

CATALOG

MR. JIM'S COLLEGE of COSMETOLOGY  
2855 West Parrish Ave.  
OWENSBORO, KY 42301

REVISED August, 2007

LICENSED BY

KENTUCKY BOARD OF HAIRDRESSERS AND COSMETOLOGISTS  
111 St. James Court  
FRANKFORT, KY 40601  
Phone# (502) 564-4262

ACCREDITED BY

NATIONAL ACCREDITING COMMISSION  
OF COSMETOLOGY ARTS & SCIENCES  
4401 Ford Avenue, Suite 1300  
Alexandria, VA 22302  
Phone# (703) 600-7600  
Fax# (703) 379-2200

OWNERS: JAMES H. BOYD, SHERLIE P. BOYD AND STEPHEN W. BOYD

## ABOUT OUR SCHOOL

Mr. Jim's College of Cosmetology was started in 1972 by Jim Boyd with the assistance of his wife, Sherlie Boyd. Mr. Jim's is still a family owned business. It is currently owned by Sherlie, Jim, and son Stephen. The school is licensed by the state of Kentucky for 40 students, and is accredited by the National Accrediting Commission of Cosmetology Arts and Sciences, which is recognized by the Department of Education as the National Accrediting Agency for Cosmetology Schools. It is the only private cosmetology school in Daviess County.

Mr. Jim's is located in a shopping center served by major access roads. The school is blessed with a stable clientele from a middle class city of 54,000. It is designed to serve all types of clients including handicapped. However, it is not designed to serve handicapped students. Our school is well stocked with a variety of products that enable our students to become familiar with the major products of the industry. It is also equipped with modern training aids such as overhead projectors and VCR equipment.

## OUR MISSION

The primary objective of Mr. Jim's College of Cosmetology is to train suitable people for entry level employment in the field of Cosmetic Art. This includes manual, and technical competence as well as the educational skills necessary to obtain employment. Secondly, to better inform the public of the vast career opportunities in the Cosmetology industry and the value of this profession through the quality of our graduates.

We feel that there are many things that make MR. JIM'S a special place. The goal of our instructors is to make each student feel special from the beginning. We like to work close with each student and be there when they need help and encouragement. We also strive to provide a quality education at the lowest possible price.

## ADMISSION REQUIREMENTS

All prospective students must have a personal interview with the admission director prior to admission.

All prospective students must demonstrate knowledge of the cosmetology industry. In the event a prospective student does not have sufficient awareness of the industry, it is the duty and responsibility of the admission representative to counsel the prospective student about the overall requirements necessary to be successful in the industry prior to acceptance.

Students are required to successfully pass GED level 3 with a 350 score prior to enrollment.

Students are required to have a high school diploma or a recognized equivalent (GED).

Students must be of good moral character, free of contagious or infectious conditions and physically able to accomplish the manual portions of the industry requirements.

SATISFACTORY PROGRESS:

COURSE COMPLETION

Contract Hours Per Contract	Maximum Time Frame	Minimum Attendance Per Month*	Maximum %
<b>1800 Hour Cosmetology Course:</b>			
40 hours per week	16.0 Months	107 hours	150 %
30 hours per week	22.5 Months	80 hours	150 %
25 hours per week	27.0 Months	67 hours	150 %
20 hours per week	33.75 Months	53 hours	150 %

\* Students who accumulate the minimum monthly attendance will meet the 67% cumulative attendance. However all evaluations will be based on the cumulative attendance from the beginning. A full time student is defined as anyone attending 30 or more hours a week.

\* Provides that for a student to be considered making satisfactory progress as of the midpoint of the course, the student must meet both the attendance and academic progress requirements on at least one evaluation by the midpoint of the course.

ATTENDANCE POLICY

Each student that enrolls in the School signs an agreement to attend school for a specific amount of hours each week. However the School understands that at times other things may take precedence and is willing to make allowances for these absences.

When a student arrives at school they are provided with a computerized time card which records the proper time. When a student leaves the school she will also clock out. This record of time attended will be rounded to the nearest quarter hour and reported to the Board. Hours are not changed with out the written authority of the Board.

The School will permit a Student one (1) leave of absence for a period not to exceed sixty days during enrollment. This absence must be requested in writing prior to the absence being excused unless there are extenuating circumstances such as auto accidents. These circumstances will be judged individually.

Other absences that may be excused by the School must be verifiable special circumstances such as but not limited to: 1) Medical problems 2) Severe weather conditions that prevent safe travel. Other absences may be considered excused on individual basis by the school director under special circumstances that will be documented and placed in the student's file.

ATTENDANCE PROGRESS

Each student will be monitored at the end of each month to determine if the student is within the maximum time frames. Students must attend an accumulative 67% of the scheduled hours to maintain satisfactory attendance.

Each student will be evaluated for Satisfactory Progress at 300-450-900 and 1350 hours. All practical, written exams and cumulative % of attendance will be evaluated at this time. Students meeting the minimum requirements at evaluation will be considered making Satisfactory

Progress until the next evaluation.

### ACADEMIC PROGRESS

Each student will be monitored at the end of each month to determine if the student is completing the theory, practical (practical and clinical are synonymous) and other school assigned projects. The factors to be evaluated in each course are as established by the BOARD. These requirements are listed in the catalog.

At the end of the freshman term "300 hours" each student will be administered a comprehensive practical and theory exam which will cover all parts of the material taught in the freshman department.

The grading scale which is to be used for theory, practical and live model performances is outlined below:

A - 90-100

B - 80-89

C - 70-79

\* SEE INSERT FOR CRITIQUE FOR CLINICAL EVALUATIONS.

At the end of the grading period all grades for the student will be averaged together to determine the overall academic grade. Progress reports are monitored monthly.

FAILING: Anything below 70%

### GENERAL

A student will be considered to be making satisfactory progress as long as all grades are 70% or above average, and the minimum number of hours and theory work for the period are completed within the maximum time frame required. Students must meet 67% accumulative attendance and academic minimum standards during each grading period to remain in satisfactory progress.

A student who does not meet the minimum requirements during a grading period will be placed on probation and re-evaluated at the next scheduled evaluation. The student is still considered to be making satisfactory progress until failing to meet the minimum standards for two consecutive grading periods. A student must meet or exceed the minimum standards for one full grading period in order to be removed from the probation status or to achieve satisfactory progress status. A student who does not achieve satisfactory progress for two consecutive grading periods is no longer eligible for Title IV assistance. If a student wishes to remain in school and owe the school a balance they must make monthly payments or re-establish eligibility of federal funds.

To Re-enter: A student whose training is interrupted due to unsatisfactory progress who wishes to re-enter, may after 30 days receive individual counseling from the School Manager after which a decision will be made regarding the student's re-entry to school.

To re-establish eligibility for federal funds after the student re-enters the student will be

monitored after 30 days to determine if they are making satisfactory progress (70% grade average and 67% cumulative percentage of attendance). Financial Aid will be re-instated when the student meets these minimums.

**Re-Establish Eligibility:** A student whose financial aid is terminated due to unsatisfactory progress who wishes to re-establish eligibility for financial aid must complete 67% cumulative percentage of attendance and a 70% grade average for that month. At this time, the student will be evaluated to determine if they are making satisfactory progress. Students making satisfactory progress will be re-instated with financial aid.

Course incomplete, repetitions, and non-credit remedial courses will have no effect on these satisfactory progress standards.

A student who interrupts training for less than 60 consecutive days will remain in the same progress status upon return to school. When a student who withdraws from the course and returns to school after 60 days from interruption, the student will be given credit for all previous hours, successful achievements, and will remain in the same progress status upon return to school.

In the event any student fails to make satisfactory progress the student or has mitigating circumstances that the student feels effected their progress, is allowed to make an appeal to a board of at least two staff members and one other person chosen by the student. The appeal must be in writing and received by the school (attention Stephen Boyd) 7 working days from the receipt of the probation notice. The school will respond 7 days after the appeal hearing telling if the appeal is granted or denied.

## MAKE-UP WORK

Each student who is absent from school will eventually miss some work that must be accomplished in order to graduate. All lessons and examinations are taught on a schedule. Therefore it is necessary to schedule periods of time during which a student can make up the necessary work.

All make-up work will be done in the next day, if the client work load permits. All work must be approved or instructor prior to and after the make-up work is accomplished.

## GRADUATION REQUIREMENTS

Graduation requirements are as follow: 1) All hours must be completed in accordance with the State Boards requirements. 2) All tests must be completed with a 70% grade point average. 3) The student must comply with all published Rules and Regulations of the school.

At such time as any student meets all the above requirements for graduation, MR. JIM'S BEAUTY COLLEGE will confer upon the student a diploma attesting to the student's completion of the course.

## LICENSING REQUIREMENTS

After graduating from Mr. Jim's College of Cosmetology the licensing requirements are as follows:

1) Have graduated from a licensed school of cosmetology. 2) Be at least 16 years of age. 3) Have at least 2 years of high school or its equivalent. 4) Be of good moral character and temperament. 5) Paid a fee of \$75.00. 6) And passes an examination prescribed by the Board.

To maintain your license you must renew by July 31 of each year. No notice is sent out as a reminder. The board is closed July and August. You must also receive 6 hours of continuing education per year starting July of 1996.

## SCHOLARSHIP POLICY

Mr. Jim's College of Cosmetology no longer offers scholarships.

## DRESS CODE OF STUDENTS

All students are required to wear a clean white, washable uniform and a coat or smock. It is the policy of this school that no revealing undergarments will be worn. Slips should be worn by female students when wearing uniform dresses or skirts. No dangling jewelry will be permitted.

Name badges are required by the STATE BOARD and as such will be worn at all times. The first name badge is furnished by the school. The second and subsequent badges will have a fifteen dollar fee (\$15.00).

All uniforms and shoes will be kept clean and neat at all times in order that we may present a more professional appearance.

## TRANSFER STUDENTS

Students transferring in will be allowed credit for previous training if approved by the STATE BOARD . Training must meet all standards by the KENTUCKY STATE BOARD OF HAIRDRESSERS before being added to the student's record of hours.

All incoming students will be given a written and practical examination to determine the level of competence.

Students that transfer from The School will have their permit cards and record of hours sent to the STATE BOARD.

## COSMETOLOGY COURSE

With perfect attendance, our full time students may complete all graduation requirements of our 1800 hour course in just a little over ten months. At the completion of 1800 hours of training, those full and part time students who have completed all other school requirements are given a diploma and become certified to be examined by the State Board for a license to practice. After passing the basic license test a person will usually start working for minimum wage. After becoming established many people make over \$500 per week. It is also possible to move on to other areas such as teacher, sales representative, salon manager/ owner school manager/director or owner. Some people may even choose to manufacture their own line of products.

For the convenience of our students we offer both part time and full time courses during the day. The school schedule is as follows: FULL TIME; is considered 30 hours or more per week. PART TIME; Is considered less than 30 hours per week, not to fall below 20 hours per week...

### COSMETOLOGY KIT REQUIREMENTS

SHEARS, 4 1/2 INCH	1 EA
SHEARS WITH REST, 5 INCH	1 EA
CURLING IRON. 3/4	1 EA
CURLING IRON, 1/2	1 EA
HAIR SHAPER	1 EA
SHAPER BLADES	1 EA
HAIR DRYER, 1800 WATTS	1 EA
THINNING SHEARS	1 EA
HAIR STYLING LIFTER	1 EA
COMB, 8 INCH	3 EA
COMB, 7 INCH	6 EA
BLEACH BRUSH	1 EA
FIVE ROW BRUSH	6 EA
CUTICLE NIPPER	1 EA
CUTICLE PUSHER	1 EA
NAIL FILE, 7 INCH	1 EA
HARDWOOD MANICURE STICKS	2 EA
EMERY BOARDS	2 EA
NAIL BRUSH	1 EA
MANICURE BOWL	1 EA
TWEEZERS, 3 INCH	1 EA
CUTICLE SCISSORS 3 1/2 INCH	1 EA
SHAMPOO CAPE	3 EA
COMB-OUT CAPE	1 EA
TRIANGLE NET	1 EA
MIRROR, 7 INCH	1 EA
YORKER SPOUT BOTTLE WITH CAP	1 EA
STEEL CLIPS, SINGLE PRONG	1 BOX
STEEL CLIPS, DUCK BILL	1 BOX

STEEL CLIPS, DOUBLE PRONG	1 BOX
PERM RODS, ASSORTED SIZE	32 DOZ.
ROLLERS	24 DOZ.
DELUXE WIG CLAMP	1 EA
MANICURE CASE	1 EA
ATTACHÉ CASE	1 EA
MANNEQUIN HEAD	2 EA
NAME TAG	1 EA
WAHL PRECISION DESIGNER	1 EA
COLOR TINT KIT	1 EA
1 1/2 JUMBO CURLING IRON	1 EA

#### COSMETOLOGY BOOK REQUIREMENTS

MILADY STANDARD TEXT BOOK	1 EA
MILADY STANDARD WORK BOOK	1 EA
KENTUCKY STATE BOARD LAW BOOK	1 EA

#### CURRICULUM FOR FRESHMAN STUDENTS

Theory and related theory class 100 hours:

1. General theory including Kentucky Cosmetology law and rules and regulations adopted thereunder.
2. Clinical theory
3. Lecturing theory

Clinical and related theory class 200 hours:

- 1 Cold waves
- 2 Facials and make-up
- 3 Complete "S" formations and complete fingerwaves
- 4 Pin Curl techniques
- 5 Hairshaping
- 6 Hairstyling techniques
- 7 Lash and brow tint
- 8 Eyebrow arches
- 9 Manicuring
- 10 Scalp treatments
- 11 Shampooing
- 12 Hair coloring, bleaching and rinsing
- 13 Heat permanent
- 14 Safety measures

## CURRICULUM FOR JUNIOR AND SENIOR STUDENTS

Theory and related theory class 500 hours.

Professional practices, life sciences, physical sciences, hair designing, safety measures, Kentucky cosmetology laws and rules and regulations adopted thereunder.

Clinical class 1000 hours.

- 1 Hair conditioning treatments
- 2 Scalp treatments
- 3 Hairshaping
- 4 Shampoos
- 5 Cold waves
- 6 Chemical hair relaxing
- 7 Complete "S" formation and complete fingerwaves
- 8 Pincurl techniques
- 9 Hairstyles
- 10 Iron curling
- 11 Hair coloring and toning
- 12 Bleaches and frosting
- 13 Facials and make-up
- 14 Manicuring
- 15 Lash and brow tints
- 16 Eyebrow arches
- 17 Color rinses
- 18 Wiggery
- 19 Professional ethics and good grooming
- 20 Salesmanship
- 21 Reception desk and telephone answering
- 22 Record keeping
- 23 Dispensary (procedures for ordering supplies and retail merchandise)
- 24 Personality development
- 25 Salon management
- 26 Public relations

### TUITION PAYMENTS

Payment for tuition and fees is due on or before the first day of school. For those who are unable to make full payment of the tuition a weekly payment is available. Federal Title IV funds may also be utilized if approved in advance.

Other costs to students that will be in addition to the above are white uniforms, white shoes, writing instruments and a suitable notebook.

The Kentucky State Board also requires a \$5.00 fee of all students for registration.

There are no other additional fees or costs required by the school.

## REFUND POLICY

Any person not accepted for enrollment by the school will be refunded all money paid to the school.

If the student (or parent/guardian) cancels his or her enrollment and demands their money back, in writing, within three working business days of signing the enrollment agreement, all money collected by the school shall be refunded regardless of whether or not the student has started training. The date of cancellation will be determined by the postmark on the written notification or on the date the cancellation is delivered to the school administrator.

If the student cancels enrollment after three working days after signing but prior to entering classes, the student will be refunded all money paid to the school less the enrollment or registration fee.

For students who enroll and attend classes, the following schedule of charges or refunds will prevail:

Percentage of Enrollment Time to Total Time of Course	Amount of Total Tuition Owed to the School
0.010% to 4.9%	20%
5% 9.9%	30%
10% 14.9%	40%
15% 24.9%	45%
25% 49.9%	70%
50% and over	100%

**NOTE:** Students receiving assistance from Federal Title IV programs may be eligible for statutory pro-rata refunds according to federal regulations provided they have completed less than 60% of the first period for which they are charged. Samples of refund are available on request.

Enrollment time is defined as the time elapsed between the actual starting time and the date of the students last day of physical attendance in the school.

Any money to be refunded to the student will be paid within 30 days of the formal cancellation by the student or formal termination by the school, which shall occur no more than 30 days from the last day of physical attendance, or in the case of a leave of absence, the documented date of return. All repayments to the financial assistance programs will be paid in the following order: 1st. Title IV loan programs. 2nd. Title IV grant programs. 3rd. State programs. 4th. Private scholarships. 5th. To the student.

In the case of illness or disabling accident, death in the immediate family or other circumstances beyond the control of the student, the school may make a settlement which is reasonable and fair to both.

Three days after a student signs the enrollment agreement and purchases a kit, books and or other supplies, said items become the exclusive property of the student and no refund will be due the said student. Kits are non-returnable and non-refundable for health and sanitary reasons.

If for any reason the school is closed and can no longer offer instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition only.

If a course is canceled subsequent to enrollment, the school shall, at its option: (1) Provide a full refund of all money paid, (2) Provide completion of the course.

Students who terminate prior to completion of the course will be charged a \$100.00 termination fee.

## DISCRIMINATION

It is the policy of this school to admit qualified persons who will benefit from the education provided. We feel that the field of cosmetology offers many opportunities to men and women from all walks of life, therefore, we do not practice discrimination on the basis of race, sex, creed, religion, color, ethnic origin or age. To do so would be a dis-service to the community which we serve.

## EMPLOYMENT SERVICES

The student is hereby advised that law prohibits the school from guaranteeing employment to any student as an inducement to enroll in school.

The school does however, agree to use its best efforts to assist any graduate in finding employment in the field in which training is completed, by announcing all known job openings to the students as soon as possible.

## HOUSING

At this time we do not provide school owned housing however, there are many rental homes and apartments in the area that are within walking distance. We will assist you in locating a suitable home or apartment if you wish.

## COUNSELING

Should a student, staff member or graduate feel the need to talk with another person regarding career choice, the school administrator maintains an "open door" policy and is very willing to counsel anyone in need.

## HAZARDOUS CHEMICALS

All persons interested in the cosmetology profession should be aware that certain chemicals used in the permanent waving, conditionings, straightening and relaxing of hair are considered hazardous to the health. Also, some chemicals that are common to the preparation and cleaning of fingernails may be hazardous to the health. People who feel they may have an allergy to one or more of these chemicals should seek the proper medical advice prior to entering the

profession.

## STUDENT ACCESS TO RECORDS

All students, both enrolled and dropped, shall have the legal right to review their records.

If a student OR OTHER AUTHORIZED PERSON makes a written request which is signed by the student to review their files, the administrator will, as soon as possible, schedule a time during normal working hours (Monday through Friday 8:00 a.m. till 9:30 p.m.) to open files and show the student the requested files.

If the student is a minor, the guardian/parent who guaranteed the student's contract with the school may also review the student's records. However, this will be done only if the student is advised of the review and if possible is also present.

The administrator will be present at all times during the review and will provide any and all interpretation that may be necessary and will cooperate with the student and parent to the fullest degree possible.

Any copies of files requested other than those specified by the KENTUCKY BOARD OF HAIRDRESSERS will be furnished and charged at the rate of \$.25 per sheet. A record of the documents copied and furnished will be placed in the student's record.

Only those persons legally authorized will have access to a student's files. If the student wants information released to a third party, then the student must sign a release form for that particular third party. A blank signed form will not be accepted.

## TERMINATION

At times it becomes necessary to terminate some students. The only person authorized to terminate a student is the owner. Directors and instructors have authority to suspend a student for serious violation of the rules of conduct. Normally, a student will be verbally warned, then counseled privately, before being suspended. Normally, at least one suspension is given before a student is terminated. Following is a list of grounds for termination: (1) Written resignation from the student (2) Failure to attend for 10 days without prior written notice (3) Failure to pay for the course (4) Flagrant disregard of the Rules and Regulations (5) Introduction of unlawful controlled substances to the school (6) Use of unlawful controlled substances while attending school (7) By direction of the KENTUCKY BOARD OF HAIRDRESSERS.

August 2007

MR. JIM'S COLLEGE OF COSMETOLOGY  
2855 WEST PARRISH AVE  
OWENSBORO, KY 42301

STARTING DATES FOR COSMETOLOGY

MR. JIM'S BEAUTY COLLEGE STARTS A NEW CLASS THE THIRD MONDAY OF EACH WEEK PROVIDED AN OPENING EXISTS.

CLASS HOLIDAY DATES ARE AS FOLLOWS

The school will be normally closed on Sundays and the other holidays listed here. (1) New Year's day. (2) Thanksgiving day. (3) Christmas Eve and Christmas day. (4) Labor day and Memorial day. (5) Forth of July.

Jim Boyd  
Owner

MR. JIM'S COLLEGE OF COSMETOLOGY  
2855 WEST PARRISH AVE  
OWENSBORO, KY 42301

STAFF MEMBERS

Mr. James H. Boyd obtained his basic cosmetology diploma from the Owensboro Area Vocational School. He has since owned and operated several salons in the area. He and his wife Sherlie started the school in 1972. Mr. Boyd also served on the State Board for several years.

Mrs. Sherlie Boyd also graduated from the Owensboro Area Vocational School and has worked alongside her husband Jim.. She went back to school and obtained her Instructors license from the Owensboro Area Vocational School and has run the daily operation of Mr. Jim's Beauty College since its conception in 1972.

Mr. Stephen Boyd is currently the school manager at Mr. Jim's Beauty College. Stephen has also worked several years at various salons in the area. At one time he was co-owner of a cosmetology school in Leitchfield, KY. Stephen obtained his teaching license in 1985 and also holds a current Real Estate license.

Mrs. Dena Pullium is currently an instructor at Mr. Jim's Beauty College. She has held a active Cosmetology license since 2000. She obtained her Instructor license in 2006. She has completed all her cosmetology training at our Institution

MR. JIM'S COLLEGE OF COSMETOLOGY  
2855 WEST PARRISH AVE  
OWENSBORO, KY 42301

POLICY & PROCEDURE: SCHEDULE OF FEES

Following are the various costs for attending school at MR. JIM'S COLLEGE OF COSMETOLOGY:

**FIRST ACADEMIC TERM 1-450 HOURS**

BOOKS	\$ 153.00
COSMETOLOGY KIT	\$ 460.00
SCHOOL REGISTRATION	\$ 100.00
TUITION	<u>\$ 2500.00</u>
TOTAL	\$ 3173.00

**SECOND ACADEMIC 451-900 HOURS**

TUITION	\$ <u>2500.00</u>
TOTAL	\$ 2500.00

**THIRD ACADEMIC TERM 901-1350 HOURS**

TUITION	\$ <u>2500.00</u>
TOTAL	\$ 2500.00

**FOURTH ACADEMIC TERM 1351-1800 HOURS**

TUITION	\$ <u>2500.00</u>
TOTAL	\$ 2500.00

**TOTAL TUITION FOR THE FULL COSMETOLOGY PROGRAM (FOUR TERMS) IS \$10000.00**

Charges will be assessed on a perm term basis and students failing to enter the next term will not be charged for subsequent terms

PAYMENT for the above items that are purchased from the school is due on or before the first day of school. For those who are unable to make full payment, other arrangements may be made with approval in advance.

Other costs in addition to the above are white uniforms, shoes, writing instruments, suitable notebook and a State Board registration fee of \$15.00

A fee of \$5.00 per hour will be charged for any additional hours required to complete the course requirements.

A termination fee of \$100.00 will be assessed when a student fails to complete the course.

\* If a student attends 40 hours per week, the student will complete the first academic year of 900 hours in less than thirty weeks. Therefore, the student will be reduced in a pro-ration of time to complete the first thirty weeks divided by thirty weeks. For example if a student attended 40 hours per week they would complete the first academic year in approximately 23 weeks. Therefore, the Pell grant would be reduced by  $23/30=76.6\%$ . The student would then receive only 76.6% of the Pell grant award for the first 900 hours. The second year 901-1800 would be reduced in an equal manner.

Jim Boyd



**MR. JIM'S COLLEGE of COSMETOLOGY**  
**2855 West Parrish Ave**  
**OWENSBORO, KY 42301**

**POLICY AND PROCEDURES**

**SCHOOL'S GRIEVANCE PROCEDURE**

In accordance with the institution's mission statement, Mr. Jim's 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 information will be used in evaluating institutional effectiveness and outcomes. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be mailed to the school office (via registered mail) at the address listed in the current student catalog.
3. The complaint will be reviewed by the school management and a response will be sent in writing to the student within 15 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.
4. If the complaint is of such nature that it cannot be resolved by the school management, it will be referred to an appropriate agency if applicable. (addresses listed on current catalog)
5. Depending on the extent and nature of the complaint, interviews with the appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, corporate management 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 school 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.
7. The complainant is required to resolve the problem through the schools complaint process, prior to filing a complaint with the schools accrediting agency. If the complainant wishes to pursue the matter further, a complaint form is available through accrediting agency. The address of the schools accrediting a commission is:

**NACCAS**

**4401 Ford Ave, Suite 1300**

**Alexandria, VA 22302**

**(703) 600-7600**

**[NACCAS@NACCAS.org](mailto:NACCAS@NACCAS.org)**

SCHOOL'S COMPLAINT FORM

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ TELEPHONE \_\_\_\_\_

1. Please provide a one or two sentence description of your complaint.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Please describe the nature of your complaint in full detail indicating what happened, when the event occurred and who was involved. If additional space is needed, use the back side of this form.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Indicate with whom (and when) you have already spoken to regarding this complaint, and what attempts have been made at resolution.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Indicate what specific resolution you are seeking or recommending.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the statements made pertaining to my complaint are truthful and accurate.

\_\_\_\_\_  
Signature of complaint

\_\_\_\_\_  
Date

August 2007

**MR. JIM'S COLLEGE of COSMETOLOGY**  
**2855 West Parrish Ave**  
**OWENSBORO, KY 42301**

BELOW IS A LIST OF SALONS THAT HAVE HIRED OUR GRADUATES.

MASTERCUTS  
TOWN SQUARE MALL  
OWENSBORO, KY

MALEA'S HAIR STUDIO  
2614 WEST PARRISH AVE.

REGIS HAIRSTYLES  
TOWN SQUARE MALL  
OWENSBORO, KY

J.C. PENNY CO. INC.  
TOWN SQUARE MALL  
OWENSBORO, KY

FANTASTIC SAM'S  
2709 PARISH AVE.  
OWENSBORO, KY

FANTASTIC SAM'S  
WESLEYAN PARK PLAZA  
OWENSBORO, KY

EXECUTIVE HAIR DESIGN  
100 WALNUT  
OWENSBORO, KY

CRITIQUE FOR PRACTICAL EVALUATION - 0 - 1800 HOURS

August 1994

	<u>TOTAL POSSIBLE POINTS</u>	<u>100 POINTS</u>
MANICURE:		
Sanitizing & Setup	<u>20</u>	_____
Procedure	<u>20</u>	_____
Manipulations	<u>40</u>	_____
Polish Application	<u>20</u>	_____
FACIAL:		
Procedure	<u>20</u>	_____
Manipulations	<u>20</u>	_____
Correct Creams	<u>20</u>	_____
Arch	<u>20</u>	_____
Removal of Creams	<u>20</u>	_____
SCALP TREATMENTS		
Brushing	<u>10</u>	_____
Sectioning	<u>10</u>	_____
Application of Cholesterol	<u>20</u>	_____
Manipulations	<u>20</u>	_____
Removal	<u>20</u>	_____
Shampoo	<u>10</u>	_____
Draping	<u>10</u>	_____

	TOTAL POSSIBLE <u>POINTS</u>	<u>100 POINTS</u>
<b>HAIR SHAPING:</b>		
Method of Cut	<u>30</u>	_____
Perimeter	<u>20</u>	_____
Finished Look	<u>30</u>	_____
Shampoo	<u>10</u>	_____
Draping	<u>10</u>	_____
<b>HAIR COLORING:</b>		
Mixing	<u>20</u>	_____
Application of Color	<u>30</u>	_____
Removal	<u>30</u>	_____
Shampoo	<u>10</u>	_____
Draping	<u>10</u>	_____
<b>SHAMPOO &amp; SET:</b>		
Draping	<u>10</u>	_____
Shampooing	<u>10</u>	_____
Roller Placement	<u>20</u>	_____
Securing of Rollers	<u>20</u>	_____
Teasing	<u>20</u>	_____
Uniformity of Completed Set	<u>20</u>	_____
<b>FINGER WAVES:</b>		
Finger Dexterity	<u>20</u>	_____
Shape of Wave	<u>40</u>	_____
Uniformity of Wave	<u>40</u>	_____



	<u>TOTAL POSSIBLE POINTS</u>	<u>100 POINTS</u>
<b>PINCURLS:</b>		
Pincurl Circle	<u>50</u>	_____
Securing of Pincurl	<u>50</u>	_____
<b>TEMPORARY RINSE:</b>		
Draping	<u>10</u>	_____
Shampooing	<u>10</u>	_____
Application of Rinse	<u>40</u>	_____
Neatness of Application	<u>40</u>	_____
<b>PERMANENT WAVING:</b>		
Sectioning	<u>20</u>	_____
Rod Tensions	<u>30</u>	_____
Smoothness	<u>30</u>	_____
Shampoo	<u>10</u>	_____
Shaping	<u>10</u>	_____
<b>THERMAL STYLING:</b>		
Use of Iron	<u>40</u>	_____
Balance and Execution	<u>40</u>	_____
Shampoo	<u>10</u>	_____
Drape	<u>10</u>	_____

Minimum score of 70% for each category  
must be made for passing grade.

**MR. JIM'S COLLEGE of COSMETOLOGY**  
**2855 West Parrish Ave**  
**OWENSBORO, KY 42301**

**STUDENT RULES AND REGULATIONS**

Rules and regulations are essential to the efficient operation of any business. They are the corner stone of any successful operation. The following rules have been established for the common guidance of all of us in this school. They are fundamental in character and are designed for the convenience and protection of all of us and to give us a more efficient and successful school. It is my policy to be patient, sympathetic, fair and tolerant in the administration of this school.

It is the sincere desire of MR. JIM'S to help this student body in every way possible, so that all of us may go forward together in a successful future, but willful or inexcusable breaches of these rules will be dealt with firmly under a uniform policy which applies equally to all individuals.

These rules are not meant cover all school policies and procedures exclusively. The school reserves the right in cases of unusual or related infractions of these rules, to deal with the individual student according to the seriousness of the offense.

1. All rules and regulations of the KENTUCKY BOARD OF HAIRDRESSERS AND COSMETOLOGISTS must be recognized and complied with.
  - (a) Students must be in white uniforms and white shoes. White lab coats, white socks. No colored jackets, sweaters, socks, belts, scarves or suspenders.
  - (b) Students must wear a name badge of a type approved by the KENTUCKY BOARD OF COSMETOLOGY at all times. We furnish the first one- you buy the rest. \$1.00 each.
  - (c) Students must conform to the KENTUCKY BOARD OF HAIRDRESSERS rules on sanitation and participate in general clean up of the school and individual stations.
  - (d) Students must clean hair up as soon as haircut is finished, before set or perm. This is the state law as well as a school rule.
  - (e) All stations must be clean and chairs turned to mirror before leaving for lunch. School must look like you are leaving at 5:00 p.m. State Board Inspector could walk in at any time.
  - (f) All mirrors will be free of pictures and or drawings and items that hang over the mirrors.
  - (g) All hours will be calculated to the quarter hour.
2. Students must attend school as specified in their individual contract with the school. Students must call before 8:15 a.m. to obtain permission for being late subject to instructor approval. Also students must call before 9:00 a.m. for an excused absence. Seven unexcused late arrivals (this includes lunch also) will result in a three day suspension. Unexcused absences as follow:
  - (a) You will be allowed 3 unexcused absences.
  - (b) 4th unexcused absence---has a 3 day suspension
  - (c) 5th unexcused absence---has a 7 day suspension
  - (d) 6th unexcused absence--- Termination
3. Any change in this contract must be in writing and approved by all parties concerned.
4. No student is to clock any other student in or out on the time cards. If you do not check yourself in or out you will not be given credit by saying "I was here". The State Board has to have proof- as well as us.
5. Work schedules will be needed if you leave before 5:00 p.m. If you need to take off to take a child to the Doctor, a Doctor's excuse is needed.
6. All late arrivals, absences and early departures must be brought to the attention of the instructor.
7. Students will keep a personal attendance record in order to verify the accuracy of the school records at least once each month.
8. The supervising instructor will approve lunch and rest breaks.

9. Students must have permission from the supervising instructor to perform services on anyone. All work done on students must be done on Tuesday's only. This includes perms, colors, scalp treatments, manicures, make up etc. If you are working on a student and are needed for a patron, stop immediately. Don't have to be told a second time.
10. When a student is busy working on a patron. There is to be no visiting from the other students. The patron is to receive all of the student's attention. Visit in breakroom only.
11. Students may not eat, drink or smoke on the floor while there are patrons in the school.
12. Above equipment will be maintained in working order and properly sanitized by each student.
13. Since each student has a complete set of equipment at all times, borrowing or loaning of implements is not allowed.
14. Students are permitted to use only the products provided by the school to perform services on patrons and other students. All student services will have prior approval of the clinic instructor.
15. Students will accept all assignments with a cooperative attitude. Any student refusing to do a service will be sent home.
16. Disruptive behavior, loud, abusive or vulgar language will not be permitted.
17. Students who are not meeting minimum performance levels will be provided at least one private counseling session each grading period in order to discuss any problems that may be encountered. Any student can request a private conference with an instructor or the director/owner at any time.
18. Students that continually exhibit disruptive behavior or other unprofessional actions may be asked to participate in special disciplinary assignments.
19. No one is allowed in the dispensary except the student assigned to the area.
20. Students may not loiter in the halls or the reception area.
21. Students are responsible for cleaning their own mess in the breakroom and their stations.
22. Students are never allowed in the cash register.
23. Students are responsible for making up all assigned work and tests.
24. No drugs or alcohol are allowed in or around the school premises unless authorized by a doctor and brought to the attention of the instructor.
25. Students are to work on project sheets when customers are not available.
- 26.. All patron cards must be filled out and returned to the front desk for filing.
27. Charge patrons for all services done for them. If they bring their own, charge them as if you used ours. This includes: weekly rinses, conditioners, color, sea breeze etc.
28. If a student has someone under the dryer and is asked to give a hair cut, don't say "my lady is almost dry". Each person is there for you to learn on, not cater to.
29. Always park on the back row. It is in our contract that we must.
30. Make your plans for your private lives outside school. There is a 2-minute limit on all calls. OBEDIENT THIS RULE. Have your friends call you at home, not here. We don't call you at home- don't have them call you here.
31. Students who do not comply with the above Rules and Regulations are subject to appropriate response by the School, up to and including dismissal from the program.
32. Students who are absence from school for 10 consecutive days will be dismissed from school unless documented evidence warrants a leave of absence.
33. Students are required to attend 67% of there scheduled hours. Students not meeting 67% attendance will be counseled. After 3 counseling sessions the student will be dismissed.
34. All student kits containing all equipment, tools and implements shall remain on school premises until completion of the course of enrollment or withdraw from the school.
35. Students who miss more than one theory class a week due to tardiness will be given a written assignment to make up the work they missed.

A School Security Force has been appointed to enhance the safety of both the students and the employees. All students and employees are encouraged to report crimes, suspicious activities or other security problems to the proper authorities at the school. The School Security Force at this school consists of:

Chief Security Officer: School President  
James Hugh Boyd

Chief School Officer: School Manager  
Stephen Wayne Boyd

The procedures listed below will be followed to address reports or complaints made to Security Personnel:

1. Chief School Officer will make a written report listing the following:
  - a. Date of report
  - b. Time of report
  - c. Name of complaint (voluntary)
  - d. Nature of complaint
  - e. Action taken by Chief School Officer
  - f. Recommendations to higher authorities

This written report will be signed and submitted to the Chief Security Officer. In the event that outside help should be called in--such as local Police, Sheriff's Department, Federal Officers, ect.--the School Security personnel shall cooperate with said agencies and investigations to the best of their abilities and within the scope of schools policies.

2. Certain areas of the School facilities are not open to the public and are considered to be restricted. Individuals who wish to visit restricted areas or persons in such areas must first obtain permission through either the admissions office or the administration office. Visitors to the school class rooms of laboratories must check in with the School Security Police.

Security is maintained during open hours by the School Security Force.

3. The School Security Force has the authority to check all persons on the school property to determine their legitimate presence, and to:
  - a. Escort unauthorized persons to the proper office or off the school property.
  - b. Report any suspicious activity or criminal activity to their supervisor.
  - c. Control the actions of persons violating school rules or local State or Federal laws--so long as these actions by the School Security Force do not in themselves violate any Local, State or Federal laws.
  - d. Cooperate with local, State or Federal Law Officers should that become necessary.

4. While on School property, students are encouraged to:

- a. Avoid being alone in isolated areas.
- b. Report suspicious activities or persons.
- c. Lock vehicles and personal belongings
- d. Know where the School Security Force can be reached at any time.

I have received a copy of these School Security Policies and will adhere to them to the best of my ability.

---

Student

**MR. JIM'S COLLEGE of COSMETOLOGY**  
**2855 West Parrish Ave**  
**OWENSBORO, KY 42301**

Demands of the Profession & Safety Requirements

**Manicuring:**

**DEMANDS:**

1. Must be able to deal with the public.
2. Irritation of eyes and nose from fumes.
3. Allergies to the dust particles.
4. Long periods of sitting.
5. Can cause varicose veins on the feet and legs.
6. Skin irritation if allergic to the product, can develop.
7. Direct contact with the clients feet and hands.
8. Lower back pain.
9. Flying debris could injure the eyes.
10. Hemorrhoids.

**REQUIREMENTS:**

1. Good moral character and even temperament.
2. Wear protective eye wear.
3. Use good posture.
4. Wear support hose.
5. Wear protective gloves if needed.

**Cosmetology:**

**DEMANDS:**

1. Must be able to deal with the public directly.
2. Irritation of eyes and nose from fumes.
3. Allergies to the dust particles.
4. Long periods of sitting if manicuring to applying nails.
5. Long periods of standing.
6. Can cause varicose veins on the feet and legs.
7. Direct contact with the clients feet, hands, face, head, and hair.
8. Lower back pain.
9. Possible lacerations from cutting implements.
10. Skin irritation if allergic to the chemicals, can develop.
11. Flying debris could injure the eye, when applying artificial nails.
12. Hemorrhoids.

**REQUIREMENTS:**

1. Good moral character and even temperament.
2. Wear protective eye wear.
3. Use good posture.
4. Wear support hose.
5. Use caution when working with sharp implements.
6. Wear protective gloves if needed.

**Apprentice Instructor**

**DEMANDS:**

1. Must be able to deal with people directly.
2. All of the manicuring and cosmetology hazards.
3. Varicose veins and hemorrhoids.

**REQUIREMENTS:**

1. Use all the requirements under cosmetology.

## CATALOG INDEX

	PAGE
COVER SHEET	1
ABOUT OUR SCHOOL	2
OUR MISSION	2
ADMISSION REQUIREMENTS	2
SATISFACTORY PROGRESS	3
COURSE COMPLETION	3
ATTENDANCE POLICY	3
ATTENDANCE PROGRESS	3
ACADEMIC PROGRESS	4
GENERAL	4
MAKE-UP WORK	5
GRADUATION REQUIREMENTS	5
LICENSING REQUIREMENTS	6
SCHOLARSHIP POLICY	6
DRESS CODE	6
TRANSFER OF STUDENTS	6
COSMETOLOGY COURSE	6
KIT REQUIREMENTS	7
BOOKS REQUIREMENTS	8
CURRICULUM FOR FRESHMAN STUDENTS	8
CURRICULUM FOR JUNIOR AND SENIOR STUDENTS	8
TUITION PAYMENTS	9
REFUND POLICY	9
DISCRIMINATION	11
EMPLOYMENT SERVICES	11
HOUSING	11
COUNSELING	11
HAZARDOUS CHEMICALS	11
STUDENT ACCESS TO RECORDS	11
TERMINATION OF STUDENTS	12

### INSERTS

STARTING DATES AND HOLIDAYS	13
ADMINISTRATIVE STAFF, NAMES AND QUALIFICATIONS	14
SCHEDULE OF FEES	15
COST OF ATTENDANCE	16
SCHOOL'S GRIEVANCE POLICY	17
SCHOOL'S COMPLAINT FORM	18
LISTS OF SALONS THAT HAVE RECENTLY HIRED OUR STUDENTS	19
CRITIQUE FOR PRACTICAL EVALUATION	20,21,22
RULES AND REGULATIONS	23,24
SCHOOL SECURITY	25

