

**Jenny Lea Academy of Cosmetology Student Catalog**  
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## THE SCHOOL

Jenny Lea Academy of Cosmetology, Inc. operates its Main campus at 222 East Unaka Avenue Johnson City Tennessee. The school is owned by Virginia Lea Lewis.

The Jenny Lea Academy of Cosmetology, Inc. has two locations in Kentucky that are accredited by the National Accrediting Commission of Cosmetology Arts and Sciences, 4401 Ford Avenue Alexandria, Virginia, 22302 (phone: 703-600-7600). The **National Accrediting Commission of Cosmetology Arts and Sciences** is recognized by the U. S. Department of Education as a national accrediting agency for postsecondary schools and programs of cosmetology arts and sciences, electrology, and massage. The Johnson City location was opened and licensed on November 21, 2006. It is accredited by NACCAS and eligible to receive federal financial aid for qualifying students.

## MISSION STATEMENT

The primary purpose of Jenny Lea Academy of Cosmetology is to attract top quality individuals and provide sound academic instruction in the arts and science of Cosmetology, Nail technology, Aesthetics and Cosmetology Instruction course, so that each student may become a successful individual in his or her chosen field. To train professional cosmetologists (and related fields) is our prime objective.

## OBJECTIVES

- The school will provide an environment conducive to higher education.
- The school will provide quality education to all students respective of their course choice.
- The school will provide clean, well maintained physical facilities, professional equipment and professional products appropriate and adequate for the student to achieve his or her professional goals and objectives.
- The school will seek to continually train students in skills equal to and beyond those required for licensure and job level entry.
- The school will seek to offer advanced training in all phases of cosmetology including esthetics and manicuring.
- The school will seek to be a center for continuing education for all students.
- The school will seek to offer encouragement to those with low self-esteem, a source of strength to the weak and lonely, and a model for students to mirror.
- The school's staff and administrators will seek first to understand, and then to be understood, by students, graduates, clients and employers of those professionals that received training at Jenny Lea Academy..
- The school will seek to train professionals that are desired by area salons and spas.
- The school will continually seek to provide greater student and graduate support services.
- The school will seek to embrace an attitude of intense gratitude to all who contribute to our success and ultimately that of each person achieving his or her goals through our leadership.

## OUR FACILITIES

Jenny Lea Academy of Cosmetology, Inc. was founded in 1981 by Mrs. Virginia Lea Lewis. The Johnson City location is licensed by the Tennessee State Board of Cosmetology, 500 James Robertson Parkway, 1st Floor, Nashville Tennessee 37243 (phone 615-741-2515). Jenny Lea Academy of Cosmetology, Inc. in its admission, instruction, and graduation policies, practice no discrimination on the basis of age, sex, color, race, creed, religion, financial status, or country, area of origin or residence or ethnic origin.

The school occupies a building at 222 East Unaka Avenue Johnson City Tennessee, with an approximate floor space of 14,000 square feet. Jenny Lea Academy of Cosmetology is a **non-smoking campus**. If one smokes one must leave the campus to do so. A private area is available for interviewing and counseling students.

The clinic area consists of working stations where the student works on clients under the direct supervision of an instructor. Each course has its own spacious classroom and contains state of the art training equipment to aid the students in learning the theory of Cosmetology and related fields.

A series of aesthetic rooms and classrooms are furnished with state of the art equipment to provide professional instruction in skin care and makeup. Separate areas are provided for esthetics, nails, and chemical services. We offer personal lockers, a student kitchen, student resource workroom, and ample parking for students and clients.

### OUR STAFF

Mrs. Virginia Lewis is a licensed cosmetologist since May, 1973. She began her teaching career in 1978. Mrs. Lewis is not only a licensed cosmetologist and educator in Tennessee, but also in Kentucky.

Prior to this time she owned and operated several salons in Tennessee and Kentucky, giving her practical experience, which aids her in the teaching of her students. Mrs. Lewis attended the Southern Beauty School in Kentucky, Lloyds Beauty Training in Tennessee, taught Cosmetology at the Hazard State Area Vocational School in Hazard, Kentucky, and attended The C.L.S. Academy of Advanced Training in Atlanta, Georgia. She is a member of the National Hairdressers and Cosmetologists Association and also attends the teachers training sessions to achieve continuing education credits. Mrs. Lewis keeps abreast of the current trends in hairstyling by attending numerous trade shows held in this area.

Mrs. Lewis was awarded recognition from Eastern Kentucky University for successfully completing the Teacher Training Course Seminar in Richmond, Kentucky. She attended advanced classes in hair shaping at the Knoxville Institution of Hair Design in Knoxville, Tennessee. Mrs. Lewis is also a permanent makeup artist and a beauty consultant.

### Some of the Instructional Staff:

#### **Cosmetology**

Michael New  
Robin Scott  
Lori Warshauer  
Phyllis Mintz

#### **Aesthetics**

Raven Moore  
Nikisha Odom

#### **Nail**

Kayla Ruble

### ADMINISTRATIVE STAFF

Financial Aid: Mrs. Karen Landers is the Financial Aid Director. Karen attended Los Rios College in Los Rios California.

Admissions Director: Dr. Evelyn Roach is the Admissions Director. Evelyn attended graduate school at East Tennessee State University where she completed degrees in business administration and educational leadership.

School Coordinator: Mrs. Pam Williams is a licensed cosmetologist and Esthetician and is the CEO of Spa Business Associates. Pam also has a business degree from Louisiana State University.

Accounting: Mrs. Sandy Farmer is the Accounting Office Director. Mrs. Farmer attended ETSU, and has worked in accounting for 20 years.

## STUDENT SCHEDULE

Cosmetology classes are scheduled to begin on the first Tuesday of each month, bi-monthly or every **10 weeks** depending on class size and availability. Cosmetology day classes are: **Tuesday through Saturday 8:30 a.m. to 4:30 p.m.** Cosmetology evening classes are: **Tuesday, Thursday, Friday 5:00p.m. to 9:00 p.m. and Saturday 8:30a.m. to 5:00p.m.**

Aesthetic and Nail Tech classes begin every month. Aesthetics classes are **Tuesday through Saturday 8:30 a.m. to 3:00 p.m.** Aesthetics evening classes are **Tuesday, Thursday, Friday 5:00p.m. to 9:p.m. and Saturday 8:30a.m. to 5:00p.m.** Nail Technology classes are **Tuesday through Friday 8:30 a.m. to 3:00 p.m.** New enrollments are accepted at this time subject to the availability of classroom space. Jenny Lea Academy of Cosmetology offers training on a year round basis.

Cosmetology day students are able to receive 7 clock hours of instruction each day. Aesthetic day students are able to receive 5.5 clock hours of instruction each day. Nail students are able to receive 5.5 hours of instruction each day. On Saturday students will be participating in clinic and practice. Evening classes will be scheduled by the school's admissions person. Each student must follow the attendance schedule.

## HOLIDAYS

The school will observe the following holidays, if they should happen to fall within our regularly scheduled day of operations.

January 1 - New Year's Day	July 4 - Independence Day
Last Thursday of November - Thanksgiving Day	December 25 - Christmas Day

## GENERAL INFORMATION/ADMISSION

### **School Admission Requirements**

The school admits the following as regular students in cosmetology, Aesthetics, nail technician courses:

1. Persons who have a high school diploma or its equivalent (GED) which meets or exceeds the Tennessee State Board requirement of at least two (2) years of high school. ( exceptions may be made at the sole discretion of the school director)
2. Persons who are at least 16 years of age.
3. Applicants must provide:
  - (a) Proof of age
  - (b) High school diploma or GED
  - (c) Social Security Card
  - (d) Drivers License
4. Applicants must pass our screening process prior to enrollment.

Jenny Lea Academy of Cosmetology, Inc will only accept students that we determine are capable of completing and benefiting from the chosen program of study.

### **Admission requirements For Instructor of Cosmetology, Esthetics, and Nail Technician**

1. High School diploma or High School Diploma Equivalent (GED)
2. Current Tennessee Cosmetology , Esthetics, Nail Technician License
3. Be 18 years of age at time of enrollment.

### TUITION

	<b>COSMETOLOGY</b>	<b>AESTHETICS</b>	<b>NAIL TECHNOLOGY</b>
Tuition	\$11,400.00	\$6,495.00	\$3,000.00
Textbooks	\$1,000.00	\$250.00	\$300.00
Kit/Supplies	\$1,000.00	\$250.00	\$500.00
Reg. Fee	\$100.00	\$100.00	\$100.00
Uniform (2)	Included	Included	Included
<b>Total</b>	<b>\$13,500.00</b>	<b>\$7,095.00</b>	<b>\$3,900.00</b>

Uniforms are included in the tuition of each course. Students will be provided with two uniforms.

### **INSTRUCTOR PROGRAM**

Tuition	\$2300.00
Textbooks	\$100.00
Reg. Fee	\$100.00
<b>TOTAL</b>	<b>\$2500.00</b>

The school will retain the \$100.00 registration fee if a student drops or transfers to another school. If a student does not complete the program, and wants to pick up supplies and/or personal belongings, the student has 14 days from the drop date, termination date, or the withdrawal date to do so. If supplies are not picked up within 14 days, they will become school property. **A student may only pick up supplies after there is a zero balance on their financial account, and no money is owed to the school.**

The institution reserves the right to waive fees (and may offer such in the contract as an incentive to students to complete the course of study on/or before the scheduled completion date) at the discretion of the school administrator.

### **ENROLLMENT AGREEMENT**

The student agrees to abide by the rules and regulations in effect or which may be effective in the school during the period of enrollment.

The student agrees to attend classes as required, and when unable to attend, will bring reasonable and acceptable excuses. He/she understands that it is a state requirement that any days missed will be made up as per State Board requirements.

Any period of time beyond the time period allotted for the completion of the course will be charged to the student at an additional rate as listed on the contract.

### METHOD OF PAYMENT

#### **FINANCIAL AID**

The Johnson City location opened in Fall 2006; it has been approved for financial aid. The Jenny Lea Academy of Cosmetology, Inc. is nationally accredited by the National Accrediting Commission of Cosmetology Arts & Sciences, Inc. Therefore, Jenny Lea Academy of Cosmetology is approved by the United States Department of Education to offer the following federal financial assistance programs whereby an eligible student is awarded a grant or loan for postsecondary education. To be eligible to receive financial aid, a student must be enrolled at least half time as a regular student.

The cost of the course is payable in full at the time of enrollment. Arrangements to make monthly payments must be agreed to and approved by the owner of the school. If payments are not paid by the monthly due date, a \$10.00 late fee may be applied. Any amount financed by the school is subject to interest charges not to exceed those allowed by law.

**Financial Aid Options:** Federal Pell Grant Program and Direct Student Loan

### **Federal Pell Grant**

These are awarded primarily on the basis of a family's ability or lack of ability to pay for higher education. These funds are 100% Federal and are available to all students in grant money as long as the student attends an eligible institution and qualifies.

### **Federal Stafford Loans**

Money for a Stafford Loan is usually made available by a local bank, credit union, or other guarantee agency. The loan amount is limited to \$ 2625.00 per academic year at a variable interest rate. All students must complete a needs analysis to determine eligibility and the amount of the loan.

### **Unsubsidized Federal Stafford Loan**

Students can also qualify for an unsubsidized Federal Stafford Loan, regardless of need or family income. The student is responsible for interest during in-school and deferment periods. Interest rates vary.

### **Federal Plus Loan**

This program enables parents with good credit histories to borrow for a student. A parent may borrow up to the cost of education minus any estimated financial aid per year. Repayment plus a variable market rate of interest is required with monthly payments beginning sixty days after the loan has been disbursed.

### **Scholarships for Instructor Program**

At the discretion of the school owner/director, a graduate from Jenny Lea Academy of Cosmetology Inc. may be awarded a scholarship for instructor training. Recipients of this scholarship must be a graduate from Jenny Lea Academy of Cosmetology Inc., be interviewed by the school owner/director, and meet other academic criteria as set forth by the school Director.

Jenny Lea Academy also participates in the following federal programs: Veterans Administration, Vocational Rehabilitation, and Dislocated Worker Program.

Federal financial assistance is available to help students who qualify for their post-secondary education and training. For additional information on our financial aid program contact the director of the school.

## **TERMS AND CONDITIONS**

No change or representation to the enrollment agreement will be recognized unless made in writing. If the student cancels his/her enrollment at Jenny Lea Academy within 3 business days of signing the agreement but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less the registration fee of \$100.00. Appropriate refunds are made within 30 days of written notice that the student will not begin classes.

Tuition and fees are due and payable in advance. Before beginning classes a student must pay tuition and fees either by cash, confirmed financial aid or pre-arranged payment plan. If paying monthly and the payment is not made by the agreed upon date, the unpaid balance shall become immediately due, and/or attendance may be held in abeyance at the discretion of the school director until such payment is paid in full. Institutional scholarships, tuition waivers, or discounts will not be credited to the students account until the successful completion of a course, but will not be applied to termination, drop, or withdrawal charges.

## **REFUND POLICY**

Withdrawal after commencement of classes: A \$100.00 withdrawal administrative fee will be charged to any student terminated or withdrawing from a course and the following schedule shall be enforced. Any monies due to the student shall be refunded within 30 days of formal termination by the school. All monies owed the school must be paid within 30 days of formal termination by the school.

**For students who enroll in and begin classes, the following schedule of tuition adjustments is authorized:**

% OF SCHEDULED HOURS COMPLETED TO TOTAL LENGTH OF PROGRAM	AMOUNT OF TUITION OWED TO THE SCHOOL
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

Scheduled Hours Completed are defined as hours scheduled per week from your first day in school to your last date of physical attendance.

#### DRESS CODE

Students are furnished with two scrub uniforms, which consist of black scrubs for Cosmetology students, red for Nail Technicians and white scrubs for Aesthetic students. Black lab coats are not provide to Apprentice instructors by the school, the Apprentice instructors must purchase their own lab coats. Uniforms are to be well laundered at all times. Cosmetology/Nail students must wear black, closed-toed shoes at all times. Aesthetic students must wear white, closed-toed shoes at all times. No flip-flops. (Lab coats can be purchased from the school).

#### JOB PLACEMENT

The Jenny Lea Academy of Cosmetology provides employment assistance, professional appearance guidelines, and follow-up to its students and graduates. School records may be made available to prospective employers to demonstrate the students' qualifications for employment provided the student authorizes release of those records in writing. The school does not guarantee students a job after completion of the course; however, area shops are continually contacting the school to make them aware of the openings and this information is then posted on the student bulletin board and job referrals are made available to qualified students.

#### COUNSELING/HOUSING

Students are counseled regularly throughout the course regarding their activities, achievements, and problems affecting their progress. Please see your instructor for tutoring services. The school provides no housing facilities. Mentors are assigned to new students at the staff discretion keeping in mind compatibility & etc.

#### VIDEO/PHOTOGRAPHING

As a student of Jenny Lea Academy of Cosmetology, Inc. there will be times that you will be video taped and/or photographed for security and/or education purposes. Additionally, photographs may be used for in advertising, on our website and/or for internet marketing. Unless you state otherwise, you agreed to being photographed and/or video taped and release all rights to photographs to Jenny Lea Academy of Cosmetology, Inc. when you signed acknowledgement of receiving this student handbook.

## COSMETOLOGY COURSE CURRICULUM

We use the world renowned Pivot Point training system .The Tennessee State Board of Cosmetology requires 1500 hours of instruction for this curriculum. Full time attendance requires a minimum of 24 hours per week and a maximum of 40 hours per week. This course requires 10 to 18 months to complete depending on attendance. The following requirements have been established by the Academy; they meet and/or exceed those required by the state licensing agency.

The Cosmetology student must receive 200 clock hours of instruction before being allowed to serve a client. During the first 200 hours the student will be practicing on mannequins or fellow students. Students may only render cosmetology services within a school.

### **Enrollment Requirements**

Upon enrollment an applicant for the Cosmetology Course must submit proof of age of 16 years or older, proof of at least two years of high school or a high school diploma or equivalent (GED). The Cosmetology course is delivered in four phases.

Phase I: 10 weeks (approximately)                      Phase II: 10 weeks (approximately)  
Phase III: 10 weeks (approximately)                      Phase IV: 10 weeks (approximately)

*\*\* phase length can be more than 10 weeks depending on the start date and weeks left to complete the program*

### **Program Overview**

<b>General</b> .....	300 hrs
Sterilization, Sanitation and Bacteriology, Anatomy and Physiology, Shop Ethics, Personality and Salesmanship, State Law	
<b>Chemical</b> .....	600 hrs
Permanent waves, Hair Relaxer, Hair Coloring, Bleaching and Toning, Hair Structure and Chemistry, and Sculptured Nails	
<b>Physical</b> .....	600 hrs
Shampooing and rinses, Hair and Scalp Care, Hair Shaping, Hair dressing and Styling, Facials, Arching, Lash and Brow Tinting, Manicures and Pedicures	

### **Program Outline**

- |  |   |
|--|---|
| 1. Personal and Professional Development     | 9. Haircutting                              |
| 2. Bacteriology, Sanitation and Disinfection | 10. Hairstyling                             |
| 3. Anatomy and Physiology                    | 11. Wigs and Hair Additions                 |
| 4. Electricity                               | 12. Chemical Texturizing                    |
| 5. Chemistry                                 | 13. Hair Coloring                           |
| 6. Salon Business                            | 14. The Study of Nails                      |
| 7. Trichology                                | 15. The Study of Skin                       |
| 8. Design Decisions & Client Consultation    | 16. Practical Cosmetology Services          |
|  | 17. State Law and Regulations               |
|  | 18. Preparation for State Board Examination |

### **Program Reference Materials**

- |  |  |
|--|--|
| • Salon Fundamentals Cosmetology Textbook, Study Guide, and Exam Prep Book | • Scientific Approach to Color Design          |
| • Scientific Approach to Ladies Hair Sculpture                             | • Scientific Approach to Long Hair Design      |
| • Scientific Approach to Men's Hair Sculpture                              | • Salon Success                                |
| • Scientific Approach to Hair Design                                       | • Salon Fundamentals Cosmetology               |
| • Scientific Approach to Texturizing                                       | • Career Transition                            |
|  | • Tennessee Cosmetology Laws & Rules, 2004 ed. |

## **Instructional Methods**

Our cosmetology program uses many exciting methods to teach our curriculum. We are a Pivot Point member school and many of the methods used are; textbooks, Instructor lecture, demonstrations, mannequin training, supervised practical services on clients and fellow students, DVD video presentations, product / manufacturer educational demonstrations as well as other methods.

## **Program Outline Description**

### *Personal and Professional Development*

Students will learn professional conduct and ethics towards clients, employers, and coworkers as well as developing a professional appearance.

### *Bacteriology, Sanitation and Disinfection*

In this area students are taught contamination control and proper sanitation and disinfection. Students will learn blood spill procedures and universal precautions.

### *Anatomy and Physiology*

Students will learn a general overview of Anatomy and Physiology, from the basic cell structure to the systems of the body.

### *Electricity*

This subject area covers the principles of electricity, safety measures, effects and how electricity is used in the cosmetology field.

### *Chemistry*

An understanding of the pH scale, cosmetic products and ingredients, product safety will help the cosmetologist in determining the best products to use for each client.

### *Salon Success*

Students will be taught basic skills of career building, goal setting, and understanding market trends.

### *Trichology*

The study of trichology will cover hair formation and growth, hair structure, behavior and color. It will also cover hair and scalp conditions, including understanding hair loss and shampooing of the hair.

### *Design Decisions & Client Consultation*

Client consultation and communication are key elements for design decisions with your client. Learning how to read your client through their personality, clothing and lifestyle help your design composition.

### *Hair Sculpting*

This subject area is a series of classes offering instruction on learning how to sculpt hair, implement sculpting tools and techniques that utilize shears, tapering shears, razor, and electric clippers.

### *Hair Design*

This subject area is a series of classes offering instruction in learning how to mold, scale and set the hair with rollers, pin curls, finger waves, air forming and curling iron techniques.

### *Wigs and Hair Additions*

In this subject area you will learn the history, composition, construction, and how to service and maintain wigs and hairpieces.

### *Chemical Texturizing*

This subject area is a grouping of classes designated to offer instruction on learning how to create curl in straight hair and remove curl from existing curl patterns.

### *Hair Coloring*

This subject area offers information on the study of the artistic, scientific, and chemical principles of color in theory, concept and application.

### *The Study of Nails*

This subject area provides information of nail services including manicures, pedicures, and artificial nail services as well as nail disorders and diseases.

*The Study of Skin*

This subject area provides information of skin care services including makeup, basic facials, hair removal, as well as skin disorders and diseases.

*State Law and Regulations*

This segment allows the student to become familiar with the state laws and regulation of the State of Tennessee.

*Practical Cosmetology Services*

Cosmetology students will provide salon services with instructor supervision and evaluation.

*Preparation for State Board Examination*

With the assistance of the instructor, the Cosmetology student will review and prepare for their state examination

**AESTHETICS COURSE CURRICULUM**

We use the world renowned Pivot Point Training system. The Tennessee State Board of Cosmetology requires 750 hours of instruction for this curriculum. Full time attendance requires a minimum of 20 hours per week and a maximum of 40 hours per week. This course requires 5 to 10 months to complete depending on attendance. Aesthetics is designed to produce a qualified and capable aesthetician. Upon completion and licensure by the state the aesthetician will be able to perform all aesthetic related services in a licensed skin care, salon, spa, or med-spa setting in the state of Tennessee.

The Aesthetics student must receive 150 clock hours of instruction before being allowed to serve a client. During the first 150 hours the student will be practicing on mannequins or fellow students. Students may only render aesthetic services within a school.

**Enrollment Requirements**

Upon enrollment an applicant for the Aesthetics Course must submit proof of age of 16 years or older, proof of at least two years of high school or a high school diploma or equivalent (GED).

The Aesthetics course is delivered in three phases:

- Phase I: 0 -200
- Phase II: 201-500
- Phase III: 501-750

**Program Overview**

<i>General</i> .....	150 hrs
Sterilization, Sanitation and Bacteriology, Anatomy and Physiology, State Law, Professional Ethics, Personality, and Salesmanship	
<i>Chemical</i> .....	150 hrs
Skin Conditions and Disorders, Nutrition, Aging Factors, Product Ingredients and Usage, Waxing, Lash and Brow Tinting, EPA and OSHA requirements	
<i>Physical</i> .....	450 hrs
Massage movements and manipulations, Masks and Packs, Facial Treatments with and without the use of machines, Skin Analysis and Consultation, Application of all products and machines, Color Psychology, Make-up and Corrective Make-up and Arching	

**Program Outline**

- |   |   |
|---|---|
| 1. Skin Care History and Opportunities          | 4. Business Basics and Selling          |
| 2. Personal Development and Professional Image  | 5. Sanitation and Bacteriology          |
| 3. Professional Development and Career Planning | 6. Anatomy and Physiology               |
|   | 7. Electricity and Electrical Equipment |
|   | 8. Chemistry and Product                |

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>Ingredients</li> <li>9. Skin Physiology, Disorders &amp; Diseases</li> <li>10. Client Care</li> <li>11. Facials and Massage Manipulations</li> <li>12. Hair Removal</li> <li>13. Makeup</li> <li>14. Advanced Treatments</li> </ul> | <ul style="list-style-type: none"> <li>15. Esthetician in the Medical Field</li> <li>16. Practical Aesthetic Services</li> <li>17. State Law and Regulations</li> <li>18. Preparation for State Board Examination</li> <li>19. Eye Lash Perming</li> </ul> |
|--|--|

### **Program Reference Materials**

Salon Fundamentals Aesthetics Textbook  
 Salon Fundamentals Aesthetics Study Guide  
 Salon Fundamentals Aesthetics Exam Prep Book  
 Tennessee Cosmetology Laws and Rules, 2004  
 Milady's Standard Fundamentals for Aestheticians Textbook, Ninth Edition

### **Instructional Methods**

Our Aesthetics program uses many exciting methods to teach our curriculum including the world renowned Pivot Point System. Some of the methods used are; textbooks, Instructor lecture, demonstrations, mannequin training, supervised practical services on clients and fellow students, DVD video presentations, product / manufacturer educational demonstrations as well as other methods.

### **Program Outline Description**

#### *Skin Care History and Opportunities*

A brief introduction to the history of skin care and many opportunities an aesthetician has in the workplace.

#### *Personal Development and Professional Image*

Students will learn professional conduct and ethics towards clients, employers, and coworkers as well as developing a professional appearance.

#### *Professional Development and Career Planning*

Students will be taught basic skills of career building, goal setting, and understanding market trends.

#### *Business Basics and Selling*

This will provide the student with a basic understanding of business structure and finances, how to develop policies and procedures, as well as selling your products and services, and quality client retention.

#### *Sanitation and Bacteriology*

In this area students are taught contamination control and proper sanitation and disinfection. Students will learn blood spill procedures and universal precautions.

#### *Anatomy and Physiology*

Students will learn a general overview of Anatomy and Physiology, from the basic cell structure to the systems of the body.

#### *Electricity and Electrical Equipment*

Students will learn principles of electricity, currents and equipment used in aesthetics as well as safety precautions and contraindications.

#### *Chemistry and Product Ingredients*

An understanding of the pH scale, cosmetic products and ingredients, product safety will help the aesthetician in determining the best products to use for each client.

#### *Skin Physiology, Disorders and Diseases*

Students will learn the functions and layers of the skin, how skin cells are formed, skin analysis, and detection of skin disorders and

diseases.

### *Client Care*

Understanding the client and their needs, building your clientele through networking and superior client care are essential for the new aesthetician.

**Facials and Massage Manipulations**  
Students will learn various facials with and without machinery and facial massage movements.

### *Hair Removal*

Through understanding of the hair growth cycle, different modalities of hair removal for all areas of the body for both men and women will be introduced.

### *Makeup*

Aesthetic students will learn facial shapes and features, makeup products and techniques, and specialty makeup applications.

### *Advance Treatments*

Advance treatments will show the aesthetician students other treatments that he or she will be able to offer from Microdermabrasion, chemical peels, Eye Lash tinting and perming, Eye brow tinting and perming, body wraps and salt scrubs.

### *Esthetician in the Medical Field*

This will introduce the aesthetician students

to the medical field where aesthetics demands are growing rapidly in dermatology and plastic surgery practices.

### *Practical Aesthetic Services*

Aesthetic students will provide skin care services with instructor supervision and evaluation.

### *State Law and Regulations*

This segment allows the student to become familiar with the state laws and regulation of the State of Tennessee.

### *Preparation for State Board Examination*

With the assistance of the instructor, the Aesthetics student will review and prepare for their state examination.

### *Microdermabrasion*

We train students to give microdermabrasion treatments and students are awarded a certificate upon successfully completing a theory and practical examination.

### *Glycolic Peel*

We train to students to perform glycolic peels and students are awarded a certificate upon successfully completing a theory and practical examination.

## NAIL TECHNOLOGY COURSE CURRICULUM

The Tennessee State Board of Cosmetology requires 600 hours of instruction for Nail Technology Course. Full time attendance requires a minimum of 22 hours per week. This course requires 7 months to 8 months to complete depending on attendance. The Nail Technology course is designed to produce a qualified and capable nail technician. Upon completion and licensure by the state the nail technician will be able to perform all nail services in a licensed shop. The following requirements have been established by the Academy; they meet and/or exceed those required by the state licensing agency. The nail technology student must receive 100 clock hours of instruction before being allowed to serve a client. During the first 100 hours the student will be practicing on mannequins or fellow students. Students may only render nail services within a school.

### **Enrollment Requirements**

Upon enrollment an applicant for the Nail Technology Course must submit proof of age of 16 years or older, proof of at least two years of high school or a high school diploma or equivalent (GED).

### Program Overview

General .....	150 hrs
Sterilization, Sanitation and Bacteriology, Anatomy and Physiology, State Law, Salon Management and Ethics	
Chemical .....	100 hrs
Product Knowledge, Ingredients and usage of materials, Manicuring and Pedicuring, EPA and OSHA requirements	
Physical .....	350 hrs
Massage, Manicuring, Pedicuring, Nail Care, Nail Artistry, Nail Wraps, Sculptured Nails, Nail Tips, Gel Nails, and Nail Safety	

### Program Outline

- |   |   |
|---|---|
| 1. Professional Image and Ethics          | 13. Aromatherapy                            |
| 2. Bacteriology                           | 14. Nail Tips                               |
| 3. Sanitation and Disinfection            | 15. Nail Wraps                              |
| 4. Safety in the Salon                    | 16. Acrylic Nails                           |
| 5. Nail Product Chemistry                 | 17. Gel Nails                               |
| 6. Anatomy and Physiology                 | 18. Nail Art                                |
| 7. Nail Disorders                         | 19. Salon Business and Professional Image   |
| 8. Skin Disorders                         | 20. Selling and Marketing                   |
| 9. Client Consultation and Record Keeping | 21. Practical Nail Services                 |
| 10. Manicuring                            | 22. State Law and Regulations               |
| 11. Pedicuring                            | 23. Preparation for State Board Examination |
| 12. Electric Filing                       |   |

### Program Reference Materials

Milady's Standard Nail Technology, Fourth Edition  
Milady's Standard Nail Technology Workbook, Fourth Edition  
Milady's Standard Nail Technology Exam Review, Fourth Edition  
Tennessee Cosmetology Laws and Rules, 2004 edition

### Instructional Methods

Our nail program uses many exciting methods to teach our curriculum. Many of the methods used are; textbooks, Instructor lecture, demonstrations, mannequin training, supervised practical services on clients and fellow students, DVD video presentations, product / manufacturer educational demonstrations as well as other methods.

### Program Outline Description

#### *Professional Image and Ethics*

Students will learn professional conduct and ethics towards clients, employers and coworkers as well as developing a professional appearance.

#### *Bacteriology*

Students will learn about bacteria, viruses, fungus, and parasites. Students will understand infection and infection control.

#### *Sanitation and Disinfection*

In the area students are taught

contamination control and proper sanitation and disinfection. Students will learn blood spill procedures and universal precautions.

#### *Safety in the Salon*

This segment introduces students to safety and prevention of overexposure to chemicals in the salon. OSHA and EPA regulations and understanding MSDS Sheets will be covered.

#### *Nail Product Chemistry*

Understanding the chemicals and products used in the nail industry and how to avoid

skin problems are covered in this segment.

### *Anatomy and Physiology*

Students will learn a general overview of Anatomy and Physiology, from the basic cell structure to the systems of the body.

### *Nail Disorders*

Students will cover normal nail anatomy, nail disorders and their symptoms.

### *Skin Disorders*

Nail technology students will understand the structure and function of the skin and how to detect skin disorders.

### *Client Consultation and Record Keeping*

Students will learn to determine their client's needs and how to meet them. Students will use client consultation forms and learn service record keeping.

### *Manicuring*

Teaches the basic manicures, hot oil manicures, spa manicures and paraffin baths.

### *Pedicuring*

Students will learn the basic care for the feet, including massage, spa pedicures and paraffin treatments.

### *Electric Filing*

Types of filing, how to choose an electric file and correct bits use as well as application techniques will be taught in this area.

### *Aromatherapy*

A basic introduction to aromatherapy with essential oils and ways to incorporate aromatherapy into manicure and pedicure treatments are covered in this segment.

### *Nail Tips*

Students will learn nail tip techniques and products; application, maintenance, and removal.

### *Nail Wraps*

Students will learn different nail wrap techniques and products; application, maintenance, and removal.

### *Acrylic Nails*

Students will learn application of acrylic nails; fill ins, maintenance and removal and the different types of acrylics and methods.

### *Gel Nails*

Students will learn different gel nail techniques and products; application, maintenance, and removal.

### *Nail Art*

Students will polish up on their creative ouch with various methods of decorating nails, using paints, polish, gems, and airbrushing.

### *Salon Business and Professional Image*

Students will learn the keys to success in this industry, the types of working environments, interview skills, compensation plans, record keeping, booking appointment, client retention.

### *Selling and Marketing*

Marketing methods, selling techniques and understanding your clientele are important to growing your business.

### *Practical Nail Services*

Nail technology students will provide nail services with instructor supervision and evaluation.

### *State Law and Regulations*

This segment allows the student to become familiar with the state laws and regulation of the State of Tennessee.

### *Preparation for State Board Examination*

With the assistance of the instructor, the nail technology student will review and prepare for their state examination.

## INSTRUCTOR COURSE CURRICULUM

The Instructor Course is designed to produce a qualified and capable Instructor of Cosmetology, who will be able to teach Cosmetology, Nails, and/or Aesthetics upon completion and licensure by the state. The State of Tennessee requires 300 clock hours for Instructor course. Part-time and full-time attendance requires a minimum of 24 hours per week and a maximum of 40 hours per week. This course takes 8 to 13 weeks to complete depending on part-time or full-time attendance. The students of this program will have practical supervised experiences in the classroom and on the clinic floor. The following requirements have been established by the Academy; they meet and/or exceed those required by the state licensing agency.

### **Enrollment Requirements**

Upon enrollment an applicant for Student Instructor must submit a current Tennessee Cosmetology, Aesthetics, or Nail Technician License. Also a High School Diploma or GED, and be 18yrs of age.

### **Program Overview**

	<b>REQUIRED HOURS</b>
General .....	150
Practical Education, State Law and Regulations, Record Keeping, Professional Development, Course Outlining and Development, Lesson Planning and Motivation	
Physical .....	150
Demonstration Techniques, Examination and Analysis, Classroom Management, Teaching Observation and Assisting, Preparing Teaching Aids, Student Teaching	

### **Program Reference Materials**

Milady's Professional Instructor for Cosmetology, Barber-Styling, and Nail Technology / Linda J. Howe  
Milady's Master Educator Student Course Book & Exam Prep / Letha Barnes  
Tennessee Cosmetology Laws and Rules, 2004 edition

### **Instructional Methods**

Our instructor program uses a variety of methods to teach our curriculum. Many of the methods used are; textbooks, Instructor lecture demonstrations, DVD video presentations, product / manufacturer educational demonstrations as well as other methods.

## ACADEMIC STANDARDS

Each student must earn 1,500 clock hours to complete the basic cosmetology program requirements, 600 clock hours for the Nail Technician, 750 clock hours for Aesthetics program and 300 clock hours for Instructor requirements. This is set by the state of Tennessee. Students must be earning sufficient quality points to insure a final grade average of a "B" (passing-80% to 89%).

Any student failing to complete his/her schooling within the time frame indicated in their enrollment agreement will be charged additional tuition in the amount of \$5.00 per hour for every hour over their end contract date. No student will be allowed a period of longer than one and one-half (1 ½) times the scheduled course length to complete the course of which he/she is enrolled.

Jenny Lea Academy students are allowed one modification of their schedule or enrollment status, that is they may start off as full time and switch to part time or vice versa. Students are only allowed to change their enrollment status once without cause. Subsequent request must be approved by the school administration. To request an enrollment status change, see one of the office personnel to complete a change status form.

Any student requesting a leave of absence from school must make the necessary arrangements through their instructor and the school director. This request must be in writing and specify the reason for the interruption of their schooling. Two 30 day leaves of absence are allowed per course of study for medical reasons and extenuating personal reasons (not to exceed (30) thirty calendar days. You must be in satisfactory progress to request a leave of absence. A leave of absence may only be granted in cases of dire emergency, sickness, or death and upon approval of school director. A leave of absence may extend the students contract graduation date and maximum time frame by the same number of days in the leave of absence. Students who do not return from a leave of absence, the date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the school that he/she will not be returning or is expelled by the school. All leaves of absence are subject to the approval of the director.

Any person with previous cosmetology training or any former student of another cosmetology school, who can show good cause of transfer, is eligible to enroll in the school with no penalty of clock hours. A \$100 transfer fee will be charged for transferring hours into the school.

All students and/or parents, guardians of dependent minors, have the right to inspect and review their educational records and progress records. Information in the records will be released only with written permission of the student or guardian (if a minor). Exceptions to this rule for legal or accreditation purposes.

## **DIPLOMA**

At the time of graduation, a student must have completed the required one thousand five hundred (1,500) hours for cosmetology, six hundred (600) hours for nail technician, seven hundred (750) for aesthetics and three hundred (300) for the instructor's course and completed all hours, all services, all money paid and final grade of at least 80%. Then student will be awarded a diploma from the Jenny Lea Academy of Cosmetology. Additionally each student will receive an award from Pivot Point International for graduating from a Pivot Point member school. The total hours are recorded at the Tennessee State Board and an appointment is then set for the student to take his/her final examination. After passing the state board exam, he or she will receive the Cosmetologist license, Instructor license, Aesthetics License, or Nail Technician License.

## **GRADUATION REQUIREMENTS**

In order for student to graduation, the student must have completed the required hours for their course of enrollment, all practical services performed, all fees paid, all required tests and final examinations are completed and passed, and the student has a final grade point average of at least 80%. Upon graduation the student will be awarded a diploma from Jenny Lea Academy of Cosmetology.

Graduation is held on the last Thursday of every other month. If you have completed all graduation requirements on or before the last Thursday of the month for the scheduled graduation, then you may attend graduation. If you complete the requirements after the last Thursday, then you will graduate the next schedules graduation.

## **GRADING SYSTEM AND STANDARD OF PROGRESS FOR TITLE IV FUNDS**

The practical work of each student is evaluated daily by the criteria. Any student not making satisfactory progress in their practical assignments will be counseled by an instructor, and given special attention in overcoming these problems. If the school feels, after individual instruction and counseling, that the student is not qualified for this field of work, we will advise that this student seek another field of instruction.

Progress reports are given out monthly. Satisfactory progress is evaluated through written and oral examination which includes all theory presentations and aspects of cosmetology. Satisfactory progress is evaluated in terms of percentages. A student will lose funding and could be suspended from school if they fall below title IV standards of progress, which includes grades and attendance.

A-Excellent.....	90% to 100%
B-Passing.....	80% to 89%
C-Unsatisfactory.....	70% to 79%
D-Failing.....	Below 70%

Students receive a grade in both their theory and practical work. Students' attendance and academics are evaluated monthly. Any grade point average below 80% is considered unsatisfactory.

### **ATTENDANCE AND GRADE POLICY**

Minimum attendance requirement is 80% of the scheduled time for each student monthly.

All absences must be approved by an instructor during this time. Each cosmetology day student is given 10% or 150 hours, each Aesthetics day student is given 10% or 75 hours and each nails student is given 10% or 60 hours to miss in their contract for emergencies, snow and sickness.

Day time students are allowed to use only 21 hours of their time and evening students are allowed to use only 42 hours of their time for Saturdays. If a student uses more than the acceptable number of Saturdays, they will be suspended for a number of two (2) days. The student must return to school on the following Tuesday before suspension can be issued.

If a student does not reach 80% of his/her hours and grades, the student will be issued a letter of warning for the next month. If the student does not meet minimum requirements by the end of the next month, the student will be placed on probation for a month. If the student still does not meet the minimum attendance and grading requirements by the end of the probationary period, the student will be terminated from the program they are attending and will be subject to paying all fees owed.

A file is kept on each student's progress. Students' records are available upon request. Students' progress at their own pace and a lack of interest in the material will not be condoned by the school. When a student is in need of help, he/she should not hesitate to call upon the instructor.

No student is allowed a diploma without passable grades and completion of all assignments, allowing them to pass the State Board of Cosmetology examination. If a student fails to pass the exam, the student is allowed to study and make up the test until the grade is satisfactory.

### **TARDINESS POLICY**

Students who come to school after 8:35 a.m. will be considered late, and credit hours for the day will not begin until 9:30 a.m. Students must call before 8:30 a.m. and speak to the front desk coordinator if they are going to be late or absent. Any student arriving after 8:35 a.m. will not be allowed into the classroom until 9:30a.m or until class is excused.

All students are allowed two late arrivals per month, including late arrivals from lunch; any late arrivals after that will not be allowed to clock in for that day and will sent home for the day.

Excessive tardiness could result in suspension or even expulsion at the administrations

discretion. It could also result in the student not moving on to the next level of the program they are attending.

### **TIME CLOCK**

Students **MUST** use the time clock for the following:

- 1) Upon arrival in the morning
- 2) When leaving for lunch
- 3) When arriving back from lunch
- 4) When leaving for the day

You are to clock in and out for lunch. You are responsible for your time.

### **MAKE-UP WORK POLICY**

The opportunity to make up work will be at the instructor's discretion and availability. All Evaluations must be completed before moving on to the next level in their program. All tests, practical/theory evaluations, and projects must be cleared with the Level IV or senior Instructor before final paperwork will be signed.

### **STUDENT SCHEDULES**

(Schedule is subject to change)

#### **MONDAY**

No classes for students  
All business offices are open

#### **TUESDAY THRU SATURDAY**

Evening Classes (Tues, Thur. Fr. Sat) no **evening class on Wednesdays** - 5:00 – 9:00pm

#### Day Classes

8:30 am - 9:30	Theory Class
9:30 am - 10:00	Practical Class
10:00 am - 10:15	Break
10:15 am - 12:00	Practical Work
12:00 pm - 1:00	Lunch as Scheduled
1:00 pm - 2:30	Theory and Practical
<b>2:30 pm - 3:00 pm</b>	<b>Clean up duty (Aesthetics and Nail Tech only)</b>
4:00 pm - 4:30 pm	Clean up duty

Nail Tech. Classes, subject to availability will meet from 8:30 to 3:00 Tuesday thru Friday.

\*\*Phase II Nail Tech students will occasionally be required to do clinical on Saturdays.

### **SATURDAY**

Juniors and Senior Level students will be available for Clinic work.

### **SCHOLARSHIPS FOR JLA EMPLOYEE'S AND EMPLOYEE RELATIVES**

At the schools discretion, a tuition discount is available to JLA employee's and their immediate family. Immediate family is defined as a parent, a son or a daughter. The discount available by program is:

COSMETOLOGY: 10%

AESTHETICS: 10%

NAILS: 10%

## JENNY LEA ACADEMY OF COSMETOLOGY

### Policy and Procedures

Please keep this for future reference.

1. Class hours: This is clock time 8 hours a day and 5 days a week, Tuesday through Saturday, 8:30 a.m. to 5:00 p.m. All lunch breaks are 1HR except Nail Tech Students and evening classes. **NO EXCEPTIONS**
2. Students may not make or receive phone calls or messages except in case of an emergency. Emergency phone calls need to be made to the school rather than to a student's personal cell phone CELL PHONES are not to be used in class, clinic floor, or anywhere else inside the school except for break area.
3. If you have lunch in the building, you may use the lounge area. You are responsible for keeping this area clean.
4. Soft drinks or food are not allowed except in the student lounge area.
5. Each student is responsible for keeping his/her chair, individual workstation, mirror, drawers, kit, sterilizer, and booth neat and clean during training hours. They must be clean before leaving at the end of the day. Students must pack up their kit and books and clear the work area each day. Kits may be stored here or taken home daily. Students may not clock in without having a full kit and books each day.
6. All instruments must be sanitized before each use.
7. If you are assigned to sanitation, do it efficiently and promptly as this is part of your sterilization and sanitation grade.
8. No use of profanity, drugs, or alcoholic beverages during school hours will be tolerated. Any breach may result in dismissal from school. Jenny Lea Academy reserves the right to perform random drug testing.
9. Jenny Lea Academy reserves the right to request drug test for cause (suggesting possible involvement or influence of drugs). Any student found to be abusing drugs may be terminated or suspended. If a student is found to be in violation of the school's drug policy the school reserves the right to bill the student any fees associated with the drug test procedure and or laboratory testing expenses
10. Do not borrow from or loan to any other student.
11. Smoking is not permitted on school property.
12. Any student found taking supplies or equipment from the school or a fellow student may be terminated.
13. We reserve the right to suspend or expel a student from school for insubordination, refusal to cooperate with instructors and schedule, excessive absenteeism, skipping class or tardiness, or in any case where we feel the student is not following school policies.
14. Watch your personal hygiene. Remember, you are a walking example for your new

profession and an offensive operator will not be tolerated. Beware of body odor. Use mouthwash every day and avoid halitosis. Avoid foods and beverages that have a powerful odor. Beware of cigarette breath if you smoke.

15. Any or all of the State Board members are free and welcome to visit our school. If they do, remember to be courteous and respectful to them.
16. Personal beauty work may be received only when given permission from the instructor.
17. Gossip and discussion of personal problems with other students and clients is prohibited.
18. Students may wear watches.
19. No facial jewelry allowed or hats allowed in school. No exceptions.

Absenteeism: If you are going to be absent you must call the teachers extension (#8) before 8:30 a.m. and leave a message. Continual absences will mean termination. Makeup work by the student will be done at the convenience of the instructor.

20. Students must be physically and mentally able to perform all tasks in clinic, theory, and practical settings. Must be in designated area unless they have an instructor's permission.
21. Do not try to be an instructor while in school. Please do not criticize another's work.
22. It is extremely important that you work to cultivate a professional manner while you are in school. Avoid talking too much or too loudly. Avoid discussion of personal affairs with clients. Be courteous at all times. This is one of the most important qualities of a successful cosmetologist.
23. A transfer fee of \$2.00 for each transcript requested will be charged to any student with good and sufficient reason for transferring to another school.
24. If you withdraw from school, the school is not responsible for your personal items left behind (picture frames, pictures, &etc) including items in your kit.
25. All clinic work must be checked by an instructor. No exceptions
26. Visitors must check in at the front desk and wait in the lobby.
27. All projects, practical and theory tests must be completed and passed with at least a 80% before students may graduate
28. Students are allowed Two Leave of Absences during their course length of up to 30 days each. Cosmetology students must surpass the first 300 hours of school before requesting a leave of Absence. Aesthetics students must have 150 hours before requesting a leave of absence. The graduation date will be extended for the leave of absence and will not affect their contract.
29. No tipping allowed. Students are not allowed to accept tips from customers.

### **SCHOOL TERMINATION**

Each student in the school must obey the rules and regulations of the Tennessee State Board of Cosmetology and the Jenny Lea Academy of Cosmetology. Each student will be made aware of the school rules and regulations. Failure to abide by these rules will bring about dismissal from

the school.

Any student may be dismissed from school for the following reasons:

1. Insubordination
2. Being rude to patrons
3. Unprofessional conduct
4. Failure to meet tuition payments
5. Excessive absenteeism
6. Using foul language, alcoholic beverages, or drug abuse
7. Refusal to cooperate with instructor
8. Any student found taking supplies or equipment from the school or fellow students
9. Excessive tardiness and skipping classes
10. Unsatisfactory progress (GPA)

### **SOLICITATION/TRANSFER/RE-ENTRY POLICY**

The academy administrators do not solicit students enrolled and pursuing a career at a similar facility in the cosmetology profession or related fields.

The academy strongly suggests that anyone having enrolled in a course of study at another institution should complete the course of study at the original place of enrollment. Should a transfer become necessary due to relocating ones residency the academy will accept only those hours verified by a state licensing agency and the student will be charged according to current hourly rate. Jenny Lea Academy will assess the breakdown of hours transferred according to the Tennessee State Board of Cosmetology.

A student wishing to re-enter the academy following an interruption of training must schedule an interview with the school administrator prior to being accepted. Students re-entering are required to pay hourly rates and make satisfactory arrangements with the school director as stated in current catalog. Students must be in good financial standing before returning to school. Students having left the institution considered making satisfactory progress will be considered in satisfactory progress upon their return. Students who have left the institution and are not in good standing shall re-enter under the same status. Students returning from an approved leave of absence must return on or before the approved return date.

### **CODE OF ETHICS**

1. This school has as its principal objective to instruct students in subjects to qualify for passing of the State Board examination in the state of Tennessee, and thereafter render the best possible service to clients.
2. This school will strive to improve and continue to keep up to date with development and techniques in the ever changing field of cosmetology.
3. This school observes all rules and regulations issued by the Tennessee State Board of Cosmetology and the Health Department.
4. This school encourages its instructors to keep up to date on the latest teaching methods in each course offered.
5. This school takes part in education, conferences, and regional meetings in order to

- advance the cosmetology profession.
6. This school makes use of acceptable teaching techniques and training aids (such as audio-visual material) in order to provide the best possible training for its students.
  7. This school maintains honest and fair relationships with its staff, patrons, state board and other schools.
  8. This school purchases quality equipment, supplies, and cosmetics for instructional use.
  9. This school advertises truthfully and makes honest representations to its students.
  10. This school refrains from criticism that reflects unfavorable on other schools and the cosmetology profession.

### *Online Resources for Students*

#### **Job Placement:**

Visit [www.jennyleaacademy.com](http://www.jennyleaacademy.com) and click on the industry job link to see a list of the positions currently available.

#### **Pivot Point Online:**

Students now has the added benefit of accessing the pivot point resources that our school utilize from their home computer, iPhone etc.

Once you are enrolled in a pivot point program at Jenny Lea Academy, you will be given a password and username to "online pivot point". This will enable you to access your text books online, view presentation and the DVD that the instructors use to support the program. In addition you will be able to read a chapter and take a quiz to see how prepared you are for the in class test. The link you will need is

[www.da.artist-access.com](http://www.da.artist-access.com)

The school administrator for the website will assign and activate your student account.

#### **Emailing the school**

[admissions@jennyleaacademy.com](mailto:admissions@jennyleaacademy.com)

[pam@jennyleaacademy.com](mailto:pam@jennyleaacademy.com)

[financialaid@jennyleaacademy.com](mailto:financialaid@jennyleaacademy.com)

If you need to reach an instructor or have a concern, any of the email address provided above can be used as a means to communicate with us at Jenny Lea Academy.

#### **SCHOOL POLICY FOR STUDENT RECORDS**

All students and/or parents, guardians of dependent minors, have the right to inspect and review their educational records and progress records. Information in the records will be released only with written permission of the student or guardian (if a minor). Exception to this rule for legal or accreditation purposes. The student or guardian will be given the right to deny the right to publish directory information such as name, address, or phone number.

## PRIVACY NOTICE

The Family Education Rights and Privacy Act of 1974, as amended, is a Federal Law, which states that

- (a) that written policy must be established and
- (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student educational records.

This Act, with which the institution intends to comply fully, was designated to protect that privacy of educational records, and to provide guidelines for the correction of inaccurate or misleading data through information and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the Act. The student, or the parent or guardian of a dependent minor, may review his/her file upon written request, the review will be under the supervision of a staff member. Information about an individual student can only be released to that individual student (except in the case of a minor student, in that case the parent/ guardian may request it in writing). A third party cannot be given any information about a student unless that student gives the school written permission to release the information. Records will be released without written consent for legal or accreditation purposes only. All student records are maintained for five years. All student records are stored in lockable fire resistant file cabinets that are kept in a private office and accessible only to staff members responsible daily maintenance. The records are maintained in chronological order, specific to year, course, graduates, drops and current students.

Questions concerning the Family Educational Rights and Privacy Act may be referred to this office.

### EMPLOYMENT OPPORTUNITIES

The list will include but not be limited to:

#### Cosmetology

Stylist  
Salon Owner  
Manager  
Skin Care  
Nail Salon

#### Nail Technology

Artificial Nails  
Salon Owner  
Manager  
Artist Presenter  
Manicurist

#### Instructor

Teacher  
Salon Owner  
Manager  
Stylist/salon  
School owner

#### Aesthetician

Skin Care Specialist  
Make up Artist  
Spa/Salon Owner  
Aroma Therapy

### PHYSICAL DEMANDS

#### Cosmetology & related fields

#### Cosmetology

Standing for long periods of time  
Back Stress  
Foot Stress  
Long work hours  
Possible allergies/breathing/  
chemical contact

#### Nail Technology

Back stress  
Arm & hand stress  
Long work hours

#### Instructor

Back stress  
Standing for long periods  
Possible chemical contact

#### Aesthetics

Back stress  
Arm & hand stress  
Contact with heat products

### SAFETY REQUIREMENTS

#### Cosmetology

Professional Shoes  
Skin protection  
Protection from chemicals

#### Nail Technology

Professional shoes  
Facial mask (if needed)

#### Instructor

Professional shoes  
Professional attire

#### Aesthetics

Professional shoes  
Jewelry precautions

### **COMEPENSATION POTENTIAL**

One report documented that the average salaries in Johnson City, TN are as follows:

Cosmetology: \$35,672	(\$40,929 US National Average)
Nail Technologists: \$23,154	(\$25,457 US National Average)
Aesthetician: \$40,254	(\$45,367 US National Average)

The salon industry has numerous openings annually, which is exciting news for graduates and those individuals wanting to re-enter the field.

### **COMPLAINT PROCEDURE**

The institution seeks to provide an open door policy to all persons associated with the institution. This policy is endorsed and practiced in an effort to address potentially negative issues before they become complaints. The institution proposes the following procedures for anyone wishing to file a formal complaint. The first step in filing a complaint is that of preparing a written statement identifying and fully describing all conditions and circumstances related to the complaint. The issue is discussed among staff at the next scheduled staff meeting, unless the issue merits immediate attention. In case of an emergency the matter is addressed immediately. Within 5 working days the school will provide a written response to the student outlining the decision made by school administrators. The decision by the school administrator's will be final. If resolution is not reached within the institution the complainant may forward a copy of the complaint to the state licensing agency, should the matter still not be resolved the complainant may forward the written statement to the accrediting agency listed below. The address for the state licensing agency is listed below as well.

**NACCAS**  
**4401 Ford avenue Suite 1300**  
**Alexandria, VA 22302**  
**703-600-7600**

**Tennessee State Board of Cosmetology**  
**500 James Robertson Parkway**  
**Nashville, TN 37243**

### **NON-DISCRIMINATION POLICY**

This school practices non-discrimination policies on the basis of military status, age, race, color, creed, religion, sex, financial or social status, country, area of origin or residence or ethnic origin.

### **CERTIFICATION STATEMENT**

I certify that the information and policies contained in the brochure are true in content and that this school enforces its policies pertaining to progress standards and regulations set up by the school.

Certifying Official

**VIRGINIA LEA LEWIS**

CEO

JENNY LEA ACADEMY OF COSMETOLOGY IS OWNED AND OPERATED BY JENNY LEA ACADEMY OF COSMETOLOGY, INC., A KENTUCKY CORPORATION AUTHORIZED TO DO BUSINESS IN THE STATE OF TENNESSEE.