, or the School for one's own inabilities or lack of responsibility.
- **Making threats of violence** – saying things like "If you talk to him/her again, I'll kill you." Or "If you leave me, I will kill myself."

**What to say:**
If you suspect someone you know is a victim of a sexual offense or an act of sexual violence, talking with them about it can be difficult. The most important thing you can do is to let them know that they have support and that they do have options.

**Some guidance on what to say and do can include:**
- Offer your support without judgment or criticism.
- Tell him or her that you're concerned for his or her safety.
- Encourage him or her to get help.
- Try to avoid a confrontation while doing so.

**Avoiding Potential Harm**
It's important to remember that while we can take steps to minimize risk, the only person to blame when a sexual offense or an act of sexual violence happens is the perpetrator.
Strategies you can use for placing yourself in the best position to avoid harm and to minimize the risk of a sexual offense or an act of sexual violence. Some of these strategies include:

Trust your gut instincts. If a situation doesn't feel right, don't worry about offending people, just leave.
Notice when someone doesn't respect your boundaries, and not being afraid to assert your right to have your boundaries respected.
Understand that most perpetrators of sexual violence look for someone in a vulnerable position. This understanding can help guide your actions and choices.

**Other strategies for placing yourself in the best possible position to avoid harm and minimize risk may include:**
- Control access to your home or dorm room and your car by locking your doors and not leaving windows wide open if they provide easy access.
- Use "situational awareness" by noticing where you are and who's around.
- Don't be afraid to ask for help in situations that feel unsafe, such as asking for an escort to your parked car or asking people to walk with you.
- Travel in groups when possible and appropriate.

**Reporting and Offense**
A sexual offense or an act of sexual violence can be very frightening and disorienting.
Often, victims do not know where to turn or how to reach out for assistance and help.
If you've been involved in a sexual offense or an act of sexual violence, you are encouraged to:
- Find a safe place.
- Seek medical attention.
- Get support.
- Preserve evidence.
- Report the crime.

In addition, as the victim of a sexual offense or an act of sexual violence, you are also encouraged to report this to:

- Director of Operations-Thomas Michel
- VAWA Director- Gianna Barry

See consumer information for contact info for organizations that can lend support.

Even if you are a bystander witnessing, or received a report of, a sexual offense or an act of sexual violence, you are encouraged to reach out to any of these resources for guidance and assistance.

**Investigation and Disciplinary Proceedings**
Campus proceedings to investigate and institute disciplinary action for sexual offenses or acts of sexual violence will:

- Provide a prompt, fair, and impartial investigation and resolution.
- Be conducted by trained officials.
- Use the standard of evidence set forth in the applicable policy.

Both the accuser and the accused will have the same rights to have others present during an investigation and disciplinary proceedings, including an advisor of their choosing.

**Investigation and Disciplinary Proceedings**
**All parties involved will be informed simultaneously in writing of:**

- Initial outcome of the proceeding.
- Appeal rights.
- Subsequent changes to the result, resulting from an appeal.

To the extent permitted by law, the school will protect the confidentiality of victims by omitting victim identifying information from publicly available documentation.

**Disciplinary Actions and Sanctions**
The following disciplinary actions and sanctions may be imposed, as appropriate, if a person is found to have committed a sexual offense or an act of sexual violence:

- Suspension.
- Expulsion.
- Termination of employment.

Perpetrators of crimes may also be subject to criminal prosecution.

**Campus Resources**
Depending on the circumstances and if reasonably available, victims may also request assistance with changing their:

- Academic situation.
- Living situation.
- Transportation situation.
- Employment situation.

Regardless of whether he or she chooses to report the sexual offense or act of sexual violence to campus or local law enforcement.

We hope this policy is helpful to all concerned and will help us to keep our campus a safe and pleasant learning environment.

## HARASSMENT, INTIMIDATION, BULLYING, AND DISCRIMINATION POLICY

The school is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from bullying, harassment, intimidation, and discrimination of any kind. This policy includes anyone who engages in such behavior on school property, at school activities, or an electronic act through the use of cell phones, computers, personal communication devices, or other electronic gaming devices.

Harassment, intimidation, bullying, and discrimination may take many forms, including verbal aggression and name calling; physical aggression; relational aggression; graphic and written statements, which may include use of cell phones,

computers, or gaming systems; and other conduct that may be physically threatening, harmful, or humiliating. Harassment, intimidation, bullying, and discrimination include intent to harm, they are directed at a specific target, and typically involve repeated incidents. Harassment, intimidation, bullying, and discrimination create a hostile environment and will not be tolerated in the school.

Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance and creates an intimidating, hostile, or offensive work or school environment. Harassment, intimidation, bullying and discrimination can interfere and limit a person's ability to participate in or benefit from the services, activities, or opportunities offered by the school Administration will take prompt, equitable, and remedial action on all reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Engaging in harassment, intimidation, bullying or discrimination will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone engaging in these behaviors on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate.

The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations, state laws and policies, and the necessity to investigate the allegations and take disciplinary and/or restorative action to resolve the problem.

Retaliation is prohibited against any person who makes a complaint or who is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation. Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary and /or restorative action. Each staff member is responsible for immediately reporting alleged harassment, intimidation, bullying or discrimination to his/her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary and/or restorative action up to and including termination.

For a list of state anti-bullying laws and policies please go to: **www.stopbullying.gov**.

## COPYRIGHT LAWS POLICY

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at: www.copyright.gov.HEA section 485(a).

## Record Retention

Colorado Division of Private and Occupational Schools requires all records be kept for a minimum of 6 years from graduation. All institutional records related to accreditation (NACCAS Standards and Policies) must be maintained from the effective date of the most recent grant or renewal of accreditation and in accordance with state and federal law. Newly accredited institutions that do not have a six-year post graduation accreditation history must maintain records from the Candidate Consultation visit forward. Student records must be maintained in accordance with state and federal law.

## DRUG ABUSE PREVENTION

The school actively supports the prevention of drug abuse. Upon enrollment, students are provided the school's policy on drug and alcohol abuse. A list of agencies and counselors is also available on the state website for personal assistance and is available to any student requesting assistance. The school has a zero-tolerance policy for drug use during school hours. Students found to have violated this policy through the act of selling, using

## OSHA REQUIREMENTS

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in cosmetology/related training. During the course work the student learns about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study, students are apprised of the

various chemicals used and safe practices that apply. A complete file containing Material Safety Data Sheets for the chemicals used is available in the administrative office. The school endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

## POLICY FOR SAFEGUARDING STUDENT INFORMATION

The school is committed to implementing and maintaining a comprehensive information security program, to maintain and safeguard your non-public personal information against damage or loss. The policy covers all student records in whatever form (hard copy, electronic).

The school Director/administrator shall be responsible to coordinate the school's information security program. The Director shall, at least once every 3 years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of student information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including employee training & management, network & software design, information processing, storage, transmission and disposal, and ways to detect, prevent and respond to attacks, intrusions, or other system failures. The Director shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in the school will be held for 12 months then destroyed in a secure manner. Records of enrolled students shall be maintained in accordance with federal and state law and accreditation requirements. Students shall receive notice of this policy at the time they enroll.

The school shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' non-public personal information.

## JOB DEMAND IN COSMETOLOGY / RELATED FIELDS

**The U.S. Department of Labor** provides current job information at http://www.careerinfonet.org. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor, state & national median wages for cosmetology related positions are as follows:

| Job Position / SOC Code | National Median Hourly/Yearly Wage | State Median Hourly/Yearly Wage |
|---|---|---|
| Cosmetologists (Hairdressers) / 39-5012 | $16.95/$35,250 | $21.00/$43,680 |
| Barbers / 39-5011 | $18.73/$38,960 | $27.26/$56,690 |
| Estheticians (Skin Care Specialist) / 39-5094 | $19.98/$41,560 | $24.17/$50,270 |
| Manicurists / Pedicurists / 39-5092 | $16.66/$34,660 | $18.17/$37,800 |

## School Policy on Transcript and Diploma Issuance and Debt Collection

### Purpose:

To outline the process by which a current or former student may obtain a transcript or certificate/diploma, and to specify the circumstances under which these documents may be withheld due to outstanding debt, pursuant to subsection 2 of HB22-1049.

**Scope:**

This policy applies to all current and former students of Stacey James Institute.

### Policy:

1. **Requesting Transcripts and Diplomas:**
    - Students may request transcripts or diplomas through financial aid by completing the appropriate request form.
    - Requests will be processed within 30 days unless a hold is placed due to outstanding debt. In the case of outstanding debt, transcripts will be provided, but diplomas and records of completions may be withheld.
2. **Verification Process for Exemption from Debt Hold:**
    - Current or former students who believe they qualify for an exemption from a debt hold under subsection (2) of HB22-1049 must provide verification of their circumstances.
    - Acceptable documentation may include, but is not limited to, proof of financial hardship, unemployment, disability, Job opportunity, pursuit of opportunities in the military or other extenuating circumstances.
    - Verification documents should be submitted to financial aid or the Director's office for review. A decision will be made within 30 days of receipt of all required documentation.
3. **Payment Plans:**
    - Students who owe a debt to the school may establish a payment plan to address their outstanding balance.
    - Payment plans can be arranged through the Financial Aid Office and must be agreed upon in writing.
    - Regular payments must be made according to the terms of the plan.
4. **Registration Holds:**
    - A student will no longer be able to register for classes if they owe a debt to the institution.
5. **Debt Collection:**
    - The school will assign outstanding debts to a third-party collection agency if the debt remains unpaid for 90 days or more.
    - Students will be informed in writing before their debt is assigned to a collection agency, providing them an opportunity to settle the debt or establish a payment plan.

**Review and Appeals:**

Students may appeal decisions related to holds or debt collection by submitting a written appeal to financial aid within 30 days of the decision.
Appeals will be reviewed, and a decision will be communicated to the student within 30 days.

***Complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsperson via email to CSLSA@coag.gov.***

**Effective Date:**
This policy is effective as of July 1, 2026 and will be reviewed annually for compliance and effectiveness.

**Contact Information:**
For questions or assistance, please contact the financial aid office.