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MISSION STATEMENT

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

SCHOOL INFORMATION

Prospective Students are encouraged to review this catalog prior to signing an enrollment agreement and review the School Performance Fact Sheet that must be provided to you prior to signing an enrollment agreement.

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

OWNER

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

ACCREDITATION AND APPROVALS

JD Academy of Salon and Spa is Accredited by NACCAS and approved by the following agencies:

NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES (NACCAS)
3015 Colvin Street, Alexandria, Virginia 22314
Telephone: (703) 600-7600 Fax: (703) 379-2200 Website: www.naccas.org

US DEPARTMENT OF EDUCATION
Federal Student Aid Program Compliance
San Francisco / Seattle School Participation Division
50 Beale Suite 9800, San Francisco, CA 94105-1863
Telephone: (415) 486-5677 Website: www.ed.gov

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P. O. Box 980818, West Sacramento, CA 95798-0818
Telephone: (916) 431-6959, (888) 370-7589 Website: www.bppe.ca.gov

CALIFORNIA BOARD OF BARBERING AND COSMETOLOGY
(Department of Consumer Affairs)
2420 Del Paso Road, Suite 100, Sacramento, A 95834
Telephone: (916) 445-1254, (800) 952-5210 Website: www.dca.ca.gov

VETERANS AFFAIRS
1227 O Street, Suite 300, Sacramento, CA 95814
Telephone: (888) 442-4551, (916) 653-2573 Website: www.va.gov

VOCATIONAL REHABILITATION
Greater East Bay District Office
1485 Civic Court, Suite 1100, Concord, CA. 94520
Telephone: (925) 602-3953 Website: www.dor.ca.gov
APPROVAL DISCLOSURE STATEMENT

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

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

- **Cosmetology** 1600 Hours
- **Esthetician** 600 Hours

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

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

All courses are taught in English.

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

POLICY & PROGRAM CHANGES

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

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

CAREER OPPORTUNITIES

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

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

PHYSICAL DEMANDS & SAFETY PRECAUTIONS

Prospective students and graduates are advised that they can expect to be on their feet for a substantial amount of time. They will also be expected to develop good hand eye coordination and dexterity. They must always exercise proper posture in order to prolong their ability to remain in the profession. Students and graduates are expected to always exercise safe practices such as wearing gloves while handling chemicals, wearing protective apron and closed toe shoes to prevent injury.
STUDENT SERVICES
JD Academy of Salon and Spa's Career Services are a vital part of the educational program. Placement assistance is provided. However; it is understood that the School does not and cannot promise or guarantee employment or a level of income or wage rate to any student or graduate.

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

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

ENROLLMENT AND CLASS START SCHEDULE

**2019**
**START DATES FOR ALL PROGRAMS**
- January 7/8, 2019
- February 11/12, 2019
- March 18/19, 2019
- April 22/23, 2019
- May 27/28, 2019
- July 8/9, 2019
- August 12/13, 2019
- September 16/17, 2019
- October 21/22, 2019
- December 2/3, 2019

**2020**
**START DATES FOR ALL PROGRAMS**
- January 20/21, 2020
- February 24/25, 2020
- March 30/31, 2020
- May 4/5, 2020
- June 8/9, 2020
- July 13/14, 2020
- August 17/18, 2020
- September 21/22, 2020
- October 27/28, 2020
- Nov. 30/Dec. 1, 2020

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

**2019 AND 2020 HOLIDAYS AND SCHOOL CLOSURE POLICY**
JD Academy of Salon and Spa is closed on the following days:

**2019**
**HOLIDAYS AND SCHOOL CLOSURE**
- New Year’s Day: January 1, 2019
- Memorial Day: May 27, 2019
- Summer Break: July 4-6, 2019
- Labor Day: September 2, 2019
- Veterans Day: November 22, 2019
- Thanksgiving: November 28-30, 2019
- Winter Break: December 23-31, 2019

**2020**
**HOLIDAYS AND SCHOOL CLOSURE**
- New Year’s Day: January 1, 2020
- Memorial Day: May 25, 2020
- Summer Break: July 4-6, 2020
- Labor Day: September 7, 2020
- Veterans Day: November 11, 2020
- Thanksgiving: November 26-28, 2020
- Winter Break: December 24-31, 2020

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

The following student schedules are offered for the JD Academy Cosmetology & Esthetician Courses:

Fulltime: 9:00 am to 5:00 pm Tuesday through Saturday
37.50 hours per week
Cosmetology Course Length: approximately 43 weeks / 11 months
Esthetician Course: This schedule is currently no available for Esthetician

Three Quarter: 9:00 am to 5:00 pm Tuesday through Friday
30 hours per week
Cosmetology Course Length: approximately 54 weeks / 12.5 months
Esthetician Course Length: approximately 20 weeks / 5 months

Part-time Day: 9:00 am to 2:30 pm Tuesday through Saturday
27.50 hours per week
Cosmetology Course Length: approximately 59 weeks / 14.5 months
Esthetician Course Length: approximately 22 weeks / 5.5 months

Evening Part-time: 5:00 pm to 10:00 pm Monday through Thursday
20 hours per week
Cosmetology Course Length: approximately 80 weeks / 19 months
Esthetician Course Length: approximately 30 weeks / 7.5 months

JD Academy of Salon and Spa reserves the right to change class schedules within the limitations of the facility.

SCHEDULE CHANGE REQUESTS:

Student may request a class schedule change by completing a Schedule Change form (in the Registrar’s Office).

The schedule change may be approved if:
- Student follows the schedule change policy
- There is enough room in the class schedule requested
- Director approves the schedule change
- All parties acknowledge changes to the contract period/graduation date with signatures on either the Enrollment Agreement or an Enrollment Agreement Addendum
- Student pays the schedule change fee of $75
ADMISSIONS POLICY / REQUIREMENTS

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

- Complete an Enrollment Application
- Be a minimum age of 17 years of age and provide proof of age such as a driver’s license, birth certificate, or passport.
- Provide proof of high school or equivalent completion via one of the following:
  - High School Diploma
  - Official High School Transcript showing high school completion
  - GED
  - High School Equivalency Certificate
  - College Transcript (showing successful completion of at least a two-year program that is acceptable for full credit toward a bachelor’s degree)
- Provide social security card
- Complete and sign an Enrollment Agreement (Students under the age of 18 are required to have a parent or legal guardian to sign the Enrollment Agreement).
- Pay non-refundable $100 application fee upon enrollment (non-refundable application fee is $10 for US Veterans

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

JD Academy of Salon and Spa may accept up to 700 transfer hours for the Cosmetology program and up to 150 transfer hours for the Esthetician program. The number of hours allowed to be transferred is based on the outcome of a technical and practical entrance evaluation. Technical evaluation fee is $100. Students to provide their own supplies and tools for technical evaluation exam.

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

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

Foreign high school transcripts or equivalent require translation, evaluation, and/or verification from a third-party evaluation service qualified to translate documents into English and confirm the academic equivalence to a U/S/ high school diploma. Prospective student will be responsible for any fees related to the transcript evaluation.

TRANSFER POLICY

JD Academy of Salon and Spa will accept up to 700 transfer hours for the Cosmetology program and up to 150 transfer hours for the Esthetician program. Transfer hours that are accepted are counted as both attempted and completed for the purpose of determining when the maximum allowable time frame for the program has been exhausted. Transferring student must pass Phase One testing in all areas before entering Phase Two and performing services in the Student Salon.

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

The transferability of JD Academy of Salon and Spa credits and/or hours is at the complete discretion of the receiving institution.

RE-ENTRY/RE-ENROLLMENT POLICY

If a student has been dropped for any reason and is approved to re-enroll, the student will be charged a $100.00 application fee and a $150.00 administrative fee. The student will be charged for their remaining hours at the current tuition rate.
LEAVE OF ABSENCE POLICY

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

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

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

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

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

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

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

Leave of absences will NOT be approved if the leave of absence together with any previous leaves of absence exceed a total of 180 days in any 12-month period.

Leave of absences will be approved for no less than 14 consecutive calendar days.

A student granted a leave of absence that meets the above criteria is not considered to have withdrawn and no refund calculation is required at this time.

The school may not assess the student any additional institutional charges as a result of the leave of absence.
The school will extend the student’s contract period by the same number of days taken in the leave of absence.

A student who takes an unapproved leave of absence will be withdrawn, and the student’s withdrawal date for the purposes of calculating a refund will be the student’s last day of attendance.
FILE RETENTION AND ACCESS TO FILES

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

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

Students (or parents or guardians, if the student is a dependent minor) are guaranteed access to their school records with a staff member present, within 30 days from the date of the request. Copies of all records can be requested at $.25 per page.

General Release of Information:

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

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

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

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

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Technical Instruction Hours</th>
<th>Practical Operations (Actual Operations – Not Hours)</th>
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<tbody>
<tr>
<td><strong>Hair Dressing (1100 total hours required)</strong></td>
<td>Minimum Hours Required</td>
<td>Minimum Operations Required</td>
</tr>
<tr>
<td>Hairstyling</td>
<td>65</td>
<td>240</td>
</tr>
<tr>
<td>Permanent Waving and Chemical Straightening</td>
<td>40</td>
<td>105</td>
</tr>
<tr>
<td>Hair Coloring and Bleaching</td>
<td>60</td>
<td>50</td>
</tr>
<tr>
<td>Hair Cutting</td>
<td>20</td>
<td>80</td>
</tr>
<tr>
<td><strong>Health and Safety (200 total hours required)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laws and Regulations</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>Health and Safety Considers</td>
<td>45</td>
<td>0</td>
</tr>
<tr>
<td>Disinfection and Sanitation</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>Anatomy and Physiology</td>
<td>15</td>
<td>0</td>
</tr>
<tr>
<td>Board Approved Health and Safety Course</td>
<td>To be determined</td>
<td>To be determined</td>
</tr>
<tr>
<td><strong>Esthetics (200 total hours required)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manual, Electrical, and Chemical Facials</td>
<td>25</td>
<td>40</td>
</tr>
<tr>
<td>Eyebrow Beautification and Make-up</td>
<td>25</td>
<td>30</td>
</tr>
<tr>
<td><strong>Manicuring and Pedicuring (100 total hours required)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manicuring and Pedicuring</td>
<td>10</td>
<td>25</td>
</tr>
<tr>
<td>Artificial Nails and Wraps</td>
<td>25</td>
<td>120</td>
</tr>
</tbody>
</table>

Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not yet meet the total hours required in the subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

Source: [https://www.barbercosmo.ca.gov/schools/curriculum_req_cosmo.pdf](https://www.barbercosmo.ca.gov/schools/curriculum_req_cosmo.pdf)

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

<table>
<thead>
<tr>
<th>JD ACADEMY OF SALON AND SPA COSMETOLOGY PROGRAM SUBJECT/HOURS:</th>
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<tr>
<td><strong>1600 CLOCK HOURS</strong></td>
</tr>
<tr>
<td><strong>SUBJECT</strong></td>
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<tr>
<td>Hair Styling/Dressing: Chemical Treatments, Permanent Waving / Coloring and Bleaching / Hair Cutting</td>
</tr>
<tr>
<td>Health and Safety: Laws and Regulations / Health and Safety Considerations / Disinfection and Sanitation / Anatomy and Physiology / State Health and Safety</td>
</tr>
<tr>
<td>Esthetics: Manual, Electrical, and Chemical Facials / Eyebrow Beautification and Make-up</td>
</tr>
<tr>
<td>Manicuring and Pedicuring including Artificial Nails and Wraps</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

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520 SAN RAMON VALLEY BLVD. DANVILLE, CA 94526 (925) 855-5551
WWW.JDACADEMY.COM
March 1, 2019-June 30, 2020
COSMETOLOGY COURSE DESCRIPTION

1600 HOURS - COSMETOLOGY COURSE: ALL COURSES ARE TAUGHT IN ENGLISH
The primary purpose of the cosmetology program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the state board examination and for job competency in entry level positions in cosmetology or related career field.

COSMETOLOGY COURSE OBJECTIVE

Upon completion of the program requirements the determined graduate will be able to project a positive attitude and a sense of integrity, practice proper grooming and effective communication skills and visual poise. He/she will be able to understand employer employee relationships and respect the need to deliver worthy service for a value received, perform basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp hair conditioning, facials, manicures, pedicures, and nail extensions. The determined student will also be able to perform basic analytical skills to determine proper make up, hairstyle and color application for the client’s best overall look, and apply theory, technical information and related matter to assure sound judgments, decisions, and procedures.

COSMETOLOGY COURSE OUTLINE

The Cosmetology Course is divided into four parts.

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

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

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

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

Milady E-Book
Milady Text, 2016 Edition
Milady Study Guide: The Essential Companion
2016 Edition Milady Practical Workbook,
Milady Theory Workbook, 2016 Edition
Milady MindTap
California State Board of Barbering and Cosmetology Act and Regulations
California State Board of Barbering and Cosmetology Health and Safety Course
California State Board of Barbering and Cosmetology Health and Safety Exam Book
Dermalogica – Skin Fitness Plan
Bio-Elements – The Book
Sam Villa Tutorial Videos
Sassoon Theory/Workbook/DVD Bundle
Business Series
Redken Certified Haircolorist Study Guide
Redken Principal Based Haircolor
Redken Art of Consultation
Various DVD’s by Redken, Milady, Sam Villa, Behind The Chair, etc.
Salon Fundamentals Pivot Point
Salon Management by Milady
Haircare and Braiding by Milady
Beauty and Wellness by Milady
Color, Chemical & Texture Services by Milady
Anatomy & Physiology by Milady Student Reference Guide by Milady
Pivot Point Salon Success
Pivot Point Long Hair Design
Pivot Point Hair Design
Pivot Point Color Design

*JD Academy of Salon and Spa reserves the right to substitute or change cutting, coloring, and business textbooks and resource materials without prior notice at the expense of JD Academy of Salon and Spa.
COSMETOLOGY GRADING
Achievements are evaluated by means of Quantitative written and Qualitative practical exams. The exams are based on the theory and practice of cosmetology.

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

Written tests require demonstrations of competency for the required comprehension and knowledge of:
- Theory
- Principles
- Practice of Cosmetology

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

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

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- Students are monitored with progress reports monthly to assist in keeping students on track. If students are not meeting satisfactory progress requirements, they must retake tests and/or redo operations.
- Evaluations are performed for Satisfactory Academic Progress (SAP) at 450 hours for hours 1-450, at 900 for hours 451-900, and at 1250 hours for hours 901-1250.
- Financial Aid Satisfactory Academic Progress (SAP) evaluations for eligibility of financial aid are performed at 450 hours for hours 1-450, at 900 for hours 451-900, and at 1250 hours for hours 901-1250.
- Prior to completion of 1250 hours the instructor will check in with the student to see if he/she is on target for graduation and is meeting requirements as scheduled. Student will take a mock state board exam and JD Academy of Salon and Spa may assist student in completing the Pre-Application form for State Board licensure exam.
- Final evaluation at 1600 hours includes the student handing in their Exit Interview.
## COSMETOLOGY SUBJECT MATTER

<table>
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<th>OBJECTIVE</th>
<th>RELATED MATERIAL</th>
<th>LEVEL OF ACCEPTABILITY</th>
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<tr>
<td>Barbering &amp; Cosmetology Act and the State Board’s Rules &amp; Regulations/Salon Management, Business Techniques, Communication-Human Relations, Professional Development, Career Development</td>
<td>Familiarization with laws relating to practice as an applicable student and licensed cosmetologist. Interaction with the public, skills in public relations, techniques of selling, and professional services recommendations, and basic salon management techniques. Spa maintenance, cleanliness, laundry.</td>
<td>Definitions, classifications, registrations, exam fees, reciprocity, and sanitary regulations; Board: powers, duties, appointments, terms and compensation. Personal hygiene, grooming, poise, personality development; professional: ethics, laws, insurance, payroll deductions, salon opening and layout, salesmanship and advertisement, business operation and personnel management, business records and supplies, first aid, booking appointments and patron reception, employment application and resume and obtaining employment.</td>
<td>75% Minimum Score on Written Exam.</td>
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<td>Health &amp; Safety/Hazardous Substance</td>
<td>Familiarization regarding chemicals used and basic health issues in establishments, material safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases (including HIV/AIDS and Hepatitis B). Use tools, equipment, and safety requirements.</td>
<td>Students will garner much information from the theory class, demonstration of the proper use of equipment, and practicing health and safety information found in State Board Health and Safety text.</td>
<td>75% Minimum score on written exam.</td>
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<td>Disinfection, Sanitation</td>
<td>Learn necessary sanitary conditions for practice of cosmetology and the prevention of infectious and contagious diseases.</td>
<td>Sanitary, sterilization, and disinfectant rules and methods, bacteriology, wet and dry sanitizing, chemical agents used, and safety precautions.</td>
<td>75% Minimum Score on Written Exam, 80% Minimum Score on a Minimum of 10 practical applications</td>
</tr>
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<td>Wet Hair Styling</td>
<td>Mastering procedural steps necessary to clean and condition hair. Familiarization with equipment and practicing wet hairstyling. Learning how to comb out hair into styles specified by the patron.</td>
<td>Preparation, shampoo and rinse types, litmus paper, models, procedures, chemistry of shampoos, safety precautions, brushing techniques, and manipulations. Guide Points, type of curls, type of rollers, shaping, type and methods of waving, parts and equipment. Basic, ruffled, and locked-in comb-outs, lifting and rolling the brush, back brushing, backcombing for large and small head looks. Safety Precautions and Sanitation.</td>
<td>75% Minimum score on written exam. 75% minimum score on Practical Applications.</td>
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<td>Chemistry for the Cosmetologist</td>
<td>Familiarization with basic structure and purpose of cosmetic nail, hair and skin care preparations and terminology used. Provide elementary knowledge on chemical makeup, peels, and the physical and chemical changes of matter.</td>
<td>Elements, compounds, mixtures, acids, base salts, pH scale, and water chemistry, application of cosmetics.</td>
<td>75% Minimum Score on Written Exam.</td>
</tr>
<tr>
<td>Theory of Electricity in Cosmetology</td>
<td>Students will understand the basic principles of electrical current, operating electrical devices, and various safety precautions used when operating electrical equipment.</td>
<td>Students will garner much information from the theory class, demonstration of the proper use of equipment, and practicing safety precautions.</td>
<td>75% Minimum Score on Written Exam.</td>
</tr>
<tr>
<td>Scalp and Hair Treatments</td>
<td>Learning the benefits of and performing scalp and hair treatments. Familiarization with disorders and diseases of the scalp and hair.</td>
<td>Introduction, preparation, manipulations, high frequency and heat caps, procedures for scalp treatments, disorders and diseases of scalp and hair. Proper sanitation and safety precautions.</td>
<td>75% minimum score on written exam. Perform proper steps for scalp treatment in 30 minutes or less. 75% minimum score on 20 practical applications.</td>
</tr>
<tr>
<td>Haircutting</td>
<td>Demonstrated use of proper implements for hair shaping and cutting. Correctly shape and cut hair using shears and/or razor.</td>
<td>Implements, definitions, methods of tapering, cutting, shaping, and shingling, haircut types and procedures, and safety precautions.</td>
<td>75% Minimum score on written exam. Use of proper techniques and safety precautions to cut hair in 20-25 minutes with the razor and 25-30 minutes with shears. 75% minimum score on 75 practical applications.</td>
</tr>
<tr>
<td>Chemical Straightening</td>
<td>Proficiency with hair analysis, the use of chemicals, and production knowledge.</td>
<td>Students will learn to work with different products and hair types to get the desired effect in straightening hair including sodium hydroxide and other base solutions. Students will analyze hair prior to chemical use. Safety precautions and sanitation.</td>
<td>75% Minimum score on written exam. 75% minimum score on 25 practical applications.</td>
</tr>
<tr>
<td>Thermal Hair Styling</td>
<td>Mastering procedural uses of equipment, styling with thermal heating equipment, analyzing hair, product knowledge</td>
<td>Working with various products, hot combs, curling irons (stove and electric), ceramic irons, flat irons, blow dryers, safety precautions with use of equipment.</td>
<td>75% Minimum Score on Written Exam.75% Minimum Score on a minimum of 40 thermal styles and 20 Press/Curl Practical Applications.</td>
</tr>
<tr>
<td>Permanent Waving</td>
<td>Proficiency with waving lotions and performing permanents. Familiarity with chemical relaxing process, curls, and products used.</td>
<td>Introduction, scalp and hair analysis, blocking and wave formations, curling rods, chemicals, rolling and testing curls, application of lotion, processing and neutralization, procedures, safety precautions, and special problems.</td>
<td>75% Minimum Score on Written Exam. Use of property safety precautions, and proper steps to complete and permanent wave in 2 hours or less and application of relaxer in 20 minutes. 75% Minimum Score on all Practical Applications.</td>
</tr>
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<tr>
<td>Hair Coloring and Bleaching</td>
<td>Familiarization with hair coloring and bleaching concepts.</td>
<td>Introduction, color classifications and selection, tests and safety precautions, coloring preliminaries bleaching and toners, color application and special effects.</td>
<td>75% Minimum Score on Written Exam. Use of proper safety precautions, following directions, and application of color to hair. 75% Minimum score on 50 color and 20 bleach practical applications.</td>
</tr>
<tr>
<td>Eyebrow Beautification</td>
<td>Learning the techniques and procedures for eyebrow arching and removal of superfluous hair.</td>
<td>Introduction to facial structure, design of brows, preparations, procedures for hair removal. Use of tweezers.</td>
<td>75% minimum score on written exam and 75% minimum score on a hair removal practical application.</td>
</tr>
<tr>
<td>Makeup</td>
<td>Learning the techniques and procedures for complete and corrective makeup. Application of false eyelashes.</td>
<td>Introduction to facial structure, color matching and blending, preparation, technical skills using proper sanitation and safety precautions.</td>
<td>75% minimum score on written exam and 75% minimum score and a make-up application.</td>
</tr>
<tr>
<td>Manual, Electrical and Chemical Facials</td>
<td>Learning manual facials including skin analysis, cleansing, scientific manipulations, packs, masks, and product knowledge. Learning of electrical facials including electrical modalities such as ultra-sonic, high-frequency, and led light therapy. Learning of chemical facials through peels, packs, masks, and scrubs.</td>
<td>Introduction to skin analysis, product selection, skin goals. Techniques to apply products, perform facial cleanse, massage, mask, and peel, and use of electrical machines. Study of possible contra-indications.</td>
<td>75% minimum score on written exam and 75% minimum score on each operation.</td>
</tr>
<tr>
<td>Bacteriology, Anatomy, Physiology</td>
<td>Mastering the structure and science of functions of the human body.</td>
<td>Systems: skeletal, muscular, nervous, circulatory, digestive, endocrine, respiratory integumentary, reproductive, and immune.</td>
<td>75% Minimum Score on Written Exam.</td>
</tr>
<tr>
<td>Additional Hours</td>
<td>Beginning at 1400 hours, students will enter the 200-hour employment preparedness portion of their program.</td>
<td>Provide services to clients in the student spa under the supervision of licensed professional.</td>
<td>75% Minimum Score on Written and Practical Exams. 100% participation.</td>
</tr>
</tbody>
</table>
COSMETOLOGY GRADUATION REQUIREMENTS

Students receive a Certificate of Completion upon meeting the following requirements,

- Complete 1600 clock hours
- Successfully complete required practical operations and theory hours
- Pass all written and practical exams with a minimum 75%
- Pass written and practical Mock State Board exams
- Complete a Graduate Exit Interview

Students receive a Certificate of Completion upon completion of the required clock hours and academic requirements. An Official Transcript of Hours “Proof of Training” will be provided upon completion of the program and all financial obligations have been met or a payment plan has been agreed upon.

COSMETOLOGY STATE LICENSURE EXAMINATION REQUIREMENTS

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

- Submit application in proper form
- Pay the fee required by the State Board
- Be at least 17 years of age
- Complete the 10th grade in a public school or its equivalency
- Cannot be subject to denial of licensure under Section 480 of the Business and Professions Code
- Complete 1600 hour course in a Board approved school (verified by submitting Proof of Training) or have completed a 3200-hour apprentice program
- Certify having read and understood the information, Know Your Workers’ Rights, provided by the California Board of Barbering and Cosmetology. This booklet is also available on the JD Academy website.

For further information regarding current state board licensing application requirements, crossover licensing, and out of state or out of country training or licensure please refer to:
https://www.barbercosmo.ca.gov/forms_pubs/forms/cosmetologist_app.pdf

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

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

COSMETOLOGY STATE BOARD PASSING GRADES IN EXAMINATIONS

Examinations shall consist of a practical demonstration and a written test.
An applicant must obtain a passing score on both the practical demonstration and the written test. The board will determine the passing scores using a criterion-referenced method and based on the recommendation of subject matter excerpts under the direction of the Board and the Board’s examination contractor.

STATE BOARD EXAM TESTING LOCATIONS

There are two exam testing locations:
- North Fairfield
- Glendale

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

After receiving your license, you must renew your license every two (2) years. Currently the renewal fee is $50.00.
STATE BOARD EXAM EQUIPMENT REQUIREMENTS

- Complete State Board Practical Kit
  - You may take your own testing kit or
  - See your cosmetology instructor for Kit Rental Company information (rentals need to be reserved one week in advance)
- Tripod
- One mannequin head: No shoulders

STATE BOARD ENTRANCE IDENTIFICATION REQUIREMENTS

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

STATE BOARD REQUIRED SCORE TO RECEIVE LICENSE

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

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

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Technical Instruction (Hours)</th>
<th>Practical Operations (Actual Operations – Not Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facials (350 total hours)</td>
<td>Minimum Hours Required</td>
<td>Minimum Operations Required</td>
</tr>
<tr>
<td>Manual, Electrical, and Chemical Facials</td>
<td>70</td>
<td>140</td>
</tr>
<tr>
<td>Preparation</td>
<td>15</td>
<td>0</td>
</tr>
<tr>
<td>Health and Safety (200 total hours required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laws and Regulations</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Health and Safety Considerations</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>Disinfection and Sanitation</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Anatomy and Physiology</td>
<td>15</td>
<td>0</td>
</tr>
<tr>
<td>Board Approved Health and Safety Course</td>
<td>To be determined</td>
<td>To be determined</td>
</tr>
<tr>
<td>Hair Removal and Make-up (50 total hours required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eyebrow Beautification</td>
<td>25</td>
<td>50</td>
</tr>
<tr>
<td>Make-up</td>
<td>20</td>
<td>40</td>
</tr>
</tbody>
</table>

Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

Source: [https://www.barbercosmo.ca.gov/schools/curriculum req esthet.pdf](https://www.barbercosmo.ca.gov/schools/curriculum req esthet.pdf)

JD ACADEMY OF SALON AND SPA ESTHETICIAN SUBJECT/HOURS

<table>
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<tr>
<th>600 CLOCK HOURS</th>
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<tr>
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<tr>
<td>Facials: Manual, Electrical, and Chemical</td>
</tr>
<tr>
<td>Health and Safety: Laws and Regulations / Health and Safety Considerations / Disinfection and Sanitation / Anatomy and Physiology / State Health and Safety</td>
</tr>
<tr>
<td>Hair Removal and Make Up: Eyebrow Beautification, waxing, Make-Up</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>
ESTHETICIAN COURSE DESCRIPTION

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

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

ESTHETICIAN COURSE OBJECTIVES

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

- Be able to project a positive attitude, a sense of personal integrity and self-confidence, practice proper grooming, have effective communication skills and display visual poise.
- Understand employer-employee relationships, respect the need to deliver quality service for value received, perform the basic skin care services, work with facial machines, eyebrow beautification and make-up.
- Be able to apply theory, technical information and related matter to assure sound judgment, decisions, and procedures.

ESTHETICIAN COURSE OUTLINE

THE ESTHETICIAN COURSE IS DIVIDED INTO FOUR PARTS.

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

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

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

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

Milady Standard Esthetics Practical Workbook
2019 and 2013 Milady Textbook for Esthetics
2013 Milady Standard Make-up
Milady Common Skin Diseases
Milady Beauty & Wellness Career Transitions
Dermalogica Manual
Bio-Elements – The Book
Salon Management by Milady
Pivot Point Salon Fundamentals for Esthetics Textbook
Pivot Point Esthetics Exam Preparation
Milady Stand Esthetics Theory Workbook
2019 and 2013 Milady State Board Exam Review
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Milady Comprehensive Training for Esthetics
California State Board of Barbering and Cosmetology Act and Regulations
California State Board of Barbering and Cosmetology Health and Safety Course
California State Board of Barbering and Cosmetology Health and Safety Exam Book
Fitzpatrick Skin Typing & Aging Analysis
Anatomy & Physiology by Milady
Pivot Point Esthetics Study Guide
Bio elements The Manuel
Summit Salon various books
Various DVD’s

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

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- Students are monitored with progress reports monthly to assist in keeping students on track. If the student is not meeting satisfactory progress requirements, they must retake tests and/or redo operations.
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- Prior to completion of 450 hours the instructor will check in with the student to see if he/she is on target for graduation and is meeting requirements as scheduled. Student will take a mock state board exam and JD Academy of Salon and Spa may assist student in completing the Pre-Application form for the State Board licensure exam.
- Final evaluation at 600 hours includes the student handing in their Exit Interview.
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<td>Familiarization with laws relating to practice as an applicable student and licensed cosmetologist. Interaction with the public, skills in public relations, techniques of selling, and professional services recommendations, and basic salon management techniques. Resume preparation, mock interviews. Spa organization, cleaning, laundry.</td>
<td>Definitions, classifications, registrations, exam fees, reciprocity, and sanitary regulations; Board: powers, duties, appointments, terms and compensation. Personal hygiene, grooming, poise, personality development; professional: ethics, laws, insurance, payroll deductions, salon opening and layout, salesmanship and advertisement, business operation and personnel management, business records and supplies, first aid, booking appointments and patron reception, employment application and resume and obtaining employment.</td>
<td>75% Minimum Score on Written Exam</td>
</tr>
<tr>
<td>Disinfection Sanitation</td>
<td>Learn necessary sanitary conditions for skin care practice and prevention of infectious/contagious diseases.</td>
<td>Sanitary, sterilization, and disinfectant rules and methods, bacteriology, wet and dry sanitizing, chemical agents used, and safety precautions.</td>
<td>75% Minimum Score on Written Exam, 75% Minimum Score on a Minimum of 10 practical applications</td>
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<td>Health &amp; Safety/ Hazardous Substance</td>
<td>Familiarization regarding chemicals used and basic health issues in establishments, material safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases (including HIV/AIDS and Hepatitis B. Use tools, equipment, and safety requirements.</td>
<td>Students will garner much information from the theory class, demonstration of the proper use of equipment, and practicing health and safety information found in State Board Health and Safety text. Students will utilize MSDS sheets, and state laws regarding the care, handling, and storage of hazardous materials.</td>
<td>75% Minimum Score on Written Exam.</td>
</tr>
<tr>
<td>Chemistry Related to Skin Care Practices</td>
<td>Familiarization with basic structure and purpose of esthetic skin care, skin care preparations and terminology used. Provide elementary knowledge on chemical makeup, chemical skin peels and the physical and chemical changes of matter.</td>
<td>Elements, compounds, mixtures, acids, base salts, pH scale, and water chemistry, application of cosmetics.</td>
<td>75% minimum score on written exams.</td>
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</tr>
<tr>
<td>Facials</td>
<td>Mastering manual facials includes skin analysis, cleansing, scientific</td>
<td>Textbooks, product protocols,</td>
<td>75% Minimum Score on Written Exam. Using proper steps and to</td>
</tr>
<tr>
<td>Manual,</td>
<td>manipulations, packs, masks, and product knowledge.</td>
<td>electrical equipment instructions,</td>
<td>give a facial in one hour or less.</td>
</tr>
<tr>
<td>Electrical, and Chemical</td>
<td>Mastering electrical facials includes use of electrical modalities,</td>
<td>state board methods, teacher</td>
<td>75% Minimum Score on 40</td>
</tr>
<tr>
<td></td>
<td>including dermal lights and electrical apparatus, for facials and</td>
<td>demonstrations. Massage theory and</td>
<td>Manual, 30 Electrical, and 20 Chemical Facial Practical</td>
</tr>
<tr>
<td></td>
<td>skin care purposes (not used to contract).</td>
<td>effect, motor points, manipulations, skin care fundamentals facial treatments.</td>
<td>Applications.</td>
</tr>
<tr>
<td></td>
<td>Mastering chemical facials through peels, packs, masks and scrubs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eyebrow Arching and</td>
<td>Learning the techniques and procedures</td>
<td>Use of wax, tweezers (electrical and manual), and depilatories, in the</td>
<td>75% Minimum Score on Written Exam. 75% Minimum Score on</td>
</tr>
<tr>
<td>Hair Removal</td>
<td>for Eyebrow arching and the removal of superfluous hair.</td>
<td>removal of hair, including eyebrow arching. Sanitation &amp; Safety issues</td>
<td>10 Hair Removal Practical Applications.</td>
</tr>
<tr>
<td>Makeup</td>
<td>Learning the techniques and procedures</td>
<td>Cosmetics that are used, preparation,</td>
<td>75% Minimum Score on Written</td>
</tr>
<tr>
<td></td>
<td>for complete and corrective makeup and the application of false</td>
<td>procedures, makeup, corrective</td>
<td>75% Minimum Score on 40 Practical Applications.</td>
</tr>
<tr>
<td></td>
<td>eyelashes. Learning basic skin analysis.</td>
<td>makeup, false eyelashes, and skin analysis. Variety of products.</td>
<td></td>
</tr>
<tr>
<td>Electricity</td>
<td>Students will understand the basic principles of electrical current,</td>
<td>Students will garner much information from the theory class,</td>
<td>75% minimum score on written exams</td>
</tr>
<tr>
<td></td>
<td>operating electrical devices, and various safety precautions used when</td>
<td>demonstration of the proper use of equipment, and practicing safety</td>
<td></td>
</tr>
<tr>
<td></td>
<td>operating electrical equipment.</td>
<td>precautions.</td>
<td></td>
</tr>
<tr>
<td>Bacteriology, Anatomy,</td>
<td>Mastering the structure and science of functions of the human body.</td>
<td>Systems skeletal, muscular, nervous,</td>
<td>75% minimum score on written exams</td>
</tr>
<tr>
<td>Physiology</td>
<td></td>
<td>circulatory, digestive, endocrine, respiratory, integumentary,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>reproductive and immune.</td>
<td></td>
</tr>
</tbody>
</table>
ESTHETICIAN GRADUATION REQUIREMENTS

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

- Successfully complete 600 clock hours
- Successfully complete the required practical operations and theory hours
- Pass all written and practical exams with a minimum 75%
- Pass written and practical mock State Board exams
- Complete a Graduate Exit Interview
- Students receive a Certificate of Completion upon completion of the required clock hours and academic requirements. An Official Transcript of Hours “Proof of Training” will be provided upon completion of the program and all financial obligations have been met or a payment plan has been agreed upon.

ESTHETICIAN STATE LICENSURE APPLICATION REQUIREMENTS

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

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

For information regarding current state board licensing application requirements, crossover licensing, and out of state or out of country training or licensure please refer to: https://www.barbercosmo.ca.gov/forms_pubs/forms/cosmetologist_app.pdf

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

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

ESTHETICIAN STATE BOARD PASSING GRADES IN EXAMINATIONS

Examinations shall consist of a practical demonstration and a written test.

An applicant must obtain a passing score on both the practical demonstration and the written test. The board will determine the passing scores using a criterion-referenced method and based on the recommendation of subject matter excerpts under the direction of the Board and the Board’s examination contractor.
EXAM TESTING LOCATIONS
There are two exam testing locations:
• North Fairfield
• Glendale
Transportation to the examination site is the applicant's responsibility.
After receiving your license, you must renew your license every two (2) years. Currently the renewal fee is $50.00.

STATE BOARD EQUIPMENT EXAM REQUIREMENTS
• Complete State Board Practical Kit
  • You may take your own testing kit or
  • See your esthetician instructor for Kit Rental Company information (rentals need to be reserved one week in advance)
• One mannequin head: No shoulders

STATE BOARD EXAM ENTRANCE IDENTIFICATION REQUIREMENTS
• Your Admissions letter
• Valid California Driver's License, Valid California I.D. or Valid Passport
• Your sealed “Proof of Training Document”

STATE BOARD REQUIRED SCORE TO RECEIVE A LICENSE
The Examinee must receive a minimum of 75% or better on the State Board written and practical exam.

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

Students attend school in clock hours and will not be allowed to graduate until they have completed their required clock hours (1600 for cosmetology program and 600 for Esthetician). Students are expected to attend school as specified in their Enrollment Agreement. The Expected Graduation Date in the Enrollment Agreement reflects the date you will graduate if you attend all scheduled hours and complete all necessary practical operations and theory hours/assignments. The On-Time Graduation Date in the Enrollment Agreement reflects an additional 5% of time (grace period hours) for students who may encounter situations that mandate missed hours, such as emergencies, court dates, injury, transportation challenges, illness, etc. Cosmetology students enrolled for 1600 hours may miss a total of 96 hours. Esthetician students may miss a total of 36 hours.

Missing more than the allotted 6% of grace period hours will result in overtime fees at the rate of $15 per hour.

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

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

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

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

Saturday attendance is mandatory for students with Saturday scheduled hours. Saturday absences that are not “planned in advance” and approved by Student Services must be accompanied by documentation (example: a doctor’s note). Saturday absence without documentation may be subject to suspension. Repeated Saturday absences without documentation may be grounds for termination.

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

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

No Call / No Show may result in professional counseling followed by suspension and/or termination.

Student suspensions could lead to possible overtime charges.

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

Full-time students (in school for more than 6 hours in one day) are required to take a 30-minute meal period and are allowed 2 /15-minute breaks. Part-time students (attending for less than 6 hours in one day) are allowed 2 /15-minute breaks. Students are required to clock out during their 30-minute meal period. Students are not required to clock out during their 15-minute break unless they leave the JD Academy campus.
OVERTIME FEES
Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately six percent has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free.
The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of $15 per hour, until graduation unless your contract states otherwise.

MAKE-UP POLICY
All required tests and all minimum practical skill operations must be completed prior to graduation. Students who either did not receive a passing grade or missed tests or assignments are required to make them up prior to graduation. The student must contact the instructor to arrange make-up work.

Make up hours are not guaranteed. From time to time hours may be made available to students for making up theory hours and/or operations. Students are notified by the Registrar and/or Director about make up time opportunities. If classroom space for make-up sessions is limited, spaces will be filled on a “first request, first serve” basis. Students who do not show for make up hour sessions they have signed up for may lose priority for future make up hour sessions.

SALON AND SPA BEHAVIOR
Professionalism is required at all times. Hair and clothing must be neat. Food and drinks (other than water) are strictly prohibited in the spa and salon area.
SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in all NACCAS approved programs and schedules at JD Academy of Salon and Spa.

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

COSMETOLOGY PROGRAM: 1600 CLOCK HOURS
ESTHETICIAN PROGRAM: 600 CLOCK HOURS
900 CLOCK HOURS IS A COMMON ACADEMIC YEAR.

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

<table>
<thead>
<tr>
<th>COSMETOLOGY</th>
</tr>
</thead>
<tbody>
<tr>
<td>450 ACTUAL HOURS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ESTHETICIAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>300 ACTUAL HOURS</td>
</tr>
</tbody>
</table>

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

ATTENDANCE PROGRESS EVALUATIONS:

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

ACADEMIC PROGRESS EVALUATIONS:

The qualitative element used to determine academic progress is a reasonable system of grades and/or work projects completed and/or comparable factors measurable against a norm. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated.

At least two comprehensive practical skill evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the School. Students must maintain a written grade average of 75% and pass a final written and practical exam prior to graduation. Students must makeup failed or missed tests. At each evaluation point, the student's cumulative grade average is calculated and will include grades reached in the following manner:

| 93-100% | EXCELLENT | PASSING |
| 85-92% | VERY GOOD | PASSING |
| 75-84% | SATISFACTORY | PASSING |
| 0-74% | UNSATISFACTORY | NOT PASSING |
SATISFACTORY ACADEMIC PROGRESS POLICY - CONTINUED

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Hours</th>
<th>Class Schedule</th>
<th>Maximum Number of Weeks</th>
<th>Maximum Scheduled Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>1600</td>
<td>Full Time 37.5 hours per week</td>
<td>65</td>
<td>2400</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>1600</td>
<td>¾ Time 30 hours per week</td>
<td>80</td>
<td>2400</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>1600</td>
<td>Part-Time day 27.5 hours per week</td>
<td>87</td>
<td>2400</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>1600</td>
<td>Part-Time night 20 hours per week</td>
<td>120</td>
<td>2400</td>
</tr>
<tr>
<td>Esthetician</td>
<td>600</td>
<td>Full Time 37.5 hours per week</td>
<td>24</td>
<td>900</td>
</tr>
<tr>
<td>Esthetician</td>
<td>600</td>
<td>¾ Time 30 hours per week</td>
<td>30</td>
<td>900</td>
</tr>
<tr>
<td>Esthetician</td>
<td>600</td>
<td>Part-Time day 27.5 hours per week</td>
<td>33</td>
<td>900</td>
</tr>
<tr>
<td>Esthetician</td>
<td>600</td>
<td>Part-Time night 20 hours per week</td>
<td>45</td>
<td>900</td>
</tr>
</tbody>
</table>

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

Veteran Benefits will only be paid for 100% of approved program length.

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

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

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

Re-establishment of Satisfactory Academic Progress:
Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning period or probation period.
SATISFACTORY ACADEMIC PROGRESS POLICY - CONTINUED

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

APPEAL PROCEDURE:
If a student is determined to not be making Satisfactory Academic Progress, the student may appeal the determination within (10) calendar days of the determination. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstances. The student must submit a written appeal along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student’s situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within (30) calendar days. The appeal and decision documents will be retained in the student’s file. If the student prevails upon appeal, the student’s Satisfactory Academic Progress determination will be probation and Federal Financial Aid will be reinstated, if applicable.

NONCREDIT AND REMEDIAL COURSES:
Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school’s Satisfactory Academic Progress standards.

TRANSFER HOURS:
Regarding Satisfactory Academic Progress student’s accepted transfer hours will be counted as both attempted and earned hours for the purpose of determining the allowable maximum time frame allowed to complete the course. Satisfactory Academic Progress periods are based on actual contracted scheduled hours at the institution. Transfer students will be evaluated for Satisfactory Academic Progress at the established hours, or the midpoint of the hours contracted at the institution, whichever comes sooner.

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

LEAVE OF ABSENCE INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS, RE-ENROLLMENTS:
If enrollment is temporarily interrupted for a Leave of Absence, the student will return to School in the same progress status as prior to the Leave of Absence. Hours elapsed during a Leave of Absence will extend the student’s contract period and maximum time frame by the same number of days taken in the Leave of Absence and will not be included in the student’s cumulative attendance percentage calculation. Incompletes and repetitions have no effect on this institution’s satisfactory academic progress standards.

Students who withdraw prior to completion of their program and wish to re-enroll will return in the same Satisfactory Academic Progress status as at the time of withdrawal.
GRADING POLICY - ALL PROGRAMS

ALL STUDENTS ARE GRADED IN TWO MAIN AREAS
- Written Exams and/or completed work projects.
- Practical Operations. Work performed on mannequins and guests.

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

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

GRADING SCALE
Students are graded as follows:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Category</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100%</td>
<td>EXCELLENT</td>
<td>PASSING</td>
</tr>
<tr>
<td>85-92%</td>
<td>VERY GOOD</td>
<td>PASSING</td>
</tr>
<tr>
<td>75-84%</td>
<td>SATISFACTORY</td>
<td>PASSING</td>
</tr>
<tr>
<td>0-74%</td>
<td>UNSATISFACTORY</td>
<td>NOT PASSING</td>
</tr>
</tbody>
</table>

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

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

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

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

The following conduct may be grounds for immediate termination:

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

JD Academy of Salon and Spa may terminate student enrollment for failure to follow any of the conduct rules in the conduct policy. There is no charge for student termination.
DRESS CODE/UNIFORM

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

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

HOUSING

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

DISCLAIMER / NON-DISCRIMINATION

In accordance with the provisions of Title VI of the CIVIL RIGHTS ACT OF 1964, JD ACADEMY OF SALON and SPA does not discriminate on the basis of race, religion, creed, sex, age, color, handicap, medical condition ethnic origin, national origin, marital status, sexual orientation, gender identity, pregnancy or parental status. JD Academy of Salon and Spa reserves the right to deny admission to any person it believes does not have the ability to benefit from the training offered at the JD Academy of Salon and Spa. JD Academy of Salon and Spa reserves the right to revise or amend any of the items contained within this document without prior notice.

STUDENT KIT - BOOKS/EQUIPMENT/SUPPLIES

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

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

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

PARKING

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

JD Academy of Salon and Spa provides an ideal environment for learning in a 6100 square foot facility.

CLINIC FLOOR
Time Clock
24 Stations
5 Shampoo Bowls/Chairs
Color Bar
6 Manicuring Tables
6 Hood Dyers

MAKE-UP / PHOTOGRAPHY STUDIO
Cosmetics
Make-up Chairs
Make-up Mirrors
Photography Back Drop
Ring Light

CLASSROOM 1, 2 and 3
Tables or Desks and Chairs
Whiteboards
TV/Video Equipment
Computers

CLASSROOM 4 / STUDENT SPA
Television
Computer
4 Facial Beds
4 Magnification Lamps
4 Steamers
2 Towel Warmers

4 INDIVIDUAL SPA ROOMS
4 Facials Beds
4 Magnification Lamps
4 Steamers
4 Towel Warmers
4 Microdermabrasion Machines

WAX ROOM
Facial Bed
Waxing Equipment

CLEANING AREA
2 Washer/Dryers
Commercial sink
Sanitizing Area

STUDENT LIBRARY
Variety of Industry Books

STUDENT LOCKER AREA

KITCHEN / BREAK AREA
Refrigerator
Microwave
Sink

ADMINISTRATIVE OFFICES
Admissions
Financial Aid
Student Services

GUEST SERVICES
Retail Area
CANCELLATION/WITHDRAWAL AND REFUND POLICY

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

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

- An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid to the school except an application fee.
- A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her Enrollment Agreement and demands his/her money back in writing, until the first day of class session or the seventh (7) calendar day of signing the Enrollment Agreement, whichever is later. In this case all monies collected by the school shall be refunded except an application fee. This policy applies regardless of whether or not the student has actually started training.
- A student who cancels his/her Enrollment Agreement after the seventh (7) calendar day of signing the Enrollment Agreement but prior to entering classes is entitled to a refund of all monies paid to the school less an application fee of $100.00.
- A student notifies the institution of his/her official withdrawal in writing.
- A student is expelled by the institution. There is no fee associated with termination.
- A student has been absent from school for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student’s actual last date of attendance. Unofficial withdrawals are monitored every 30 days.
- A student on an approved LOA notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the LOA or the date the student notifies the school that they will not be returning, whichever is earlier.
- For official cancellations as defined in the previous paragraphs the cancellation date will be determined by the postmark on written notification at the following address: JD Academy of Salon and Spa, 520 San Ramon Valley Blvd., Danville, CA 94526, or by the date said information is delivered to the school administrator/owner in person. Written cancellations do not need to be submitted in a specific form.
- Equipment and books (kit items) accepted by the student are NOT REFUNDABLE.
- When mitigating circumstances are in evidence, such as serious illness, a disabling accident, or death in the immediate family, the school may make a settlement that is reasonable and fair to both parties.

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

Course Cancellation:
If a course is cancelled subsequent to a student’s enrollment, and before instruction in the course has begun, the school shall either provide a full refund of all monies paid or provide completion of the program/course. If the school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall pro rata refund for all students transferring to another school based on the hours accepted by the receiving school, provide completion of the course/program, participate in a Teach-Out Agreement, or provide a full refund of all monies paid.

School Closure:
If the school closes permanently and ceases to offer instruction after a student has enrolled and instruction has begun, the school will provide a pro rata refund or participate in a Teach-Out Agreement.

A student’s account may be sent to collections for non-payment. Collection procedures shall reflect ethical business practices.

The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student’s written notice or by the student’s conduct, including, but not necessarily limited to, a student’s lack of attendance.
**CANCELLED/WITHDRAW AND REFUND POLICY - Continued**

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

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

Method used for calculating pro rata refund of tuition:
- Identify all amounts paid for instruction less cost of equipment
- Subtract Application fee not to exceed $100.00 (Veterans $10)
- Divide scheduled hours by total contracted hours to obtain pro rata percentage

Pro rata refund examples:

<table>
<thead>
<tr>
<th>Program</th>
<th>Total Tuition = 100%</th>
<th>Payment Period #1</th>
<th>Payment Period #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>1600 hours @ $13.50/hour</td>
<td>0-450 hours</td>
<td>451-900 hours</td>
</tr>
<tr>
<td>Tuition:</td>
<td>$21,600</td>
<td>$6,075</td>
<td>$6,075</td>
</tr>
<tr>
<td>10% of the period</td>
<td>$2,160</td>
<td>$608</td>
<td>$608</td>
</tr>
<tr>
<td>25% of the period</td>
<td>$5,400</td>
<td>$1,519</td>
<td>$1,519</td>
</tr>
<tr>
<td>50% of the period</td>
<td>$10,800</td>
<td>$3,038</td>
<td>$3,038</td>
</tr>
<tr>
<td>60%-100% of period</td>
<td>$13,200</td>
<td>$6,075</td>
<td>$6,075</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>Total Tuition = 100%</th>
<th>Payment Period #3</th>
<th>Payment Period #4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>901-1250 hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition:</td>
<td>$4,725</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10% of the period</td>
<td>$473</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25% of the period</td>
<td>$1,181</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50% of the period</td>
<td>$2,363</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60%-100% of period</td>
<td>$4,725</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>Total Tuition = 100%</th>
<th>Payment Period #1</th>
<th>Payment Period #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Esthetician</td>
<td>600 hours @ $19.00/hour</td>
<td>0-300</td>
<td>301-600</td>
</tr>
<tr>
<td>Tuition:</td>
<td>$11,400</td>
<td>$5,700</td>
<td>$5,700</td>
</tr>
<tr>
<td>10% of the period</td>
<td>$1,140</td>
<td>$570</td>
<td>$570</td>
</tr>
<tr>
<td>25% of the period</td>
<td>$2,850</td>
<td>$1,425</td>
<td>$1,425</td>
</tr>
<tr>
<td>50% of the period</td>
<td>$5,700</td>
<td>$2,850</td>
<td>$2,850</td>
</tr>
<tr>
<td>60%-100% of period</td>
<td>$5,700</td>
<td>$5,700</td>
<td>$5,700</td>
</tr>
</tbody>
</table>
CANCELLATION/WITHDRAW AND REFUND POLICY - Continued

Veterans:
A refund of the unused portion of fees, tuition, and other charges will be made to veterans or eligible persons who fail to enter or complete the course as required by the regulations of the Department of Veterans Affairs. The refund will be the exact pro rata refund. No more than $10 of the established fee will be retained if a veteran or eligible person fails to start the course.

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

Right to Cancel:
Students have the right to cancel enrollment or withdraw from a course of instruction at any time. Withdrawal from the course of instruction after the period allowed for cancellation of the agreement, which is the first day of class, or the seventh (7) calendar day after enrollment, whichever is later, the school will remit a refund less the Application Fee, if applicable, within 45 days following withdrawal. Students are obligated to pay only for educational services rendered and for equipment received.

IF THE AMOUNT PAID IS MORE THAN THE AMOUNT OWED FOR THE SCHEDULED HOURS DURING ENROLLMENT, A REFUND WILL BE MADE WITHIN 45 DAYS OF WITHDRAWAL. IF THE AMOUNT OWED IS MORE THAN THE AMOUNT ALREADY PAID, ARRANGEMENTS MUST BE MADE TO PAY IT.

CANCELLATION MUST BE IN WRITING.
For complaints, questions, or problems that cannot be resolved with the school, please contact:
Department of Consumer Affairs, Consumer Information Division:
1625 North Market Blvd, Suite N112,
Sacramento, CA 95834, (800) 952-5210

RETURN OF TITLE IV POLICY
For first-time students receiving Title IV Funding, a RETURN OF FEDERAL FUNDS calculation will be made first and then the Institutional policy for a refund will be calculated. The calculation is based on Federal Financial Aid earned and the number of hours completed in the payment period (up to 60% of the payment period requires a refund to Federal Financial Aid Programs. After 60%, no refund is due); Payment periods for Cosmetology 0-450, 451-900, 901-1250, and 1251-1600 hours. Payment periods for Esthetician 0-300 and 301-600. Students are responsible for any outstanding balance owed to JD Academy of Salon and Spa.

- Refunds for each payment period are exact pro-rata based upon scheduled hours as required by Federal Regulations. Once a student has reached over 60% of the scheduled hours in each payment period (see above), scheduled hours will be used to determine the percentage of Federal aid that must be returned.
- Return of Title IV policy is completed first. Once a student has passed 60% of the payment period in scheduled hours, the school has earned 100% of the Federal Aid for that payment period AND will use their Institutional Refund Policy.
- The effective date of termination will be the date the JD Academy of Salon and Spa receives written notice of the student's intention to terminate from Institute or the date the student violates published school policy that provides for termination.
- All refunds due the student will be made within 30 days after the effective date of termination or cancellation. Federal Return to Title IV Funds will be made in the following order:
  - Direct Unsubsidized Loans
  - Direct Subsidized Loans
  - PLUS loans
  - Federal Pell Grant
  - Federal Supplemental Educational Opportunity Grant (FSEOG)
STRF FEE

STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURES

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

However, no claim can be paid to any student without a social security number or a taxpayer identification number.
FINANCIAL AID

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

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

WHAT IS FINANCIAL AID?
Financial Aid funds are sources of aid provided, or awarded to students, who qualify. They include, but are not limited to:
- Federal Title IV programs
- State funded programs (Veteran’s Administration Benefits, Vocational Rehabilitation, etc.)
- Institutional Scholarships and/or loans

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

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

FINANCIAL AID PROGRAMS AVAILABLE
JD Academy of Salon and Spa has the following financial aid programs available:
- Federal Pell Grant
- Federal Direct Subsidized Loans
- Federal Direct Unsubsidized Loans
- PLUS Direct Student Loans
- Veteran’s Administration Benefits
- Vocational Rehabilitation
- Personalized In-School payments

THE APPLICATION PROCESS:
When applying for financial aid, you are responsible for completing the forms required by the programs and JD Academy of Salon and Spa.

The following are the required procedures:
- All students applying for any kind of financial aid must complete the following:
  - Enrollment Application (Obtained in the Admissions Office)
  - Admissions Questionnaire (Obtained in the Admissions Office)
  - FAFSA (Completed On Line and/or in the Financial Aid Office)
  - Entrance Counseling (On Line and/or in the Financial Aid Office)
- Students applying for Direct Loans must also:
  - Complete a Master Promissory Note with Entrance Counseling (On Line and/or in the Financial Aid Office)
  - Complete Exit Counseling upon completion of the program (On-Line and/or in the Financial Aid Office)

WHERE DO I SEND THE FORMS?
Many families appreciate assistance completing the FAFSA application, entrance counseling and/or Master Promissory Note. If desired, our Financial Aid Office is available to assist with proof-reading your FAFSA (free application for financial student aid).
This can help to ensure accuracy and reduce processing delays due to misunderstandings and errors. We are equipped to submit applications electronically. If you would like assistance with the FAFSA, please bring two prior years Federal tax returns to your appointment with the Financial Aid Office.

The FEDERAL APPLICATION and PROMISSORY NOTES are electronically transmitted to the U. S. Department of Education.
FINANCIAL AID - Continued

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

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

JD Academy of Salon and Spa receives the ISIR, verifies the information in the financial aid file, and finalizes the paperwork. After the necessary paperwork is complete and the student has started school, the financial aid department requests the federal funds the student is entitled to. When funds are received by the school, they are credited to the student's account. (SEE PAYMENT OF AWARDS).

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

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

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

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

SATISFACTORY ACADEMIC AND ATTENDANCE POLICY:
In order to maintain eligibility for all types of financial aid, students must meet satisfactory academic and attendance requirements.
FINANCIAL AID - Continued

COST OF ATTENDANCE:
For the purposes of Federal Financial Aid, the U.S. Department of Education allows certain other expenses to be added to the direct costs of tuition and fees. Those expenses are as follows for a full-time (defined as 24 clock hours or more per week) student for award year 2019/2020:

<table>
<thead>
<tr>
<th>AWARD YEAR 2019/2020</th>
<th>COSMETOLOGY</th>
<th>ESTHETICIAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION</td>
<td>SINGLE NO DEPENDENTS</td>
<td>ALL OTHERS</td>
</tr>
<tr>
<td>TUITION AND FEES</td>
<td>$21,700</td>
<td>$21,700</td>
</tr>
<tr>
<td>BOOKS/EQUIPMENT/SUPPLIES</td>
<td>$2,700</td>
<td>$2,700</td>
</tr>
<tr>
<td>ROOM AND BOARD</td>
<td>$5,088</td>
<td>$13,080</td>
</tr>
<tr>
<td>PERSONAL/TRANSPORTATION/MISCHELLENOS</td>
<td>$8,244</td>
<td>$11,616</td>
</tr>
<tr>
<td>NOTE: Child Care and/or Handicapped Expenses will be calculated individually</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL COST OF ATTENDANCE</td>
<td>$37,732</td>
<td>$49,096</td>
</tr>
</tbody>
</table>

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

STUDENT RIGHTS AND RESPONSIBILITIES:
STUDENTS RECEIVING FINANCIAL AID HAVE THE RIGHT:
- To full disclosure of all loan terms. Typical repayment schedules are included in Entrance Counseling materials.
- To know what aid programs are available and the procedures for making application for the programs.
- To an explanation of eligibility determination.
- To be informed of satisfactory progress requirements and the procedures for probation and suspension of eligibility.
- To be informed of JD Academy of Salon and Spa’s student average loan indebtedness.
- To have full access to all records at the JD Academy of Salon and Spa.

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

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

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

INDIVIDUAL FINANCIAL AID PROGRAMS

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

DIRECT LOANS:
Subsidized/Unsubsidized/PLUS
- The Subsidized Direct Loan is a need-based program. This means that a student must show financial need in to qualify. Loan repayment will begin six months from the students last date of attendance. Minimum payments are $50.00 a month.
- The Unsubsidized Direct Loan is a non-need-based loan. The interest begins to accrue on the unsubsidized loan once a disbursement has been made. The student has the choice of paying the interest while in school or deferring the interest until six months from the students last date of attendance. Loan repayment will begin six months from the students last date of attendance. Minimum payments are $50.00 a month.
- Parent Loan Program (PLUS) is for a dependent student’s parents. In addition, loan minimum payments are determined by the loan amount. Payments for the PLUS loan may be postponed until six months after the dependent student completes the program of study.

IN-SCHOOL PAYMENTS
Prior to beginning school students must make payment arrangements with JD Academy of Salon and Spa for the cost of tuition, fees, books/kit LESS Financial Aid Amounts. The specific student arrangement will be outlined in the Enrollment Agreement.

PRIVATE PAY STUDENTS
If a student account becomes thirty days delinquent, student may not be allowed to continue attendance, until payments are brought current.
Student tuition must be paid in full prior to graduation, for student to receive Proof of Training unless other arrangements have been approved. Payments in default in excess of 60 days are subject to being turned over to a collection agency.
VOCATIONAL REHABILITATION

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

VETERANS

VA benefits are funded by the Department of Veterans Affairs. Students who have current or prior military service or those who may qualify under the previous G.I. Bill because of a parent's military service should contact VA at 1-888-442-4551 for further information, determination of eligibility, and appropriate forms. Some programs of instruction may not qualify for VA benefits.

VETERAN'S ADDENDUM POLICY STATEMENT 2013

Evaluation of Previous Education and Training: 38 CFR 21.4254(c) (d)
JD Academy of Salon and Spa will conduct an evaluation of all previous education and training of the Veteran or eligible person, grant appropriate credit, shorten the duration of the training course proportionately, and notify the student and the Department of Veterans Affairs accordingly.

GRIEVANCE POLICY

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

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

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

PURPOSE
The purpose of the JD Academy of Salon and Spa Externship Program is to allow students in good standing the opportunity to obtain additional real-world salon and spa exposure and experience while enrolled in a JD Academy Cosmetology or Esthetician Program. This externship program is voluntary and may be terminated by the student at any time.

STUDENT BENEFIT
Cosmetology Students may work unpaid in a JD Academy approved participating salon earning a maximum of 8 hours per week and a maximum of 160 total hours.
Esthetician Students may work unpaid in a JD Academy approved participating salon or spa earning 8 hours per week and a maximum of 60 total hours.

STUDENT ELIGIBILITY
To participate in the JD Academy Externship Program students must meet the following minimum requirements:

- Have and maintain an Academic Grade Average of 80% or greater
- Have and maintain an overall attendance rate of 94% or greater
- Passed one written mock state board exam with 80% or greater
- Passed one practical mock state board exam with 75% or greater
- Have completed 60% of required practical operations
- Have completed 60% of minimum required technical hours
  (Cosmetology .60 x 1600 = 960 / Esthetician .60 x 600 = 360)
- Must not have been reprimanded in a written counseling for behavioral issues

SALON OR SPA ELIGIBILITY
A salon or spa must meet all the following requirements to participate in the JD Academy of Salon and Spa Externship:

- Be an establishment licensed by the Board of Barbering and Cosmetology
- Have a minimum of four licensees working at the establishment (including employees, owners, and/or managers
- All licensees at the establishment must be in good standing with the board
- Licensees working at the establishment work for salaries or commissions rather than on a space rental basis
- No more than one extern may work in an establishment for every four licensees working in the establishment
- Establishment agrees in writing - sent to the school and to all affected licensees - that no reduction or alteration in the licensee’s current work schedule shall occur as a result of the externship
- Establishment agrees to have extern wear school identification/name tag in a conspicuous manner while working in the establishment and to require extern to carry a school laminated identification card with picture in a form approved by the board
- Agrees to have at least 90% of the extern’s responsibilities consist of acts included within the practice of cosmetology as defined in Section 7316
- Shall agree to consult with the school regarding the extern’s progress
- The owner of the establishment shall monitor and report on the student’s progress regularly
- Agrees to accept responsibility for the extern’s general liability insurance and cosmetology malpractice liability insurance
- Agrees to provide proof the establishment has general liability insurance and malpractice liability insurance that covers “externs”
- Agrees to allow extern to work on a paying client only under the immediate supervision of a licensee
- Agrees to allow extern to perform operations the extern has already received JD Academy of Salon and Spa training to perform
EXTERNSHIP PROGRAM PROCEDURES

Student participation checklist:
- Has 60% of program hours (Cosmetology 950 Esthetician 360)
- Completed at least 60% of practical operations
- GPA is 80% or greater
- Attendance 94% or greater
- Mock practical state board passed with 75% or more
- Mock written state board passed with 80% or more
- No behavioral counseling in file
- Presented two passport pictures

Salon / Spa participation checklist (requirements of the State Board of Barbering and Cosmetology):
- Copy of establishment license in good standing
- Establishment has minimum of 4 licensees
- Copy of licensees’ licenses
- Licensees are in good standing
- Licensees are salaried or commission NOT renters
- Executed Participation Agreement
- Proof of general liability insurance & extern coverage
- Proof of cosmetology malpractice liability insurance & extern coverage
- Completed and signed State Board Notification of Participation in the Cosmetology Externship Program (form S-11)
- Date signed S-11 form sent to Board_________ updated annually
EXTERNSHIP PROGRAM PARTICIPATION AGREEMENT

This agreement to be completed and signed by salon/spa Establishment Owner.

As a participant in the JD Academy of Salon and Spa Externship Program, I __________________________

( Establishment Owner)

Owner of __________________________ located at __________________________

( Establishment Name) ( Establishment Address)

_________________________ agree to the following:

- Provide JD Academy a copy of current establishment license
- Provide JD Academy a copy of all current licensee's state board licenses
- Will notify JD Academy if establishment license or licensee's licenses fall out of good standing
- Acknowledges all licensees in the establishment are salaried or commissioned and NOT space renters
- Agrees there will be no reduction or alteration of any licensee's current work schedule as a result of the externship
- Agrees to provide a copy of this participation agreement to all establishment licensees
- Will provide proof of general liability insurance showing extern is covered under the policy
- Will provide proof of cosmetology malpractice insurance showing extern is covered under the policy
- Will require extern to wear a JD Academy externship name tag in a conspicuous place
- Will require extern to carry on his/her person a JD Academy laminated ID card with photo
- Allow extern to work a maximum of 8 unpaid hours per week
- Allow extern to perform only acts that extern has already received training on at JD Academy of Salon and Spa
- Will allow extern to work solely in an assisting capacity and only under direct and immediate supervision of a licensee
- Agrees to complete and sign weekly hour and progress report for extern

Establishment Owner Signature:

By: __________________________ Date: __________________________

Printed Name: __________________________

EXTERNSHIP PROGRAM REFERENCES

www.barbercosmo.ca.gov/laws_reg/art8_S.shtml State Board Article 8.5 Externship 952.2 952.2
www.barbercosmo.ca.gov/laws_reg/art7.shtml#a950_2 State Board Article 7 950.2-950.4
State Board 5-11 1/2011
NACCAS' Policies & Procedures 1/2017 Policy VI.01-Curriculum: Externship Requirements Policy page of 254
Business and Professions Code-BPC 7312
Business and Professions Code-BPC 7355.1
Business and Professions Code BPC
STAFF/FACULTY

Administrative Staff:

- Janet Paradiso, President, Director of Admissions
- Kelsey Creer-Martin, Campus Director/Licensed Cosmetologist
- Phuong Nguyen, Financial Aid Director
- Pauline Giles, Executive Assistant
- De'Ahna Turner, Registrar
- Shelbie Campbell, Guest Service Manager

Instructors:

- Elayan Becker, Licensed Cosmetologist
- Lillian Denmead, Licensed Esthetician
- Belinda Gomez, Licensed Cosmetologist
- George Horton, Lead Cosmetology Instructor, Licensed Cosmetologist
- Catherine Mantia, Licensed Esthetician
- Joni Maurer, Licensed Esthetician
- Amanda Pinkham, Licensed Cosmetologist
- AmyJo Rodgess, Licensed Esthetician
- Bernadine Tatum, Licensed Cosmetologist
- Lisette Weavil, Licensed Cosmetologist and Licensed Esthetician

Substitute Instructors:

- Linda Bertaut, Licensed Esthetician
- Kelsey Creer-Martin, Campus Director, Licensed Cosmetologist
- Josette Jelveh, Licensed Cosmetologist
## TUITION

### COSMETOLOGY (1600 Clock Hours)

<table>
<thead>
<tr>
<th>Program Length:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Fulltime: Tues.-Sat. 9-5 44 weeks (37.5 hours/week)</td>
<td></td>
</tr>
<tr>
<td>• ¾ Time Day: Tues.-Fri. 9-5 54 weeks (30 hours/week)</td>
<td></td>
</tr>
<tr>
<td>• Part-time Day: Tues.-Sat. 9-2:30 59 weeks (27.5 hours/week)</td>
<td></td>
</tr>
<tr>
<td>• Part-time Night: Mon.-Thurs. 5-10pm 80 weeks (20 hours/week)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tuition</th>
<th>$21,600</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (Non-Refundable)</td>
<td>$100</td>
</tr>
<tr>
<td>Books and Equipment (Non-refundable after received by student) *</td>
<td>$2,700</td>
</tr>
<tr>
<td>State Board License Exam Fee</td>
<td>$134</td>
</tr>
<tr>
<td>STRF (Non-refundable)</td>
<td>0</td>
</tr>
<tr>
<td>Administrative Fee (re-entry students $150)</td>
<td></td>
</tr>
<tr>
<td>Technical Evaluation Fee (transfer students $100)</td>
<td></td>
</tr>
</tbody>
</table>

**Total:** $24,534  

The curriculum for students enrolled in a cosmetology course consists of 1600 hours of technical and practical training covering all practices of a cosmetologist pursuant to Section 7316 of the Barbering and cosmetology act.

### ESTHETICIAN (600 Clock Hours)

<table>
<thead>
<tr>
<th>Program Length:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Fulltime: Tues.-Sat. 9-5 16 weeks (37.5 hours/week)</td>
<td></td>
</tr>
<tr>
<td>• ¾ Time Day: Tues.-Fri. 9-5 20 weeks (30 hours/week)</td>
<td></td>
</tr>
<tr>
<td>• Part-time Day: Tues.-Sat. 9-2:30 22 weeks (27.5 hours/week)</td>
<td></td>
</tr>
<tr>
<td>• Part-time Night: Mon.-Thurs. 5-10pm 30 weeks (20 hours/week)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tuition</th>
<th>$11,400</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (Non-Refundable)</td>
<td>$100</td>
</tr>
<tr>
<td>Books and Equipment (Nonrefundable after received by student)*</td>
<td>$1,600</td>
</tr>
<tr>
<td>State Board License Exam Fee</td>
<td>$124</td>
</tr>
<tr>
<td>STRF (Non-refundable)</td>
<td>0</td>
</tr>
<tr>
<td>Administrative Fee (re-entry students $150)</td>
<td></td>
</tr>
<tr>
<td>Technical Evaluation Fee (transfer students $100)</td>
<td></td>
</tr>
</tbody>
</table>

**Total:** $13,224  

The curriculum for students enrolled in an esthetician course consists of 600 hours of technical and practical training covering all practices of an esthetician pursuant to Section 7316 of the Barbering and cosmetology act.

Tuition subject to change, changes do not affect currently enrolled students. See Enrollment Agreement for actual amounts.

Application fee is due when Enrollment Agreement is signed. Remaining balance payment options include: Interest Free Cash Payment Plans, VA and/or Title IV Funding (for those who qualify) that may include Pell Grants, Subsidized Student Loans, Unsubsidized Student Loans and Parent Plus Loans. Methods of payment accepted: cash, check, money order, debit/credit card or through non-federal agency loan programs. Students are responsible for paying the total tuition, fees and repaying applicable loans plus interest.

Financial Aid is Available for Those Who May Qualify!

Future Artists that wish to apply for financial aid may do so by completing a Free Application For Student Financial Aid "FAFSA" at www.FAFSA.ED.GOV or Contact our Financial Aid Officer. Please use School Code 042175.

JD Academy Participates in the Following programs:

- Pell Grants - Subsidized Loans - Unsubsidized Loans - Plus Loans - VA - Interest Free Payment Plans
Updates 6/30/2019, 9/21/2019, 10/31/2019

NOTES:
### School Performance Fact Sheet
#### Calendar Years 2017 & 2018

**Esthetician – 600 Hours**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students Who Began the Program</th>
<th>Students Available for Graduation</th>
<th>Number of On-Time Graduates</th>
<th>On-Time Completion Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>53</td>
<td>53</td>
<td>46</td>
<td>86.79%</td>
</tr>
<tr>
<td>2018</td>
<td>61</td>
<td>61</td>
<td>57</td>
<td>93.44%</td>
</tr>
</tbody>
</table>

Student’s Initials: __________ Date: __________

Initial only after you have had sufficient time to read and understand the information.

---

150% Table Optional ↓

**Students Completing Within 150% of the Published Program Length**

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students Who Began the Program</th>
<th>Students Available for Graduation</th>
<th>150% Graduates</th>
<th>150% Completion Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>14</td>
<td>14</td>
<td>11</td>
<td>78.57%</td>
</tr>
<tr>
<td>2016</td>
<td>27</td>
<td>27</td>
<td>24</td>
<td>88.89%</td>
</tr>
<tr>
<td>2017</td>
<td>53</td>
<td>53</td>
<td>46</td>
<td>86.79%</td>
</tr>
<tr>
<td>2018</td>
<td>61</td>
<td>61</td>
<td>57</td>
<td>93.44%</td>
</tr>
</tbody>
</table>

**Included if the program is more than one year in length.**

Student’s Initials: __________ Date: __________

Initial only after you have had sufficient time to read and understand the information.
# JD ACADEMY OF SALON AND SPA

520 San Ramon Boulevard. Danville CA 94526  
(925) 855-5551 | www.jdacademy.com

## Job Placement Rates (includes data for the two calendar years prior to reporting)

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students Who Began Program</th>
<th>Number of Graduates</th>
<th>Graduates Available for Employment</th>
<th>Graduates Employed in the Field</th>
<th>Placement Rate % Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>53</td>
<td>46</td>
<td>46</td>
<td>31</td>
<td>67.39%</td>
</tr>
<tr>
<td>2018</td>
<td>61</td>
<td>57</td>
<td>57</td>
<td>36</td>
<td>63.16%</td>
</tr>
</tbody>
</table>

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask an institutional representative where to view this list.

## Gainfully Employed Categories (includes data for the two calendar years prior to reporting)

### Part-Time vs. Full-Time Employment

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduate Employed in the Field 20-29 Hours Per Week</th>
<th>Graduates Employed in the Field at Least 30 Hours Per Week</th>
<th>Total Graduates Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>0</td>
<td>22</td>
<td>22</td>
</tr>
<tr>
<td>2018</td>
<td>0</td>
<td>36</td>
<td>36</td>
</tr>
</tbody>
</table>

### Single Position vs. Concurrent Aggregated Position

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Employed in the Field in a Single Position</th>
<th>Graduates Employed in the Field in Concurrent Aggregated Positions</th>
<th>Total Graduates Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2018</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
## Self-Employed / Freelance Positions

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Employed who are Self-Employed or Working Freelance</th>
<th>Total Graduates Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2018</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

## Institutional Employment

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.</th>
<th>Total Graduates Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2018</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Student's Initials: __________ Date: ______________

Initial only after you have had sufficient time to read and understand the information.
License Examination Passage Rates *(includes data for the two calendar years prior to reporting)*

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Graduates in Calendar Year</th>
<th>Number of Graduates Taking Exam</th>
<th>Number Who Passed First Available Exam</th>
<th>Number Who Failed First Available Exam</th>
<th>Passage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>46</td>
<td>43</td>
<td>40</td>
<td>4</td>
<td>93.02%</td>
</tr>
<tr>
<td>2018</td>
<td>57</td>
<td>52</td>
<td>51</td>
<td>1</td>
<td>98.08%</td>
</tr>
</tbody>
</table>

Student's Initials: ___________ Date: ________________
Initial only after you have had sufficient time to read and understand the information.
Salary and Wage Information (includes data for the two calendar years prior to reporting)

Annual salary and wages reported for graduates employed in the field.

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Available for Employment</th>
<th>Graduates Employed in Field</th>
<th>$20,001 - $25,000</th>
<th>$35,001 - $40,000</th>
<th>$40,001 - $45,000</th>
<th>$45,001 - $50,000</th>
<th>No Salary Information Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2018</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

"Because of the change in Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2018 and prior graduates."

A list of sources used to substantiate salary disclosures is available from the school. Salary is as reported by the student. Not all graduates reported salary. Student reported salaries are maintained in the placement data base. Salary data information is obtained from student graduate interviews; Salon Owner Interviews; Alumni Correspondence. To obtain a list of the employment position determined to be within the field of Cosmetology and Esthetician with regards to job placement rate please ask a school official.

Student’s Initials: __________ Date: __________
Initial only after you have had sufficient time to read and understand the information.

Cost of Educational Program

Total charges for the program for students completing on-time in 2018: $12,500. Additional charges may be incurred if the program is not completed on-time.

Student’s Initials: __________ Date: __________
Initial only after you have had sufficient time to read and understand the information.

Federal Student Loan Debt

<table>
<thead>
<tr>
<th>Most recent three year cohort default rate, as reported by the United State Department of Education.¹</th>
<th>The percentage of enrolled students in 2018 receiving federal student loans to pay for this program.</th>
<th>The average amount of federal student loan debt of 2018 graduates who took out federal student loans at this institution.</th>
<th>The percentage of graduates in 2018 who took out federal student loans to pay for this program.</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.2%</td>
<td>50.00%</td>
<td>$4,899</td>
<td>63.16%</td>
</tr>
</tbody>
</table>

¹The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school’s students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.
Student’s Initials: __________ Date: __________
Initial only after you have had sufficient time to read and understand the information.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

________________________________________
Student Name - Print

________________________________________
Student Signature

________________________________________
Date

________________________________________
School Official

________________________________________
Date
Definitions

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
• "First Available Exam Date" is the date for the first available exam after a student completed a program.
• "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
• "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
• "Salary" is as reported by graduate or graduate’s employer.
• "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.
STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from the date when enrollment agreement was signed), whichever is later.

The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, a withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including, but not necessarily limited to student's lack of attendance.
SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2017 & 2018

COSMETOLOGY – 1600 Hours

On-Time Completion Rates (Graduation Rates)
Includes data for the two calendar years prior to reporting.

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students Who Began the Program</th>
<th>Students Available for Graduation</th>
<th>Number of On-Time Graduates</th>
<th>On-Time Completion Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>22</td>
<td>22</td>
<td>13</td>
<td>59.09%</td>
</tr>
<tr>
<td>2018</td>
<td>35</td>
<td>35</td>
<td>29</td>
<td>82.86%</td>
</tr>
</tbody>
</table>

Student's Initials: Date: Initial only after you have had sufficient time to read and understand the information.

150% TABLE OPTIONAL ↓

Students Completing Within 150% of the Published Program Length

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students Who Began the Program</th>
<th>Students Available for Graduation</th>
<th>150% Graduates</th>
<th>150% Completion Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>31</td>
<td>31</td>
<td>19</td>
<td>61.29%</td>
</tr>
<tr>
<td>2016</td>
<td>20</td>
<td>20</td>
<td>14</td>
<td>70.00%</td>
</tr>
<tr>
<td>2017</td>
<td>22</td>
<td>22</td>
<td>13</td>
<td>59.09%</td>
</tr>
<tr>
<td>2018</td>
<td>35</td>
<td>35</td>
<td>29</td>
<td>82.86%</td>
</tr>
</tbody>
</table>

**Included if the program is more than one year in length.

Student's Initials: Date: Initial only after you have had sufficient time to read and understand the information.
### Job Placement Rates (includes data for the two calendar years prior to reporting)

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students Who Began Program</th>
<th>Number of Graduates</th>
<th>Graduates Available for Employment</th>
<th>Graduates Employed in the Field</th>
<th>Placement Rate % Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>22</td>
<td>13</td>
<td>13</td>
<td>10</td>
<td>76.92%</td>
</tr>
<tr>
<td>2018</td>
<td>35</td>
<td>29</td>
<td>29</td>
<td>21</td>
<td>72.41%</td>
</tr>
</tbody>
</table>

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask an institutional representative where to view this list.

### Gainfully Employed Categories (includes data for the two calendar years prior to reporting)

#### Part-Time vs. Full-Time Employment

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduate Employed in the Field 20-29 Hours Per Week</th>
<th>Graduates Employed in the Field at Least 30 Hours Per Week</th>
<th>Total Graduates Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>0</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>2018</td>
<td>0</td>
<td>21</td>
<td>21</td>
</tr>
</tbody>
</table>

#### Single Position vs. Concurrent Aggregated Position

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Employed in the Field in a Single Position</th>
<th>Graduates Employed in the Field in Concurrent Aggregated Positions</th>
<th>Total Graduates Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2018</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
## Self-Employed / Freelance Positions

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Employed who are Self-Employed or Working Freelance</th>
<th>Total Graduates Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2018</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

## Institutional Employment

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution</th>
<th>Total Graduates Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2018</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Student’s Initials: __________ Date: _______________
Initial only after you have had sufficient time to read and understand the information.
License Examination Passage Rates *(includes data for the two calendar years prior to reporting)*

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Graduates in Calendar Year</th>
<th>Number of Graduates Taking Exam</th>
<th>Number Who Passed First Available Exam</th>
<th>Number Who Failed First Available Exam</th>
<th>Passage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>13</td>
<td>12</td>
<td>12</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>2018</td>
<td>29</td>
<td>26</td>
<td>25</td>
<td>1</td>
<td>96.15%</td>
</tr>
</tbody>
</table>

Student's Initials: __________ Date: ______________
Initial only after you have had sufficient time to read and understand the information.
Salary and Wage Information (includes data for the two calendar years prior to reporting)

Annual salary and wages reported for graduates employed in the field.

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Available for Employment</th>
<th>Graduates Employed in Field</th>
<th>$20,001 - $25,000</th>
<th>$25,001 - $40,000</th>
<th>$40,001 - $45,000</th>
<th>$45,001 - $50,000</th>
<th>No Salary Information Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2018</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

"Because of the change in Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2018 and prior graduates."

A list of sources used to substantiate salary disclosures is available from the school. Salary is as reported by the student. Not all graduates reported salary. Student reported salaries are maintained in the placement data base. Salary data information is obtained from student graduate interviews; Salon Owner Interviews; Alumni Correspondence. To obtain a list of the employment position determined to be within the field of Cosmetology and Esthetician with regards to job placement rate please ask a school official.

Student's Initials: ___________________ Date: ___________________
Initial only after you have had sufficient time to read and understand the information.

Cost of Educational Program

Total charges for the program for students completing on-time in 2018: $22,800.00. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: ___________________ Date: ___________________
Initial only after you have had sufficient time to read and understand the information.

Federal Student Loan Debt

<table>
<thead>
<tr>
<th>Most Recent three year cohort default rate, as reported by the United State Department of Education.¹</th>
<th>The percentage of enrolled students in 2018 receiving federal student loans to pay for this program.</th>
<th>The average amount of federal student loan debt of 2018 graduates who took out federal student loans at this institution.</th>
<th>The percentage of graduates in 2018 who took out federal student loans to pay for this program.</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.2%</td>
<td>62.16%</td>
<td>$11,727.74</td>
<td>65.52%</td>
</tr>
</tbody>
</table>

¹The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.
Student's Initials: __________ Date: ______________
Initial only after you have had sufficient time to read and understand the information.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

________________________________________
Student Name - Print

________________________________________
Student Signature

________________________________________
Date

________________________________________
School Official

________________________________________
Date

Published: December 1, 2016
Page 6 of 9
Definitions

- "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
- "First Available Exam Date" is the date for the first available exam after a student completed a program.
- "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- "Salary" is as reported by graduate or graduate's employer.
- "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.
STUDENT’S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from the date when enrollment agreement was signed), whichever is later.

The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, a withdrawal may be initiated by the student’s written notice or by the institution due to student’s academics or conduct, including, but not necessarily limited to student’s lack of attendance.
2018 Submit To BPPE

Annual Report Submission Confirmation

JD ACADEMY OF SALON AND SPA

This is to confirm your Annual Report submission. If you have any questions, please reference the request number provided below communicating with the Bureau.

Request #: DCA-BPPE-Finalize-001865
Institution Name: JD ACADEMY OF SALON AND SPA
Institution Code: 0702161

If you have any questions please contact the BPPE Annual Report Unit by email at bppe.annualreport@dca.ca.gov or by phone at (916) 431-6959, press "6" when prompted.

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2018 Institution Data

Thank You

2018 Annual Report

Institution Data Submission:

Institution Name: JD Academy of Salon and Spa

Institution Code: 0702161

Your request number is DCA-BPPE-001953

Next Steps:

1. Complete submission of Institution Data; OR
2. Complete submission of ALL approved Program Data; OR
3. Complete submission of Branch Location Data (if applicable); OR
4. Complete submission of Satellite Location Data (if applicable); OR
5. Finalize the submission package by choosing 'Submit To BPPE' from the Dashboard.

If you have any questions please contact the BPPE Annual Report Unit by email at bppe.annualreport@dca.ca.gov or by phone at (916) 431-6959, press "6" when prompted.
Institution Data Workflow

2018 BPPE Annual Report - Institution - General Info

Annual Report data is institutional data that is combined for the main location, branch and all satellite locations.

1. Report Year: 2018

2. Institution Code *
   Enter Institutional code (main location)
   0702161

3. Institution Name (Enter Bureau approved institution name, if entering manually) *
   If a valid institution code is entered in question #2, the institution name will auto-populate.
   If not, enter manually.
   JD Academy of Salon and Spa

4. Street Address (Physical Location) *
   520 San Ramon Valley Blvd.
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. City *</td>
<td>Danville</td>
</tr>
<tr>
<td>6. State *</td>
<td>CA</td>
</tr>
<tr>
<td>7. Zip Code *</td>
<td>94526</td>
</tr>
<tr>
<td>8. Check all that apply to this institution: *</td>
<td>For profit institution</td>
</tr>
<tr>
<td>9. Number of Branch Locations * Indicate the number of branch locations associated with the main location. If none, enter zero (&quot;0&quot;)</td>
<td>0</td>
</tr>
<tr>
<td>10. Number of Satellite Locations * Indicate the number of branch locations associated with the main location or any branch location. If none, enter zero (&quot;0&quot;)</td>
<td>0</td>
</tr>
</tbody>
</table>

### Fees / Accreditation

**2018 BPPE Annual Report - Institution - Fees/Accreditation**

Display Instructions for #11 - #14 (Toggle)

Checked

### Instructions

(Printer Friendly Annual Report Instructions Document)


11a. Is this institution current with all assessments to the Student Tuition Recovery Fund? Indicate "Yes" if the institution has completed and submitted all quarterly assessment forms required, along with the appropriate assessment, for the Student Tuition Recovery Fund. Indicate "No" if the institution has not completed and submitted, along with the appropriate assessments, all quarterly assessment forms required for the Student Tuition Recovery Fund.

11b. Is this institution current on Annual Fees? Indicate "Yes" if the institution has paid its Annual Fees. Indicate "No" if the institution has not paid its Annual Fees.

12. Is your institution accredited by an accrediting agency/agencies recognized by the United States Department of Education? Include only full institutional approval, not programmatic approval. Enter the name of the accrediting agency. Refer to the attached list of accrediting agencies recognized by the United States Department of Education.

13. If your institution has specialized accreditation from a recognized United States Department of Education approved specialized/programmatic accreditor, list the accreditation below.
14. Has any accreditation agency taken any final disciplinary action against this institution in the reporting year? Indicate "yes" if the institution has had final disciplinary action taken against it by an accreditation agency; Indicate "no" if no final action has been taken against the institution by an accreditation agency. If Yes, please upload a copy of the action at #14a.

11a. Is this institution current with all assessments to the Student Tuition Recovery Fund? *

Yes

11b. Is this institution current on Annual Fees? *

Yes

12. Is your institution accredited by an accrediting agency/agencies recognized by the United States Department of Education? *

Yes

You indicated "Yes" to #12 above, please identify the accrediting agency(ies) below.

Follow the tips below to select more than one agency:

FOR PC USERS: While using the mouse to select items, make sure you hold down the Control (Crtl) key.
FOR MAC USERS: While using the mouse to select items, make sure you hold down the Command (Cmd) key.

12a. Accrediting Agency (more than one agency may be selected) *

National Accrediting Commission of Career Arts and Sciences, Inc.

13. If your institution has specialized accreditation from a recognized United States Department of Education approved specialized/programmatic accreditor, list the accreditation below.

N/A

14. Has any accreditation agency taken any final disciplinary action against this institution in the reporting year? Indicate "yes" if the institution has had final disciplinary action taken against it by an accreditation agency; Indicate "no" if no final action has been taken against the institution by an accreditation agency. If Yes, please upload a copy of the action at #14a. *

No
Financial

2018 BPPE Annual Report - Institution - Financial

For the questions below, please disclose any funds received by the institution from the federal and/or state government to provide services to the general public.

Display Instructions for #15 - #23 (Toggle)
Checked

Instructions

(Printer Friendly Annual Report Instructions Document)

21. The percentage of institutional income in the Report Year that was derived from public funding. (Add #15, #16, #17, and #19. Divide the sum by Institution's Total Revenue) All money that is generated by the government to provide services to the general public is "public funding."

22. Enter the most recent three-year cohort default rate reported by the U.S. Department of Education for this institution, if applicable. The Cohort Default Rate (CDR) represents the percentage of this institution's students that failed to make required payments on their federal loans within three years of when they were required to begin repayment of that loan.

15. Does your institution participate in federal financial aid programs under Title IV of the Federal Higher Education Act? (This includes federal loans and grants) *

Yes

15a. What is the total amount of Title IV funds received by your institution in this Reporting Year? *

$727,257.00
16. Does your institution participate in veterans' financial aid education programs? *
   
   Yes

16a. What is the total amount of veterans' financial aid funds received by your institution in this Reporting Year? *
   
   $37,550.00

17. Does your institution participate in the Cal Grant program? *
   
   No

18. Is your institution on California's Eligible Training Provider List (ETPL)? *
   
   No

19. Is your institution receiving funds from the Work Innovation and Opportunity Act (WIOA) Program? *
   
   No

20. Does your institution participate in, or offer any other government or non-government financial aid programs? (i.e., WIC, vocational rehab, private grants/loans, institutional grants/loans) *
   
   No

21. Provide the percentage of institutional income during this Reporting Year that was derived from public funding. *
   
   If none, indicate "0".
   
   0

22. Enter the most recent three-year cohort default rate reported by the U.S. Department of Education for this institution, if applicable. *
   
   If Not Applicable, indicate "0".
   
   12

23. Provide the percentage of the students who attended this institution during this Reporting Year who received federal student loans to help pay their cost of education at the school. *
   
   If none, indicate "0".
   
   55
Offerings

2018 BPPE Annual Report - Institution - Offerings

Display Instructions for #24 - #34 (Toggle)

Checked

Instructions

(Printer Friendly Annual Report Instructions Document)

24. Total number of students currently enrolled at this institution. Indicate the number of students attending and/or enrolled in all programs at your institution (minus the number of students who cancelled during the cancellation period) January 1st through December 31st.

25. Number of Doctorate Degree Programs Offered? Indicate the number of Doctorate degree Programs the institution offered for the reporting year. (Number of Programs not Students)

26. Number of Students enrolled in Doctorate programs at this institution? Indicate the number of students enrolled and/or active in all Doctorate programs at your institution as of January 1st through December 31st, minus the number of students who cancelled during the cancellation period.

27. Number of Master Degree Programs Offered? Indicate the number of Master degree Programs the institution offered for the reporting year. (Number of Programs not Students)

28. Number of Students enrolled in Master programs at this institution? Indicate the number of students enrolled and/or active in all Master programs at your institution as of January 1st through December 31st, minus the number of students who cancelled during the cancellation period.

29. Number of Bachelor Degree Programs Offered? Indicate the number of Bachelor degree Programs the institution offered for the reporting year. (Number of Programs not Students)

30. Number of Students enrolled in Bachelor programs at this institution? Indicate the number of students enrolled and/or active in all Bachelor programs at your institution as of January 1st through December 31st, minus the number of students who cancelled during the cancellation period.
31. Number of Associate Degree Programs Offered? Indicate the number of Associate degree Programs offered for the reporting year. (Number of Programs not Students)

32. Number of Students enrolled in Associate programs at this institution? Indicate the number of students enrolled and/or active in all Associate programs at your institution as of January 1st through December 31st, minus the number of students who cancelled during the cancellation period.

33. Number of Diploma or Certificate Programs Offered? Indicate the number of Diploma or Certificate Programs offered for the reporting year. (Number of Programs not Students)

34. Number of Students enrolled in diploma or certificate programs at this institution? Indicate the number of students enrolled and/or active in all diploma/certificate programs at your institution as of January 1st through December 31st, minus the number of students who cancelled during the cancellation period.

24. Total number of students currently enrolled at this institution. Indicate the number of students attending and/or enrolled in all programs at your institution (minus the number of students who cancelled during the cancellation period) January 1st through December 31st. *
   If none, indicate "0".
   168

25. Number of Doctorate Degree Programs Offered? Indicate the number of Doctorate degree Programs the institution offered for the reporting year. (Number of Programs not Students) *
   If none, indicate "0".
   0

26. Number of Students enrolled in Doctorate programs at this institution? Indicate the number of students enrolled and/or active in all Doctorate programs at your institution as of January 1st through December 31st, minus the number of students who cancelled during the cancellation period. *
   If none, indicate "0".
   0
27. Number of Master Degree Programs Offered? 
   Indicate the number of Master degree Programs the 
   institution offered for the reporting year. (Number of 
   Programs not Students) *  
   If none, indicate "0".  
   0

28. Number of Students enrolled in Master programs at 
   this institution? Indicate the number of students 
   enrolled and/or active in all Master programs at your 
   institution as of January 1st through December 31st, 
   minus the number of students who cancelled during 
   the cancellation period. *  
   If none, indicate "0".  
   0

29. Number of Bachelor Degree Programs Offered? 
   Indicate the number of Bachelor degree Programs the 
   institution offered for the reporting year. (Number of 
   Programs not Students) *  
   If none, indicate "0".  
   0

30. Number of Students enrolled in Bachelor programs 
   at this institution? Indicate the number of students 
   enrolled and/or active in all Bachelor programs at your 
   institution as of January 1st through December 31st, 
   minus the number of students who cancelled during 
   the cancellation period. *  
   If none, indicate "0".  
   0

31. Number of Associate Degree Programs Offered? 
   Indicate the number of Associate degree Programs 
   offered for the reporting year. (Number of Programs not 
   Students) *  
   If none, indicate "0".  
   0
32. Number of Students enrolled in Associate programs at this institution? Indicate the number of students enrolled and/or active in all Associate programs at your institution as of January 1st through December 31st, minus the number of students who cancelled during the cancellation period. *
   If none, indicate "0".
   0

33. Number of Diploma or Certificate Programs Offered? Indicate the number of Diploma or Certificate Programs offered for the reporting year. (Number of Programs not Students) *
   If none, indicate "0".
   2

34. Number of Students enrolled in diploma or certificate programs at this institution? Indicate the number of students enrolled and/or active in all diploma/certificate programs at your institution as of January 1st through December 31st, minus the number of students who cancelled during the cancellation period. *
   If none, indicate "0".
   168

Total Program Count
2

Website / Uploads

2018 BPPE Annual Report - Institution - Website and Required Uploads

An institution that maintains a website, shall provide on the homepage of that website, clear and conspicuous links to the most recent Annual Report submitted to the Bureau, the Catalog, and School Performance Fact Sheet (CEC §94913)**.

**The Bureau recommends a portion of the school's website dedicated to providing students with the required information below.

Uploads for Documents must be in PDF format. Other formatting may be too large to upload and will be rejected by BPPE staff.
Institution's Website

https://jdacademy.com

35. Upload School Performance Fact Sheet *
   Required file format = PDF
   Performance Factsheet Cosmotology and Esthetician.pdf

36. Upload Catalog *
   Required file format = PDF
   CATALOG 2017-2018 .pdf

37. Upload Enrollment Agreement *
   Required file format = PDF
   Enrollment Agreement.pdf

The file upload facility below (#38) is ONLY for use when BPPE requests additional supporting documentation. The initial submission of the Annual Report does not require any action below.

38. General File Upload (only use as directed by BPPE staff)
   Recommended file format = PDF
Thank You

2018 Annual Report

Program Data Submission:

Institution Name: JD Academy of Salon and Spa
Institution Code: 0702161

Program Name: COSMETOLOGY

Your request number is DCA-BPPE-Program-009069.

Next Steps:
1. Complete submission of Institution Data; OR
2. Complete submission of ALL approved Program Data; OR
3. Complete submission of Branch Location Data (if applicable); OR
4. Complete submission of Satellite Location Data (if applicable); OR
5. Finalize the submission package by choosing
   ‘Submit To BPPE’ from the Dashboard.

If you have any questions please contact the BPPE Annual Report Unit by email at
bppe.annualreport@dca.ca.gov or by phone at (916) 431-6959, press “6” when prompted.
Complete one 'Program Data' workflow (all applicable sections) for EACH educational program offered at the institution. If an institution offers the same program at the main location and a branch location, add the data together and submit one number for the program being reported.

1. Report Year *
   2018

2. Institution Code *
   Enter institutional code (main location)
   0702161

3. Institution Name? (Enter Bureau approved institution name, if entering manually) *
   If a valid institution code is entered in question #2, the institution name will auto-populate. If not, enter manually.
   JD Academy of Salon and Spa

Program Name
Instructions

4. **Name of Program**? Indicate the name of the program e.g., Business Administration, Cosmetology, Medical Assisting.
5. **Program Level**? Indicate the level of the program you are entering, (e.g., Doctorate, Master, Bachelor, Associate, diploma/certificate or other.) If you indicate 'Other', please enter the Program Level in #5a.
6. **Program Title**? Indicate the title of the program you are entering e.g., Ph.D., Master of Science, Bachelor of Arts, Occupational Associate. If you indicate 'Other Doctorate', 'Other Master', 'Other Bachelor', 'Other Associate' or 'Other', please specify the Program Title in #6a.

---

4. **Name of Program** *

**COSMETOLOGY**

5. **Program Level**? Indicate the level of the program you are entering, (e.g., Doctorate, Masters, Bachelor, Associate, Diploma/Certificate, Other). If you indicate 'Other', please enter the Program Level in #5a. *

**Diploma/Certificate**

6. **Program Title**? Indicate the title of the program you are entering e.g., Ph.D., Master of Science, Bachelor of Arts, Occupational Associate. If you indicate "Other Doctorate", "Other Master", "Other Bachelor", "Other Associate" or "Other", please specify the Program Title in #6a. *

**Diploma/Certificate**

---

Financial and Graduation

2018 BPPE Annual Report - Program - Financial Data and Graduation Rates

Display Instructions for #7 - #16 (Toggle)

Checked
Instructions

( Printer Friendly Annual Report Instructions Document)

7. Number of Degrees, Diplomas or Certificates Awarded? Indicate the number of students who completed the program during the reporting year.

8. Total Charges for this program? Indicate the total charges for a student to complete the program within 100% of the program length. If the total charges fluctuated during the reporting year, indicate the highest amount charged for this program during the reporting year. Total charges include all amounts paid for the program. It includes books, uniforms or other charges if those charges are for costs that are required for participation in the educational program.

9. The percentage of enrolled students in the reporting year receiving federal student loans to pay for this program. Indicate the percentage of students enrolled in this program who received federal student loans to pay for this program. Divide the total number of students enrolled in this program, who received federal student loans to pay for this program, by the total number of students enrolled in this program.

10. The percentage of graduates in the reporting year who took out federal student loans to pay for this program. Indicate the percentage of graduates from this program, who received federal student loans to pay for this program. Divide the total number of reporting year graduates from this program, who took out federal student loans to pay for this program, by the total number of graduates from this program.

11. Number of Students Who Began the Program? Indicate the number of students who were scheduled to complete the program in the reporting year, exclude all students who cancelled during the cancellation period, 5 CCR §74112(d)(1). If the institution has a main campus with branches and/or satellites provide the total number enrolled at all locations.

12. Students Available for Graduation? Indicate the number of students available for graduation for the program being reported. This number should be the number of students who began the program (#11 above) minus the number of students who have died, been incarcerated or been called to active military duty (CEC §94928(f) & (g)).

13. On-time Graduates? Of the students available for graduation (#12 above), indicate the number of students who completed the program within 100% of the published program period within the calendar year being reported (5 CCR §74112(d)(2)).

14. Completion Rate? Indicate the number of graduates (from #13 above) divided by the number of students available for graduation (#12 above). A “rate” is a percentage and should never be more than 100% (CEC §94929(a), 94928(f) & (g), and 5 CCR §74112(h).

15. 150% Completion Rate? If the institution tracks 150% completion rate, indicate the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation (#12 above). A “rate” is a percentage and should never be more than 100% (5 CCR §74112(h)(1)).

16. Is the above data taken from the Integrated Postsecondary Education Data System (IPEDS) of the United States Department of Education? Indicate “yes” if...
the information was taken from the data that was reported to IPEDS, Indicate “no” if it was not. If this institution does not participate in Title IV financial aid programs it most likely does not report to IPEDS.

7. Number of Degrees, Diplomas or Certificates Awarded *
   If none, Indicate “0”.
   29

8. Total Charges for this Program *
   $22,800.00

9. The percentage of enrolled students in the reporting year receiving federal student loans to pay for this program *
   62

10. The percentage of graduates in the reporting year who took out federal student loans to pay for this program *
    66

11. Number of Students Who Began the Program *
    If none, Indicate “0”.
    35

12. Number of Students Available for Graduation *
    If none, Indicate “0”.
    35

13. Number of On-time Graduates *
    If none, Indicate “0”.
    29

14. Completion Rate
    This is a calculated field based on #12 and #13.
    82.85714

15. 150% Completion Rate
    29

16. Is the above data taken from the Integrated Postsecondary Education Data System (IPEDS) of the United States Department of Education? *
    Yes

Placement Data

2018 BPPE Annual Report - Program - Placement Data

Display Instructions for #17 - #21 (Toggle)

Checked

Instructions

https://dca.prod.simpligov.com/produPortal/Print
CEC § 94929.5 requires institution report placement data for every program that is designed or advertised to lead to a particular career, or advertised or promoted with any claim regarding job placement.

17. Graduates Available for Employment? Indicate the number of individuals awarded a degree, diploma or certificate in the reporting year minus the number of graduates that either died, became incarcerated, were called to active military duty, were international students that left the United States or did not have a visa allowing employment in the United States or are continuing their education in an accredited or bureau-approved postsecondary institution (CEC §94928(d) & (f)).

18. Graduates Employed in the Field? Number of graduates, (#17 above) who are gainfully employed in a single position for which the institution represents the program prepares its graduates within six months after a student completes the applicable educational program. For occupations for which the state requires passing an examination, the period of employment shall begin within six months of the announcement of the examination results for the first examination available after a student completes an applicable educational program (CEC §94928(e)).

19. Placement Rate? Indicate the number of graduates employed in the field (#18 above) divided by the number of graduates available for employment (#17 above.) A “rate” is a percentage and should never be more than 100% (5 CCR §74112(l)(4).

17. Graduates Available for Employment *
   If none, indicate “0”.

29

18. Graduates Employed in the Field *
   If none, indicate “0”.

21

19. Placement Rate
   This is a calculated field based on #17 and #18.

72.41379

20. Graduates employed in the field...

20a. 20 to 29 hours per week *
   If none, indicate “0”.

0

20b. at least 30 hours per week *
   If none, indicate “0”.

21

21. Indicate the number of graduates employed...
21a. In a single position in the field of study *
   If none, indicate "0".

   21b. In concurrent aggregated positions in the field of
   study (2 or more positions at the same time) *
   If none, indicate "0".

   0

21c. Freelance/self-employed *
   If none, indicate "0".

   0

21d. By the institution or an employer owned by the
   institution, or an employer who shares ownership with
   the institution *
   If none, indicate "0".

   0

Exam Passage Rate

2018 BPPE Annual Report - Program - Exam Passage Rate

Display Instructions for #22 (Toggle)
   Checked

Instructions

(Printer Friendly Annual Report Instructions Document)

CEC §94929.5(a)(2) requires the institution to report two years of exam passage
data for graduates taking the exam for the first time that the examination is
available after completion of the educational program. The exam passage data
should be as reported by the appropriate state agency.

5 CCR §74112(j) requires the institution to collect the exam passage data
directly from its graduates if the exam passage data is not available from the
licensing agency.

22. Does this educational program lead to an occupation that requires State
   licensing? If "Yes" please enter the name of the licensing entity that licenses this
   field. If "No", you may skip to "Salary Data".

22a. Do graduates have the option or requirement for more than one type of
   State licensing exam? If "Yes" provide the name(s) of the other licensing exam
   options or requirements.
22. Does this educational program lead to an occupation that requires State licensing? *

Yes

You have indicated “Yes” for question #22, please complete #22a below and the following screens with the required Exam Passage Rate data for 2017 and 2018. (Two years of data is required.)

22a. Do graduates have the option or requirement for more than one type of licensing State exam? *

No

Exam Passage Rate - Year 1

2018 BPPE Annual Report - Program - Exam Passage Rate Data - 2017

Display Instructions for #23-30 (Toggle)

Checked

Instructions

(Printer Friendly Annual Report Instructions Document)

CEC §94929.5(a)(2) requires the institution to report two years of exam passage data for graduates taking the exam for the first time that the examination is available after completion of the educational program. The exam passage data should be as reported by the appropriate state agency.

5 CCR §74112(j) requires the institution to collect the exam passage data directly from its graduates if the exam passage data is not available from the licensing agency.

23. Name of the State licensing entity that licenses the field. Enter the name of the State licensing entity.

24. Name of Exam? Provide the name of the State exam being reported.

25. Number of Graduates Taking State Exam? Enter the number of graduates who took the State exam in the reported year (CEC §94929.5(a)(2) and 5 CCR §74112(j)).
26. Number Who Passed the State Exam? Enter the number of graduates who took the State exam and passed it on the first attempt (CEC §94929.5(a)(2) and 5 CCR §74112(j)).

27. Number Who Failed the State Exam? Enter the number of graduates who took the State exam and failed it on the first attempt (CEC §94929.5(a)(2) and 5 CCR §74112(j)).

28. Passage Rate? Enter the passage rate for graduates who took the State exam and passed it on the first attempt.

29. Is this Data from the State Licensing Agency that Administered the Exam? (5 CCR § 74112(j)). If yes, enter the name of the Agency.

30. If the response to #29 is “No”, provide a description of the process used for Attempting to Contact Students. If the information for the State exam passage data was collected directly from the students by the institution provide a description of the process used for attempting to contact students (5 CCR §74112(j)). (Upload at #38 on the institution data workflow)

23. Name of the State licensing entity that licenses this field *
   Board of Barbering and Cosmetology

24. Name of State Exam *
   Cosmetology

25. Number of Graduates Taking State Exam *
   If none, indicate "0".
   26

26. Number Who Passed the State Exam *
   If none, indicate "0".
   25

27. Number Who Failed the State Exam
   This is a calculated field based on #25 and #26.
   1

28. Passage Rate
   This is a calculated field based on #25 and #26.
   96.15385
29. Is this data from the State licensing agency that administered the exam? *
   Yes

29a. Name of Agency *
   Board of Barbering and Cosmetology

Exam Passage Rate - Year 2

2018 BPPE Annual Report - Program - Exam Passage Rate Data - 2017

Display Instructions for #31-38 (Toggle)

Instructions

(Printer Friendly Annual Report Instructions Document)

CEC §94929.5(a)(2) requires the institution to report two years of exam passage data for graduates taking the exam for the first time that the examination is available after completion of the educational program. The exam passage data should be as reported by the appropriate state agency.

5 CCR §74112(j) requires the institution to collect the exam passage data directly from its graduates if the exam passage data is not available from the licensing agency.

31. Name of the State licensing entity that licenses the field. Enter the name of the State licensing entity.

32. Name of Exam? Provide the name of the State exam being reported.

33. Number of Graduates Taking State Exam? Enter the number of graduates who took the State exam in the reported year (CEC §94929.5(a)(2) and 5 CCR §74112(j)).

34. Number Who Passed the State Exam? Enter the number of graduates who took the State exam and passed it on the first attempt (CEC §94929.5(a)(2) and 5 CCR §74112(j)).
35. Number Who Failed the State Exam? Enter the number of graduates who took the State exam and failed it on the first attempt (CEC §94929.5(a)(2) and 5 CCR §74112(j)).

36. Passage Rate? Enter the passage rate for graduates who took the State exam and passed it on the first attempt.

37. Is this Data from the State Licensing Agency that Administered the Exam? (5 CCR § 74112(j)). If yes, enter the name of the Agency.

38. If the response to #37 is “No”, provide a description of the process used for Attempting to Contact Students. If the information for the State exam passage data was collected directly from the students by the institution provide a description of the process used for attempting to contact students (5 CCR §74112(j)). (Upload at #38 in the institution workflow)

31. Name of the State licensing entity that licenses this field *
   Board of Barbering and Cosmetology

32. Name of State Exam *
   Cosmetology

33. Number of Graduates Taking State Exam *
   If none, indicate “0”.
   26

34. Number Who Passed the State Exam *
   If none, indicate “0”.
   25

35. Number Who Failed the State Exam
   This is a calculated field based on #33 and #34.
   1

36. Passage Rate
   This is a calculated field based on #33 and #34.
   96.15385
37. Is this data from the State licensing agency that administered the State exam? *
   Yes

37a. Name of Agency *
   Board of Barbering and Cosmetology

Salary Data

2018 BPPE Annual Report - Program - Salary Data

Display Instructions for #39-41 (Toggle)
   Checked

Instructions

(Printer Friendly Annual Report Instructions Document)

CEC §94910(d) and 94929.5(a)(3) require the reporting of salary and wage information in increments of $5,000.00 for graduates employed in the field.

39. Graduates Available for Employment? Indicate number of graduates (#17 above) (CEC §94928(d), (f), and 5 CCR §74112(l)).

40. Graduates Employed in the Field? Indicate the number of graduates who are gainfully employed (#18 above) (CEC §94928(e), and 5 CCR §74112(l)).

41. Graduates Employed in the Field Reported receiving the following Salary or Wage: Enter the number of graduates employed in the field reporting to receive the annual salary between the lowest number indicated and the highest number indicated. Example: If one student reports that they are receiving $4,010 a year and a second student reports they are receiving $2,999 a year, enter the number "2" in the space next to $0 - $5,000, because there are 2 students who are receiving between $0-$5,000 a year.
39. Graduates Available for Employment
This field is auto-populated based on your entry in #17.

29

40. Graduates Employed in the Field
This field is auto-populated based on your entry in #18.

21

41. Graduates Employed in the Field Reported receiving the following Salary or Wage:

<table>
<thead>
<tr>
<th>Salary Range</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $5,000</td>
<td>0</td>
</tr>
<tr>
<td>$5,001 - $10,000</td>
<td>0</td>
</tr>
<tr>
<td>$10,001 - $15,000</td>
<td>0</td>
</tr>
<tr>
<td>$15,001 - $20,000</td>
<td>0</td>
</tr>
<tr>
<td>$20,001 - $25,000</td>
<td>0</td>
</tr>
<tr>
<td>$25,001 - $30,000</td>
<td>0</td>
</tr>
<tr>
<td>$30,001 - $35,000</td>
<td>0</td>
</tr>
<tr>
<td>$35,001 - $40,000</td>
<td>0</td>
</tr>
<tr>
<td>$40,001 - $45,000</td>
<td>0</td>
</tr>
<tr>
<td>$45,001 - $50,000</td>
<td>0</td>
</tr>
<tr>
<td>$50,001 - $55,000</td>
<td>0</td>
</tr>
<tr>
<td>$55,001 - $60,000</td>
<td>0</td>
</tr>
<tr>
<td>$60,001 - $65,000</td>
<td>0</td>
</tr>
<tr>
<td>$65,001 - $70,000</td>
<td>0</td>
</tr>
<tr>
<td>$70,001 - $75,000</td>
<td>0</td>
</tr>
<tr>
<td>$75,001 - $80,000</td>
<td>0</td>
</tr>
<tr>
<td>$80,001 - $85,000</td>
<td>0</td>
</tr>
<tr>
<td>$85,001 - $90,000</td>
<td>0</td>
</tr>
<tr>
<td>$90,001 - $95,000</td>
<td>0</td>
</tr>
<tr>
<td>Over $100,000</td>
<td>0</td>
</tr>
</tbody>
</table>

For graduates employed in the field, indicate their salaries/earnings below. If there are none in any specific range, indicate "0."
2018 Program Data

Thank You

2018 Annual Report

Program Data Submission:

Institution Name: JD Academy of Salon and Spa
Institution Code: 0702161

Program Name: Esthetician

Your request number is DCA-BPPE-Program-009087.

Next Steps:
1. Complete submission of Institution Data; OR
2. Complete submission of ALL approved Program Data; OR
3. Complete submission of Branch Location Data (if applicable); OR
4. Complete submission of Satellite Location Data (if applicable); OR
5. Finalize the submission package by choosing
   ‘Submit To BPPE’ from the Dashboard.

If you have any questions please contact the BPPE Annual Report Unit by email at bppe.annualreport@dca.ca.gov or by phone at (916) 431-6959, press "6" when prompted.
Complete one 'Program Data' workflow (all applicable sections) for EACH educational program offered at the institution. If an institution offers the same program at the main location and a branch location, add the data together and submit one number for the program being reported.

1. Report Year *
   2018

2. Institution Code *
   Enter institutional code (main location)
   0702161

3. Institution Name? (Enter Bureau approved institution name, if entering manually) *
   If a valid institution code is entered in question #2, the institution name will auto-populate.
   If not, enter manually.
   JD Academy of Salon and Spa

Program Name
4. Name of Program *

Esthetician

5. Program Level? Indicate the level of the program you are entering, (e.g., Doctorate, Masters, Bachelor, Associate, Diploma/Certificate, Other). If you indicate 'Other', please enter the Program Level in #5a. *

Diploma/Certificate

6. Program Title? Indicate the title of the program you are entering e.g., Ph.D., Master of Science, Bachelor of Arts, Occupational Associate. If you indicate "Other Doctorate", "Other Master", "Other Bachelor", "Other Associate" or "Other", please specify the Program Title in #6a. *

Diploma/Certificate

Financial and Graduation

2018 BPPE Annual Report - Program - Financial Data and Graduation Rates

Display Instructions for #7 - #16 (Toggle)

Checked
Instructions

7. Number of Degrees, Diplomas or Certificates Awarded? Indicate the number of students who completed the program during the reporting year.

8. Total Charges for this program? Indicate the total charges for a student to complete the program within 100% of the program length. If the total charges fluctuated during the reporting year, indicate the highest amount charged for this program during the reporting year. Total charges include all amounts paid for the program. It includes books, uniforms or other charges if those charges are for costs that are required for participation in the educational program.

9. The percentage of enrolled students in the reporting year receiving federal student loans to pay for this program. Indicate the percentage of students enrolled in this program who received federal student loans to pay for this program. Divide the total number of students enrolled in this program, who received federal student loans to pay for this program, by the total number of students enrolled in this program.

10. The percentage of graduates in the reporting year who took out federal student loans to pay for this program. Indicate the percentage of graduates from this program, who received federal student loans to pay for this program. Divide the total number of reporting year graduates from this program, who took out federal student loans to pay for this program, by the total number of graduates from this program.

11. Number of Students Who Began the Program? Indicate the number of students who were scheduled to complete the program in the reporting year, excluding all students who cancelled during the cancellation period, 5 CCR §74112(d)(1). If the institution has a main campus with branches and/or satellites provide the total number enrolled at all locations.

12. Students Available for Graduation? Indicate the number of students available for graduation for the program being reported. This number should be the number of students who began the program (#11 above) minus the number of students who have died, been incarcerated or been called to active military duty (CEC §94928(f) & (g)).

13. On-time Graduates? Of the students available for graduation (#12 above), indicate the number of students who completed the program within 100% of the published program period within the calendar year being reported (5 CCR §74112(d)(2)).

14. Completion Rate? Indicate the number of graduates (from #13 above) divided by the number of students available for graduation (#12 above). A "rate" is a percentage and should never be more than 100% (CEC §94929(a), 94928(f) & (g), and 5 CCR §74112(h)).

15. 150% Completion Rate? If the institution tracks 150% completion rate, indicate the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation (#12 above). A "rate" is a percentage and should never be more than 100% (5 CCR §74112(h)(1)).

16. Is the above data taken from the Integrated Postsecondary Education Data System (IPEDS) of the United States Department of Education? Indicate "yes" if
the information was taken from the data that was reported to IPEDS; Indicate "no" if it was not. If this institution does not participate in Title IV financial aid programs it most likely does not report to IPEDS.

7. Number of Degrees, Diplomas or Certificates Awarded *
   If none, indicate "0".
   57

8. Total Charges for this Program *
   $12,500.00

9. The percentage of enrolled students in the reporting year receiving federal student loans to pay for this program *
   50

10. The percentage of graduates in the reporting year who took out federal student loans to pay for this program *
    63

11. Number of Students Who Began the Program *
    If none, indicate "0".
    61

12. Number of Students Available for Graduation *
    If none, indicate "0".
    61

13. Number of On-time Graduates *
    If none, indicate "0".
    57

14. Completion Rate
    This is a calculated field based on #12 and #13.
    93.44262

15. 150% Completion Rate
    57

16. Is the above data taken from the Integrated Postsecondary Education Data System (IPEDS) of the United States Department of Education? *
    Yes

Placement Data

2018 BPPE Annual Report - Program - Placement Data

Display Instructions for #17 - #21 (Toggle)

Instructions

https://dca.prod.simplegov.com/prod/Portal/Print
CEC § 94929.5 requires institution report placement data for every program that is designed or advertised to lead to a particular career, or advertised or promoted with any claim regarding job placement.

17. Graduates Available for Employment? Indicate the number of individuals awarded a degree, diploma or certificate in the reporting year minus the number of graduates that either died, became incarcerated, were called to active military duty, were international students that left the United States or did not have a visa allowing employment in the United States or are continuing their education in an accredited or bureau-approved postsecondary institution (CEC §94928(d) & (f)).

18. Graduates Employed In the Field? Number of graduates, (#17 above) who are gainfully employed in a single position for which the institution represents the program prepares its graduates within six months after a student completes the applicable educational program. For occupations for which the state requires passing an examination, the period of employment shall begin within six months of the announcement of the examination results for the first examination available after a student completes an applicable educational program (CEC §94928(e)).

19. Placement Rate? Indicate the number of graduates employed in the field (#18 above) divided by the number of graduates available for employment (#17 above.) A “rate” is a percentage and should never be more than 100% (5 CCR §74112(i)(4)).

17. Graduates Available for Employment *
   If none, indicate "0".
   57

18. Graduates Employed in the Field *
   If none, indicate "0".
   36

19. Placement Rate
   This is a calculated field based on #17 and #18.
   63.15789

20. Graduates employed in the field...

20a. 20 to 29 hours per week *
   If none, indicate "0".
   0

20b. at least 30 hours per week *
   If none, indicate "0".
   36

21. Indicate the number of graduates employed...
21a. In a single position in the field of study *
   If none, indicate "0".
   0

21b. In concurrent aggregated positions in the field of study (2 or more positions at the same time) *
   If none, indicate "0".
   0

21c. Freelance/self-employed *
   If none, indicate "0".
   0

21d. By the institution or an employer owned by the institution, or an employer who shares ownership with the institution *
   If none, indicate "0".
   0

Exam Passage Rate

2018 BPPE Annual Report - Program - Exam Passage Rate

Instructions

(Printer Friendly Annual Report Instructions Document)

CEC §94929.5(a)(2) requires the institution to report two years of exam passage data for graduates taking the exam for the first time that the examination is available after completion of the educational program. The exam passage data should be as reported by the appropriate state agency.

5 CCR §74112(j) requires the institution to collect the exam passage data directly from its graduates if the exam passage data is not available from the licensing agency.

22. Does this educational program lead to an occupation that requires State licensing? If "Yes" please enter the name of the licensing entity that licenses this field. If "No", you may skip to "Salary Data".

22a. Do graduates have the option or requirement for more than one type of State licensing exam? If "Yes" provide the name(s) of the other licensing exam options or requirements.
22. Does this educational program lead to an occupation that requires State licensing? *

Yes

You have indicated "Yes" for question #22, please complete #22a below and the following screens with the required Exam Passage Rate data for 2017 and 2018. (Two years of data is required.)

22a. Do graduates have the option or requirement for more than one type of licensing State exam? *

No

Exam Passage Rate - Year 1

2018 BPPE Annual Report - Program - Exam Passage Rate Data - 2017

Display Instructions for #23-30 (Toggle)

Checked

Instructions

(Printer Friendly Annual Report Instructions Document)

CEC §94929.5(a)(2) requires the institution to report two years of exam passage data for graduates taking the exam for the first time that the examination is available after completion of the educational program. The exam passage data should be as reported by the appropriate state agency.

5 CCR §74112(j) requires the institution to collect the exam passage data directly from its graduates if the exam passage data is not available from the licensing agency.

23. Name of the State licensing entity that licenses the field. Enter the name of the State licensing entity.

24. Name of Exam? Provide the name of the State exam being reported.

25. Number of Graduates Taking State Exam? Enter the number of graduates who took the State exam in the reported year (CEC §94929.5(a)(2) and 5 CCR §74112(j)).
26. Number Who Passed the State Exam? Enter the number of graduates who took the State exam and passed it on the first attempt (CEC §94929.5(a)(2) and 5 CCR §74112(j)).

27. Number Who Failed the State Exam? Enter the number of graduates who took the State exam and failed it on the first attempt (CEC §94929.5(a)(2) and 5 CCR §74112(j)).

28. Passage Rate? Enter the passage rate for graduates who took the State exam and passed it on the first attempt.

29. Is this Data from the State Licensing Agency that Administered the Exam? (5 CCR § 74112(j)). If yes, enter the name of the Agency.

30. If the response to #29 is “No”, provide a description of the process used for Attempting to Contact Students. If the information for the State exam passage data was collected directly from the students by the institution provide a description of the process used for attempting to contact students (5 CCR §74112(j)). (Upload at #38 on the institution data workflow)

23. Name of the State licensing entity that licenses this field *

Board of Barbering and Cosmetology

24. Name of State Exam *

Esthetician

25. Number of Graduates Taking State Exam *
If none, indicate “0”.

52

26. Number Who Passed the State Exam *
If none, indicate “0”.

51

27. Number Who Failed the State Exam
This is a calculated field based on #25 and #26.

1

28. Passage Rate
This is a calculated field based on #25 and #26.

98.07692
29. Is this data from the State licensing agency that administered the exam? *
   Yes

29a. Name of Agency *
   Board of Barbering and Cosmetology

Exam Passage Rate - Year 2

2018 BPPE Annual Report - Program - Exam Passage Rate Data - 2017

Display Instructions for #31-38 (Toggle)

Checked

Instructions

(Printer Friendly Annual Report Instructions Document)

CEC §94929.5(a)(2) requires the institution to report two years of exam passage data for graduates taking the exam for the first time that the examination is available after completion of the educational program. The exam passage data should be as reported by the appropriate state agency.

5 CCR §74112(j) requires the institution to collect the exam passage data directly from its graduates if the exam passage data is not available from the licensing agency.

31. Name of the State licensing entity that licenses the field. Enter the name of the State licensing entity.

32. Name of Exam? Provide the name of the State exam being reported.

33. Number of Graduates Taking State Exam? Enter the number of graduates who took the State exam in the reported year (CEC §94929.5(a)(2) and 5 CCR §74112(j)).

34. Number Who Passed the State Exam? Enter the number of graduates who took the State exam and passed it on the first attempt (CEC §94929.5(a)(2) and 5 CCR §74112(j)).
35. Number Who Failed the State Exam? Enter the number of graduates who took the State exam and failed it on the first attempt (CEC §94929.5(a)(2) and 5 CCR §74112(j)).

36. Passage Rate? Enter the passage rate for graduates who took the State exam and passed it on the first attempt.

37. Is this Data from the State Licensing Agency that Administered the Exam? (5 CCR § 74112(j)). If yes, enter the name of the Agency.

38. If the response to #37 is "No", provide a description of the process used for Attempting to Contact Students. If the information for the State exam passage data was collected directly from the students by the institution provide a description of the process used for attempting to contact students (5 CCR §74112(j)). (Upload at #38 in the institution workflow)

31. Name of the State licensing entity that licenses this field *
   Board of Barbering and Cosmetology

32. Name of State Exam *
   Esthetician

33. Number of Graduates Taking State Exam *
   If none, indicate "0".
   52

34. Number Who Passed the State Exam *
   If none, indicate "0".
   51

35. Number Who Failed the State Exam
   This is a calculated field based on #33 and #34.
   1

36. Passage Rate
   This is a calculated field based on #33 and #34.
   98.07692
37. Is this data from the State licensing agency that administered the State exam? *

Yes

37a. Name of Agency *

Board of Barbering and Cosmetology

Salary Data

2018 BPPE Annual Report - Program - Salary Data

Display Instructions for #39-41 (Toggle)

Checked

Instructions

(Printer Friendly Annual Report Instructions Document)

CEC §94910(d) and 94929.5(a)(3) require the reporting of salary and wage information in increments of $5,000.00 for graduates employed in the field.

39. Graduates Available for Employment? Indicate number of graduates (#17 above) (CEC §94928(d), (f), and 5 CCR §74112(l)).

40. Graduates Employed in the Field? Indicate the number of graduates who are gainfully employed (#18 above) (CEC §94928(e), and 5 CCR §74112(l)).

41. Graduates Employed in the Field Reported receiving the following Salary or Wage: Enter the number of graduates employed in the field reporting to receive the annual salary between the lowest number indicated and the highest number indicated. Example: If one student reports that they are receiving $4,010 a year and a second student reports they are receiving $2,999 a year enter the number "2" in the space next to $0 - $5,000, because there are 2 students who are receiving between $0-$5,000 a year.
39. Graduates Available for Employment
This field is auto-populated based on your entry in #17.

57

40. Graduates Employed in the Field
This field is auto-populated based on your entry in #18.

36

41. Graduates Employed in the Field Reported receiving the following Salary or Wage:

For graduates employed in the field, indicate their salaries/earnings below. If there are none in any specific range, indicate "0."

<table>
<thead>
<tr>
<th>Range</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $5,000 *</td>
<td>0</td>
</tr>
<tr>
<td>$10,001 - $15,000 *</td>
<td>0</td>
</tr>
<tr>
<td>$20,001 - $25,000 *</td>
<td>0</td>
</tr>
<tr>
<td>$30,001 - $35,000 *</td>
<td>0</td>
</tr>
<tr>
<td>$40,001 - $45,000 *</td>
<td>0</td>
</tr>
<tr>
<td>$50,001 - $55,000 *</td>
<td>0</td>
</tr>
<tr>
<td>$60,001 - $65,000 *</td>
<td>0</td>
</tr>
<tr>
<td>$70,001 - $75,000 *</td>
<td>0</td>
</tr>
<tr>
<td>$80,001 - $85,000 *</td>
<td>0</td>
</tr>
<tr>
<td>$90,001 - $95,000 *</td>
<td>0</td>
</tr>
<tr>
<td>Over $100,000 *</td>
<td>0</td>
</tr>
</tbody>
</table>
SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in all NACCAS approved programs and schedules at JD Academy of Salon and Spa.

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

COSMETOLOGY PROGRAM: 1600 CLOCK HOURS  ESTHETICIAN PROGRAM: 600 CLOCK HOURS
900 CLOCK HOURS IS A COMMON ACADEMIC YEAR.

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

<table>
<thead>
<tr>
<th>COSMETOLOGY</th>
</tr>
</thead>
<tbody>
<tr>
<td>450 ACTUAL HOURS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ESTHETICIAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>300 ACTUAL HOURS</td>
</tr>
</tbody>
</table>

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

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

ACADEMIC PROGRESS EVALUATIONS:
The qualitative element used to determine academic progress is a reasonable system of grades and/or work projects completed and/or comparable factors measurable against a norm. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated.

At least two comprehensive practical skill evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the School. Students must maintain a written grade average of 75% and pass a final written and practical exam prior to graduation. Students must make up any failed or missed tests. At each evaluation point, the student’s cumulative grade average is calculated and will include grades reached in the following manner:

| 93-100% | EXCELLENT | PASSING |
| 85-92% | VERY GOOD | PASSING |
| 75-84% | SATISFACTORY | PASSING |
| 0-74% | UNSATISFACTORY | NOT PASSING |
SATISFACTORY ACADEMIC PROGRESS POLICY - CONTINUED

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Hours</th>
<th>Class Schedule</th>
<th>Maximum Number of Weeks</th>
<th>Maximum Scheduled Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>1600</td>
<td>Full Time 37.5 hours per week</td>
<td>65</td>
<td>2400</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>1600</td>
<td>¾ Time 30 hours per week</td>
<td>80</td>
<td>2400</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>1600</td>
<td>Part-Time day 27.5 hours per week</td>
<td>87</td>
<td>2400</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>1600</td>
<td>Part-Time night 20 hours per week</td>
<td>120</td>
<td>2400</td>
</tr>
<tr>
<td>Esthetician</td>
<td>600</td>
<td>Full Time 37.5 hours per week</td>
<td>24</td>
<td>900</td>
</tr>
<tr>
<td>Esthetician</td>
<td>600</td>
<td>¾ Time 30 hours per week</td>
<td>30</td>
<td>900</td>
</tr>
<tr>
<td>Esthetician</td>
<td>600</td>
<td>Part-Time day 27.5 hours per week</td>
<td>33</td>
<td>900</td>
</tr>
<tr>
<td>Esthetician</td>
<td>600</td>
<td>Part-Time night 20 hours per week</td>
<td>45</td>
<td>900</td>
</tr>
</tbody>
</table>

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

Veteran Benefits will only be paid for 100% of approved program length.

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

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

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

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS:
Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning period or probation period.
PROBATION:
Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making Satisfactory Academic Progress during the probationary period if the student prevails upon appeal (see Appeal Procedure below). In order to be placed on probation students must have the ability to meet the Satisfactory Academic Progress Policy standards or an established academic plan by the end of the evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain Satisfactory Academic Progress by the next evaluation point. If, at the end of the probation period the student has still not met both the attendance and academic requirements for Satisfactory Academic Progress or the academic plan, he/she will be determined as NOT making Satisfactory Academic Progress; and, if applicable, student will be deemed NOT eligible to receive Title IV funds and Veteran Benefits and enrollment may be terminated.

APPEAL PROCEDURE:
If a student is determined to not be making Satisfactory Academic Progress, the student may appeal the determination within (10) calendar days of the determination. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstances. The student must submit a written appeal along with supporting documentation of the reasons why the determination should be reversed. This Information should Include what has changed about the student’s situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within (30) calendar days. The appeal and decision documents will be retained in the student’s file. If the student prevails upon appeal, the student’s Satisfactory Academic Progress determination will be probation and Federal Financial Aid will be reinstated, if applicable.

NONCREDIT AND REMEDIAL COURSES:
Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school’s Satisfactory Academic Progress standards.

TRANSFER HOURS:
Regarding Satisfactory Academic Progress student’s accepted transfer hours will be counted as both attempted and earned hours for the purpose of determining the allowable maximum time frame allowed to complete the course. Satisfactory Academic Progress periods are based on actual contracted scheduled hours at the institution. Transfer students will be evaluated for Satisfactory Academic Progress at the established hours, or the midpoint of the hours contracted at the institution, whichever comes sooner.

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

LEAVE OF ABSENCE INTERUPTIONS, COURSE INCOMPLETES, WITHDRAWALS, RE-ENROLLMENTS:
If enrollment is temporarily interrupted for a Leave of Absence, the student will return to School in the same progress status as prior to the Leave of Absence. Hours elapsed during a Leave of Absence will extend the student’s contract period and maximum time frame by the same number of days taken in the Leave of Absence and will not be included in the student’s cumulative attendance percentage calculation. Incompletes and repetitions have no effect on this Institution’s satisfactory academic progress standards.

Students who withdraw prior to completion of their program and wish to re-enroll will return in the same Satisfactory Academic Progress status as at the time of withdrawal.
CALIFORNIA LICENSE REQUIREMENTS

<table>
<thead>
<tr>
<th>License Type</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetologist</td>
<td>Completion of the 10th Grade, 1600 hours in an approved School and passing of a California State or National Interstate Council (NIC) Written* and Practical** examinations.</td>
</tr>
<tr>
<td>Manicurist</td>
<td>Completion of the 10th Grade, 400 hours in an approved School and passing of a California State or National Interstate Council (NIC) Written* and Practical** examinations.</td>
</tr>
<tr>
<td>Esthetician</td>
<td>Completion of the 10th Grade, 600 hours in an approved School and passing of a California State or National Interstate Council (NIC) Written* and Practical** examinations.</td>
</tr>
<tr>
<td>Electrologist</td>
<td>Completion of the 12th Grade, 600 hours in an approved School and passing of a California State or National Interstate Council (NIC) Written* and Practical** examinations.</td>
</tr>
<tr>
<td>Barber</td>
<td>Completion of the 10th Grade, 1500 hours in an approved School and passing of a California State or National Interstate Council (NIC) Written* and Practical** examinations.</td>
</tr>
</tbody>
</table>

ADDITIONAL INFORMATION

National Exam

* Effective May 1, 2009, the California State Board of Barbering and Cosmetology implemented the National Written Examination.
** Effective October 2, 2011, the California State Board of Barbering and Cosmetology implemented the National Practical Examination.

Scoring

A minimum score of 75 (out of 100) for both the written and practical is required in order to pass the examinations for licensure.

Language

Examinations are given in English, Korean, Vietnamese, and Spanish. Applicants can bring an interpreter if they cannot read, speak, or write in English at a 10th grade level and the examination is not given in their native language.

Reciprocity

Effective July 1, 2007 the Board started granting a license without examination to licensees from other states that meet the following requirements; a current license in good standing from any state that has been active for three of the last five years with no disciplinary action or a criminal conviction.
Disclosure Statement Regarding Criminal Pleas/Convictions

Failure to report a plea/conviction is considered falsification of the application and may result in the denial or revocation of licensure.

**APPLICANT INFORMATION** (incomplete forms will delay the processing of your application)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
</table>

Phone: (800) 952-5210  Email: barbersmo@dca.ca.gov
Website: www.barbersmo.ca.gov

**TELEPHONE NUMBER**

Social Security Number or Individual Taxpayer Identification Number

Date of Birth (must be at least 17 years old)

**CONVICTED INFORMATION** (please complete one form for each plea or conviction, regardless of when the crime was committed)

<table>
<thead>
<tr>
<th>Arresting Agency</th>
<th>Plea/Conviction Date</th>
<th>Court Case/Docket Number</th>
</tr>
</thead>
</table>

Court Name and Location:

Violation Code(s):

Sentence: (Please describe any punishment imposed by the court)

Incarceration Date

<table>
<thead>
<tr>
<th>Release Date</th>
<th>Probation/Parole Date</th>
<th>Release Date</th>
</tr>
</thead>
</table>

Details of Crime: Please provide details of this crime, including a complete description of the facts and circumstances that led to your conviction. You should include who participated in the crime, who the victim was; what losses were suffered; and when, where and how the crime occurred. Attach additional pages as needed.

Explanation of Crime: Please explain why you committed this crime: Attach additional pages as needed.

Rehabilitation Efforts: What positive changes have you made in your life since this conviction? Please attach documentation to support the rehabilitation efforts. Attach additional pages as needed.

I certify under penalty of perjury under the laws of the State of California that all statements furnished in connection with this form are true and accurate to the best of my knowledge.

Signature of Applicant

Date

Form C-01 (Revised February 2019)
Disclosure Statement Regarding Disciplinary Action

Failure to disclose disciplinary action is considered falsification of the application and may result in the denial or revocation of licensure.

Complete this form if you ever had any professional or vocational license or registration denied, suspended, revoked, placed on probation or other disciplinary action taken by this or any other governmental authority in this state or any other state, or any foreign country.

| APPLICANT INFORMATION (incomplete forms will delay the processing of your application) |
|----------------------------------|--------|--------|
| Last Name                        | First Name | Middle Name |
| Telephone Number                 |          |          |
| E-mail Address (not required)    |          |          |
| Social Security Number or Individual Taxpayer Identification Number |          |          |
| Date of Birth (must be at least 17 years old) |          |          |
| Month - Day - Year               |          |          |

| DISCIPLINARY ACTION TAKEN (please complete one form for each action taken) |
|----------------------------------|--------|--------|
| Explanation                      |        |        |
| Action Taken                     |        |        |
| State/County/Foreign Country     |        |        |
| where action was taken           |        |        |
| Type of License                  |        |        |
| License No.                      |        |        |
| Action Date                      |        |        |

Also include a copy of the administrative action, and if applicable, copies of arrest records, court documents, verification of restitution received by the court, and verification of successful completion of probation.

I certify under penalty of perjury under the laws of the State of California that all statements furnished in connection with this form are true and accurate to the best of my knowledge.

Signature of Applicant | Date

Form D-01 (Revised September 2017)
Quick Search for:
ESTHETICIAN

Showing 5 occupations for ESTHETICIAN. Closest matches are shown first.

<table>
<thead>
<tr>
<th>How do they match?</th>
<th>Code</th>
<th>Occupation</th>
</tr>
</thead>
</table>
|                    | 39-5094.00 | Skincare Specialists  
|                    | 39-1021.01 | Spa Managers  
|                    | 25-1194.00 | Vocational Education Teachers, Postsecondary  
|                    | 27-1024.00 | Graphic Designers  
|                    | 27-1025.00 | Interior Designers  


Summary Report for:
39-5094.00 - Skincare Specialists

Provide skincare treatments to face and body to enhance an individual’s appearance. Includes electrologists and laser hair removal specialists.

Sample of reported Job titles: Aesthetician, Clinical Esthetician, Esthetician, Facialist, Lead Esthetician, Medical Esthetician, Skin Care Specialist, Skin Care Technician, Skin Care Therapist, Spa Technician

Tasks
- Sterilize equipment and clean work areas.
- Examine clients’ skin, using magnifying lamps or visors when necessary, to evaluate skin condition and appearance.
- Cleanse clients’ skin with water, creams, or lotions.
- Demonstrate how to clean and care for skin properly and recommend skin-care regimens.
- Select and apply cosmetic products, such as creams, lotions, and tonics.

Technology Skills
- Internet browser software — Web browser software
- Office suite software — Microsoft Office
- Presentation software — Microsoft PowerPoint
- Spreadsheet software — Microsoft Excel
- Word processing software — Microsoft Word

Knowledge
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
Skills
- Speaking — Talking to others to convey information effectively.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Service Orientation — Actively looking for ways to help people.
- Active Learning — Understanding the implications of new Information for both current and future problem-solving and decision-making.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Abilities
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Speech Clarity — The ability to speak clearly so others can understand you.
- Speech Recognition — The ability to identify and understand the speech of another person.

Work Activities
- Performing for or Working Directly with the Public — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.
- Assisting and Caring for Others — Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Selling or Influencing Others — Convincing others to buy merchandise/goods or to otherwise change their minds or actions.
- Thinking Creatively — Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.

Detailed Work Activities
- Clean facilities or work areas.
- Clean tools or equipment.
- Apply cleansing or conditioning agents to client hair, scalp, or skin.
- Assess skin or hair conditions.
- Provide medical or cosmetic advice for clients.

Work Context
- Physical Proximity — 97% responded "Very close (near touching)."
Face-to-Face Discussions — 72% responded “Every day.”
Freedom to Make Decisions
Indoors, Environmentally Controlled — 89% responded “Every day.”
Work With Work Group or Team — 55% responded “Very important.”

Job Zone

Title  Job Zone Three: Medium Preparation Needed

Education  Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree.

Related Experience  Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.

Job Training  Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers. A recognized apprenticeship program may be associated with these occupations.

Job Zone Examples  These occupations usually involve using communication and organizational skills to coordinate, supervise, manage, or train others to accomplish goals. Examples include hydroelectric production managers, travel guides, electricians, agricultural technicians, barbers, court reporters, and medical assistants.

SVP Range  (5.0 to < 7.0)

Education

<table>
<thead>
<tr>
<th>Percentage of Respondents</th>
<th>Education Level Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>87</td>
<td>Post-secondary certificate</td>
</tr>
<tr>
<td>10</td>
<td>Some college, no degree</td>
</tr>
<tr>
<td>21</td>
<td>Associate's degree</td>
</tr>
</tbody>
</table>

Credentials

Find Training  Find Licenses  Apprenticeship.gov

Interests

Interest code: ESR  Want to discover your interests? Take the O*NET Interest Profiler at My Next Move.

- Enterprising — Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

- Social — Social occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others.

- Realistic — Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.
Work Styles

- Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
- Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Integrity — Job requires being honest and ethical.

Work Values

- Relationships — Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.
- Independence — Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.
- Achievement — Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment. Corresponding needs are Ability Utilization and Achievement.

Related Occupations

- 25-3021.00 Self-Enrichment Education Teachers
- 31-9011.00 Massage Therapists
- 39-5011.00 Barbers
- 39-5012.00 Hairdressers, Hairstylists, and Cosmetologists
- 39-5092.00 Manicurists and Pedicurists

Wages & Employment Trends

Median wages (2018) $15.05 hourly, $31,290 annual

State wages

Employment (2018) 72,000 employees
Projected growth (2018-2028) Much faster than average (11% or higher)
Projected Job openings (2018-2028) 9,400

State trends

Top industries (2018) Other Services (Except Public Administration),
Health Care and Social Assistance

Job Openings on the Web

Sources of Additional Information

All 5 displayed

Disclaimer: Sources are listed to provide additional information on related jobs, specialties, and/or industries. Links to non-DOL Internet sites are provided for your convenience and do not constitute an endorsement.

- Aesthetics International Association
- American Massage Therapy Association
- Associated Skin Care Professionals
- Occupational Outlook Handbook: Skincare specialists
- Professional Beauty Association
Quick Search for: COSMETOLOGY

Showing 10 occupations for COSMETOLOGY. Closest matches are shown first.

<table>
<thead>
<tr>
<th>Code</th>
<th>Occupation</th>
<th>How do they match?</th>
</tr>
</thead>
<tbody>
<tr>
<td>39-5012.00</td>
<td>Hairdressers, Hairstylists, and Cosmetologists</td>
<td>Bright Outlook</td>
</tr>
<tr>
<td>13-1041.02</td>
<td>Licensing Examiners and Inspectors</td>
<td></td>
</tr>
<tr>
<td>25-1194.00</td>
<td>Vocational Education Teachers, Postsecondary</td>
<td></td>
</tr>
<tr>
<td>25-2032.00</td>
<td>Career/Technical Education Teachers, Secondary School</td>
<td></td>
</tr>
<tr>
<td>39-5094.00</td>
<td>Skincare Specialists</td>
<td></td>
</tr>
<tr>
<td>39-1021.00</td>
<td>First-Line Supervisors of Personal Service Workers</td>
<td></td>
</tr>
<tr>
<td>39-5011.00</td>
<td>Barbers</td>
<td></td>
</tr>
<tr>
<td>39-5092.00</td>
<td>Manicurists and Pedicurists</td>
<td></td>
</tr>
<tr>
<td>39-5093.00</td>
<td>Shampooers</td>
<td></td>
</tr>
<tr>
<td>11-9081.00</td>
<td>Funeral Service Managers</td>
<td></td>
</tr>
</tbody>
</table>
Summary Report for:
39-5012.00 - Hairdressers, Hairstylists, and Cosmetologists

Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services.

Sample of reported job titles: Barber Stylist, Beautician, Cosmetologist, Hair Dresser, Hair Stylist, Hairdresser, Hairstylist, Manager Stylist, Master Cosmetologist, Stylist

Tasks
- Keep work stations clean and sanitize tools, such as scissors and combs.
- Bleach, dye, or tint hair, using applicator or brush.
- Cut, trim and shape hair or hairpieces, based on customers' instructions, hair type, and facial features, using clippers, scissors, trimmers and razors.
- Schedule client appointments.
- Update and maintain customer information records, such as beauty services provided.

Technology Skills
- Accounting software — Intuit QuickBooks
- Office suite software — Microsoft Office
- Point of sale POS software — Sale processing software
- Spreadsheet software — Microsoft Excel
- Video creation and editing software — YouTube

Knowledge
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
- Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
Skills

- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Speaking** — Talking to others to convey information effectively.
- **Service Orientation** — Actively looking for ways to help people.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.

Abilities

- **Near Vision** — The ability to see details at close range (within a few feet of the observer).
- **Arm-Hand Steadiness** — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- **Finger Dexterity** — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- **Manual Dexterity** — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Work Activities

- **Performing for or Working Directly with the Public** — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.
- **Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time.
- **Selling or Influencing Others** — Convincing others to buy merchandise/goods or to otherwise change their minds or actions.
- **Assisting and Caring for Others** — Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- **Updating and Using Relevant Knowledge** — Keeping up-to-date technically and applying new knowledge to your job.

Detailed Work Activities

- Clean facilities or work areas.
- Clean tools or equipment.
- Apply solutions to hair for therapeutic or cosmetic purposes.
- Groom wigs or hairpieces.
- Trim client hair.
Work Context

- Spend Time Using Your Hands to Handle, Control, or Feel Objects, Tools, or Controls — 100% responded “Continuously or almost continually.”
- Telephone — 99% responded “Every day.”
- Contact With Others — 91% responded “Constant contact with others.”
- Face-to-Face Discussions — 94% responded “Every day.”
- Freedom to Make Decisions — 83% responded “A lot of freedom.”

Job Zone

Title: Job Zone Three: Medium Preparation Needed

Education: Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate’s degree.

Related Experience: Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.

Job Training: Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers. A recognized apprenticeship program may be associated with these occupations.

Job Zone Examples: These occupations usually involve using communication and organizational skills to coordinate, supervise, manage, or train others to accomplish goals. Examples include hydroelectric production managers, travel guides, electricians, agricultural technicians, barbers, court reporters, and medical assistants.

SVP Range: (5.0 to < 7.0)

Education

<table>
<thead>
<tr>
<th>Percentage of Respondents</th>
<th>Education Level Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>79</td>
<td>Post-secondary certificate</td>
</tr>
<tr>
<td>21</td>
<td>High school diploma or equivalent</td>
</tr>
</tbody>
</table>

Credentials

Find Training, Find Certifications, Find Licenses, Apprenticeship.gov

Interests

Interest code: AES Want to discover your Interests? Take the O*NET Interest Profiler at My Next Move.

Artistic — Artistic occupations frequently involve working with forms, designs and patterns. They often require self-expression and the work can be done without following a clear set of rules.
Enterprising — Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

Social — Social occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others.

Realistic — Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.

Work Styles
5 of 16 displayed

Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.

Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.

Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace.

Work Values
All 3 displayed

Relationships — Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.

Independence — Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.

Achievement — Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment. Corresponding needs are Ability Utilization and Achievement.

Related Occupations
5 of 10 displayed

31-9091.00 Dental Assistants
39-5011.00 Barbers
39-5092.00 Manicurists and Pedicurists
39-5084.00 Skincare Specialists
39-9031.00 Fitness Trainers and Aerobics Instructors

Wages & Employment Trends
Median wages (2018) $11.89 hourly, $24,730 annual
State wages

Employment (2018) 684,000 employees
Projected growth (2018-2028) • Faster than average (7% to 10%)
Projected job openings (2018-2028) 94,800

Top Industries (2018) Other Services (Except Public Administration)


Job Openings on the Web

Sources of Additional Information

Disclaimer: Sources are listed to provide additional information on related jobs, specialties, and/or industries. Links to non-DOL Internet sites are provided for your convenience and do not constitute an endorsement.

- Occupational Outlook Handbook: Barbers, hairstylists, and cosmetologists

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- Occupational Outlook Handbook: Barbers, hairstylists, and cosmetologists

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- Occupational Outlook Handbook: Barbers, hairstylists, and cosmetologists
CLASS SCHEDULES

FULL TIME
TUESDAY - SATURDAY
9:00 AM – 5:00 PM
37.50 HOURS A WEEK
COSMETOLOGY 43 WEEKS / 10.5 MONTHS

¾ TIME DAY CLASSES
TUESDAY – FRIDAY
9:00 AM – 5:00 PM
COSMETOLOGY
COSMETOLOGY 54 WEEKS / 12.5 MONTHS
ESTHETICIAN 20 WEEKS / 5 MONTHS

PART TIME DAY CLASSES
TUESDAY - SATURDAY
9:00 AM – 2:30 PM
27.50 HOURS A WEEK
COSMETOLOGY 59 WEEKS / 15 MONTHS
ESTHETICIAN 22 WEEKS / 5.5 MONTHS

PART TIME EVENING CLASSES
MONDAY - THURSDAY
EVENING: 5:00 PM – 10:00 PM
20 HOURS A WEEK
COSMETOLOGY 80 WEEKS / 18 MONTHS
ESTHETICIAN 30 WEEKS / 7.5 MONTHS

925-855-5551
JDAcademy.com
520 San Ramon Valley Blvd., Danville, CA 94526
# TUITION

## COSMETOLOGY (1600 Clock Hours)

<table>
<thead>
<tr>
<th>Program Length:</th>
<th></th>
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<tbody>
<tr>
<td>• Fulltime: Tues.-Sat. 9-5 44 weeks (37.5 hours/week)</td>
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<tr>
<td>• ¾ Time Day: Tues.-Fri. 9-5 54 weeks (30 hours/week)</td>
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</tr>
<tr>
<td>• Part-time Day: Tues.-Sat. 9-2:30 59 weeks (27.5 hours/week)</td>
<td></td>
</tr>
<tr>
<td>• Part-time Night: Mon.-Thurs. 5-10pm 80 weeks (20 hours/week)</td>
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</table>

| Tuition                                              | $21,600 |
| Application Fee (Non-Refundable)                     | $100    |
| Books and Equipment (Non-refundable after received by student)* | $2,700  |
| State Board License Exam Fee                         | $134    |
| STRF (Non-refundable)                                | 0       |
| Administrative Fee (re-entry students $150)          |        |
| Technical Evaluation Fee (transfer students $100)    |        |

**Total:** $24,534

The curriculum for students enrolled in a cosmetology course consists of 1600 hours of technical and practical training covering all practices of a cosmetologist pursuant to Section 7316 of the Barbering and cosmetology act.

## ESTHETICIAN (600 Clock Hours)

<table>
<thead>
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<th></th>
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</thead>
<tbody>
<tr>
<td>• Fulltime: Tues.-Sat. 9-5 16 weeks (37.5 hours/week)</td>
<td></td>
</tr>
<tr>
<td>• ¾ Time Day: Tues.-Fri. 9-5 20 weeks (30 hours/week)</td>
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</tr>
<tr>
<td>• Part-time Day: Tues.-Sat. 9-2:30 22 weeks (27.5 hours/week)</td>
<td></td>
</tr>
<tr>
<td>• Part-time Night: Mon.-Thurs. 5-10pm 30 weeks (20 hours/week)</td>
<td></td>
</tr>
</tbody>
</table>

| Tuition                                              | $11,400 |
| Application Fee (Non-Refundable)                     | $100    |
| Books and Equipment (Nonrefundable after received by student)* | $1,600  |
| State Board License Exam Fee                         | $124    |
| STRF (Non-refundable)                                | 0       |
| Administrative Fee (re-entry students $150)          |        |
| Technical Evaluation Fee (transfer students $100)    |        |

**Total:** $13,224

The curriculum for students enrolled in an esthetician course consists of 600 hours of technical and practical training covering all practices of an esthetician pursuant to Section 7316 of the Barbering and cosmetology act.

Tuition subject to change, changes do not affect currently enrolled students. See Enrollment Agreement for actual amounts. Application fee is due when Enrollment Agreement is signed. Remaining balance payment options include: Interest Free Cash Payment Plans, VA and/or Title IV Funding (for those who qualify) that may include Pell Grants, Subsidized Student Loans, Unsubsidized Student Loans and Parent Plus Loans. Methods of payment accepted: cash, check, money order, debit/credit card or through non-federal agency loan programs. Students are responsible for paying the total tuition, fees and repaying applicable loans plus interest.

Financial Aid is Available for Those Who May Qualify!

Future Artists that wish to apply for financial aid may do so by completing a Free Application For Student Financial Aid "FAFSA" at www.FAFSA.ED.GOV or Contact our Financial Aid Officer. Please use School Code 042175.

JD Academy Participates in the Following programs:

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

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520 SAN RAMON VALLEY BLVD. DANVILLE, CA 94526 (925) 855-5551
WWW.JDACADEMY.COM
March 1, 2019-June 30, 2020
DRUG & ALCOHOL ABUSE POLICY STATEMENT

JD Academy of Salon and Spa has a zero tolerance policy to drug and alcohol possession or the use of drugs and/or alcohol on the school premises. In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L.101-225) and 34 Code of Federal Regulation Part 84, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. Drugs can be highly addictive and injurious to the body as well as one’s self. People tend to lose their sense of responsibility and coordination.

The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy. This prohibition applies while on the property of the school or participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination from school or employment.

The extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program. Penalties can range from suspension revocation and/or denial of a driver’s license, to 20-50 years imprisonment at hard labor without benefit of parole and property may also be seized. Community service may also be mandated. Students and employees could lose eligibility for financial aid, could be denied other federal benefits, such as Social Security, retirement, Welfare, health care benefits, disability and Veterans benefits. Public housing residents could also be evicted. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain careers.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring in the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services
United States Department of Education
400 Maryland Avenue SW.
Room 3124, GSA Regional Office Bldg. #3
Washington, DC 20202-4571

The report must be made within 10 days after the conviction.
The telephone numbers of these facilities may be found in your local telephone book or yellow pages under Drug Abuse and Addiction information and Treatment. If other help is required for rape counseling, or domestic violence contact the Crisis Call Center (925) 939-1916 307 Lennon Lane, Walnut Creek, CA. 94598. The Alcoholism and Drug Abuse Hotline is open 24 hours daily, 1-800-846-1652.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

Drug and Alcohol Rehab
2975 Treat Blvd, Concord, CA. 94518
Phone: (888) 506-9132

The School, as part of the biennial review, is required to determine:

- The number of drug and alcohol-related violations and fatalities that occur on an institution's campus, as defined by section 485(f)(6) of the HEA, or as part of any of the institution's activities and are reported to campus officials; and
- The number and type of sanctions that are imposed by the institution as a result of drug and alcohol-related violations and fatalities on the institution's campus or as part of any of the institution's activities.

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization. In order to offer students an optimum environment which promotes and secures educational success and which offers a workplace for employees to provide a major role in the realization of the success of the others on campus, the institution offers information on the prevention of abuse of Drug and Alcohol during the initial visit and class orientation.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol. This institution keeps track of incidents referred to the above agency or agencies and evaluates the performance of the agency every two years. A log of incidences and disciplinary actions is kept by the institution.

JD Academy of Salon and Spa makes this information available to its students, staff and Instructors. To obtain the information, please contact the Campus Director.

Student Name: _______________________________ Student ID: __________

Student Signature: __________________________ Date: ________________

Administrative Signature: ____________________ Date: ________________
JD Academy of Salon and Spa
Notification of Rights Under FERPA

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

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

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

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

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

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

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

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

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

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

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

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

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

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

- To other school officials, including teachers, within the School whom the School has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the School has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

- Information the School has designated as "directory information" under § 99.37. (§ 99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))

- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))
JD ACADEMY OF SALON + SPA

Name (Please Print) ____________________________________________

Student ID # _________________________ Class ______________

AUTHORIZATION TO WITHHOLD DIRECTORY INFORMATION

The following is considered "Directory Information" at JD Academy of Salon + Spa and will be made available to the general public unless the student notifies the Campus Director in writing:

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

Under the provisions of the Family Educational Rights and Privacy Act of 1974 you have the right to withhold disclosure of such Directory Information. JD Academy of Salon + Spa will honor your request to withhold Directory Information. Please consider carefully the consequences of any decision to withhold such Directory Information. Should you decide to inform the school not to release any of this information, any request for such information from the school will be refused.

This signed request must be received by the Campus Director.

I request that JD Academy of Salon + Spa withhold the release of my Directory Information.

Student Signature ___________________________ Date ______________
2019-20 ANNUAL SECURITY REPORT

JD ACADEMY OF SALON + SPA

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

www.jdacademy.com

Published April 1, 2020
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JD ACADEMY OF SALON + SPA
SAFETY & SECURITY INFORMATION

Campus safety and security are important issues at JD Academy of Salon + Spa. Our goal is to provide students with a safe environment in which to learn and to keep students, parents, and employees well informed about campus security. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, requires institutions of higher education to provide students and families with the information they need to make informed decisions. The following policies and procedures are established to comply with the Clery Act.

A. Timely Warnings
In the event that a situation arises, either on or off campus, that, in the judgment of the Director constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The Director will immediately notify the Academy community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring at the Academy, unless issuing a notification will compromise efforts to contain the emergency. The warning will be issued through the most effective and efficient means available and may include email messages, text messages, the posting of flyers in the Academy buildings, in-class announcements, or other appropriate means. Notices may also be posted in the common areas throughout the Academy. Anyone with information warranting a timely warning should report the circumstances to the Director or President by phone at (925) 855-5551 or in person at the Academy.

B. Reporting the Annual Disclosure of Crime Statistics
The Academy prepares this report to comply with the Clery Act. The full text of this report can be located on our web site at www.jdacademy.com. This report is prepared in cooperation with the local law enforcement agencies around our campus.

Campus crime, arrest and referral statistics include those reported to the Danville Police, designated campus officials (including but not limited to the Director), and other law enforcement agencies.

Each year notification is made to all enrolled students and employees that provides the web site to access this report. Copies of the report may also be obtained in person from the Director or by calling (925) 855-5551. All prospective employees may obtain a copy online or from the Director.

C. Reporting of Criminal Offenses
JD Academy of Salon + Spa encourages anyone who is the victim or witness to any crime or other emergency to report the incident as soon as possible. Contact the Director or President at (925) 855-5551 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen loitering inside or around the Academy buildings should be reported to the Director.

Reports may also be made to the Academy’s Campus Security Authorities, or CSAs. Under Federal law, the definition of CSAs includes individuals/offices designated by the Academy as those to whom crimes should be reported; and officials with significant responsibility for student and campus activities. If an Academy staff member has “significant responsibility” for students and campus activities outside of the classroom, and students potentially could report a crime / incident to that staff member, then they are a CSA. CSAs are defined by function, not title. For the JD Academy of Salon + Spa, CSAs include the Academy’s Owner, Director, Financial Aid Director, Executive Assistant, and Registrar.

For off campus options you may contact the Danville Police Department at (925) 314-3700 for non-emergencies. You should always dial 9-1-1 for emergency situations.

The Danville Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the Danville Police Department cannot hold reports of crime in confidence.
D. Confidential Reporting
JD Academy of Salon + Spa encourages anyone who is the victim or witness to any crime to report the incident as soon as possible. All reports will be investigated. Violations of the law will be referred to the Danville Police Department. When a potentially dangerous threat to the Academy community arises, timely reports or warnings will be issued through email messages, text messages, the posting of flyers in the Academy buildings, in-class announcements, or other appropriate means.

If you are the victim of a crime and do not want to pursue action within the campus or criminal justice systems, you may still want to consider making a confidential report. With your permission, the Director or President can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the Academy can keep an accurate record of the number of incidents occurring on campus properties. In addition, this will determine where there is a pattern of crime regarding a location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the Academy.

E. Access Policy
Only students, employees and other parties having business with the Academy should be on Academy property. All visitors to JD Academy must register at the front desk upon entering. All rear access doors leading to the campus are closed and locked during evening hours starting at 9:00 PM. When the school closes for the night, the school’s official or supervisor will inspect each floor and room to see that it is empty and then set the alarm and lock down the campus. Other individuals present on Academy property at any time without the express permission of the appropriate school official(s) shall be viewed as trespassing and may as such be subject to a fine and, or arrest. In addition, students and employees present on school property during periods of non-operation without the express permission of the appropriate Academy official(s) shall also be viewed as trespassing and may also be subject to a fine and, or arrest.

F. Campus Security Authority and Jurisdiction
This Academy does not employ campus security personnel and encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available school official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing 911.

Academy officials have no powers of arrest other than the Citizen's Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial 911 for the police and emergency services. The Citizen’s Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored. Employees shall contact their immediate or nearest supervisor to report any criminal action or emergency to appropriate agency by calling 911. The Director is not authorized to arrest individuals but does have the authority to detain suspected criminal offenders if it is deemed safe to do so. If possible, the Director shall attempt to non-violently deal with the crime or emergency with the appropriate agency. Individual discretion must be used, as undue risk should not be taken.

The Academy currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

G. Security Awareness and Prevention Programs
Prior to enrollment, all prospective students are provided a school catalog containing policies, procedures, and practices. At orientation, students will again review the catalog in full, including campus security policies, procedures, and practices. All active students and employees receive updated campus
crime data and information on campus security procedures and practices annually on October 1st as part
of the school’s annual security report and crime disclosure.

For information on crime prevention programs and tips, students and employees are encouraged to
contact the local police department’s crime prevention unit. JD Academy of Salon + Spa does not offer
on-campus crime prevention programs.

Though the Academy does not offer regularly scheduled crime awareness or prevention programs,
students are encouraged to exercise proper care in seeing to their personal safety and safety of others.
The following is a description of policies, rules, and programs designed to inform students and employees
about the prevention of crimes on campus.

1. Do not leave personal property in classrooms.
2. Report any suspicious persons to your school official.
3. Always try to walk in groups outside the school premises.
4. If you are waiting for a ride, wait within sight of other people.
5. Employees (staff and faculty) will close and lock all doors and windows and turn off lights when
   leaving a room.
6. The “Crime Awareness and Campus Security Act” is available upon request to students,
   employees (staff and faculty) and prospective students.
7. The school has no formal program, other than orientation, that disseminates this information. All
   information is available upon request.
8. Information regarding any crimes committed on the campus or leased/attached properties
   (parking lot) will be available for 60 business days during normal business hours, unless the
disclosure is prohibited by the law, would jeopardize the confidentiality of the victim or an ongoing
criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee
or evade detection, or would result in the destruction of evidence. Once the reason for the lack of
disclosure is no longer in force, the school shall disclose the information. If there is a request for
information that is older than 60 days, that information must be made available within two
business days of the request.

H. Criminal Activity Off Campus
The JD Academy of Salon + Spa does not provide law enforcement services to off-campus activities on
behalf of the Academy.

I. Emergency Response Preparation and Evacuation
The Director has overall responsibility for coordinating and implementing the Emergency and Response
Evacuation Plan. The Director will ensure that the Academy’s emergency evacuation procedures have
been informed to the students and staff.

Evacuation Procedure. Evacuation should take place if it is determined that it is safer outside than
inside the building (fire, explosion, intruder) and staff, students and visitors can safely reach the
evacuation location without danger.

The Director will call or designate another to immediately call public safety (911) (police, fire and
emergency responders) to give notice the Academy has been evacuated. The Director will communicate
the need to evacuate the building to the occupants by in-class announcements. The Director will
determine evacuation routes based on location of the incident and type of emergency and communicate
changes in evacuation routes based on location and type of emergency. The Director will communicate
when it is safe to re-enter the building.

Academy team member responsibilities:
• Instruct students and guests to exit the building using the designated emergency exit routes or as
directed by the Director.
• Use a secondary route if the primary route is blocked or hazardous.
• Help those needing special assistance.
• Do not lock classroom doors when leaving, close door and turn off lights.
• Do not stop for student or staff belongings.
• Take class roster, phone lists, first-aid kit and other emergency supplies with you. Check the bathrooms, hallways and common areas for visitors, staff or students while exiting.
• Go to designated evacuation assembly area (minimum of 50 feet from building is required in fire evacuation and 300 feet from building for bomb threat, chemical spill inside building, or other directed evacuations).
• When outside the building, check for injuries.
• Account for all students. Immediately report any missing or injured students to the Director.
• Wait for additional instructions.

Lockdown Procedure. Lockdown is the initial physical response to provide a time barrier during an active shooter/intruder event. Lockdown is not a stand-alone defensive strategy. When securing in place, this procedure should involve barricading the door and readying a plan of evacuation or counter tactics should the need arise.

The Director will make an announcement that the Academy is experiencing an emergency situation and that it is now under lockdown. The Director will designate staff to call 9-1-1, identify the name and address of the Academy, describe the emergency, state the Academy is locking down, and provide intruder description and weapon(s) if known. The Director will instruct staff to stay on the phone to provide updates and additional information.

Academy team member responsibilities:
• Clear the hallway and bathrooms by your room, moving everyone into the classroom.
• Lock your doors.
• Move any large objects in front of the door to barricade door. All moveable items such as chairs should be used as well.
• Take attendance and be prepared to notify the Director or local law enforcement of missing students or additional students, staff or guests sheltered in your classroom.
• Do not place students in one location within the room. In the event that entry is gained by a shooter or intruder, students should consider exiting by running past the shooter/intruder.
• Staff and students may utilize methods to distract the shooter/intruder's ability to accurately shoot or cause harm, such as loud noises or aiming and throwing objects at the shooter/intruder's face or person.
• Allow no one outside of the classroom until the Director or local law enforcement gives the “All Clear” signal unless a life-threatening situation exists and a means to safe exit is available (through a window or other safe passage).
• If students and Academy personnel are outside of the school building at the time of a lockdown, Academy personnel will move students to the designated off-site assembly location.

Shelter-In-Place Procedure. The shelter-in-place procedure provides a refuge for students, staff and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of occupants. Shelter-in-place is used when evacuation would place people at risk. Shelters may change depending on the emergency.

The Director will announce that the Academy is experiencing an emergency situation and needs to implement shelter-in-place procedures. Students, guests and staff will be directed to move to the designated shelter locations in the Academy. All students, guests and staff outside will be directed to immediately move to an inside room.
The Director and Academy staff will instruct Academy staff to close all windows and doors and, if warranted, order the shut-off of heating, ventilation and air conditioning systems to stop the inflow of outside air into the building. The Director will also designate staff to monitor radio, Internet, and other media for information on incident conditions that caused the shelter-in-place. The Director will contact and consult with public safety officials as appropriate and be prepared to announce additional procedures due to changing conditions of the incident, or to announce an "All Clear."

Academy team member responsibilities:
- Move students into designated safe areas such as inside rooms with no windows, bathrooms, utility closets or hallways without large windows or doors.
- Close classroom doors and windows when leaving.
- Have everyone kneel down and be ready to cover their heads to protect from debris, if appropriate.
- All persons must remain in the shelter until notified by the Director or public safety official that it is safe to exit.

**Fire Response Procedure.** The Academy has a policy and procedures governing fire drills and conducts fire drills as required by law. All staff are trained on how to respond in the event of a fire.

Any staff discovering fire or smoke will activate the fire alarm, and report the fire to the Director, or call 911 if conditions require and/or injured are in need of medical assistance. Staff, students and visitors will immediately evacuate the building using prescribed routes or alternate routes to the assembly areas.

No one may re-enter building(s) until it is declared safe by the fire department.

Once the fire department arrives, it is critical to follow the instructions of, and cooperate with, the fire department personnel who have jurisdiction at the scene.

The Director will call or direct staff to call 911 to confirm the alarm is active, identify the Academy name and location, provide exact location of the fire or smoke, if any staff or students are injured, and state the building is being evacuated. The Director will ensure that staff, students and visitors immediately evacuate the building using prescribed routes or alternate routes due to building debris to the assembly areas. Assembly areas may need to be relocated because of the building collapse or unsafe areas from the fire. The Director will designate staff to obtain student roll from instructors and identify any missing students.

The Director will not allow staff, students or guests to return to the building until the fire department with jurisdiction over the scene has determined that it is safe to do so and given the "All Clear."

Academy team member responsibilities:
- Take the class roster and first-aid kit and any other supplies or resources relevant to the incident and lead students as quickly and quietly as possible out of the building to the designated assembly area.
- Use alternate escape routes if the regular route is blocked or there is a safety hazard.
- Assist or designate others to assist students with functional needs.
- Close the classroom door and turn out the lights upon exiting and confirm all students and personnel are out of the classroom.
- Take attendance at the assembly area. Report any missing students or staff members and/or any injuries to the Director or the emergency response personnel at the scene.
- Keep class together and wait for further instructions.
- Remain in safe area until the "All Clear" signal has been issued.
- No one may re-enter building(s) until it is declared safe by the fire department.
Medical Emergency Procedure. These procedures are in place to assist staff, students and guests in the event of a medical emergency.

The Academy’s staff should:
- Quickly assess the situation. Make sure the situation is safe for you to approach (i.e., live electric wires, gas leak, building damage, etc.).
- Immediately notify the Director.
- Assess the seriousness of the injury or illness.
- Call or have someone call 9-1-1 immediately. Be prepared to provide the school name and address, exact location (floor, room number); describe illness or type of injury; and age of the victim(s).
- Protect yourself against contact with body fluids (blood borne pathogens).
- Administer appropriate first aid according to your level of training until help arrives.
- Comfort and reassure the injured person. Do Not Move an injured person unless the scene is unsafe.

The Director will direct staff to call 9-1-1, if necessary, and provide appropriate information to emergency responders. The Director will send school staff with first responder/first-aid training to the scene if this has not already occurred. The Director will assign a staff member to meet emergency medical service responders and lead them to the injured person and assign a staff member to remain with the injured person if they are transported to the hospital. If the injured person is a member of Academy personnel or a student, the Director will notify parent, guardian, or other appropriate family member of the situation, include type of injury or illness, medical care given and location where the injured person has been transported. The Director will ensure that student or staff medical information from administrative records is sent to the hospital. The Director will develop and maintain written documentation of the incident.

J. Fire Prevention and Workplace Hazards
It is the responsibility of all faculty and staff to alert the Director of any and all conditions that could potentially pose a fire hazard or other unsafe condition in or around the building. No smoking is permitted in the building and flammable chemicals are confined and stored in a locked area, meeting all OSHA requirements. Good housekeeping practices will be the responsibility of all faculty, staff and students. Waste materials are to be discarded in their proper places and all aisles, doorways, hallways and exit doors are to be kept clear at all times.

K. Alcoholic Beverages or Controlled Substances
It is the policy of JD Academy of Salon + Spa that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while in the workplace, on Academy premises, or as part of any Academy sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this policy can be found in the Drug and Alcohol Prevention Policy.

L. Alcohol and Substance Abuse Education
The Academy has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of information materials, referrals, and Academy disciplinary actions.

A violation of any law regarding drugs or alcohol is also a violation of the Academy's Drug and Alcohol Prevention Policy and will be treated as a separate disciplinary matter by the Academy.

Please see the Academy’s Drug and Alcohol Prevention Policy, which is part of this Annual Security Report, for contact information to local mental health and substance abuse services.

M. Sexual Misconduct Policies & Procedures
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The JD Academy of Salon + Spa is committed to providing a working and educational environment for all students, faculty and staff that is free from sex discrimination, including sexual misconduct. Every member of the school community should be aware that the Academy is strongly opposed to sexual misconduct, and that such behavior is prohibited by state and federal laws.

The Academy’s Sexual Misconduct Policy is part of this Annual Security Report. It describes the Academy’s programs to prevent sexual misconduct, and the procedures that the Academy will follow once an incident of sexual misconduct has been reported. This Policy is disseminated widely to the Academy community through publications, the Academy website, new employee orientations, student orientations, and other appropriate channels of communication. Copies of the Policy can be obtained from the Director or downloading from the Academy’s website at www.jdacademy.com. The Academy provides training to key staff members to enable the Academy to handle any allegations of sexual misconduct promptly and effectively. The Academy will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

The Academy’s Sexual Misconduct Policy governs sexual misconduct involving students that occurs on any Academy property or in connection with any Academy-sponsored program or event. This Policy applies to all students, employees, and third parties conducting business with the Academy, regardless of the person’s gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion or other protected status. The Academy encourages victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the Academy can respond appropriately. As further described in the Policy, the Academy will seek to respect a victim’s request for confidentiality to the extent possible, while remaining ever mindful of the victim’s well-being.

N. Sexual Offender Registration
In accordance to the Campus Sex Crimes Prevention Act of 2000, the Clery Act, and the Family Rights and Privacy Act of 1974, the Academy is providing information for where students and employees may obtain information regarding registered sex offenders. The California Sex Offenders Registry may be found at http://www.meganslaw.ca.gov. The Campus Sex Crimes Prevention Act requires institutions of higher education to provide a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders can be obtained.
The Director prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is prepared in cooperation with the local law enforcement agencies surrounding our campus.

Campus crime, arrest, and referral statistics include those reported to the Director and local law enforcement agencies. Copies of the report may be obtained in the Director’s Office or by calling (925) 855-5551. All prospective employees may obtain a copy from the Director or by calling (925) 855-5551.

**To Report A Crime:** Contact the Director at (925) 855-5551 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen loitering inside or around the Academy buildings should be reported to the Director.

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**Hate Crimes** — There were no reported hate crimes for the years 2016, 2017 or 2018.
JD ACADEMY OF SALON + SPA
DRUG AND ALCOHOL PREVENTION POLICY

JD Academy of Salon + Spa believes that it is very important to provide a safe environment for all of its students and employees. Substance abuse, while at work, school or otherwise, seriously endangers the safety of students and employees, as well as the general public, and creates a variety of problems including increased theft, decreased morale, decreased productivity, and a decline in the quality of services provided. It is also our Policy to prevent the use and/or presence of these substances in the school. JD Academy of Salon + Spa will strive to provide an environment conducive to making conscientious and healthy decisions when students are faced with difficult choices associated with the use of legal and illegal drugs.

It is a violation of school policy for any student to:
- Use illegal drugs or misuse prescription drugs;
- Misuse alcohol;
- Possess, trade, manufacture, distribute, dispense, buy or offer for sale alcohol, illegal and/or prescription drugs while on duty, during break periods, or on school property;
- Arrive or return to school intoxicated from use of illegal drugs, misused prescription drugs or alcohol;
- Engage in the use of illegal drugs, misuse of prescription drugs or alcohol during school hours or while on school property (including parking lots);
- Use prescription drugs or non-prescription drugs that may affect the safety of the student or fellow students, and members of the public;

No employee or student is to report to work, attend class, or participate in any activity while under the influence of one or more illegal drugs or alcohol.

Any student who is taking any prescription or non-prescription drug which might impair safety, performance, or any motor functions must advise his/her instructor or the Director before providing services under such medication.

The possession and use of alcoholic beverages by employees, students, and guest of the Academy are always subject to applicable state alcoholic beverage laws, as well as city ordinances within our service area, and the Academy's policy. Students are individually responsible for being aware of applicable laws, regulations, ordinances, and the Academy's policy for complying with them. JD Academy of Salon + Spa will assist in that endeavor by providing current information on an ongoing basis to all students.

Drug & Alcohol Health Risks

**Alcohol:** People drink to socialize, celebrate, and relax. Alcohol often has a strong effect on people—and throughout history, people have struggled to understand and manage alcohol’s power. Why does alcohol cause people to act and feel differently? How much is too much? Why do some people become addicted while others do not?

Alcohol’s effects vary from person to person, depending on a variety of factors, including:

- How much you drink
- How often you drink
- Your age
- Your health status
- Your family history
While drinking alcohol is itself not necessarily a problem—drinking too much can cause a range of consequences and increase your risk for a variety of problems.

**Cocaine:** Cocaine is a powerfully addictive stimulant drug. Cocaine increases levels of the natural chemical messenger **dopamine** in brain circuits controlling pleasure and movement. This flood of dopamine ultimately disrupts normal brain communication and causes cocaine's high.

Short-term effects include constricted blood vessels, nausea, faster heartbeat, extreme happiness and energy, irritability and paranoia. Long-term effects include nosebleeds, severe bowel decay, higher risk of contracting HIV, hepatitis C, and other bloodborne diseases, malnourishment, restlessness, and severe paranoia with auditory hallucinations. A person can overdose on cocaine, which can lead to death.

**Marijuana:** Marijuana contains the mind-altering chemical **THC** and other related compounds. THC over-activates certain brain cell receptors, resulting in effects such as altered senses, changes in mood, impaired body movement, difficulty with thinking and problem-solving, and impaired memory and learning. Marijuana use can have a wide range of health effects, including hallucinations and paranoia, breathing problems, and possible harm to a fetus's brain in pregnant women. Marijuana use can cause some very uncomfortable side effects, such as anxiety and paranoia and, in rare cases, extreme psychotic reactions. Marijuana use can lead to a substance use disorder, which can develop into an addiction in severe cases.

**Hallucinogens and Dissociative Drugs:** Hallucinogens and dissociative drugs—which have street names like acid, angel dust, and vitamin K—distort the way a user perceives time, motion, colors, sounds, and self. These drugs can disrupt a person's ability to think and communicate rationally, or even to recognize reality, sometimes resulting in bizarre or dangerous behavior. Hallucinogens such as LSD, psilocybin, peyote, DMT, and ayahuasca cause emotions to swing wildly and real-world sensations to appear unreal, sometimes frightening. Dissociative drugs like PCP, ketamine, dextromorphan, and *Salvia divinorum* may make a user feel out of control and disconnected from their body and environment. In addition to their short-term effects on perception and mood, hallucinogenic drugs are associated with psychotic-like episodes that can occur long after a person has taken the drug, and dissociative drugs can cause respiratory depression, heart rate abnormalities, and a withdrawal syndrome.

**Methamphetamine:** The abuse of methamphetamine—a potent and highly addictive stimulant—remains an extremely serious problem in the United States. The consequences of methamphetamine abuse are terrible for the individual—psychologically, medically, and socially. Abusing the drug can cause memory loss, aggression, psychotic behavior, damage to the cardiovascular system, malnutrition, and severe dental problems. Methamphetamine abuse has also been shown to contribute to increased transmission of infectious diseases, such as hepatitis and HIV/AIDS.

**Reasonable Search:**
To ensure that illegal drugs and alcohol do not enter or affect the school, JD Academy of Salon + Spa reserves the right to search all vehicles, containers, lockers, or other items on school property in furtherance of this Policy. Individuals may be requested to display personal property for visual inspection upon the Academy’s request. Searches will be conducted only where JD Academy of Salon + Spa has reason to believe that the student has violated the Academy’s Policy. Failure to consent to a search or display of personal property for visual inspection will be grounds for discipline, up to and including termination from the program or denial of access to school premises. Searches of a student's personal property will take place only in the student’s presence. All searches under this Policy will occur with the utmost discretion and consideration for the student involved. Individuals may be required to empty their
pockets, but under no circumstances will a student be required to remove articles of clothing to be physically searched.

Student Assistance:
JD Academy of Salon + Spa holds all students accountable in terms of substance use but also supports getting help for students. Students who come forward voluntarily to identify that they have a substance problem will not be reprimanded. It is important for the student to come to an understanding regarding the extent of the problem in order to correct the problem and be able to avoid future usage in violation of the Academy’s Policy. This is required in order to correct the problem and be able to avoid violating the Academy’s Policy in the future. If the student is willing to actively engage in resolving the substance use problem, the Academy will refer the student to a Substance Abuse Professional for an assessment and possible outpatient counseling at the student’s expense. If a leave of absence is requested, it must follow the Leave of Absence Policy as stipulated in the catalog. This leave will be conditioned upon receipt of reports from the treatment providers that the student is cooperating and making reasonable progress in the treatment program. The student will be permitted to return to school only if (s)he passes a drug/alcohol test and has satisfactory medical evidence that (s)he is fit for attendance.

This protection does not cover a student who confesses a problem after an incident or accident that requires a substance use test, or after being notified that a reasonable suspicion test is required.

Alcohol & Drug Prevention & Treatment

Drug and Alcohol Counseling
A variety of resources exist for alcohol and other drug prevention education, counseling, and referral. Below are various counseling options that may be available from local counseling centers:

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danville Police Department</td>
<td>(925) 314-3700</td>
</tr>
<tr>
<td>Hotlines:</td>
<td></td>
</tr>
<tr>
<td>Alcoholics Anonymous:</td>
<td>(800) 356-9996</td>
</tr>
<tr>
<td>American Council on Alcoholism Help Line:</td>
<td>(800) 527-5344</td>
</tr>
<tr>
<td>Drug-Rehabs.Org:</td>
<td>(877) 862-9275</td>
</tr>
<tr>
<td>National Academy on Drug Abuse Hotline:</td>
<td>(800) 662-HELP</td>
</tr>
<tr>
<td>Cocaine Hotline:</td>
<td>(800) COCAINE</td>
</tr>
<tr>
<td>National Council on Alcoholism:</td>
<td>(800) NCA-CALL</td>
</tr>
<tr>
<td>Additional Resources:</td>
<td></td>
</tr>
<tr>
<td>Community Presbyterian Counseling Center</td>
<td>(925) 820-1467</td>
</tr>
<tr>
<td><a href="mailto:cpcc.counseling@gmail.com">cpcc.counseling@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>Discovery Counseling Center</td>
<td>(925) 837-0505</td>
</tr>
<tr>
<td><a href="https://www.discoveryctr.net/">https://www.discoveryctr.net/</a></td>
<td></td>
</tr>
</tbody>
</table>

Additional information about drug and alcohol abuse, health risks, addiction and prevention can be accessed at the National Academy on Alcohol Abuse and Alcoholism (www.academydrinkingprevention.gov) as well as the National Academy on Drug Abuse (www.drugabuse.gov/DrugPages/DrugsofAbuse.html).

Disciplinary Action:
Violation of the policy and laws referenced above by an employee or student will be grounds for disciplinary action up to and including termination or expulsion in accordance with applicable Academy
policies. Violators may also be subject to local, state, and federal criminal laws. Disciplinary action taken against a student or employee of the academy does not preclude the possibility of criminal charges being filed against that individual. The filing of criminal charges similarly does not preclude disciplinary action by the Academy. Students or employees who believe disciplinary action was taken in error should follow the grievance procedures outlined in the student or employee handbook as appropriate.

Confidentiality:
All information, interviews, reports, statement memoranda and drug test results, written or otherwise, received by the JD Academy of Salon + Spa as part of this Drug and Alcohol Prevention Policy are confidential communications. Unless authorized by state laws, rules or regulations, the Academy will not release such information without a written consent form signed voluntarily by the person tested. Information on drug testing results will not be released unless such information or records are compelled by a court or a professional or occupational licensing board.

Biennial Review:
The Academy will review the drug and alcohol prevention program every two years on the even number year. Any recommendations/data and or assistance available to substance abusers will be updated and distributed to all students and staff of JD Academy of Salon + Spa.

Overview of Federal Controlled Substance Penalties
The Controlled Substances Act (CSA) places all substances which were in some manner regulated under existing federal law into one of five schedules. This placement is based upon the substance’s medical use, potential for abuse, and safety or dependence liability. The Act also provides a mechanism for substances to be controlled (added to or transferred between schedules) or decontrolled (removed from control). The procedure for these actions is found in Section 201 of the Act (21U.S.C. §811).

The CSA provides penalties for unlawful manufacturing, distribution, and dispensing of controlled substances. The penalties are basically determined by the schedule of the drug or other substance, and sometimes are specified by drug name, as in the case of marijuana. As the statute has been amended since its initial passage in 1970, the penalties have been altered by Congress. The following charts are an overview of the penalties for trafficking or unlawful distribution of controlled substances.

<table>
<thead>
<tr>
<th>DRUG/SCHEDULE</th>
<th>QUANTITY</th>
<th>PENALTIES</th>
<th>QUANTITY</th>
<th>PENALTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocaine (Schedule II)</td>
<td>500–4999 grams mixture</td>
<td>First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>5 kgs or more or 280 grams or more mixture</td>
<td>First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than $10 million if an individual, $50 million if not an individual.</td>
</tr>
<tr>
<td>Cocaine Base (Schedule II)</td>
<td>28–279 grams mixture</td>
<td>400 grams or more mixture</td>
<td>100 grams or more mixture</td>
<td></td>
</tr>
<tr>
<td>Fentanyl (Schedule II)</td>
<td>40–399 grams mixture</td>
<td>10 grams or more mixture</td>
<td>1 kg or more mixture</td>
<td>Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.</td>
</tr>
<tr>
<td>Fentanyl Ana-logue (Schedule I)</td>
<td>10–99 grams mixture</td>
<td>Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $8 million if an individual, $50 million if not an individual.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heroin (Schedule I)</td>
<td>100–999 grams mixture</td>
<td>5 kgs or more mixture</td>
<td>100 gm or more pure or 1 kg or more mixture</td>
<td></td>
</tr>
<tr>
<td>LSD (Schedule I)</td>
<td>1–9 grams mixture</td>
<td>280 grams or more mixture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methamphetamine (Schedule II)</td>
<td>5–49 grams or 50–499 grams mixture</td>
<td>400 grams or more mixture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PCP (Schedule II)</td>
<td>10–99 grams or 100–999 grams mixture</td>
<td>10 grams or more mixture</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PENALTIES
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid) Any amount
1 gram
Flunitrazepam (Schedule IV)

First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine $1 million if an individual, $5 million if not an individual.

Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if not an individual.

Other Schedule III drugs Any amount
Flunitrazepam (Schedule IV) Other than 1 gram or more
All other Schedule IV drugs Any amount
All Schedule V drugs Any amount

First Offense: Not more than 10 years. If death or serious injury, not more that 15 yrs. Fine not more than $500,000 if an individual, $2.5 million if not an individual.

Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than $1 million if an individual, $5 million if not an individual.

First Offense: Not more than 5 yrs. Fine not more than $250,000 if an individual, $1 million if not an individual.

Second Offense: Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if other than an individual.

First Offense: Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual.

Second Offense: Not more than 4 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual.

<table>
<thead>
<tr>
<th>FEDERAL TRAFFICKING PENALTIES—MARIJUANA</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRUG</td>
</tr>
<tr>
<td>Marijuana (Schedule I)</td>
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<tr>
<td>Marijuana (Schedule I)</td>
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<tr>
<td>Marijuana (Schedule I)</td>
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<tr>
<td>Marijuana (Schedule I)</td>
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<tr>
<td>Marijuana (Schedule I)</td>
</tr>
<tr>
<td>Hashish (Schedule I)</td>
</tr>
<tr>
<td>Hashish Oil (Schedule I)</td>
</tr>
</tbody>
</table>
The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to $20 million if an individual and $75 million if other than an individual.

Key Provisions of California Drug & Alcohol Laws

California Drug Laws

California Health and Safety Code Division 10, Chapter 6, Sections 11350-11651 et. seq. (Uniform Controlled Substances Act). The penalties for possession of controlled substances depend on whether the controlled substances are held with an intent to distribute.

Possession of the following controlled substances are punished as misdemeanors, with penalties including up to one year in jail:
- Schedule I opiates, opium derivatives, cocaine base, mescaline, peyote, or synthetic cannabis (including their isomers, esters, ethers, salts, and salts of isomers, esters, and ethers)
- Schedule II narcotics or opiates
- Schedule III hallucinogens, and
- Schedule III, IV or V

However, a person who possesses for sale or purchases for purposes of sale the controlled substances listed above shall be guilty of a felony, punishable by fines of up to $50,000 and imprisonment for a period of up to nine years.

Recreational Marijuana
Adults age 21 and older may possess and use marijuana for recreational purposes in California. Consuming marijuana or marijuana products in a public place is prohibited. Consumption of marijuana is limited to adults over 21, with limited, specific medical exceptions.

Notwithstanding the allowable recreational use of marijuana under California law, recreational marijuana use is still a criminal act under federal law. Recreational use of marijuana by adults that might otherwise be permissible under California law may be subject to criminal penalty under applicable federal laws.

Possession of Marijuana
- Possession of more than 28.5 grams of marijuana, other than concentrated cannabis, is punishable by incarceration of up to 6 months, a fine of not more than $500, or both
- Possession of not more than 28.5 grams of marijuana, legal for those 21 and over, an infraction for those 18 and under (mandatory drug education course and community service)

Possession of Concentrated Cannabis
- Possession of up to 8 grams of concentrated cannabis is legal, over 8 grams is punishable by incarceration of up to 1 year, a fine of up to $500, or both

California Alcohol Laws
The legal drinking age in California is 21 years of age.
- A person who sells, furnishes, gives, or causes to be sold, furnished, or given away any alcoholic beverage to any person under 21 years of age is guilty of a misdemeanor
- Any person under 21 years of age who purchases any alcoholic beverage or any person under 21 years of age who consumes any alcoholic beverage in any on-sale premises, is guilty of a misdemeanor
- It is unlawful for any underage person to falsify a driver’s license or other identification document in order to obtain or attempt to obtain alcoholic beverages.
It is unlawful for any person to permit use of his/her driver's license or any other identification document by an underage person to purchase or attempt to purchase alcoholic beverages.

*See California Business and Professions Code Division 9, Chapter 16, Sections 25657 - 25668*

**Notice of Federal Student Aid (FSA) Penalties for Drug Law Violations:**
The Higher Education Opportunity Act (HEA) requires institutions to provide to every student upon enrollment a separate, clear and conspicuous written notice with information on the penalties associated with drug-related offenses under existing section 484(r) of the HEA. It also requires an institution to provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of penalties under 484(r)(1) of the HEA a separate clear, and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA. Students are hereby notified that federal guidelines mandate that a federal or state drug conviction can disqualify a student for Federal Student Aid funds. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when he/she was a juvenile, unless the student was tried as an adult.

The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants, loans, and/or work-study). If you have a conviction(s) for these offenses, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) to complete the "Student Aid Eligibility Worksheet" to find out how this law applies to you.

If you have lost federal student aid eligibility due to a drug conviction, you can regain eligibility if you pass two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the U.S. Department of Education.

By completing the FAFSA, you may be eligible for nonfederal aid from states and private institutions even if ineligible for Federal Aid. If you regain eligibility during the award year, notify your financial aid administrator immediately. If you are convicted of a drug-related offense after you submit the FAFSA, you might lose eligibility for federal student aid, and you may be liable for returning any financial aid you received during a period of ineligibility.

**School Flexibility:**
JD Academy of Salon + Spa reserves the right to alter or amend any portion of this policy at any time without prior notice. The Academy reserves the right to alter or modify this policy in a given situation depending on the totality of the circumstances. Time periods stated herein for the performance of any act or provision of any notice by the Academy are for guidance only and failure of JD Academy of Salon + Spa to strictly meet any time frame provided herein shall not preclude the Academy from taking any action provided herein. Under no circumstances shall failure to perform any act within the time frames herein excuse or relieve any student from his or her obligations or relieve any student from the consequences of any violation of this Policy.
JD ACADEMY OF SALON + SPA
CAMPUS SEXUAL MISCONDUCT POLICIES & PROCEDURES

1. Introduction
JD Academy of Salon + Spa (the "Academy") is committed to providing a working and educational environment for all students, faculty and staff that is free from sex discrimination, including sexual misconduct. Every member of the Academy community should be aware that the Academy is strongly opposed to sexual misconduct, and that such behavior is prohibited by state and federal laws.

As part of the Academy’s commitment to providing a working and learning environment free from sexual misconduct, this Policy shall be disseminated widely to the Academy community through publications, the Academy website, new employee orientations, student orientations, and other appropriate channels of communication. The Academy provides training to key staff members to enable the Academy to handle any allegations of sexual misconduct promptly and effectively. The Academy will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

2. Scope of the Policy
This Policy governs sexual misconduct involving students that occurs on any Academy property or in connection with any Academy-sponsored program or event. This Policy applies to all students, employees, and third parties conducting business with the Academy, regardless of the person’s gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion or other protected status. The Academy encourages victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the Academy can respond appropriately. As further described in this Policy, the Academy will seek to respect a victim’s request for confidentiality to the extent possible, while remaining ever mindful of the victim’s well-being.

3. Prohibited Conduct
Sexual misconduct comprises a broad range of behaviors focused on sex that may or may not be sexual in nature. Any intercourse or other intentional sexual touching or activity without the other person’s consent is sexual assault, which is a form of sexual misconduct under this Policy. Sexual harassment and sexual exploitation, stalking, domestic violence, and dating violence are also forms of sexual misconduct. Intimidation for one of these purposes is sexual misconduct, as is retaliation following an incident of alleged sexual misconduct or attempted sexual misconduct. The definitions for specific acts of sexual misconduct can be found in the Definitions of Key Terms at the end of this Policy statement.

Misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity, and can occur between people of the same or different sex or gender. This Policy prohibits all forms of sexual misconduct.

4. Options for Assistance Following an Incident of Sexual Misconduct
The Academy strongly encourages any victim of sexual misconduct to seek immediate assistance. Seeking prompt assistance may be important to ensure a victim’s physical safety or to obtain medical care. The Academy strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

Reporting Incidents of Sexual Misconduct.
Victims of sexual misconduct may file a report with the Danville Police Department. Victims may also file a report with the Academy’s Title IX Coordinator. More information about reporting an incident of sexual misconduct can be found in Section 6 of this Policy, below.
When a student or employee reports to the school that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the school will provide the student or employee a written explanation of the student's or employee's rights and options. The Academy will also provide the student or employee with written notification about assistance available both within the Academy community and without, as well as information about options for academic or protective measures.

The victim of the sexual misconduct may choose for the investigation to be pursued through the criminal justice system and the Academy's disciplinary procedures. The Academy and the criminal justice system work independently from each other. Law enforcement officers do not determine whether a violation of this Policy has occurred. The Title IX Coordinator will guide the victim through the available options and support the victim in his or her decision.

**Support Services Available.**
Counseling, advocacy and support services are available for victims of sexual misconduct, whether or not a victim chooses to make an official report or participate in the Academy's disciplinary or criminal process. **JD Academy of Salon + Spa does not provide counseling or health care services. Personal counseling offered by the Academy will be limited to initial crisis assessment and referral.**

Counseling and support services outside the College system can be obtained through **RAINN at 1-800-656-HOPE** or through the **California Coalition on Domestic Violence at toll free 1-800-524-4765.** Additional sexual misconduct crisis and counseling options are available locally and nationally through a number of agencies, including:

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danville Police Department</td>
<td>(925) 314-3700</td>
</tr>
<tr>
<td>National Sexual Assault Hotline</td>
<td>(800) 656-HOPE (4673)</td>
</tr>
<tr>
<td>National Domestic Violence Hotline</td>
<td>(800) 799-SAFE</td>
</tr>
<tr>
<td><a href="http://www.thehotline.org">www.thehotline.org</a></td>
<td>(800) 799-7233</td>
</tr>
<tr>
<td>Community Presbyterian Counselling Center</td>
<td>(925) 820-1467</td>
</tr>
<tr>
<td><a href="mailto:cpcc.counseling@gmail.com">cpcc.counseling@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>Discovery Counseling Center</td>
<td>(925) 837-0505</td>
</tr>
<tr>
<td><a href="https://www.discoveryctr.net/">https://www.discoveryctr.net/</a></td>
<td></td>
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</table>

The Academy's Title IX Coordinator will work with all students affected by sexual misconduct to ensure their safety and support their wellbeing. This assistance may include providing accommodations to support or protect a student after an incident of sexual misconduct and while an investigation or disciplinary proceeding is pending. Such accommodations may include the ability to alter class schedules, withdraw from/retake a class without penalty, and access academic support (e.g., tutoring). The Academy may be able to provide additional interim measures to victims while an investigation is pending, such as no contact orders. Interim measures will be individualized and appropriate based on the information gathered by the Title IX Coordinator, making every effort to avoid depriving any student of his or her education. The measures needed by each student may change over time, and the Title IX Coordinator will communicate with each student throughout the investigation to ensure that any interim measures are necessary and effective based on the students’ evolving needs. Students who report an incident of sexual misconduct may also be able to obtain a formal protection order from a civil or criminal court. The Academy will work with the student and the applicable court to assist in the enforcement of any such protective orders.

**Evidence Preservation**

20
Victims of sexual assault, domestic violence or dating violence should consider seeking medical attention as soon as possible. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen where they were assaulted so that evidence necessary to prove criminal activity may be preserved. In circumstances where the victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address health concerns. Victims of sexual misconduct are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful in connection with a school or police investigation.

5. Title IX Coordinator
The Academy’s Title IX Coordinator is responsible for monitoring and overseeing the Academy’s compliance with Title IX and the prevention of sex harassment, sexual misconduct and discrimination. The Title IX Coordinator is:
- Knowledgeable and trained in Academy policies and procedures and relevant state and federal laws;
- Available to advise any individual, including a complainant, respondent, or a third party, about Academy and community resources and reporting options;
- Available to provide assistance to any Academy employee regarding how to respond appropriately to a report of Title IX-related prohibited conduct and related retaliation;
- Participates in ensuring the effective implementation of this Policy, including monitoring compliance with all procedural requirements, record keeping, and timeframes; and
- Responsible for overseeing training, prevention, and education efforts and annual reviews of climate and culture.

Inquiries or concerns about Title IX may be referred to the Academy’s Title IX Coordinator:

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

6. Reporting Policies and Protocols
JD Academy of Salon + Spa strongly encourages all members of the Academy community to report information about any incident of sexual misconduct as soon as possible, whether the incident occurred on or off campus. Reports can be made either to the Academy and/or to law enforcement.

Reporting to the Academy
An incident of sexual misconduct may be reported directly to the Academy’s Title IX Coordinator. If the Academy’s Title IX Coordinator is the alleged perpetrator of the sexual misconduct, the report should be submitted to the Director. Filing a report with an Academy official will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

While there is no time limit for reporting, reports of sex discrimination or harassment should be brought forward as soon as possible. All incidents should be reported even if significant time has elapsed, but prompt reporting will better enable the Academy to respond, investigate, provide an appropriate remedy, and impose discipline if appropriate. The Academy is committed to supporting the rights of a person reporting an incident of sexual misconduct to make an informed choice among options and services available.

The Academy will respond to all reports in a manner that treats each individual with dignity and respect and will take prompt responsive action to end any misconduct, prevent its recurrence, and address its effects.
Reporting to Law Enforcement
An incident of sexual misconduct can be reported to law enforcement at any time, 24 hours a day/7 days a week, by calling 911. At the complainant’s request, the Academy will assist the complainant in contacting law enforcement. If the complainant decides to pursue the criminal process, the Academy will cooperate with law enforcement agencies to the extent permitted by law. A complainant has the option to decide whether or not to participate in any investigation conducted by law enforcement. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)

Reporting of Crimes & Annual Security Reports
Campus safety and security are important issues at JD Academy of Salon + Spa. Our goal is to provide students with a safe environment in which to learn and to keep students, parents, and employees well informed about campus security. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, requires institutions of higher education to record and report certain information about campus safety, including the number of incidents of certain crimes on or near campus, some of which constitute sexual misconduct under this Policy.

Each year the Academy prepares this report to comply with the Clery Act. The full text of this report can be located on the Academy’s web site at www.jdadacademy.com. This report is prepared in cooperation with the local law enforcement agencies around our campus. Each year notification is made to all enrolled students and employees that provides the web site to access this report. Copies of the report may also be obtained in person from the Director or by calling (925) 855-5551. All prospective employees may also obtain a copy from the Director.

Timely Warnings
In the event that a situation arises, either on or off campus, that, in the judgment of the Director constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The Director will immediately notify the Academy community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring at the Academy, unless issuing a notification will compromise efforts to contain the emergency. The warning will be issued through the most effective and efficient means available and may include email messages, text messages, the posting of flyers in the Academy buildings, in-class announcements, or other appropriate means. Notices may also be posted in the common areas throughout the Academy. Anyone with information warranting a timely warning should report the circumstances to the Director by phone at (925) 855-5551 or in person at the Academy.

Third-Party and Anonymous Reporting
In cases where sexual misconduct is reported to the Title IX Coordinator by someone other than the complainant (by an instructor, classmate or friend, for example), the Title IX Coordinator will promptly notify the complainant that a report has been received. This Policy and the Procedures will apply in the same manner as if the complainant had made the initial report. The Title IX Coordinator will make every effort to meet with the complainant to discuss available options and resources. Reports from an anonymous source will be treated in a similar fashion.

No Retaliation
The Academy prohibits retaliation against those who file a complaint or third-party report, or otherwise participate in the investigative and/or disciplinary process (e.g., as a witness). The Academy will take strong responsive action if retaliation occurs. Any incident of retaliation should be promptly reported to the Title IX Coordinator or the Director.
Coordination With Drug and Alcohol Prevention Policy
The Academy encourages students to report all instances of sexual misconduct. The Academy will take into consideration the importance of reporting sexual misconduct in addressing violations of the Academy’s alcohol and drug policies. An individual who participates as a complainant or witness in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the Academy’s student conduct policies at or near the time of the incident, unless the Academy determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.

7. School Policy on Confidentiality
The Academy encourages victims of sexual misconduct to talk to somebody about what happened -- so victims can get the support they need, and so the Academy can respond appropriately.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them -- so they can make informed choices about where to turn should they become a victim of sexual misconduct. The Academy encourages victims to talk to someone identified in one or more of these groups.

Privileged and Confidential Communications – Professional & Pastoral Counselors
Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX coordinator without a victim’s permission. The Academy does not provide professional or pastoral counseling but can assist a victim of sexual misconduct in obtaining support services from these groups or agencies. Contact information for these support organizations is listed in Section 4 of this Policy.

A victim who at first requests confidentiality may later decide to file a complaint with the Academy or report the incident to local law enforcement, and thus have the incident fully investigated.

NOTE: While these professional and pastoral counselors and advocates may maintain a victim's confidentiality vis-à-vis the Academy, they may have reporting or other obligations under state law.

ALSO NOTE: If the Academy determines that the alleged perpetrator(s) pose a serious and immediate threat to the Academy community, the Academy’s Director may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

Reporting to “Responsible Employees”
A “responsible employee” is an Academy employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty.

When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the school to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX coordinator all relevant details about the alleged sexual violence shared by the victim and that the school will need to determine what happened -- including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the school’s response to the report. A responsible employee should not share
information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

The Academy's responsible employees include any Academy employee that a student can reasonably believe has the authority or duty to redress and/or report incidents of sexual misconduct, including, but not limited to the Academy's Owner, Director, Financial Aid Director, Executive Assistant, and Registrar.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the Academy will consider the request, but cannot guarantee that the school will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the victim's request for confidentiality.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the Academy to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to.

**Reporting to Title IX Coordinator**

When a victim tells the Title IX Coordinator about an incident of sexual misconduct, the victim has the right to expect the Academy to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

To the extent possible, information reported to the Title IX Coordinator will be shared only with people responsible for handling the Academy's response to the report. The Title IX Coordinator should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

Before a victim reveals any information to the Title IX Coordinator, the Coordinator should ensure that the victim understands the Coordinator's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources. If the victim wants to tell the Title IX Coordinator what happened but also maintain confidentiality, the Coordinator should tell the victim that the Academy will consider the request but cannot guarantee that the Academy will be able to honor it.

The Title IX Coordinator will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the Academy to fully investigate an incident. By the same token, the Title IX Coordinator will not pressure a victim to make a full report if the victim is not ready to.

**Requesting Confidentiality: How the Academy Will Weigh the Request and Respond.**

If a victim discloses an incident to the Title IX Coordinator but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the Academy must weigh that request against the Academy's obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If the Academy honors the request for confidentiality, a victim must understand that the Academy's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the Academy may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students.

The Title IX Coordinator will evaluate requests for confidentiality. When weighing a victim's request for
confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual misconduct or other violence, such as:
  - whether there have been other sexual misconduct complaints about the same alleged perpetrator;
  - whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
  - whether the alleged perpetrator threatened further sexual misconduct or other violence against the victim or others;
  - whether the sexual misconduct was committed by multiple perpetrators;
- Whether the sexual misconduct was perpetrated with a weapon;
- Whether the victim is a minor;
- Whether the Academy possesses other means to obtain relevant evidence of the sexual misconduct (e.g., security cameras or personnel, physical evidence);
- Whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the Academy to investigate and, if appropriate, pursue disciplinary action. If none of these factors are present, the Academy will likely respect the victim's request for confidentiality.

If the Academy determines that it cannot maintain a victim's confidentiality, the Academy will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the Academy's response. The Academy will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or school employees, will not be tolerated. The Academy will also:

- assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance;
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the victim of the right to report a crime to local law enforcement – and provide the victim with assistance if the victim wishes to do so.

The Academy may not require a victim to participate in any investigation or disciplinary proceeding.

Because the Academy is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the Academy to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

If the Academy determines that it can respect a victim's request for confidentiality, the Academy will also take immediate action as necessary to protect and assist the victim. A victim's request for confidentiality will likely limit the Academy's ability to investigate a particular matter. The Academy may take steps to limit the effects of the alleged sexual misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the student complainant. Examples include: providing increased monitoring, supervision, or security at locations or activities where
the misconduct occurred; providing training and education materials for students and employees; revising and publicizing the Academy’s policies on sexual misconduct; and conducting climate surveys regarding sexual misconduct.

Miscellaneous

Take Back the Night and other public awareness events. Public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, “survivor speak outs” or other forums in which students disclose incidents of sexual violence, are not considered notice to the Academy of sexual misconduct for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts.

Off-campus Counselors and Advocates. Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the Academy unless the victim requests the disclosure and signs a consent or waiver form. Contact information for these off-campus resources can be found in Section 4 of this Policy.

8. Investigation Procedures and Protocols
The Academy’s Title IX Coordinator oversees the Academy’s investigation, response to, and resolution of all reports of prohibited sexual misconduct, and of related retaliation, involving students, faculty, and staff.

As soon as practicable after receiving a report, the Title IX Coordinator will make an initial assessment of the report to determine whether the report, on its face, alleges an act prohibited by this Policy. If the Title IX Coordinator determines the report states facts which, if true, could constitute a violation of this Policy, the Title IX Coordinator will assess whether the complaint should proceed through the voluntary resolution process or formal investigation process (see below). The Title IX Coordinator will communicate the determination regarding the initial assessment in writing to the complainant. If the Title IX Coordinator determines the complainant’s report does not state facts that, if true, could constitute a violation of the Policy, the complainant may still file a report with the federal Office for Civil Rights, the police, or seek available civil remedies through the judicial system. The complainant may also re-file the report with the Academy upon discovery of additional facts.

Notice
After the initial assessment, if the Title IX Coordinator determines that the complaint may appropriately be resolved through voluntary resolution, the Title IX Coordinator will ask the complainant and respondent, separately, whether they would agree to pursue resolution of the complaint informally. If either party does not agree to pursue voluntary resolution, or if the complainant, respondent, or Academy, at any time, determines that voluntary resolution is not or no longer appropriate, the Title IX Coordinator will promptly inform the complainant and respondent in writing that the complaint will proceed through formal investigation.

After the initial assessment, the Title IX Coordinator may determine the complaint must proceed through formal investigation. The Title IX Coordinator will notify the complainant and respondent with written notice of the formal investigation, including the allegation(s). The complainant and respondent will be given the opportunity to meet separately with the Title IX Coordinator to review the Policy.

Voluntary Resolution
Voluntary resolution, when selected by all parties and deemed appropriate by the Title IX Coordinator, is a path designed to eliminate the conduct at issue, prevent its recurrence, and remedy its effects in a manner that meets the safety and welfare of the Academy community. If all parties voluntarily agree to participate in an informal resolution that does not involve a full investigation and adjudication after receiving a full disclosure of the allegation(s) and their options for formal resolution and if the Academy determines that the particular Title IX complaint is appropriate for such a process, the Academy will
facilitate an informal resolution to assist the parties in reaching a voluntary resolution. The Academy retains the discretion to determine which cases are appropriate for voluntary resolution.

Voluntary resolution may include: conducting targeted or broad-based educational programming or training for relevant individuals or groups; providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; facilitating a meeting with the respondent with the complainant present; and any other remedy that can be tailored to the involved individuals to achieve the goals of the Policy.

Voluntary resolution may also include restorative principles that are designed to allow a respondent to accept responsibility for misconduct and acknowledge harm to the complainant or to the Academy community. Restorative models will be used only with the consent of both parties, and following a determination by the Title IX Coordinator that the matter is appropriate for a restorative approach.

The Academy will not compel parties to engage in mediation or to participate in any particular form of informal resolution. As the title implies, participation in voluntary resolution is a choice, and either party can request to end this manner of resolution and pursue an investigation and adjudication at any time, including if voluntary resolution is unsuccessful at resolving the report.

The time frame for completion of voluntary resolution may vary, but the Academy will seek to complete the process within 15 days of the all parties' request for voluntary resolution.

**Formal Investigation Process**
The Title IX Coordinator will designate a specially trained investigator (or team of investigators) to interview the complainant, respondent and any witnesses. The investigator will also gather pertinent documentary materials (if any) and other information.

The Academy's process for responding to, investigating and adjudicating sexual misconduct reports will continue during any law enforcement proceeding. The investigator may need to temporarily delay an investigation while the police are gathering evidence but will resume the investigation after learning that the police department has completed its evidence-gathering and will generally not wait for the conclusion of any related criminal proceeding.

The investigator will interview the complainant, respondent and any witnesses. They will also gather pertinent documentary materials (if any) and other information.

**Time Frame for Investigation**
Consistent with the goal to maximize educational opportunities and minimize the disruptive nature of the investigation and resolution, the Title IX Coordinator seeks to resolve all reports in a timely manner. In general, an investigation may last up to 30 days, from receipt of written notice from the complainant of the intent to proceed with an investigation. Adjudication will generally take up to 30 days from the date the investigative report is provided to both the complainant and the respondent. The Title IX Coordinator may set reasonable time frames for required actions under the Policy. Those time frames may be extended for good cause as necessary to ensure the integrity and completeness of the investigation, comply with a request by external law enforcement, accommodate the availability of witnesses, accommodate delays by the parties, account for Academy breaks or vacations, or address other legitimate reasons, including the complexity of the investigation (including the number of witnesses and volume of information provided by the parties) and the severity and extent of the alleged conduct. Any extension of the timeframes, and the reason for the extension, will be shared with the parties in writing. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.
Where necessary, the Academy will take immediate steps to protect complainants pending the final outcome of an investigation, including academic accommodations and other interim measures. These steps may include the ability to change class schedules; withdraw from/retake a class without penalty; access academic support such as tutoring; and no contact orders. Interim measures will be individualized and appropriate based on the information gathered by the Title IX Coordinator, making every effort to avoid depriving any student of his or her education. The measures needed by each student may change over time, and the Title IX Coordinator will communicate with each student throughout the investigation to ensure that any interim measures are necessary and effective based on the students' evolving needs.

Investigation Report
The investigator will prepare a report that includes a statement of the allegations and issues, the positions of the complainant and respondent, a summary of the evidence (including from interviews and documentation gathered), an explanation why any proffered evidence was not investigated, assessment of individual credibility, and findings of fact and an analysis of whether a violation of the Policy has occurred. The investigator will use "preponderance of the evidence" as the standard of proof to determine whether a violation of the Policy occurred. Preponderance of the evidence means that the investigator must be convinced based on the information it considers that the respondent was more likely than not to have engaged in the conduct at issue in order to find the respondent responsible for violating the Policy. The complainant and respondent will be simultaneously notified of the completion of the investigation and provided with the investigator's report.

Upon receipt of the investigative report, the complainant and respondent shall each have the opportunity to request a hearing be conducted pursuant to the procedures set forth in Section 9, below. If neither party requests a hearing within 10 calendar days from their receipt of the investigative report, then the recommended findings of responsibility set forth in the investigative report shall be final. The Title IX Coordinator shall rely on the recommended findings of responsibility in the investigative report for purposes of imposing sanctions in accordance with Section 10, below.

9. Grievance/Adjudication Procedures

Hearing Panel
If requested by either complainant or respondent following the distribution of the investigative report, the Academy will convene a hearing panel following the end of the investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. If the respondent is determined to be responsible, the matter proceeds to the sanctions stage.

The hearing panel will consist of three members who will be individuals associated with the Academy. The hearing panel may include the Title IX Coordinator unless the Title IX Coordinator was designated as the investigator of the complaint pursuant to Section 8, above. The hearing panel members may include administrators, officers, lawyers or other individuals with relevant experience and special training. Panel members may participate remotely so long as the hearing room is equipped with telephone equipment that allows the panel member to hear all the participants and to be heard by all the participants throughout the hearing proceedings. All panelists will receive training from experts in the field at least once a year. In addition to training on how the adjudicatory process works, the training will include specific instruction about how to approach students about sensitive issues that may arise in the context of sexual misconduct. The complainant and respondent will be informed of the panel's membership before the hearing process begins. A complainant and/or respondent may challenge the participation of a panel member because of perceived conflict of interest, bias, or prejudice. Such challenges, including rationale, must be made to the Title IX Coordinator at least 48 hours prior to the commencement of the hearing. At its discretion, the Title IX Coordinator will determine whether such a conflict of interest exists and whether a panel member should be replaced. Postponement of a hearing may occur if a replacement panelist cannot be immediately identified.
Advisors
Both the complainant and the respondent are entitled to be accompanied to any meeting or proceeding relating to the allegation of sexual misconduct by an advisor or support person of their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled.

Written Submissions
Both the complainant and respondent will have the opportunity to submit written responses to the investigation report and other relevant information to the hearing panel. Each of the complainant and respondent will have the opportunity to review any written submissions by the other. The hearing panel may set reasonable parameters for these written submissions. The hearing panel will review the investigation report and written submissions.

Hearing Procedures
The Title IX Coordinator will, whenever possible, give the complainant and respondent at least five days' advance notice of the hearing. Both the complainant and the respondent shall be provided with an opportunity to review any information gathered by the investigator during the investigation process prior to the hearing. The names and other identifying information of other students will be redacted from such materials in accordance with the Family Educational Rights and Privacy Act (FERPA), except to the extent that doing so would interfere with the purpose of Title IX to eliminate sex-based discrimination. The Title IX Coordinator may arrange to hold the hearing at an off-campus location. The hearing is a closed proceeding, meaning that no one other than the panel members, the complainant and respondent, their respective advisors, witnesses (when called), and necessary Academy personnel may be present during the proceeding. The Director will work with Academy staff so that any student whose presence is required may participate in the hearing.

In general, hearings will proceed as follows:

- The Title IX Coordinator may set reasonable time limits for any part of the hearing. Each of the complainant and respondent will have the opportunity to present witnesses and other information consistent with the Policy and these Procedures. The panel may determine the relevance of, place restrictions on, or exclude any witnesses or information. When the complainant and respondent are not able to be present for the hearing panel, arrangements will be made for participation via alternate means.
- In cases where either the complainant or respondent opts not to participate in the hearing, the panel may still hear from the other.
- Additional hearing rules include:
  - Questioning. Only the panel may ask questions of the complainant and respondent and any witnesses. Both the complainant and respondent will have the opportunity to suggest questions of the other and of witnesses by submitting suggested questions to the panel in writing. The panel may revise or not ask any or all submitted questions.
  - Information Regarding Romantic or Sexual History. The panel will not consider the romantic or sexual history of either the complainant or respondent in cases involving allegations of sexual misconduct, except for testimony offered by one or the other about the complainant's and respondent's shared sexual history that the panel deems relevant. If such information is offered by the complainant or respondent, the other has the right to respond. The existence of a prior consensual dating or sexual relationship between the complainant and respondent by itself does not support an inference of consent to alleged sexual misconduct.
  - Prior Conduct Violations. The hearing panel will not consider the respondent's prior conduct violations, unless the investigator provided that information to the hearing panel because the respondent was previously found to be responsible, and the previous incident was substantially similar to the present allegation(s) and/or the information indicates a pattern of behavior by the respondent.
The Academy will keep an audio recording of the hearing for the use of the panel and for sanctioning. Cell phones and recording devices may not be used in the hearing room(s) unless approved by the panel in advance.

Panel Determinations/Standard of Proof
The panel will use "preponderance of the evidence" as the standard of proof to determine whether a violation of the Policy occurred. Preponderance of the evidence means that a panel must be convinced based on the information it considers that the respondent was more likely than not to have engaged in the conduct at issue in order to find the respondent responsible for violating the Policy. The panel will find a respondent responsible, or not responsible, based on a majority vote. The panel will generally render a decision within 10 days after the conclusion of a hearing. The panel’s decision will include an explanation of the basis for the decision. If the panel finds the respondent responsible, the matter will proceed to the sanctions stage.

The parties will be informed of the results of the adjudication hearing by simultaneous written notice to both parties of the outcome of the complaint. The hearing panel’s determination is final.

10. Sanctions and Other Remedies
The Title IX Coordinator, with the advice and counsel of the other hearing panel members, shall be responsible for imposing sanctions that are:

- Fair and appropriate given the facts of the particular case;
- Consistent with the Academy’s handling of similar cases;
- Adequate to protect the safety of the campus community; and
- Reflective of the seriousness of sexual misconduct.

The Title IX Coordinator will consider relevant factors, including if applicable: (1) the specific sexual misconduct at issue (such as penetration, touching under clothing, touching over clothing, unauthorized recording, etc.); (2) the circumstances accompanying the lack of consent (such as force, threat, coercion, intentional incapacitation, etc.); (3) the respondent's state of mind (intentional, knowing, bias-motivated, reckless, negligent, etc.); (4) the impact of the offense on the complainant; (5) the respondent's prior disciplinary history; (6) the safety of the Academy community; and (7) the respondent's conduct during the disciplinary process.

The Title IX Coordinator will render a sanctioning decision within five days following the receipt of the panel's determination. The sanctioning decision will be communicated in writing to the complainant and the respondent.

The Academy may impose any one or more of the following sanctions on a student determined to have violated the Policy:

- Reprimand/warning
- Changing the respondent's academic schedule
- Disciplinary probation
- Restricting access to Academy facilities or activities
- Community service
- Issuing a "no contact" order to the respondent or requiring that such an order remain in place
- Dismissal or restriction from Academy employment
- Suspension (limited time or indefinite)
- Expulsion

In addition to any other sanction (except where the sanction is expulsion), the Academy may require any
student determined to be responsible for a violation of the Policy to receive appropriate education and/or
training related to the sexual misconduct violation at issue. The Academy may also recommend
counseling or other support services for the student.

Whatever the outcome of the hearing process, a complainant may request ongoing or additional
accommodations and the Title IX Coordinator will determine whether such measures are appropriate.
Potential ongoing accommodations include:

- Providing an escort for the complainant
- Changing the complainant’s academic schedule
- Allowing the complainant to withdraw from or retake a class without penalty
- Providing access to tutoring or other academic support, such as extra time to complete or re-take
  a class

The Academy may also determine that additional measures are appropriate to respond to the effects of
the incident on the Academy community. Additional responses for the benefit of the Academy community
may include:

- Increased monitoring, supervision, or security at locations or activities where the misconduct
  occurred
- Additional training and educational materials for students and employees
- Revision of the Academy’s policies relating to sexual misconduct
- Climate surveys regarding sexual misconduct

11. Records Disclosure
Disciplinary proceedings conducted by the Academy are subject to the Family Educational Records and
Privacy Act (FERPA), a federal law governing the privacy of student information. FERPA generally limits
disclosure of student information outside the Academy without the student’s consent, but it does provide
for release of student disciplinary information without a student’s consent in certain circumstances.

Any information gathered in the course of an investigation may be subpoenaed by law enforcement
authorities as part of a parallel investigation into the same conduct or required to be produced through
other compulsory legal process.

Additional information about FERPA can be found on the Academy’s website at www.jdacademy.com.

The Academy will, upon written request, disclose to the alleged victim of a crime of violence (as that term
is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the
results of any disciplinary proceeding conducted by the Academy against a student who is the alleged
perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense,
the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

12. Education and Prevention Programs
As set forth in Section 3 of this Policy statement, Sexual Assault, Sexual Harassment, Sexual
Exploitation, Dating Violence, Domestic Violence, and Stalking are all forms of Prohibited Conduct.

The Academy is committed to offering educational programs to promote awareness and prevention of
Prohibited Conduct. Educational programs include an overview of the Academy’s policies and
procedures; relevant definitions, including prohibited conduct; discussion of the impact of alcohol and
illegal drug use; consent; safe and positive options for bystander intervention; review of resources and
reporting options available for students, faculty, and staff; and information about risk reduction. Incoming
students and new employees will receive primary prevention and awareness programming as part of their
orientation.
The Academy provides education through community resources about sexual assaults and date rape. Students and employees can call the California Coalition on Domestic Violence at 1-800-524-4765 for additional referrals, or RAINN at 1-800-656-HOPE to find a rape crisis center in their area. This organization also offers sexual assault education and information programs to Academy students and employees upon request.

As part of the Academy’s commitment to provide an educational and work environment free from Prohibited Conduct, this Policy will be disseminated widely to the Academy community through e-mail communication, publications, websites, new employee orientations, student orientations, and other appropriate channels of communication.

The Title IX Coordinator, hearing panel members, and anyone else who is involved in responding to, investigating, or adjudicating sexual misconduct will receive annual training from experts in the field. In addition to training on how the adjudicatory process works, the training will include specific instruction about how to approach students about sensitive issues that may arise in the context of sexual misconduct.

Definitions of Sexual Misconduct under California Law
Sexual Assault is any unwanted physical contact of a sexual nature that occurs either without the consent of each participant or when a participant is unable to give consent freely. Sexual assault can occur either forcibly and/or against a person’s will, or when a person is unable to give consent freely. Non-consensual sexual intercourse is any form of sexual intercourse (vaginal, anal or oral) with any object without consent. Non-consensual sexual contact is any intentional sexual touching, however slight, with any object without a person’s consent.

California law provides the following definitions with respect to incidents of sexual assault:

The California Education Code states that “sexual assault” includes, but is not limited to: rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or the threat of any of these. (Ed. Code, § 67380(c)(3).)

Cal. Pen. Code § 261(a) defines Rape as an act of sexual intercourse accomplished with a person not the spouse of the perpetrator, under any of the following circumstances:

- Where a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent
- Where it is accomplished against a person’s will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person or another
- Where a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance
- Where a person is at the time unconscious of the nature of the act
- Where a person submits under the belief that the person committing the act is someone known to the victim other than the accused, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief
- Where the act is accomplished against the victim’s will by threat

California Penal Code § 646.9 defines Stalking as any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking.

Under California law, Cal. Pen. Code § 13700(b), “Domestic violence” means abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship. Factors that may determine whether persons are cohabiting include, but are not limited to,

- sexual relations between the parties while sharing the same living quarters,
- sharing of income or expenses,
- joint use or ownership of property,
- whether the parties hold themselves out as husband and wife,
- the continuity of the relationship, and
- the length of the relationship.

The California Penal Code does not define “Dating Violence.” However, the California Department of Public Health provides the following definition of Teen Dating Violence:

Teen Dating Violence (TDV), also known as Adolescent Relationship Abuse (ARA), can be defined
as violence and/or abuse among two adolescents, ages 10-24 in a current, past and/or potential romantic relationship, including physical, verbal, emotional, sexual, economic, technological, and stalking, where there is an imbalance of power and a pattern of coercion over time.


- It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity.
- Lack of protest or resistance does not mean consent, nor does silence mean consent.
- Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time.
- The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:

- The accused’s belief in affirmative consent arose from the intoxication or recklessness of the accused.
- The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.

In the evaluation of complaints in the disciplinary process, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:

- The complainant was asleep or unconscious.
- The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.
- The complainant was unable to communicate due to a mental or physical condition.

**Bystander Intervention**

The Academy’s primary prevention and awareness program includes a description of safe and positive options for bystander intervention. Active bystanders take the initiative to help someone who may be targeted for a sexual assault. They do this in ways that are intended to avoid verbal or physical conflict. Active bystanders also take the initiative to help friends, who are not thinking clearly, from becoming offenders of crime. Intervention does not mean that you directly intervene to stop a crime in progress;
rather, these steps are "early intervention" — before a crime begins to occur. There are three important components to consider before taking action that we refer to as the ABCs:

- **Assess** for safety. Ensure that all parties are safe, and whether the situation requires calling authorities. When deciding to intervene, your personal safety should be the #1 priority. When in doubt, call for help.
- **Be** with others. If it is safe to intervene, you are likely to have a greater influence on the parties involved when you work together with someone or several people. Your safety is increased when you stay with a group of friends that you know well.
- **Care** for the person. Ask if the target of the unwanted sexual advance/attention/behavior is okay — does he or she need medical care? Ask if someone they trust can help them get safely home. Information on Bystander Intervention was provided by the Department of Defense Sexual Assault Prevention and Response Office from: www.sapr.mil

**Risk Reduction**

The Academy’s primary prevention and awareness program includes information on risk reduction. This includes:

**Avoiding Dangerous Situations.** While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted.

- **Be** aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- **Try** to avoid isolated areas. It is more difficult to get help if no one is around.
- **Walk** with purpose. Even if you don’t know where you are going, act like you do.
- **Trust** your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
- **Try** not to load yourself down with packages or bags as this can make you appear more vulnerable.
- **Make** sure your cell phone is with you and charged and that you have cab money.
- **Don’t** allow yourself to be isolated with someone you don’t trust or someone you don’t know.
- **Avoid** putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.

**Safety Planning.** Things to think about:

- **How** to get away if there is an emergency? Be conscious of exits or other escape routes. Think about options for transportation (car, bus, subway, etc.).
- **Who** can help? Friends and/or family, or support centers in your area. Please see Section 4 of this Policy for a list of support organizations.
- **Where** to go? Options may include a friend’s house or relative’s house, or you may consider going to a domestic violence or homeless shelter. You may also go to the police. **Important Safety Note:** If the dangerous situation involves a partner, go to the police or a shelter first.
- **What** to bring? This may include important papers and documents such birth certificate, social security card, license, passport, medical records, lease, bills, etc. This will also include house keys, car keys, cash, credit cards, medicine, important numbers, and your cell phone. If you are bringing children with you, remember to bring their important papers and legal documents. You can keep all of these things in an emergency bag. You should hide the bag—it is best if it is not in your house or car. If the bag is discovered, you can call it a “tornado” or “fire” bag.

**Protecting Your Friends.** You have a crucial role to play in keeping your friends safe. No matter what the setting, if you see something that doesn’t feel quite right or see someone who might be in trouble, there are some simple things you can do to help out a friend.

- **Distract.** If you see a friend in a situation that doesn’t feel quite right, create a distraction to get your friend to safety. This can be as simple as joining or redirecting the conversation: suggest to
your friend that you leave the party, or ask them to walk you home. Try asking questions like: “Do you want to head to the bathroom with me?” or “Do you want to head to another party – or grab pizza?”

- Step in. If you see someone who looks uncomfortable or is at risk, step in. If you feel safe, find a way to de-escalate the situation and separate all parties involved. Don’t be shy about directly asking the person if they need help or if they feel uncomfortable.
- Enlist others. You don’t have to do it alone. Call in friends or other people in the area as reinforcements to help defuse a dangerous situation and get the at-risk person home safely. There is safety in numbers.
- Keep an eye out. Use your eyes and ears to observe your surroundings. If you see someone who has had too much to drink or could be vulnerable, try to get them to a safe place. Enlist friends to help you. Even if you weren’t around when the assault occurred, you can still support a friend in the aftermath.

Social Situations. While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted in social situations.

- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately.
- Don’t leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you’ve left your drink alone, just get a new one.
- Don’t accept drinks from people you don’t know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don’t drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they’ve had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

Information on Risk Reduction was provided by RAINN: Rape, Abuse & Incest National Network: www.rainn.org.

13. Amendments
The Academy may amend the Policy or the Procedures from time to time. Nothing in the Policy or Procedures shall affect the inherent authority of the Academy to take such actions as it deems appropriate to further the educational mission or to protect the safety and security of the Academy community.
Definitions of Key Terms

- Sexual Harassment - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment, (ii) submission to or rejection of such conduct by an individual is used as the basis for education or employment decisions affecting such individuals, or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's school or work performance or creating an intimidating, hostile, or offensive educational or working environment.
  - Hostile Environment Caused By Sexual Harassment - refers to a situation where students and/or employees are subject to a pattern of exposure to unwanted sexual behavior that is so severe, persistent, or pervasive that it alters the conditions of education, employment, or participation in a school program or activity, thereby creating an environment that a reasonable person in similar circumstances and with similar identities would find hostile, intimidating, or abusive. An isolated incident, unless sufficiently severe, does not amount to a hostile environment caused by sexual harassment.
  - Quid Pro Quo Harassment – refers to a situation where students and/or employees are subject to unwanted sexual behavior where submission or rejection of such conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual's education, employment, or participation in a school program or activity.

- Sexual Assault - is any unwanted physical contact of a sexual nature that occurs either without the consent of each participant or when a participant is unable to give consent freely. Sexual assault can occur either forcibly and/or against a person's will, or when a person is unable to give consent freely. Sexual assault includes an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Unified Crime Reporting ("UCR") program:
  - Rape - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
  - Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
  - Incest—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - Statutory Rape—Sexual intercourse with a person who is under the statutory age of consent.

- Domestic Violence - A felony or misdemeanor crime of violence committed (i) by a current or former spouse or intimate partner of the victim; (ii) by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (v) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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

- **Prohibited Conduct** — The Academy prohibits Sexual Assault, Sexual Harassment, Sexual Exploitation, Dating Violence, Domestic Violence, and Stalking as defined in these Definitions of Key Terms.

- **Sexual Exploitation** — sexual misconduct that occurs when a person takes unjust or abusive sexual advantage of another for his or her own advantage or benefit or for the benefit or advantage of anyone other than the exploited party; and that behavior does not otherwise constitute sexual assault. Examples of sexual exploitation include, but are not limited to, videotaping or photographing of any type (web-cam, camera, Internet exposure, etc.) without knowledge and consent of all persons; prostituting another person; knowingly transmitting HIV or a sexually transmitted disease to an unknowing person or to a person who has not consented to the risk; or inducing incapacitation with the intent to commit sexual assault, without regard to whether sexual activity actually takes place.

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

- **Retaliation** — means any adverse action, or attempted adverse action, against an individual or group of individuals because of their participation in any manner in an investigation, proceeding, or hearing under this Policy.

- **Intimidation** — To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

- **Consent** — The Academy uses an **affirmative consent** standard to determine whether a sexual assault complainant consented to the alleged conduct. “Affirmative consent” is defined as an affirmative, conscious, and voluntary agreement to engage in sexual activity. Neither the lack of protest or resistance nor silence constitutes consent, and consent may be withdrawn at any time. Affirmative consent must be given by all parties to sexual activity. For the purpose of evaluating complaints during the disciplinary process described under this Policy, it is not a valid excuse that the respondent believed the complainant consented if: (A) the respondent’s belief arose from his or her own intoxication or recklessness, or (B) the respondent did not take reasonable steps to ascertain whether the complainant affirmatively consented. Similarly, it will not be a valid excuse that the respondent believed the complainant affirmatively consented where the respondent knew or reasonably should have known that the complainant was unable to consent because he or she was: (A) asleep or unconscious, (B) incapacitated due to drugs/alcohol/medication, or (C) unable to communicate due to a mental or physical condition.

- **Complainant** — means the person making the allegation(s) of sexual misconduct.
- Respondent – means the person alleged to have committed sexual misconduct.