**LE JEANE ACADEME**

**GENERAL CATALOG**

**STUDENT HANDBOOK**

**819 McKay Court**

**Suite 103**

**Boardman, Ohio 44512**

**330/729-9277**

**VISIT OUR WEBSITE:** [**WWW.LEJEANEACADEME.COM**](http://WWW.LEJEANEACADEME.COM)

**DIANE WENTZEL**

**DIRECTOR**

**Bridget Lazear**

**ADMINISTRATOR**

**Deborah Corso-Cormell**

**COSMETOLOGY INSTRUCTOR**

**Shauna Seabolt**

**NAIL INSTRUCTOR**

**Tina Bush**

**ESTHITICIAN INSTRUCTOR**

 **MISSION STATEMENT**

**At Le Jeane Academe our focus is on making you, our student, the best that you can be. We believe that there is always room to improve, room to do a better job, room to strive for excellence – for you, our student. Our mission and our goal at Le Jeane Academe is to be the best we can be in order to be the best for you. Our job and our responsibility is to provide you with the best instructors, the best guidance the best awareness of the industry and the best education we can possibly give you, along with your own personal motivation and drive, to graduate and to successfully pursue your passion for the industry you love.**

**09/14/2020**

**Dear Student,**

**Thank you for considering Le Jeane Academe for your education and training in the beauty industry. This catalog is intended to clarify your questions as to the scope of training that is required to become licensed in the beauty industry and the costs to you in terms of your time, your financial resources and your efforts.**

**Le Jeane Academe is different than other cosmetology schools in the respect that we are small, we have classes that are purposefully small in order to give attention to our students on a more personal and responsive level. We will train students the way we feel a professional in a spa and salon setting should be trained. The student will be a well-rounded and professionally-minded individual when they graduate from our program. We believe that we are the vehicle you need to navigate your way through the many layers of your educational process, because we possess the tools to help you become well-trained and knowledgeable in the field of Cosmetology, Esthetics and Manicuring, so that you may feel confident that you have received the best training and education possible for the resources and time spent.**

**We encourage you to carefully read the enclosed material to assist you in this very important career decision. Please let this catalog serve as a basic guide for anyone interested in a career in the Cosmetology/Esthetician/Manicuring Fields. The opportunities for success in these fields are exciting and are awaiting you!**

**Along with reading and understanding this catalog, we cordially invite you to tour our facility, meet our staff and evaluate what we have to offer to help you achieve your goals. With your commitment, your drive, your work ethic, your personal ambition and our expert guidance, you will graduate prepared to confidently enter the beauty industry. We look forward to your visit.**

**Sincerely,**

**Le Jeane Academe**

**INTRODUCTION**

***ABOUT THE FOUNDER***

The owner of Le Jeane Academe is Diane Wentzel. Diane came up with the concept of Spa Le Jeane, located in Boardman, Ohio, as a different type of spa and salon that caters to their guests with top-notch customer service, top-notch and supreme natural, clean product lines, excellent and well-trained staff and back-staff and the art of customization of spa, hair and nails so that each and every guest feels that they are the main focus of attention. The staff is trained diligently to deliver the finest in spa services and customer services and the bar is set high to maintain that level of excellence. Diane has always believed that the level of excellence must start in the education process, from the very beginning of learning the business and learning the trade. Therefore, she decided to open her own Cosmetology School with only the finest programs and strictest guidelines to promote that method of thinking and learning from the beginning to the end of the programs at Le Jeane Academe.

***GOALS***

Our goals are for you to recognize our commitment to excellence and join our quest as we share our knowledge with an elite, small group of students with a common goal to learn, understand and be the best they can be in the cosmetology field. Le Jeane Academe will provide you with a quality education in Cosmetology, Advanced Esthetics and Advanced Manicuring courses, while teaching the principles of motivational work ethic, people skills and understanding how you can master obtaining your personal goals.

***OBJECTIVES***

Our objective is to help our students master the knowledge, and to gain the confidence needed to maintain a positive experience after becoming licensed in a work environment where instructors are no longer an option. This makes for a well-rounded and successful graduate.

**SCHOOL FACILITIES**

LE JEANE ACADEME is located at 819 McKay Court, Suite 103, Boardman, Ohio 44512. The training center has approximately 8,200 square feet of training, classrooms and office area. The school is centrally heated, and air conditioned for your comfort. All areas are supplied with appropriate furniture, fittings and equipment and the entire area is well-lit. The building is equipped with an elevator to access the second-floor administration and student facilities. The school consists of a large reception area, three classrooms, six restrooms, spa practical room, two facial rooms, three massage rooms, manicure and pedicure areas, ten (10) hair stations, (clinical area), two (2) dispensaries, two (2) laundry room, lunchroom, locker area, student lounge and offices. The parking lot is large, convenient to the school and is well-lit. The school is equipped with a lunch café and creperie serving hot, cold and iced coffee drinks, sweet and savory crepes, croissant sandwiches, salads, water and soft drinks for purchase. The surrounding area, in close vicinity conveniently boasts several restaurants, coffee shops, post office, spa, movie theatres, gas stations and shopping.

***POSSIBLE CAREER OPPORTUNITIES FOR STUDENTS***

Hair Stylist/Esthetician/Make-Up Artist/Manicurist/Sales Representative/Hair Coloring Specialist/Salon Manager/Salon Owner/State Board Member or Representative/Educator/Consultant/Trainer/School Owner/Free-Lance Make-Up Artist/

***NON-DISCRIMINATION***

LE JEANE ACADEME does not discriminate based on race, religion, color, sex, ethnic origin, age, or any other category protected by state or federal law.

***RECRUITMENT***

LE JEANE ACADEME does not recruit students already attending or admitted to another school offering similar programs of study by advertising or soliciting those students with offers of discounts or incentives.

**ADMISSIONS REQUIREMENTS**

LE JEANE ACADEME requires that each student enrolling in the Cosmetology, Advanced Esthetic and Advanced Manicuring program must:

1. Have an informational interview with an Admissions Representative.

2. Take and pass a basic skills evaluation

3. Submit a letter of intent describing your interest in the program and goals

 for enrolling in the program.

4. Submit your high school transcripts showing graduation date, a copy of

 your General Education Diploma (GED) or a state certification of

 home-school completion.

5. Submit a copy of a valid driver’s license or photo I.D.

6. Be at least 18 years of age or older.

7. Fill out an Application for Admissions Form.

**OVERVIEW OF COURSES**

**COSMETOLOGY COURSE OUTLINE:**

The 1500 hour Cosmetology course incorporates the basic fundamentals and the related subjects of hair, nail care, skin and color cosmetic applications that are necessary for a student to secure a well-rounded education. The basic license will permit a student to work in a salon without additional supervision and can lead to obtaining an independent contractor’s license. This program leads to a licensure in the State of Ohio. A diploma will be awarded upon graduation.

The three primary aspects of training are:

Theoretical knowledge, the foundation of all learning

Practical experience, the application of the acquired knowledge

Professional business-building skills, vital for success

**TOTAL WEEKS: 50 Weeks Day Time Hours**

**Core Curriculum**

 Subject Area Clinic Theory

I. Infection Control & Principles/Practices 30 15

II. Properties of the Hair and Scalp 60 30

III. Hair Procedures and Practices 230 115

IV. Chemical Procedures & Practices 240 120

V. Manicure & Pedicure Procedures and Practices 60 30

VI. Skin Care Procedures and Practices 45 22.5

VII. Artificial Lashes/Extensions 4 2

VIII. Facial Make-Up 11 5.5

IX. Salon Operations & Communication Skills 60 30

X. Cosmetology Laws & Rules 10 5

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 **TOTAL:**  **750** **375**

 **Flexible Learning Hours: 375** **1500**

**ADVANCED COSMETOLOGY COURSE OUTLINE**

The 300 hour Advanced Cosmetology course incorporates the basic fundamentals and the related subjects of hair, skin, nail care and color cosmetic applications that are necessary for a well-rounded education. This course will cover in-depth information in order to develop an understanding of the Ohio Cosmetology Laws and Rules as well as Public Health and Safety Requirements. Students are not required to obtain an Advanced License in the state of Ohio, in order to work in a salon, however, in order to obtain an educator’s license, a student must first have completed the Advanced Cosmetology course. This program only leads to licensure in the State of Ohio. A diploma will be awarded to students upon graduation.

The three primary aspects of training are:

Theoretical knowledge, the foundation of learning

 Practical experience, the application of the acquired knowledge

 Professional business-building skills vital for success

**Total Weeks: 13.5 Weeks Day Time Hours**

**Core Curriculum**

 **Subject Area Clinic Theory**

I. COSMETOLOGY LAWS & RULES 0 10

II. PUBLIC HEALTH AND SAFETY 25 12.5

III. ADVANCED TECHNIQUES 120 60

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 **TOTAL**  **145 82.5**

 **Flexible Learning Hours 72.5**

**Total of 300**

**ADVANCED COSMETOLOGY COURSE OUTLINE**

The 1800 hour Cosmetology course incorporates the basic fundamentals and the related subjects of hair, skin, nail care and color cosmetic applications that are necessary for a well-rounded education. Students will participate in advanced techniques in haircutting, styling and coloring as well as other chemical services. Having advanced skills in these areas will prepare students for a salon environment. This course will also cover in-depth information in order to develop an understanding of the Ohio Cosmetology Laws and Rules as well as Public Health and Safety Requirements. Students are not required to obtain an Advanced License in the state of Ohio, in order to work in a salon, however, in order to obtain an educator’s license, a student must first have completed the Advanced Cosmetology course. This program only leads to licensure in the State of Ohio. A diploma will be awarded to students upon graduation.

The three primary aspects of training are:

Theoretical knowledge, the foundation of learning

 Practical experience, the application of the acquired knowledge

Professional business-building skills vital for success

**Total Weeks: 61 Weeks Day Time Hours**

**Core Curriculum**

 **Subject Area Clinic Theory**

I. Infection Control & Principles/Practices 30 15

II. Properties of the Hair and Scalp 60 30

III. Hair Procedures and Practices 230 115

IV. Chemical Procedures and Practices 240 120

V. Manicure & Pedicure Procedures & Practices 60 30

VI. Skin Care Procedures & Practices 45 22.5

VII. Artificial Lashes/Extensions 4 2

VIII. Facial Make-Up 11 5.5

IX. Salon Operations & Communication Skills 60 30

X. Cosmetology Laws & Rules 10 5

 (1 Hr. Human Trafficking)

XI. COSMETOLOGY LAWS & RULES 25 12.5

XII. PUBLIC HEALTH AND SAFETY 25 12.5

XIII. ADVANCED TECHNIQUES 100 50

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 **TOTAL** **900 450**

 **Flexible Learning Hours 450**

**Total of 1800**

**ADVANCED ESTHETICS COURSE OUTLINE**

The 750-hour Esthetics course is a comprehensive combination of lecture, demonstration, practical experience and professional business-building skills for a well-balanced learning experience vital for success. The curriculum is set up to teach advanced techniques in specialized equipment use and control, product and service sales training and communication skills. Students will participate in advanced anatomy of skin, advanced muscle and nerve anatomy and facial and body treatments. Obtaining advanced skills in these areas will prepare the student for work in a spa environment. This course will also cover in-depth research along with an understanding of the Ohio Cosmetology Laws and Rules as well as Public Health and Safety Requirements. The Advanced Esthetics license is not a requirement to work in a spa, however it is a requirement if a student plans to obtain an educator’s license in the state of Ohio. This program only leads to licensure in the state of Ohio. Students will be awarded a diploma upon graduation.

The three primary aspects of training are:

Theoretical knowledge, the foundation of all learning

Practical experience, the application of the acquired knowledge

Professional business building skills vital for success

**Total Weeks: 44 Weeks Day Time Hours**

**Core Curriculum**

 **Subject Area Clinic Theory**

I. Infection Control & Principles/Practices 30 15

II. Anatomy 15 7.5

III. Specialized Equipment & Treatments 15 7.5

IV. Massage 30 15

V. Chemistry 15 7.5

VI. Skin Care Procedures & Practices 100 50

VII. Study of Skin 27.5 13.75

VIII. Make-Up 33.5 16.75

IX. Artificial Lashes/Extensions 4 2

X. Salon Operations & Communications Skills 20 10

XI. Cosmetology Laws & Rules 10 5

 (1 Hr. Human Trafficking)

XII. COSMETOLOGY LAWS & RULES 25 12.5

XIII. PUBLIC HEALTH AND SAFETY 25 12.5

XIV. ADVANCED TECHNIQUES 25 12.5

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  **TOTAL 375 187.5**

**Flexible Learning Hours 187.5 750 Total Hours**

**ADVANCED MANICURING COURSE OUTLINE**

This 300 hour course provides instruction in all aspects of nail esthetics, which includes massage, manicure, pedicure, and artificial nails. During this course, students will also be provided with advanced training in the above techniques. A review of information on career and employment, including professional ethics, effective communication and human relations, financial data, licensing requirements and regulations and fundamentals of business management is included in this course. Students will receive in-depth research along with an understanding of the Ohio Cosmetology Laws and Rules as well as Public Health and Safety Requirements.

The Advanced license is not a requirement to work in a salon or spa, but however is a requirement for students planning to obtain an educator’s license in the state of Ohio. This program leads to licensure in the state of Ohio only. A diploma will be awarded to students upon graduation.

The three aspects of training are:

Theoretical knowledge, the foundation of all learning

Practical experience, the application of the acquired knowledge

Professional business-building skills that are vital for success

**Total Weeks: 9 Weeks Day Time Hours**

 **18 Weeks Evening Hours**

**Core Curriculum**

**Subject Area Clinic Theory**

I. Infection Control & Principle Practices 15 7.5

II. Anatomy 5 2.5

III. Massage 5 2.5

IV. Nail Care Procedures & Practices 27.5 13.75

V. Chemistry 5 2.5

VI. Nail Enhancements 17.5 8.75

VII. Specialized Equipment 5 2.5

VIII. Salon Operations & Communication Skills 10 5

IX. Cosmetology Laws & Rules 10 5

 (1 Hr. Human Trafficking)

X. COSMETOLOGY LAWS & RULES 20 10

XI. PUBLIC HEALTH AND SAFETY 20 10

XII. ADVANCED TECHNIQUES 10 5

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 **150 75**

**Flexible Learning Hours 75**

**TOTAL: 300**

**Transfer Hours To Other Institutions**

The transferability of hours you earn at Le Jeane Academe is at the discretion of the institution to which you seek to transfer. Acceptance of the diploma you earn in our programs is also at the complete discretion of the institution to which you may seek to transfer. If the hours or diploma that you do earn at Le Jeane Academe are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this school will meet your education goals. This may include contacting an institution to which you may seek to transfer before attending Le Jeane Academe in order to determine if your hours or diploma will transfer.

**Transfer Hours From Other Institutions**

LE JEANE ACADEME considers hours for transfer from other institutions on a case by case basis. Any transfer hours accepted, including those earned with a valid license from the Ohio State Board of Cosmetology will affect the overall length of the student’s program, but will not reduce or change the scope of the instruction or clinic services the student is required to complete based on the curriculum for the program the student has enrolled in.

**To Schedule An Informational Interview, Call the Admissions Office at: 330/729-9277.**

**Internal Transfers**

Should a student enrolled in any part-time or evening program, desire to switch to a full-time or advanced program, student must request and complete a Sign-Up form for the Advanced Program. This is to be turned into your educator who will forward to the Admissions staff. Once a meeting is scheduled, student will be informed. The Admissions staff member will at this time advise student of any further requirements to be met for said transfer. Any transfers are at the sole discretion of the Admissions staff.

**Physical Demand and Safety Requirements**

Cosmetologists, Estheticians and Manicurists may be required to stand, sit or lean for long periods of time while providing services to clients. While enrolled at Le Jeane Academe, students will be exposed to hazardous materials, such as chemicals, and will be working with sharp objects. Students should be cautious when working with these items to avoid injury to themselves or others.

**EQUIPMENT/SUPPLIES**

Your textbooks, workbooks and a complete kit of equipment with a carrying case are issued to you during your orientation and within six weeks after classes start. They become your responsibility and you are expected to maintain the kit and books by replacing lost or broken articles so you may practice your work properly.

***Books and Equipment are separate from tuition and are NON-REFUNDABLE, NON-RETURNABLE items***. Le Jeane Academe is not responsible for any items or equipment belonging to a student. All student belongings shall be placed in student’s lockers at the end of each day and locked with a lock of their choice. Student kits shall be removed from the premises each day and taken home with the student. Students are required to have a full set of books, equipment and their kits at class with them each day. Failure to do so will result in student dismissal for the day. Students transferring from another school to Le Jeane Academe are responsible for bringing their kits and books to the standards of the Academe’s kits and books prior to the first day of class. Transfer students must have a full set of books and equipment and kit by the first day of class. This policy will be strictly enforced.

**Student Kits**

Student kits are prepared for the student by Le Jeane Academe. \*\*Each student will receive all or part of the kits as needed within the first six weeks after classes start. Students will receive an inventory sheet of what is included in their kit. Students need to use the inventory sheet to inventory their kit. If there are any missing items, the student needs to contact their educator to resolve the incomplete kit. If anything is damaged and needs repaired or replaced at the time the student receives the kit, items will be sent to the proper vendor for repair or the item will be replaced. Once it has been determined that the kit is in order, the student is responsible for their own kit and must have their complete kit available, as well as all of it’s contents maintained and in order during school hours. Throughout the course, if any kit items are missing or damaged, the student will be required to replace the missing or damaged items within 48 hours. The student kit is to be used on clients and is not intended for personal use. Sales tax will be charged to the student at the time the kit is paid for. Sales tax is additional to the posted price of the kit.

\*\* this is subject to change due to backordered items or delayed shipments from manufacturers.

**ACADEMIC CALENDAR**

**2020-2021**

**ADVANCED COSMETOLOGY/COSMETOLOGY DAY TIME HOURS**

MONDAY THROUGH WEDNESDAY 8:30 AM – 4:30 PM

**ADVANCED ESTHETICS DAY TIME HOURS**

MONDAY THROUGH WEDNESDAY 9:00 AM – 4:00 PM

**ADVANCED MANICURING DAY TIME HOURS**

MONDAY THROUGH WEDNESDAY 9:00 AM – 4:00 PM

**ADVANCED MANICURING EVENING HOURS**

MONDAY THROUGH WEDNESDAY 4:30 PM – 9:00 PM

**TUITION AND FEES**

\*\* Sales Tax on Student Kits Will Be Collected At the Time Kit Fee is Due

**COSMETOLOGY COURSE 1500 HRS. (Hair, Skin and Nails)**

Tuition 18,500.00

Text Books, Kit, Supplies 2,840.00

Registration Fee 200.00

Application Fee 150.00

**Total Cost 21,690.00**

**ADVANCED COSMETOLOGY COURSE 1800 HRS. (Hair, Skin, Nails Advanced)**

Tuition 19,600.00

Text Books, Kit, Supplies 3,200.00

Registration Fee 200.00

Application Fee 150.00

**Total Cost 23,150.00**

**ADVANCED ESTHETICS COURSE 750 HRS. (Skin and Advanced)**

Tuition 12,200.00

Text Books, Kit, Supplies 2,800.00

Registration Fee 200.00

Application Fee 150.00

**Total Cost 15,350.00**

**ADVANCED MANICURING COURSE 300 HRS. (Nails and Advanced)**

Tuition 3000.00

Text Books, Kit, Supplies 1000.00

Registration Fee 200.00

Application Fee 150.00

**Total Cost 5,350.00**

**ADVANCED COURSE 300 HRS. (COSMETOLOGY ADVANCED)**

Tuition 4,650.00

Textbooks, Kit, Supplies 1,000.00

Registration Fee 200.00

Application Fee 150.00

**Total Cost 6,000.00**

**METHOD OF PAYMENT**

Le Jeane Academe accepts cash (U.S. Currency), checks (personal bank, certified check or money orders), Visa, Mastercard, American Express, and Discover. Structured payments outlined below are accepted by Le Jeane Academe and are due and payable timely. Monthly installment payments are due on the 15th day of the month and are considered late if not paid either on or before that date. Late payments up to five (5) days late will be assessed a 50.00 late fee. Any payments after five (5) days late will be considered in default of the agreement between the student and Le Jeane Academe. Students in default will not be permitted to attend class, receive grades, or graduate until all payments are received. Le Jeane Academe payment schedule for courses is as follows:

**COURSE PAYMENT SCHEDULE**

**COSMETOLOGY DAY TIME 1500 HRS.**

**21, 690.00 TOTAL COST**

Registration fee, Application Fee, Kit, Books, and Supplies paid upon enrollment. Interest-free, customized payments available for tuition.

**ADVANCED COSMETOLOGY DAY TIME** **1800 HRS.**

**23,150.00 TOTAL COST**

Registration fee, Application Fee, Kit, Books, and Supplies paid upon enrollment. Interest-free, customized payments available for tuition.

**ADVANCED COURSE (COS) DAY TIME** **300 HRS**.

**6,000.00 TOTAL COST**

Registration fee, Application Fee, Kit, Books, and Supplies paid upon enrollment. Interest-free, customized payments available for tuition.

**ADVANCED ESTHETICS DAY TIME 750 HRS.**

**15,350.00 TOTAL COST**

Registration fee, Application Fee, Kit, Books, and Supplies paid upon enrollment. Interest-free, customized payments available for tuition.

**ADVANCED MANICURING DAY TIME AND EVENING HOURS 300 HRS.**

**5,350.00 TOTAL COST**

Registration fee, Application Fee, Kit, Books, and Supplies paid upon enrollment. Interest-free, customized payments available for tuition.

\*\* If a student enrolls in a course of study and changes the original start date, a

re-application fee of $50.00 shall apply.

**Scholarships**: Students may be eligible for a scholarship from companies and agencies based on specific scholarship eligibility requirements. Students are encouraged to research scholarship opportunities that may be available to assist in funding their education.

**Program Transfer Fee:**  For students enrolled in the 1800 hour Advanced Cosmetology Program, at any time during this program, a student wishes to transfer back to the 1500 hour Cosmetology program, a $1,500.00 transfer fee will be incurred.

**Fee Waiver Policy:**  In the event a student graduates from one program and enters into another program, Le Jeane Academe will waive the application and registration fees for the new program. The Academe will also apply a 5% discount off the cost of the tuition to the new program.

**Tuition:** Each student will receive a completed copy of his or her contract, which will outline the course payment schedule in full. Please refer to your contract for due dates of your payments. Tuition payments are to be either delivered to the administration office or mailed in a timely fashion to be received by the due date to:

 **Le Jeane Academe 819 McKay Court Suite 103 Boardman, Ohio 44512**

\*\* A receipt is produced for each payment and is either hand delivered or mailed to the student, parent or other responsible person. A tuition statement of account is also available to the student any time upon request

**Student Forgiveness for Absences**: Anything missed after your 5% forgiveness is charged by the hour at $15 per hour. It does NOT matter what your estimated time of course/graduation is – this is calculated on hours you should be here for instruction; since we have provided instruction that you have missed. There is no exception to this rule – our original protocol of student paying for all hours missed has been relaxed to provide 5% forgiveness of the total course hours so that you may have some flexibility during your course.

Advanced COS Course Advanced Esthi Course Advanced Mani Course

1800 Hours 750 Hours 300 Hours

5% = 90 Hours 5% = 37.5 Hours 5% = 15 Hours

 **REFUND POLICY**

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to course or program cancellation, or school closure:

Enrollment can be cancelled only by written notice of cancellation from one party to the other. The notice of cancellation must be mailed, postage prepaid, registered, certified, or return receipt requested, to the other party, or delivered to the other party in person.

The cancellation date will be determined by the postmark on the written notification, or the date said information is delivered to the school in person.

Le Jeane Academe’s refund policy is as follows:

 If a student’s application is rejected by the school or if he/she cancels enrollment within three business days of signing the enrollment contract, all money collected by the Academe will be refunded (except for the non-refundable $150.00 application fee and the non-refundable $200.00 registration fee), whether or not the student has begun the course of instruction. If student completes the enrollment and decides to change their start date, a re-application fee of $150.00 and re-registration fee of $200.00 will apply.

If a student cancels his/her enrollment after three business days of signing the enrollment contract, but before the student begins course instruction, all money collected, less the $200.00 registration fee and the $150.00 non-refundable application fee and the kit, books, and supplies fees will be refunded.

If a course or program is cancelled by the school after a student’s enrollment, but before instruction in the program has begun, the school will give credit toward the completion of the program at such time the course is rescheduled by the school.

If, for any reason, the school is permanently closed and no longer offers instruction after a student has enrolled and instruction has begun, the student is entitled to a pro rata refund of tuition.

Upon enrollment and payment of student kit, books, supplies, and uniforms, the following items are considered NON-REFUNDABLE : student kit, books, supplies, uniform (if applicable), application fee and registration fee.

WITHDRAWAL FEE: A withdrawal fee of $150.00 will be charged if a student begins attendance in class and fails to complete the program (after three business days of signing the contract) for any reason, by either party.

REFUND CALCLULATION WHEN 25% OR MORE OF CLASS IS COMPLETED:

There is no refund if 25% or more of class is completed. The refund calculation does not apply to a student whose date of withdrawal is after the 25% point in time in the period of enrollment for which the student has been charged. At this point, the student will be charged 100% of all tuition and fees.

REFUND CALCULATION BEFORE CLASS IS COMPLETED:

The refund calculation is for tuition and is for students whose date of withdrawal from the school is before the 25% point of hours completed in the period of enrollment for which the student has paid for.

Determine the total scheduled hours in the enrollment period for which the student has been charged.

Divide that number into the number of clock hours remaining to be completed by the student in that period as of the last day of physical attendance at the school. Round down to the nearest 10 percent of that period.

Subtract any unpaid charges owed by the student for the period of enrollment for which the student has been charged and a $150.00 administrative withdrawal fee. Students who withdraw or terminate prior to course completion are charged a withdrawal or administrative fee of $150.00. This refund policy applies to tuition charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the Academe and are due tihe Academe (ie: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal and deducted from any refund. All fees are identified in the catalog and in the enrollment agreement. There is no refund whatsoever for registration fee, application fee, kits, books, nor supplies.

The Academe shall acknowledge in writing any valid notice of cancellation within 10 days after the receipt of such notice. Any money due to the applicant or student shall be refunded within 75 business days of the official withdrawal date. If a student chooses to withdraw from our academe for any reason and later wants to return and is accepted by Le Jeane Academe, a $150.00 re-enrollment fee will apply. The re-enrollment fee, registration fee and application fee will be charged to any student who re-enrolls in the same or a different program.

We will consider a student unofficially withdrawn if that student does not report to school or call for 72 hours (3 consecutive school days). The official withdrawal date is determined by the postmark date on the written notification, or the date said written notice is delivered to the academe director in person.

In case of a leave of absence, the academe shall return any money due to the student or applicant within 75 days of the last day of the student’s leave of absence if the student fails to return. If a student does not return or call from his/her leave of absence within 72 hours (3 consecutive school days) of his/her expected date of return, that student shall be considered terminated.

**TUITION ADJUSTMENT TABLE**

For students who enroll in and begin classes, the following schedule of tuition adjustment will be followed for refunds:

|  |  |
| --- | --- |
| **PERCENTAGE COMPLETED** | **PERCENTAGE OWED TO SCHOOL** |
| **0.01% - 4.9%** | **50.0%** |
| **5.0% - 9.9%** | **60.0%** |
| **10.0% - 14.9%** | **70.0%** |
| **15.0% - 24.9%** | **90.0%** |
| **25.0% - 49.9%** | **100.0%** |
| **50.0% AND OVER** | **100.0%** |

**NON-REFUNDABLE ITEMS INCLUDE:**

**APPLICATION FEE, REGISTRATION FEE, STUDENT KIT, UNIFORM, BOOKS AND SUPPLIES. THIS POLICY APPLIES TO TUITION CHARGED IN THE ENROLLMENT AGREEMENT. OTHER MISCELLANEOUS CHARGES THE STUDENT MAY HAVE INCURRED AT THE ACADEME (IE: EXTRA KIT ITEMS, OVER-HOUR CHARGES, UNRETURNED SCHOOL PROPERTY ETC.) WILL BE REVIEWED ON A CASE-BY-CASE BASIS AND CALCULATED SEPARATELY AS POSSILBE ADDITIONAL CHARGES AT THE TIME OF WITHDRAWAL.** *(NON-REFUNDABLE MEANS THAT THERE IS NEVER A TIME THAT THESE ITEMS WOULD EVER BE REFUNDABLE TO YOU.)*

**STANDARDS AND PROCEDURES**

**ATTENDANCE /TARDY POLICY**

Regular attendance gives students the opportunity to benefit from classroom theory and technical applications in their chosen fields. Students are encouraged to take advantage of each hour of training and the extensive and diverse practical experience offered and provided to you during your course. In order for a student to avoid probation and possible termination, they must attend regularly and comply with the following requirements. The Academe will review each student’s attendance records to ensure compliance. Because importance is placed on attendance, the following evaluation process will be used as a guide to determine if a student is attending class as required. Evaluation of each student’s attendance at a time no later than the periods noted below, will be performed. Should a student’s attendance percentage fall at or below 85%, the student will be withdrawn from the program during the introduction phase. Re-admission will be considered for a start date that will permit the student to meet a minimally uninterrupted attendance schedule.

|  |  |
| --- | --- |
| **COSMETOLOGY/ADVANCED COSMETOLOGY/ DAY TIME (20 HRS.)** | **4 WEEKS FROM START DATE** |
| **ADVANCED ESTHETICS DAY TIME** **(7 HRS.)** | **2 WEEKS FROM START DATE** |
| **ADVANCED MANICURING DAY TIME AND EVENING (7 HRS.)** | **2 WEEKS FROM START DATE** |

After the initial evaluation, attendance will be monitored weekly and recorded in each student’s file. Absences and tardiness will be handled according to the attendance and tardiness policy.

IF YOU WILL BE ABSENT:

Students are required to meet the scheduled hours as defined in our Rules and Regulations and a indicated on their contract. Students must make every effort to be in school according to his/her contract, however, if you will be absent, please note that it is MANDATORY to call into the Academe at least 60 minutes (minimum) prior to your class start time (unless you have notified your instructor prior) to report your absence and the reason you will be absent that day. It is MANDATORY to call in each day that you will be absent with the reason you will be absent. It is not acceptable to have a fellow student, friend or family member call for you. You are obligated and expected to call in for yourself and let the Academe know you will be absent. **The phone number to call to report absences is our main telephone number: 330-207-4360** If nobody picks up the call, it is acceptable to leave a message on the answering machine with: your name, the date of your call, the time of your call, the reason you are calling and the reason you will be absent.

Students may be terminated at the discretion of the Director for excessive absences if immediate improvement of attendance is not made. The Academe can only have successful graduates is the students are serious and maintain their attendance.

**\*\* Note: We will consider a student officially withdrawn from the program if a student is not in attendance and does not call to report an absence for three consecutive days (72 hours).**

**CLOCKING IN:**

When arriving at the Academe for class, students are required to use the time clock every day to monitor their attendance. Students must clock in upon arrival, clock in and out for lunch (when applicable) and clock out at the time of departure. This is the only way your attendance will be actuated and monitored. All students must clock in for themselves. It is forbidden to have another student, or anyone else clock in for you. This is entirely the responsibility of the student and should be taken very seriously as it is your record of attending class.

**STUDENTS WILL ONLY RECEIVE HOURS FOR TIME DOCUMENTED BY THE TIME CLOCK.**

Students who forget to use the time clock should clock in or out as soon as they remember. In order to receive hours for the time they were not clocked in, a “REQUEST FOR TIME CLOCK REVIEW” must be filled out by the student , within 24 hours of the missed clock-in and submitted to an instructor to verify that the student was indeed either in class or in clinic during the time the student was not clocked in. It is entirely the student’s responsibility to submit a “Request for Time Clock Review” within the valid 24 hour period for submission. After 24 hours the request is no longer valid and the student will not be awarded any hours that were missed by not clocking in. The hours logged by the time clock will then be permanent and will not be adjusted. A “Request For Time Clock Review” is only allowed three (3) times for any given course. After being used three times, a student no longer has the option to use a “Request For Time Clock Review” form and any time clock records will not be reviewed or altered.

A student who fails to clock in and out for lunch, will have their hours adjusted for lunch. Additional time will be lost if an educator cannot verify the student returned from lunch within the allotted hour.

Classes start at 9:00 a.m. for daytime class and 4:30 p.m. for evening class. Students are expected to have clocked in, been to their locker, have their kits and books with them and be at their station or desk and ready to begin training at that time. Therefore, we suggest arriving 15 minutes prior to scheduled class time so that these obligations are met and sufficient time is allowed so that the student is prepared to start training.

**STUDENTS WHO ARE NOT CLOCKED IN BY THEIR SCHEDULED START TIME WILL BE CONSIDERED ABSENT AND WILL NOT BE PERMITTED TO ATTEND THE ACADEME OR RECEIVE HOURS FOR THAT DAY.**

**ATTENDANCE LATE VOUCHER POLICY:**

Each program has a pre-determined number of “Late Vouchers” that could be used for special circumstances that would force a student to be tardy for their predetermined class start time. The voucher will permit a student to be allowed to arrive within the first 15 minutes of their predetermined class start time without the penalty of being considered absent for the day and receiving no hours. The student must arrive within 15 minutes of the class start time and present their request to use their voucher immediately upon arrival to their instructor in order to be permitted to attend school for that day. Vouchers are not valid on major test days and are non-transferable.

Advanced Cosmetology- 5 Vouchers

Advanced Esthetics- 3 Vouchers

Advanced Manicuring- 2 Vouchers

**EARLY DAILY DEPARTURE FROM CLASS**:

Students are expected to complete their scheduled hours for every day of attendance. Students are expected to remain in class until class is dismissed. If a student chooses to leave class prior to class dismissal, the missed hours will count against their total hours completed. This will reflect on overall attendance and could result in termination due to inadequate attendance hours.

**HOLIDAYS OBSERVED**

NEW YEAR’S DAY LABOR DAY NEW YEAR’S EVE

PRESIDENT’S DAY THANKSGIVING

MEMORIAL DAY CHRISTMAS EVE

JULY 4TH CHRISTMAS DAY

Any additional school closings for Staff Conference etc. will be announced when determined.

School Closures for weather conditions, icy roads, or any other situation the Director feels is necessary will appear on our website, our Facebook page and will be announced on local radio stations. If you have any questions, or are not sure whether classes will be held, please contact the Academe office for clarification.

**LEAVE OF ABSENCE:**

**An unauthorized Leave of Absence (LOA) is a temporary interruption in a student’s program of study. LOA refers to the specific time period during a program when a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during a LOA.**

In the event a student finds it necessary to be absent from school for an extended period of time, he/she may request an official leave of absence from the academe. Students may request official leaves of absence subject to the following U.S. Department of Education and NACCAS limitations.

* All requests for leaves must be submitted in advance in writing, including the reason for the student’s request, and including the student’s signature.
* The school must approve the request for a leave of absence prior to taking the leave unless unforeseen circumstances prevent a leave of absence from being requested in advance. The leave may still be granted if documentation outlining the unforeseen circumstance is provided to the academe within fifteen (15) days of the unforeseen circumstance.
* There must be a reasonable expectation that the student will return from the LOA.
* A single leave may be granted for up to one hundred eighty (180) days in a twelve-month period
* The LOA together with any additional leaves of absence must not exceed a total of one hundred eighty (180) days in any twelve (12) month period.
* The twelve (12) month period referenced in these provisions starts on the first day of the first leave
* The school does not assess the student any additional Academe charges as a result of the LOA.
* The student’s contract end date will be extended for the same number of days in the approved leave of absence.

If a student’s leave of absence is NOT approved or the student fails to return to the school at the end of an approved leave of absence, the student will be considered to have withdrawn from the school as of the start of the leave of absence. This does not relieve the student of any funds owed or owing to the Academe.

Following these guidelines, a student may be granted a leave of absence for medical or personal emergency situations. A leave of absence may be granted if:

* The student submits the written request one week prior to the intended start date of the leave.
* The leave is approved by the Administrator
* The request does not exceed the maximum leave of absence granted during a student’s program. Students may be granted only one leave of absence during their program. The leave must be scheduled after the

introduction phase of the student’s program.

**NOTE: Any service obtained or products purchased during a Leave of Absence will be charged at the full price. Student discounts do not apply during a Leave of Absence.**

**If a student does not return to the Academe at the expiration of the approved leave of absence or contact the Administrator prior to the scheduled return date to make extension arrangements, the student will be considered withdrawn from the Academe and a refund will be calculated.**

**WITHDRAWAL /RE-ENTRY**

If a student chooses to withdraw from the Academe for any reason, they must first submit a letter of intent to our Administrator. The letter must state whether they are withdrawing permanently or temporarily due to a hardship. Students are permitted to withdraw only one (1) time during their program. There is a $150.00 Administrative charge for a withdrawal. Should a student withdraw on a temporary basis (minimum time frame is thirty (30) days and maximum time frame is one hundred eighty (180) days, a re-instatement fee of $150.00 will apply and a date must be given with their anticipated return. If they are unable to return on that date, a phone call in addition to a letter must be sent to our Administrator with a revised date, at least three (3) days in advance. We will consider the student to be permanently withdrawn if we do not hear from them within seventy two (72) hours (three – 3 consecutive school days) of the anticipated return date. If a student’s performance was unsatisfactory when he/she withdrew from the Academe and later wished to re-enter the Academe, he/she will return under the same status. If a student withdraws in good standing, he/she may return under the same status without loss of credit, grades or hours. If the Academe terminates the student for any violation, they are not permitted re-entry.

**DISMISSAL POLICY**

Students may be dismissed from the Academe for failure to adhere to the rules, policies and procedures outlined in the contract and the school catalogue, criminal offenses such as theft, assault, illegal use of drugs, insubordination, aggressive

behavior or language. Any criminal offense, such as theft, assault, illegal use of

drugs will be reported to the police or other authorities and are grounds for IMMEDIATE dismissal, with no chance of re-instatement.

**TERMINATION POLICY**

A withdrawal fee of $150.00 will be charged if a student begins attendance and fails to complete the program (after three - 3 business days of signing the contract) for any reason, by either party.

**STANDARDS OF PROFESSIONALISM**

Students at Le Jeane Academe must meet the following standards of professionalism in order to ensure successful practices in their future careers:

**DRESS CODE**

* One (1) apron is supplied per student, per program. This is to be clean, ironed, not torn, unstained, unaltered and worn during all classroom and clinic-floor hours. Aprons must be removed before leaving the building at the end of class each day. If a student needs to replace their apron, they may purchase an additional shirt and/or apron at their own expense. Notify your instructor of the need to order. The cost to replace the uniform shirt is $25.00.
* No other shirt, jacket, hoodie, sweater or sweatshirt is to be worn over your uniform. Please note that any garment worn underneath must be BLACK.
* Identification badges will be issued to each student and must be worn during all clocked hours to identify students to staff and clients. Name badges are to be removed and put in personal lockers prior to leaving the building. If you arrive for class and do not have your name badge, a new one must be purchased at a cost of $15.00.
* Solid black pants and shirts are to be worn by each student with their uniform apron. Pants are to be professional in appearance, opaque and non-revealing. The pants must be clean, neat, pressed and free from tears or frays of any kind. Jeans, dresses, shorts and skirts are not permitted.
* Hoodies, scarves, hats, headwraps, sunglasses, dangling jewelry and sunglasses are not permitted. Black headbands are permitted.
* Hair is to be tied back or held back with a headband during school hours. Students are not permitted on the floor with hair that is not tied back or restricted from falling in their face by a headband or hair clip.
* Revealing clothing is not permitted. Students who are dressed inappropriately, or not dressed professionally will be sent home and receive no clocked hours for the day.
* Professional, solid black, soft sole footwear, with black socks, nylons or tights; or clean, fashionable, black tennis shoes are acceptable forms of footwear. No open-toed shoes, flip-flops, or sling-back shoes are permitted
* Le Jeane Academe reserves the right to maintain an esthetic standard for all students including proper professional hygiene. All students must arrive at the Academe with clean, groomed hair, appropriate make-up, nails clean and well-groomed and in compliance with the standard dress code. Remember – you are studying the beauty business and need to put your best foot forward every day. Students are not to wear synthetic fragrances during school hours.

**LUNCH BREAKS/BREAKS**

* Students may leave the property during lunch but must clock out for lunch and then back in when they return. If eating lunch on the premises in the student lunchroom, please be aware that only students and staff are permitted in our lunch room. No family member, boyfriends, husbands, friends etc. are permitted to have lunch with students on the Academe premises. Day Time students will have a 30 minute lunch hour. Evening Hour Students will have a 15 minute break.
* All students must arrive back and be clocked in for class at the appropriate time or will not be admitted to class for the rest of the day.

**FOOD RULES**

* Food, candy and beverages can only be consumed in the LUNCHROOM. There shall be no food, candy or beverages in the classroom, the clinical rooms or on the service floor. No gum is to be chewed anywhere in the building or on the premises.
* Student lunches/food brought into the Academe from home should be labeled with the student’s name. Food containers are not to be left overnight in the refrigerator or in the lunchroom kitchen. Anything left overnight will be thrown away regardless of what it is.
* There is a microwave for student use for heating lunches etc. Food should always be covered so as not to splatter. The microwave is to be cleaned and wiped down after each use. Each student is responsible for washing his/her own dishes, utensils, glasses, containers etc. and cleaning up their own messes, including counters, sinks, chairs.
* Do not take liberties with other students’ food. Don’t eat food that doesn’t belong to you.

**SMOKING**

* Le Jeane Academe is a SMOKE-FREE property. That means that SMOKING is strictly PROHIBITED on the entire property/facility. Smoking is also prohibited in the parking lot, outside the doors of the facility and on the sidewalk. The smell of smoke on one’s person, clothing or hair is not appropriate and will not be tolerated. The Academe reserves the right to refuse admittance to class to any student who violates this rule. Students who are refused admittance to class will be sent home for the day and no clocked hours will be given for that day.
* Tobacco in any form is strictly prohibited on school property and the above rules apply for any infraction of the rules relating to tobacco.

**CELL PHONES/PERSONAL CALLS**

* Cell phones are to be kept in each students’ personal locker while in class and practical. Students are never to have cell phones on their person, in their pockets etc. during class. Cell phones are to be turned on silent and no alarms set so as not to disturb any staff member of student. Students may only use their cell phones when they are on break. Once break is over, the student must place the cell phone back in their locker.
* Personal calls. Students may only receive a personal call at the Academe when there is an emergency. Please know that if a student receives a phone call at the Academe and it is NOT an emergency, that student will not be notified of the phone call. This policy will be strictly enforced.

**FOUL LANGUAGE/BEHAVIOR**

* Any student who is disruptive in the classroom or clinic floor for rudeness, foul language, foul behavior, inappropriate remarks etc. will be dismissed for the day with no clocked hours given.
* Proper respect is to be shown at all times by students to staff and fellow students. This includes patience, compassion and a willingness to be helpful when needed.

**VISITORS**

* Visitors are not permitted on the Academe premises for the purpose of visiting students. Students should inform friends and family that they are not permitted to receive guests while at the Academe.
* Visitors are only permitted on the premises when they are scheduled for

a service at the Academe.

**GENERAL**

To ensure that each student receives consistent and comprehensive instruction in the classroom or clinical environment, students need to remain in their assigned areas of study unless they have their instructor’s permission to be outside their assigned area of study.

To benefit from the training and technical experience that Le Jeane Academe offers, students need to be present, mentally prepared, alert and in a sober state of mind. Le Jeane Academe is a drug-free campus and has a NO-TOLERANCE policy for the use of controlled substances, intoxicants or narcotics. Students found using controlled substances, intoxicants and/or narcotics will be immediately terminated. If terminated for substance abuse, the student will still be financially responsible for any and all payments to the academe.

All services or work done by students must be assigned by the reception desk or instructor, performed under the supervision of an instructor and a final evaluation performed by an instructor within the educational parameter of the classes the student is enrolled in.

In order to perform professional services, student kits are to be complete at all times. If any kit items are missing or damaged, the student will be required to replace the item within 48 hours. If the student does not replace missing or damaged items, the student will be unable to perform professional services and may be sent home for the day with no clocked hours.

It is important to respect your fellow students, fellow student’s personal belongings, instructors, school equipment, school property and management. Stealing, defacing or damaging student or school equipment or property can result in termination and require monetary restitution.

Should a student be or become disabled during enrollment at Le Jeane Academe, and choose to communicate this to the Administrative Staff, appropriate measures can be arranged to accommodate limitations. Please be advised that where a student is unable to perform requirements necessary for completion of the curriculum scheduled for the program the student is enrolled in, with or without reasonable accommodations, a leave of absence or temporary withdrawal may be deemed necessary until such time as the student is able to perform requirements necessary for completion. The student’s attending physician must complete a “Fitness for Duty Certification”. Please see Administrative Staff for this certification and additional information if necessary.

**CONDUCT, POLICY VIOLATIONS, STANDARDS**

A student found to have committed violations of the school’s policy will be subject to a range of penalties up to and including termination and legal prosecution at the discretion of the administration.

MINOR STANDARD VIOLATIONS

Minor violations include, but are not limited to: assigned area violations, property misuses, client service violations, unprofessional behavior, cheating in the classroom, smoking or tobacco violations on Academe property, not being prepared for schedule classroom or clinic activities, insubordination, any disruptive behaviors determined by staff as interrupting or preventing the regular operation of the Academe or the education of other students, and chronic abuse of improper sign-in.

Anytime during the student’s program, the violation of a minor standard may result in lost hours. Repeated violations may result in suspension from the Academe or termination. Each violation will be documented, reviewed and discussed with the student. A penalty will be issued to the student at the time of the violation, if a penalty is going to be issued. A new period renews every ninety (90) days, but violations are kept in the student’s file on record. Violations will be handled in the following manner:

 First Offense: Verbal Warning

 Second Offense: Student Receives a Written Warning of the Violation

 With Suggestions To Correct Behavior and Discussion

 Of What Will Happen If There is a Third Violation

 Third Offense: Student Receives a Second Written Warning of the

 Violation and Possible Penalty Is Discussed With the

 Student. The Situation With All Documentation Will

Be Presented to the Review Board Consisting of Academe Staff Members Who Will Execute the Penalty.

MINOR STANDARD SUSPENSION

Students who are suspended (no matter how long the suspension is), have up to thirty (30) days to provide the Review Board with documentation that the stipulations of their suspension have been met. Once the Review Board has agreed that the student is prepared to comply with the professional standards of the Academe, the student may return to class. However, a record of suspension will be recorded in the student’s permanent file. While a student is suspended, no clock hours may be earned, and tuition charges are suspended. If a student on suspension fails to respond within thirty (30) days, the student is automatically terminated.

MAJOR STANDARD VIOLATIONS

Major standards include, but are not limited to: using controlled substances/alcohol: defacing or destroying Academe or personal property: stealing: falsifying documents (for example: signing someone else in/out for daily hours): committing fraud: abusing and/or causing physical harm to others and violating local, state and federal laws: exhibiting violence; insubordination; inappropriate language toward Academe staff, faculty, guests or students.

Anytime during the student’s program, the violation of a major standard will result in suspension pending review of this alleged violation. Depending on the outcome of this investigation, if a student is terminated from a program due to the violation, they will not be considered for re-entry into the same program or any alternative program. In addition, student will not be permitted to enter the Academe campus for any reason, including to receive client services once they have been terminated. Any monies the student would have paid would only be refunded according to the percentage of class that was completed prior to the termination. Any monies owed to the Academe would still be owed even student is terminated.

**EXTRA FEES AND CHARGES**

* Any regularly scheduled school hours that are missed by student for sickness, vacation, approved time off, unexcused absences, being sent home for being tardy, etc. will have to be made up and student will be billed at the rate of $15/hr. whether contracted tuition was half-price or full price. These charges and fees will be billed monthly and must be paid in full prior to graduation or will be considered outstanding fees.

**SATISFACTORY ACADEMIC PROGRESS POLICY**

ALL STUDENTS MUST MEET SAP REQUIREMENTS.

EVALUATION PERIODS

SAP is calculated at the end of each evaluation period based on actual hours attended. Conventional rounding to the nearest whole percentage is used for all SAP

calculations. For example, 89.5% is rounded up to 90%. 89.49% is rounded down to 89%. Evaluation periods for students who transfer in hours or re-enroll more than one hundred eighty (180) days after they last attended will be the midpoint of the contracted hours or the established evaluation periods below, whichever comes first. SAP Evaluation Reports are distributed to students within three (3) days of calculation.

|  |  |
| --- | --- |
| **PROGRAM** | **EVALUATION POINTS/ATTENDED HOURS** |
| Cosmetology | 450, 900, 1200 |
| Advanced Cosmetology | 450, 900, 1350 |
| Advanced Esthetics | 375 |
| Advanced Manicuring | 150 |
|  |  |

GRADES

At each evaluation period, a student must have a minimum cumulative grade average of 80%.

Grades on written tests, practical tests and final exams are all used to measure academic performance using the Grading Scale below:

100 – 96% A

95 - 86% B

85 - 80% C

79 - 70% D

69% and Below Failing

**PACE**

At each evaluation point, a student must have a minimum cumulative attendance rate of 90%.

Attendance is used to evaluate a student’s pace in completing his/her program within the Maximum Time Frame. Pace is calculated by dividing the number of clock hours attended by the number of clock hours scheduled at each evaluation point.

**MAXIMUM TIME FRAME**

A student must complete his/her program within 111% of the normal program length.

Maximum Time Frame is measured in clock hours scheduled and expressed in weeks. For example, if the program is 1800 clock hours in length, the Maximum Time Frame is 2000 hours (1800 x 111%) or 61 weeks for day students based on the 90% attendance requirement. This means a student cannot be scheduled for more than 2000 clock hours of coursework over 61 weeks in which to earn the 1800 clock hours needed to complete the program. The consequence of exceeding Maximum Time Frame is termination. A student may not appeal his/her dismissal from the Academe.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program** | **Hrs. In Program** | **Maximum Time Frame in Hours** | **Maximum Time Frame in Weeks (Days)** | **Maximum Time Frame in Weeks (Evenings)** |
| Cosmetology | 1500 | 1665 | 50 | N/A |
| Advanced Cosmetology | 1800 | 2000 | 61 | N/A |
| Advanced Esthetics | 750 | 833 | 44 | N/A |
| Advanced Manicuring | 300 | 333 | 9 | 18 |

**SATISFACTORY ACADEMIC PROGRESS**

A student who meets each of the minimum Grades, Pace and Maximum Time Frame requirements at the end of each evaluation period is making satisfactory academic progress.

**UNSATISFACTORY ACADEMIC PROGRESS**

A student who fails to meet one or more of the minimum Grades, Pace or Maximum Time Frame requirements at the end of any evaluation period is making unsatisfactory academic progress. The consequences for unsatisfactory academic progress may include Warning, Probation (with or without an Academic Plan), and/or dismissal from the Academe. A student will be notified in writing when failing to make satisfactory academic progress and what the consequences will be.

**WARNING**

A student not meeting Pace - Attendance Progress or Grades – Attendance Progress requirements, will be placed on Warning until the next evaluation point and considered to be making satisfactory academic progress during the Warning period.

At the end of the Warning period, a student meeting the minimum Grades and Pace requirements will re-establish satisfactory academic progress; a student not meeting one or more of the minimum Grades and Pace requirements must submit an appeal to remain at the Academe.

**PROBATION**

WITHOUT AN ACADEMIC PLAN

If an appeal is granted at the end of the Warning period, a student is placed on Probation for the next evaluation period. If it is mathematically possible for the student to regain satisfactory academic progress by the end of one Probation evaluation period, no academic plan is necessary.

WITH AN ACADEMIC PLAN

If an appeal is granted at the end of the Warning period, and the Academe determines the student will require more than one evaluation period to meet satisfactory academic progress standards, the student will be placed on Probation with an Academic Plan. The student’s progress will be reviewed at the end of each evaluation period during the probation.

A student who fails to regain satisfactory academic progress or meet the requirements of the Academic Plan at the end of each evaluation period included in the Probation period will be dismissed. A student may not appeal his/her dismissal.

**APPEAL PROCESS**

A student may appeal if he/she

 Fails to regain satisfactory academic progress by the end of the Warning

 Period.

Can substantiate that extenuating circumstances existed resulting in

 Unsatisfactory academic progress.

A student may not appeal if he/she is dismissed because of:

 He/she failed to file an appeal within seven (7) days of written notification;

 failed to use the form required by the Academe; or failed to provide

 the necessary supporting documentation or information requested.

 He/she failed to meet the conditions of an Academic Plan.

 He/she failed to regain satisfactory academic progress by the end of the

 probation period.

A student wishing to file an appeal must:

 Do so within seven (7) written days of receiving notification from the

 Academe regarding unsatisfactory academic progress.

 Complete the required appeal form(s), provide supporting documentation

 and information requested. The appeal must outline in detail the

 circumstances that negatively impacted a student’s academic progress

 and how his/her situation has changed that will allow the achievement

 of satisfactory academic progress at the next evaluation.

 Submit the appeal (forms, letters, supporting documentation) to the

 Academe Administrator.

As noted above, a student who can document extenuating circumstances may be allowed to continue schooling despite failing to make satisfactory academic progress. The student must appeal the academic progress determination in writing. Valid reasons for submitting an appeal include, but are not limited to, illness or injuries, children’s illness or injuries, family emergencies, pregnancies, maternity/paternity leave, disabilities or legal matters. The Academe will contact the student within ten (10) days of receipt of the appeal regarding its decision to grant or deny the appeal.

**RE-ENROLLING STUDENTS**

A student who re-enrolls in the Academe will return in the same satisfactory academic progress status as when training was interrupted.

**COURSE INCOMPLETES, COURSE WITHDRAWALS, REPETITIONS AND NON-CREDIT REMEDIAL COURSE**

A student will receive a grade for all coursework, retaking tests, quizzes and assignments as necessary. A student may not withdraw from a course unless withdrawing from the Academe entirely. There are no course repetitions. The Academe does not offer non-credit remedial coursework.

**TRANSFER HOURS**

Transfer hours accepted from another institution will be counted as both attempted and completed hours for Maximum Timeframe purposes.

**LEAVE OF ABSENCE**

A leave of absence extends a student’s contract date. The Maximum Time Frame is extended by the number of days the student is on leave. A student who takes a leave of absence will return in the same satisfactory progress status as when he/she began the leave.

**STUDENT SERVICES**

**STUDENT PLACEMENT/JOB SEARCH**

Although Le Jeane Academe is dedicated to the success of our graduates, we do not have control over local employment conditions or the economy. We do not guarantee any graduate a job, job placement or an income level. While we can supply graduates and alumni with a list of salons and spas in the area expressing interest in our students, this in no way constitutes a promise or guarantee of employment.

**STUDENT COUNSELING**

Throughout the student’s attendance, here at the Academe, a member of our staff will be available to discuss any problems, suggestions, questions or concerns that may exist concerning the student’s training. This type of open communication will help both the staff and the student to determine what may be needed with respect to the student’s progress concerning grades and attendance. Any additional recommendations for improvement or solutions to problems can be made at that time.

**STUDENT HOUSING**

Le Jeane Academe does not provide any student housing or become involved in suggesting any type of student housing to students or their families.

**TRANSCRIPTS**

Transcripts are available to students at a cost of $20.00 per transcript. Students must submit a written request and check or money order payable to Le Jeane Academe to receive a copy of their academic transcript.

Send Requests To:

Le Jeane Academe

Attn. Transcripts

819 McKay Court

Suite 103

Boardman, Ohio 44512

**NOTE: Official Transcripts Will Be Withheld If Tuition Or Fees Are Owed To the Academe. However, All Students Will Have the Right To View Their Transcripts.**

**LOCKERS/WORKSTATIONS**

Students are provided a locker where they may keep their belongings. Students need to provide their own locks for their locker. If students leave Le Jeane Academe by transfer, drop out, or extended leave of absence, they must take all their belongings with them. Items left in the locker and/or workstation will be disposed of after five (5) school days in order to provide space for incoming students. If a lock is left on a workstation that has been assigned to another student during a different shift, the lock will be removed at the start of the other student’s shift and any items in the workstation placed in the Student Lounge. We are not responsible for your equipment or personal belongings, so we recommend that you lock them in your locker.

**STUDENT PRIVACY**

Students have no expectation of privacy with respect to student lockers or workstations. Lockers and workstations may be searched by Le Jeane Academe staff if there is a reasonable suspicion. By entering on the premises of Le Jeane Academe, students agree that they and any parcels, including handbags, briefcases, purses, backpacks or other items and personal effect they may bring with them (including any vehicle parked on Academe property) are subject to reasonable search if there is reasonable suspicion.

**STUDENT EVALUATION**

Your progress at Le Jeane Academe will be evaluated on the basis of written tests, daily clinic practical experiences, mock practical and written examinations and projects. During your clinic time, you will also be evaluated on the services you perform on the client.

**GRADING SCALE**

**100 – 96% A**

**95 - 86% B**

**85 - 80% C**

**79 - 70% D**

**65% & BELOW FAILING**

**FEDERAL FINANCIAL AID PROGRAMS**

At this time, Le Jeane Academe is not an accredited Cosmetology School. In order to accept Federal Financial Aid Programs, the Department of Education requires that a school must be accredited. Certain requirements must be met in order to become accredited and we will be working on attaining that goal as we continue to accomplish the steps required to become accredited. At such time as we become accredited, we will then apply to accept Federal Financial Aid Programs.

**ACCESS TO CUMULATIVE RECORDS**

Students that are in regular attendance at Le Jeane Academe have the right to inspect and review educational, financial and attendance records to ensure they are accurate, factual and do not violate the student’s privacy or other rights. Any student wishing to view his/her records may do so. Parent or guardians of dependent minors may view the student’s records. No information regarding student’s records will be released or viewed without written permission from the student, and if student is a dependent minor, the parent or guardian. Third parties requiring information must do so in writing. All record viewing must be done under the supervision of the Director or the Administrator. If copies of records are requested, the Academe may charge a reasonable fee for providing copies of the records, provided the fee would not prevent the student’s access to the records.

**MAKE-UP WORK POLICY**

Students not in attendance at testing time must:

Contact their instructor immediately upon returning to the school to schedule make-up examinations.

Accept an 80% passing score for make-up exams.

Make arrangements with their instructor to take examinations or practical testing prior to a leave of absence (if absence is known ahead of time) to be eligible for full score evaluation (applies ONLY if student obtained an approved Leave of Absence or approved time away from school.

**TEST RE-TAKE POLICY**

If a student does not achieve a passing score of 80% or higher on a written exam, they are then required to re-take the exam. A re-take must be completed within one week of the original exam. If a passing score is still not obtained a written report over the tested subject matter must be completed within one week of the re-take exam. Once the report has been submitted, the student will have a week to complete a third, and final attempt at obtaining a passing score on the test. A student that does not receive a passing grade by the third attempt will receive the highest tested score.

Failure to re-take any exam within the given time fame will result in a zero for that attempt.

One re-take date will be scheduled for each practical mock exam for students who miss their scheduled mock practical, or do not receive a passing score. Failure to show for the re-take, will result in a zero. Failure to pass either practical will result in receiving the higher of the two grades.

No student will receive higher than an 80% on a re-take exam.

**SERVICE DESK**

The Service Desk Team is the first impression clients have of Le Jeane Academe. Our mission is to provide the highest quality customer service while creating a friendly, welcoming and positive atmosphere. Professionality is of the utmost concern and importance and sets us head and shoulders above the rest.

**GUEST SERVICES**

Le Jeane Academe operates via pre-booked appointments or walk-ins. Our Clients are referred to as “Guests”. Walk-in guests are accepted on a first-come, first-served basis. The appointment telephone number is: 330/729-9277. Clinic services are to be assigned by an instructor or the Director and are performed under the supervision of an instructor. All WORK MUST BE CHECKED AND GRADED BY AN INSTRUCTOR. Refusing clinic assignments or making the guest feel like the student is not interested in performing the desired service is grounds for dismissal for the day. If a student is dismissed for the day, there are no clocked hours given. Repeated refusals may result in suspension or permanent dismissal.

**STUDENT REQUESTS**

Guests may make appointments or walk in for services in our clinic. They may also request a particular student at the time the appointment is made or upon walking in. A determination will be made as to whether we can accommodate the Guest’s request for that certain student, after identifying that the student needs those particular services and has adequate to perform them.

**PRODUCT LINES**

Le Jeane Academe uses and promotes Pur Products, Ltd. products in their product line. Pur Products owns Belle Pur and N.E.T. Cosmetiques products which will be used in our Academe and throughout the student’s training. The Pur Products line is all-natural, botanical, does not contain carcinogens and is never tested on animals. Students are encouraged to educate themselves on our Belle Pur and

N.E. T. Cosmetiques product lines so that they may educate their guests about the products and understand what services the products could and would be used for, in order to use the products to their fullest and most productive. Belle Pur and N.E.T. Cosmetique products are also available for sale at the service desk so that the Guest may enjoy them at home. Students must be educated on these products so they may promote the use of them at the academe and also for retail purposes.

**SERVICE TICKETS**

For each service, a traveling ticket will be printed for the student so they may be aware of what service they will be performing and what Guest they will be performing the service on. The student is responsible for completing the ticket, obtaining a signature of completion from their instructor and bringing the service ticket to the Service Desk for check-out. It is also the student’s responsibility to escort their Guest to the Service Desk for check-out as a consideration of professionality.

**STUDENT DISCOUNT**

All active, paid-up students who are in good standing with attendance and grades shall receive 20% off any full-priced Pur Products, Ltd. retail products for their own personal use. The discount only applies to full-priced items and is not considered valid with any other promotions or on any other products that are not in the Pur Products, Ltd. product line. These discounted products are NOT for resale or for purchase for others. If students are found to be re-selling or purchasing for others, their discount will be rescinded.

**LE JEANE ACADEME STUDENT POLICY**

**Equal Educational Opportunities**

It is Le Jeane Academe’s goal to provide a professional learning environment to each and every student free of harassment, discrimination and retaliation. No student will be discriminated against, excluded from participation in, or denied the benefits of any program or activity sponsored by or conducted at the Academe, on the basis of race, color, gender, age, physical or mental disability, pregnancy, sexual orientation, religion, national origin, or veteran status or any other basis protected by federal, state or local law.

**Controlled Substances/Alcohol**

All Academe property has been designated “DRUG FREE” and the Academe is committed to full compliance with the Drug Free Workplace Act and the Drug-Free Schools and Communities Act regulations as contained in 34 C.F.R. Part 86.

Students and employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on the Academe’s property, including the grounds, parking areas, anywhere in the building, or while participating in any school-sponsored or school-related activities.

The use and abuse of alcohol and other drugs can seriously impair performance.

As a condition of enrollment or employment, students and employees must abide by the standards contained in this policy or the Academe will take one or more of the following actions within thirty (30) days with respect to any student or employee who violates this standard:

 Reporting the violation to law enforcement officials

Taking appropriate disciplinary action against such student or employee,

up to and including expulsion if a student, or termination of employment if

an employee

The possession, sale or the furnishing of alcohol and/or illegal drugs on the Academe’s campus or during Academe sponsored activities is also governed by state and federal laws. The unauthorized possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. The possession of alcohol by anyone under twenty-one (21) years of age in a public place or a place open to the public is illegal under state law. The enforcement of federal and state alcohol/illegal drugs laws on-campus is the primary responsibility of the local police department and violators may be subject to arrest, criminal prosecution, fine and/or imprisonment. In accordance with law, the Academe conducts reviews at least biennially to determine the effectiveness of this policy to ensure consistent enforcement of applicable drug and alcohol related statutes, ordinances and institutional policies against students and employees found to be in violation. Annual review reports and supporting documents will be maintained by the Academe and made available upon request.

**ALCOHOL AND SUBSTANCE ABUSE EDUCATION**

At least on an annual basis, students, faculty and staff are provided with a copy of the Academe’s Policy on Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs. New students, faculty and staff are provided this information during orientation. In addition, annually students are provided this information by means of the current Student Catalog and material posted on campus. Current faculty and staff are provided this information during their annual review. The Academe may also refer students, faculty or staff in violation of the Academe’s policy to substance abuse education or rehabilitation programs as a condition of continued enrollment or employment.

**WEAPONS**

Le Jeane Academe prohibits bringing guns, weapons, explosives or any other deadly or dangerous device onto its premises. No student, employee, contractor or visitor is permitted at any time to enter the building with a handgun, firearm, automatic weapon, explosive or any other deadly or dangerous device. Violation of this policy by any student or employee will lead to immediate discipline, including termination from the Academe.

**LOCAL SANCTIONS**

Additional sanctions may be applicable within the jurisdiction of the State of Ohio.

**POLICY REGARDING SEXUAL HARRASSMENT AND SEX OFFENSES**

As previously stated, Le Jeane Academe is committed to ensuring an educational environment free of sexual harassment, sexual violence or harassment based on sexual orientation and is committed to full compliance with the federal and state laws governing these behaviors.

In accordance with 34 C.F.R. 668.46 and the Violence Against Women Reauthorization Act of 2013 (Pub. Law 113.-4), this policy addresses the Academe’s procedures for reporting and responding to sex offenses and the Academe’s sexual violence education programs.

It is the responsibility of all persons within the Academe to work to ensure an educational environment free of sexually violent and/or harassing behavior. All members of the Academe (student and staff) are expected to report incidents of sexual harassment, sexual violence or assault and harassment based on sexual orientation.

The Academe’s anti-harassment policy applies to all persons involved in the operations of the Academe, and prohibits unlawful harassment by an employee of

the Academe, as well as students, guests, vendors or anyone who does business with the Academe. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy within the Academe, will be subject to consequences.

For grievances other than those related to Title IX, students should follow the general grievance policy procedure.

**KEY DEFINITIONS**

**Sexual Harassment** is defined as unwelcome advances, requests for sexual favors, or verbal or physical sexual conduct, or any other offensive unequal treatment of an employee, student, or group of employees or students that would not occur except for their sex when:

 The advances, request or conduct have the effect of interfering with performance of duties or studies or creating an intimidating, hostile, or otherwise offensive work or academic environment.

 Submission to such advances, request or conduct is explicitly or implicitly a term or condition of an individual’s employment or academic achievement or advancement.

 Submission to or rejection of such advances, requests or conduct is used as a basis for employment or academic decisions.

Sexual Harassment is a violation of Section 703of title VII of the Civil Rights Act of 1964 as amended in 1972, (42 U.S.C. S2000e, et.seq.), and Title IX of the Education Amendments of 1972 (20 U.S.C. 1691, et. Seq.) and is punishable under both federal and state laws. Forms of sexual harassment include, but are not limited to, sexist remarks or behavior, constant offensive joking, sexual looks or advances, repeated requests for dates, offensive sexual texting, including offensive personal photos via text, unwelcome touching, promise of reward for sexual favors. Students, faculty or staff who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the investigation.

**Sexual Violence** means physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. A number of acts fall into the category, including sexual assault or harassment based on sexual orientation, domestic violence, dating violence, and stalking. Alleged sexual violence against another may also constitute a crime resulting in an additional, independent law enforcement investigation falling outside of this Grievance Policy. These acts will not be tolerated at the Academe as such acts are inappropriate and create an environment that is contrary to the goals of the Academe. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary actions by the Academe and/or by appropriate law enforcement agencies.

**Sexual Assault** includes, rape, acquaintance rape, fondling, incest, statutory rape, as well as other forms of nonconsensual sexual activity.

**Domestic Violence** means a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabiting with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or any other person against an adult or youth victim who is protected from that person’s act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating Violence** means a violence act committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Stalking** means engaging in a course of conduct of two or more acts including but not limited to acts in which the stalker directly, indirectly, or through third parties, or by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person or interferes with his or her property that is directed at a specific person and would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Consent** means voluntary agreement to engage in sexual activity by verbal agreement or active and willing participation in sexual activity. Someone who is incapacitated or under the age of consent under state law cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent may be withdrawn at any time. Coercion, force, or threat of either invalidates consent.

**Reporting Sexual Offenses**

Upon observing, or involvement in any type of sexual harassment, violence or assault (sex offense) on campus or on public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to or accessible from the campus, the Academe encourages students, faculty and

staff to promptly report the incident to the local police and/or the Academe’s Administration Office at: **Le Jeane Academe, 819 McKay Court, Suite 103, Boardman, Ohio 44512, Phone: 330/729-9277**

**Victims of Sexual Assault/Violence** If you are a victim of sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain any necessary medical treatment. Information about the alleged offense should be reported to the local police and also the Academe’s Administration Office as soon as possible. Time is a critical factor for evidence collection and preservation.

A student who misses hours as a result of being a victim of a violent crime, including assault or sexual violence, shall not be penalized for missing hours if that student presents a police report or other evidence sufficient to document the incident that cause the missed hours. Student would be responsible for reporting the incident immediately to the Administration Office so that the Academe is aware of the situation.

**Prohibited Conduct** This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

**Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education or employment**

**Submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual’s education or employment**

**It creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student’s ability to participate or benefit from the student’s education program**

Unlawful harassment or discrimination may include racial epithets, slurs, derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories. Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented “kidding” or “teasing”, practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person’s body. Gender –based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of sexual nature.

**Complaint/Grievance Procedure**

If you believe you have experienced or witnessed harassment or sexual violence, notify your Instructor, Administrator or Director as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contact worker, student, vendor or other person who does business with this Academe is exempt from the prohibitions of this policy. Supervisors will refer all harassment complaints to the Administration Office, which will handle both student complaints and employee complaints. In order to facilitate the investigation of your complaint, your report should include details of the incident/or incidents, names of the individuals involved, names of witnesses, dates, times, locations of the incident/incidents.

**Reporting Requirements**

Victims of sexual misconduct should be aware that the Academe’s administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus – both students and staff alike. The Academe will take every caution to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of potential danger. The Academe reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

**False Reporting**

Knowingly filing a false report is cause for disciplinary and potentially criminal and civil action. The Academe prohibits an individual from knowingly filing a false report or making misrepresentations of sexual misconduct (including sexual assault, sexual discrimination, and sexual harassment). However, a report made in good faith is not considered false merely because the evidence of the allegation may not ultimately support the allegation of sexual misconduct.

**Investigation of Complaints**

In response to all complaints, the Academe will attempt to promote prompt and equitable resolution through an impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The Academe shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. The Academe will take into the consideration the preponderance of evidence standard to investigations and based on that evaluate whether it is likely that the alleged conduct occurred or did not. If a police report on the incident is filed, the Academe shall abide by the outcome of the police investigation. Complainants should be aware that in a formal investigation, due process generally dictates that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

Once the Administrative Office receives a sex offence report, the following steps will be taken:

The Administrator will immediately assess whether the information in the sex offense report warrants a timely warning, and if so, will contact the Director of the Academe immediately to execute that procedure.

The Administrator, will, within twenty-four (24) hours of receipt of the report, provide the individual making the report of an alleged sex offense with:

 A copy of this policy

 Information on the right to report the incident to the local police

 Information on Victim Resources

During the investigation, the Academe will provide interim measures, as necessary, to protect the safety and well-being of the students and/or employees involved.

The Administrator will investigate the incident by interviewing the individual filing the report, the accused, Academe employees, witnesses and others as necessary to gather facts concerning the alleged incident.

The time necessary to complete the investigation will vary depending on complexity, but generally will be complete within forty-five (45) to sixty (60) days of the date the report is first received by the Administrator.

The Academe will inform both parties of its’ final determination in writing. The Academe does not provide for an appeal of the final determination.

**Retaliation Prohibited**

The Academe will not retaliate against any student or employee for filing a complaint and will not tolerate retaliation by other students or employees. If a person filing a complaint feels they have been retaliated against, that person should immediately notify their Instructor or the Academe Administration Office.

**Disciplinary Options**If the Academe determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved. The Academe will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the Academe to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Student disciplinary actions for student-related harassment or discrimination claims may include, but are not limited to, suspension, expulsion and/or protective order to stay away and off of Academe property.

To the extent that a student or employee is not satisfied with the Academe’s investigation and determination of discipline in handling a harassment or discrimination complaint, that student or employee is free at any time to initiate a criminal investigation, that could be conducted separately or at the same time as the Academe’s investigation. The criminal process is totally separate and apart from the Academe’s investigation and has nothing to do with the Academe’s investigation. However, if a criminal investigation determines an outcome different from the Academe’s – the Academe will abide by that outcome and act accordingly.

**Education**

The Academe educates the student community about sex offenses, violence prevention and Academe policies in the Student Catalog and Handbook and also at orientation prior to beginning of classes.

**Additional Information**

The standards put forth in these policies pertain to all incidents of criminal sexual violence or assault that could occur on property operated by Le Jeane Academe. It is our general procedure to cooperate with local law enforcement agencies in regard to any incident involving any student of sexual violence.

**HARASSMENT/BULLYING**

Le Jeane Academe does not tolerate any form of harassment or bullying. This includes any physical, verbal, or written contact or behavior demonstrating hostility towards a person for any reason, specifically including but not limited to actions based upon a person’s age, race, sex, color, religion, national origin, disability, personal characteristics, or otherwise. Cyber-bullying is also not tolerated. This includes the use of phones, emails, web sites, social media sites and any other written material or photographs used for the purpose of harassing or bullying another. Any incidents, concerns, or complaints should be reported immediately to your Instructor or the Administrator, and/or to any member of staff. Violations will be reviewed and dealt with accordingly, including but not limited to termination from the program.

**CODE OF ETHICS STUDENTS**

Students are expected throughout their education with us to adhere to a firm, professional code of ethics. Le Jeane Academe’s prime objective is to produce well-rounded, prepared, responsible, reliable and confident entry-level stylists/manicurists/estheticians/instructors and managers with appropriate work ethics and social skills. The prime objective of the student is to dedicate himself/herself to becoming a well-trained graduate poised for success. This happens by committing to the program, working hard, possessing self-worth, a positive attitude and a desire to be present in mind and body during your classes, study and test-taking. Constant focus by each student on his/her course objectives is crucial to maximizing the educational experience. It is the responsibility of each of us here at the Academe and in this industry to maintain the highest professional and ethical standards possible.

PLEASE NOTE THE FOLLOWING:

**APPROPRIATE BEHAVIOR:**

An enthusiastic desire to learn

Emotional control

Positive approach to leaning, guests, fellow students

Good manners

Effective communication

Respect and courteous behavior toward staff, guests, fellow students and school property

Stylish, clean, neat uniform, make-up and personal hygiene.

Taking complaints or concerns through the proper channels (See Grievance Policy)

A desire to be helpful in all matters concerning fellow students, school work, general tasks

**INAPPROPRIATE BEHAVIOR:**

Gossiping

Spreading rumors

Criticizing

Disputes with others

Disrespectful attitude towards others, school property

Unprofessional attitude while with guests

Bringing your personal drama in the school and verbalizing it

Coming to school with dirty uniform, dirty hair, unkept, no make-up, unprofessional appearance

Profanity

Bringing controlled substances into the Academe

Misconduct

Violation of this code in any form or a display of poor professionalism may result in a written warning, an immediate one week suspension or termination from the

Academe. This code cannot cover every ethical concern that may face a person choosing to study at our academe or enter into our industry. Truthfulness, trustworthiness, fairness and following all of the school’s policies and procedures will prepare our students for their chosen field. We are here to prepare you for success. Focus on your education and remember that it is not the hours you put in here, but what you put into your hours that counts toward success.

**CODE OF ETHICS ACADEME**

The Academe’s principle objective is to train students to become qualified cosmetologists, estheticians and nail technicians, in order to render the best possible services to patrons.

The Academe will continuously strive to improve upon operations, procedures and programs to keep abreast of the ever-changing techniques and developments in this ever-changing industry.

The Academe will always observe all rules and regulations regarding safety and health issued by the State Board of Cosmetology and the Health Department.

The Academe encourages its instructors and staff to remain current of the latest teaching methods in the cosmetology profession so that we may transfer the most cutting-edge educational information to our students.

The Academe maintains honest and fair relationships with its staff, students, guests, vendors and other schools in the State of Ohio.

The Academe uses preferred teaching methods in the way of text books, educational materials and tools in order to maintain the best possible education for our students.

The Academe makes honest representations to its’ students.

The Academe keeps student records private. No information is given to anyone for any reason. Students must provide a release form to the Administration office in order for their records to be released.

The Academe does not criticize or reflect unfavorably on any other cosmetology school or anyone in the cosmetology profession.

**SAFETY AND SECURITY PROCEDURES**

Safety is the number one priority at Le Jeane Academe. To avoid injuries, accidents or falls students are required to take the following safety precautions and measures:

Immediately wipe up any spills/liquids on the floor to avoid slippage

Watch that hot water is not too hot and could scald you or someone else

Keep all aisles and work stations free from personal items and debris

Assist elderly or disabled clients to and from their service

Use equipment properly and put it away properly when done using

Do not climb on ladders, boxes, chairs etc.

Do not carry heavy boxes, equipment, machines, etc.

Do not use power tools

Do not access electric panels/plugs/light bulbs etc.

Use sharp utensils (files, nippers, etc.) properly

Do not use any electrical equipment in or near water

Respect and handle properly any chemicals required for learning

If you see anyone doing anything dangerous, please alert a staff member

**SAFETY REPORTS**

For all minor or serious accidents, a staff member needs to be notified to report to the scene to submit the following information in a written Incident Report on behalf of the injured party, for the files. Information to be included is as follows:

Name, Address, Phone Number of the Injured Person

Name of Student(s) and Educator Involved With a Guest (If a Guest Accident)

Date and Time of Accident

Description of How the Accident Happened

Name, Address and Phone Number of Any Witnesses to the Accident

**MEDICAL EMERGENCIES AND ACCIDENTS**

In an effort to provide and maintain a safe and accident-free academic and working environment, we have established the following procedures in the event a student witnesses or becomes involved in an accident or occurrence.

**Emergency/Medical**

Notify staff immediately who will call 911, in case of an emergency such as, but not limited to:

Serious Fall

Apparent Heart Attack

Unconsciousness

Chemical Product Accident

Violent Acts (Assault, Rape etc.)

WHEN CALLING 911, STAFF MUST PROVIDE THE FOLLOWING INFORMATION:

Nature of the Medical Problem

Address of the Building

Location of the Person In the Building

THE STAFF SHOULD:

Notify the Administrative personnel of the location and nature of the accident

Stay with the injured person

Have someone meet the emergency medical services personnel

Keep the area clear of bystanders

**Non-Emergency/Medical**

All accidents must be reported to a staff member. The staff member will attend to the injured guest or student and determine if professional medical attention is required. If there is any doubt, we recommend the injured person see a doctor. If the student or guest is not able to make arrangements to go to the doctor themselves, the school administration should be contacted for assistance. The incident/accident should be documented, and the forms filed at the administrative office. Non-Emergency numbers are as follows:

Boardman Fire Department Station 74 330/726-4199

(South Avenue)

Boardman Fire Department 330/726-4155

(Boardman-Poland Rd.)

Boardman Fire Department 330/726-4144

**COUNSELING**

Any student in need of counseling please call:

LOCAL CRISIS HOTLINE

Help Hotline – Mental Health, Victims, Crisis

Mahoning County: 330/747-2696 or 1-800-427-3606

**FIRE**

In all cases of during a fire, students and staff MUST:

Evacuate the building immediately through the nearest, SAFE, exit door (please familiarize yourself with these exit doors).

Instruct all guests to evacuate the building

Assist Guests who need help evacuating the building

Do not use the elevator during a fire emergency

Once you exit, walk to the nearest area of the parking lot that is free of fire and

Emergency personnel, vehicles or equipment

Re-enter the building only when the fire department or administrative personnel have given clearance and declared it safe to re-enter.

**FIRE DRILLS**

Fire drills will be conducted from time to time. These may be in conjunction with the local fire department. Even though it is a drill, all students and staff must comply with the above procedures in evacuation and re-entering of the building.

**ESCAPE ROUTE**

Exit maps are located throughout the upstairs and downstairs areas of the Academe. Familiarize yourself with the escape routes.

**TORNADO WARNINGS**Based on weather service information, we will make a decision on when to evacuate students, staff and guests to protected areas of the building where there are no windows, such as the basement area of the building.

**BOMB THREAT**

In case of a bomb threat at Le Jeane Academe:

Immediately contact administrative personnel who will call 911 for assistance

Evacuate the building when directed by administrative personnel or the police

Remember in all situations to be calm, alert and follow direction.

**ACADEME GENERAL POLICIES**

**CAFÉ**

Le Jeane Beane Café & Creperie is located inside Le Jeane Academe. The hours of operation are: M-F 8:00 am to 9:00 pm. Saturday 8:00 am to 6:00 pm.

The café opens at 8:00 am so students may access it for breakfast before class starts. Students with their name badges on will receive ten percent (10%) discount off all menu items for their own consumption. During school operating hours, all students must order their food and take it upstairs to the student lunchroom/lounge. There shall be no food or beverages on the floor at any time. All food shall be consumed in

the student lunchroom/lounge. Student discounts are not valid when student is not in attendance for class at the Academe (ie: if student comes in after school with family, friends etc. – no discount will apply). There is no “credit” allowed. All food, items must be paid for at the time of purchase. Discontinued, withdrawn, or graduated students are no longer eligible for any discounts.

**PARKING**

Students will park in the rear of the building and enter the Academe through the rear entrance. Always lock your vehicle to protect your belongings. Le Jeane Academe is not responsible for any loss due to theft in the parking lot.

**ENTERING THE BUILDING**

When entering the building through the rear common entrance from the parking lot, be aware that this common entrance is for the rest of the tenants as well as Le Jeane Academe. Be respectful of others’ work places and keep your voices at a respectful level that would be conducive with doing business. There should be no loud, raucous behavior, shouting, yelling, laughing etc. when entering the building.

**ARRIVING FOR CLASS**

Students will enter through the rear entrance of the building and report to the second floor daily where they will put their belongings in their lockers, put their aprons on and prepare for class. They will then go downstairs to the front desk and clock in for the day with the receptionist. At that point, they will report for class, fully prepared with text books, kits, uniform and a positive attitude.

**STUDENT SERVICES**

Students are allowed to come in to the Academe for services when they ARE NOT in class. There will be no services allowed on students while they are supposed to be in class. Students are entitled to a 15% discount on all services. They must sign the appropriate service waiver just as any guest would sign. Students are obligated to pay for the service PRIOR to the service being performed. Students must schedule the service and put it on the book with the front desk just as if they were a guest. There will be no “credit” provided. All services must be paid for in full at the time of service.

**GRADUATION, LICENSING, TESTING REQUIREMENTS**

***Graduation:***

In order to be considered a graduate of his/her program of study, a student must:

Meet minimum course requirements.

 Complete 1500 hours for Cosmetology, 1800 hours for advanced Cosmetology, 750 hours for Advanced Esthetics and 300 hours for Advanced Manicurist.

Meet satisfactory academic progress,attendance requirements, & financial obligations:

 Complete tuition and fees obligations

**COLLECTION POLICY:**

Students who have terminated their course of study with Le Jeane Academe are expected to pay any balance due to the Academe within thirty (30) days from the date of termination. The Academe reserves the right to make reasonable payment arrangements for any balance owed to the Academe. Failure to make arrangements and/or to make payments as agreed will result in implementation of collection proceedings.

Students not meeting all requirements will not be eligible to receive a diploma or have their hours released to the State for licensure or transfer.

***Licensing Requirements***

To receive a license in the State of Ohio, a student is required to:

 Complete the hours in a course of instruction

 Submit the following items to Administration at an exit interview:

 License Application

 License Fee (Check or Money Order)

 Application Fee – Written, Practical, Advanced 63.00/& Work Permit – 70.50 (Licensing Fees Are Subject to Change Without Notice)

 Valid Picture I.D.

Note: Due to verification of hours, grades, tuition, the processing of the student’s State Board Application can take up to three (3) weeks prior to being mailed to the Ohio State Board of Cosmetology after completion of hours.

 Pass the written theory and practical exam conducted at and by the Ohio State Board of Cosmetology.

Applicants that fail to attend their schedule examination date must pay a reschedule fee in order to be rescheduled. Failure to provide at minimum a **twenty-four (24) hour notice of cancellation** will increase the reschedule fee as follows:

Practical/Theory/Advanced $80.00 Practical/Theory $40.00

Advanced Only $40.00

Cancellation of a scheduled examination MUST be emailed to examcancellation@cos.state.oh.us.

**CANCELLATION BY PHONE OR VOICE MESSAGE WILL NOT BE ACCEPTED.**

**WORK PERMIT POLICY**

Applicants scheduling for an examination will only be issued one (1) Work Permit. The work permit will expire on the date of the originally scheduled examination. **Rescheduling of an examination date does not extend the date of the work permit. Applicant is only eligible for one (1) work permit. If you do not pass your original scheduled test, you will not be eligible for another work permit while you are waiting to take your test again.**

**Le Jeane Academe, Ltd. Is licensed by:**

**Ohio State Board of Cosmetology**

**1929 Gateway Circle**

**Grove City, Ohio 43213**

**614/466-3834**

**614/644-6880 (Fax**