



Consumer Disclosure

2011

We at Jenny Lea Academy of Cosmetology would like to disclose to all prospective students and clients the following information as it pertains to our school. Additional information can also be found in our student catalog.

Important Phone Numbers:

Police Department: 423-434-6160
 Fire Department: 423-975-2840
 Fleenor Security: 423-282-3755
 Poison Control Center: 1-800-222-1222

Student Body Diversity 2011

Caucasian = 138
 Hispanic = 3
 African American = 3
 Two or More = 2

Gender

Male = 9
 Female = 137

Clock Hour Programs

Jenny Lea Academy is a clock hour program, student hours in all programs are reported to the Board of Cosmetology as clock hours. Additional information regarding clock hours required for licensure in the state of Tennessee may be found at <http://tn.gov/commerce/boards/cosmo/index>.

Completion, Placement, Median Loan Debt

Calendar year 2009

Course (Title IV)	Graduated	Grad. within Normal time	Scheduled to Graduate	Completion	Placement	Median Loan Debt
Cosmetology	56	56	88	64%	84%	\$7,000.00
Aesthetician	18	18	26	69%	72%	\$4,492.00
*Nail Technician	0	0	0	0	0	0
Instructor	7	7	8	87.5%	100 %	N/A

Overall On time Completion Rate - 66.39 %

Overall Placement Rate – 87.01%

*There is no data available for the nail program, 2010 is the start year for the nail technician program and the students are not scheduled to graduate until late 2011.

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.

Visit www.jennyleaacademy.com and click on the industry job link to see a list of the positions currently available.

Vaccination Policy

At this time Jenny Lea Academy of Cosmetology does not require students to be vaccinated. However we do encourage each student to take responsibility for his or her individual health and wellness. Information for free or reduced price clinics offering vaccinations and other health services can be found at your local health department or at <http://health.state.tn.us>

Policy for Validating High Diplomas

The Jenny Lea Academy of Cosmetology utilize the following method to validate high school diplomas; identify the contact information for the high school, once obtained verify that the school is accredited through the board of education or by the Council for Higher Education (CHEA) by visiting its database. If in doubt contact the high school and verify the diploma, by asking how long the person attended that school, from what year to what year. Homeschoolers need to provide sealed and certified transcript in place of diploma.

Policy on Disbursements of Funds

Pell Grant recipients accepting institutions method of books and supplies purchases is considered to have authorized the use of Title IV funds to be utilized in the purchase of these supplies.

If you chose not to accept the institutions methods of books and supplies purchases please indicate by telling the financial aid officer that you decline the school's methods of books and supply purchase. You will be required to purchase your own supplies and books. You must have your books and supplies by the first week of class.

The school administration will require that you sign a form similar to the example given below.

Example 1

I _____ decline the institutions method of books and supplies purchases and I will be responsible for purchasing my own books and supplies. I am in receipt of the list of supplies. I am in receipt of a list of supplies.

Records and FERPA

You have the right to access your records at any time (refer to student catalog). Some students may be getting help from outside agencies or maybe required to send information on their enrollment status to outside agencies. It is important that you let us know and sign a release of what information we can provide to these agencies.

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 the administrative offices.

Counseling\Support Services

While the school has no formal student support department, our administrative staff and instructors are here to help and provide whatever support we can. If there are any issues that might interfere with your success at Jenny Lea Academy, let us know early so that we can work together to ensure that you successful complete school.

Inclement Weather Policy-- updated 1/26/2011

As of January 1, 2011, any student who starts at Jenny Lea Academy after January 1, 2011, will have 10% of their contracted time built into their contract. These hours are to be used for snow days, family emergency, sick days, tardiness, and leave early.

Cosmetology Student contract = 1500 + 150 hrs.

Aesthetics Student contract = 750 + 75 hrs.

Nails Student contracted time = 600 + 60 hrs.

Course of study must be completed within the allotted time in order for students not to incur any over contract fees.

CAMPUS SECURITY REPORT

Statistics will be made available to all current students, employees and applicants for enrollment upon request for the occurrences on campus during the most recent school calendar year and two prior years for which data is available on the following criminal offences reported to the administrative staff and/or local agencies:

- Murder
- Forcible and Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Manslaughter
- Arson
- Arrests or persons referred for campus disciplinary action for liquor law violations, drug related violations, and weapons possession
- "Prejudice": all of the above and other crimes that involve bodily injury that show evidence of prejudice based on race, gender, religion, sexual orientation, or disability.

Our campus consists of the building at 222 E. Unaka Ave and adjoining parking lot.

Any emergency or criminal actions noted by students or staff should be reported directly to the administrative staff. The director will take whatever action (medical or legal) deemed necessary. A staff member checks the building for security each evening upon dismissal. The front doors are locked by 9:30pm each night. A staff member will be here each morning by 8:00am to unlock the front doors for daily operation.

All emergency lighting and fire prevention equipment are kept in working order. Please familiarize yourself with the location of this equipment.

Following are the local statistics of criminal offenses reported to the school, staff or local police department.

<u>Year</u>	
2008	No crimes reported
2009	No crimes reported
2010	No Crimes Reported

Fire/Fire Drill Procedures

1. Follow evacuation routes out of building.
2. Class meets at designated meeting place outside of building. (Place is designated by instructor, and to be discussed with students prior to fire/fire drill.)
3. Call Roll.
4. Fill out Fire/Fire Drill Roll Call Report. (to be collected from you by administrative staff before re-entering building)
5. Wait outside until you are told it is safe to enter the building.

Maximum Timeframe

In accordance with regulation [Maximum Timeframe 24CFR Chapter IV Part (668.34b)] of the Offices of the Department of Education Jenny Lea Academy has adopted the following policy. All students as well as students with transfer hours who apply for eligibility for Financial Aid must complete their contracted hours for their program within one and a half times the scheduled hours while maintaining satisfactory progress of at least 80% and is in good academic standing with our school's requirements for graduation. Scheduled leave of absences will not affect this calculation as they are not part of the student's schedule.

Misrepresentation Policy (668.75, 668.72, 668.73, 668.74, 668.75)

In accordance with regulation [Misrepresentation 24CFR Chapter IV Part (668.75, 668.72, 668.73, 668.74, and 668.75)] of the Offices of the Department of Education Jenny Lea Academy has adopted the following policy.

Jenny Lea Academy shall be held responsible for any misrepresentation made to any organization or person with whom we have an agreement to provide educational programs, marketing, advertising, recruiting or admission services of the nature of our educational programs including but not limited to false, erroneous or misleading statements concerning:

- (a) The particular type(s), specific source(s), nature and extent of our accreditation;
- (b) Whether a student may transfer course credits earned at our institution to any other institution;
- (c) Whether successful completion of a course of instruction qualifies a student for--
 - (1) Acceptance into a labor union or similar organization; or

- (2) Receipt of a local, State or Federal license or a non-governmental certification required as a precondition for employment or to perform certain functions;
- (d) Whether our courses are recommended by
 - (1) Vocational counselors, high schools or employment agencies; or
 - (2) Governmental officials for governmental employment;
- (e) Our size, location, facilities or equipment;
- (f) The availability, frequency and appropriateness of our courses and programs to the employment objectives that we state our programs are designed to meet;
- (g) The nature, age and availability of our training devices or equipment and their appropriateness to the employment objectives that we state our programs and courses are designed to meet;
- (h) The number, availability and qualifications, including the training and experience of our faculty and other personnel;
- (i) The availability of part-time employment or other forms of financial assistance;
- (j) The nature and availability of any tutorial or specialized instruction, guidance and counseling, or other supplementary assistance we will provide our students before, during or after the completion of a course;
- (k) The nature of extent of any prerequisites established for enrollment in any course; or
- (l) Any matters required to be disclosed to prospective students under (668.44) and (668.47) of this part.
- (m) The nature of our financial charges--
 - (1) Offers of scholarships to pay all or part of a course charge, unless a scholarship is actually used to reduce tuition charges made known to the student in advance. The charges made known to the student in advance are the charges applied to all students not receiving a scholarship; or
 - (2) Whether a particular charge is the customary charge at our institution for a course
- (n) Misrepresentation of the Employability of our graduates
 - (1) That our institution is connected with any organization or is an employment agency or other agency providing authorized training leading directly to employment
 - (2) That our institution maintains a placement service for graduates or will otherwise secure or assist our graduates to obtain employment, unless we provide the student with a clear and accurate description of the extent and nature of this service or assistance; or

- (3) Concerning government job market statistics in relation to the potential placement of our graduates.

Upon receipt of a written allegation or complaint from a student enrolled at Jenny Lea Academy, a prospective student, the family of a student or prospective student, or a governmental office, the designated department official as defined in (668.81) will review the allegation to determine its factual base and seriousness.

If the misrepresentation is minor and can be readily corrected, the designated department official will inform Jenny Lea Academy to obtain an informal voluntary correction.

If the official finds that the complaint or allegation is a substantial misrepresentation as to the nature of the educational programs, the financial charges of the institution or the employability of its graduates, the official will initiate action to fine or to limit, suspend or terminate the institution's eligibility to participate in the Title IV, HEA programs or take other appropriate action. (Authority: 20 U.S.C. 1094)

School Drug Policy and Procedure

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.

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.

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, use or abuse of drugs\alcohol, or in any case where we feel the student is not following school policies.

Below is an example of the form students are required to sign

Example 2

DRUG AND/OR ALCOHOL TESTING CONSENT FORM STUDENT AGREEMENT AND CONSENT TO DRUG TESTING

I _____ hereby agree, upon a request made under the drug testing policy of *Jenny Lea Academy of Cosmetology* , to submit to a drug or alcohol

test and to furnish a sample of my urine, hair, and/or blood for analysis. I understand and agree that if I, at any time, refuse to submit to a drug test under company policy, or if I otherwise fail to cooperate with the testing procedures, I will be subject to immediate termination. I further authorize and give full permission to have the School send the specimen or specimens so collected to a laboratory for a screening test for the presence of any prohibited substances under the policy, and for the laboratory or other testing facility to release any and all documentation relating to such test to the School.

I understand that only duly-authorized School officers, and agents will have access to information furnished or obtained in connection with the test; that they will maintain and protect the confidentiality of such information to the greatest extent possible; and that they will share such information only to the extent necessary to make termination decisions and to respond to inquiries or notices from government entities.

I will hold harmless the School, and any testing laboratory the School might use, meaning that I will not sue or hold responsible such parties for any alleged harm to me that might result from such testing, including loss of employment or any other kind of adverse job action that might arise as a result of the drug or alcohol test, even if a School or laboratory representative makes an error in the administration or analysis of the test or the reporting of the results.

This policy and authorization have been explained to me in a language I understand, and I have been told that if I have any questions about the test or the policy, they will be answered.

I UNDERSTAND THAT THE COMPANY WILL REQUIRE A DRUG SCREEN TEST UNDER THIS POLICY WHENEVER I HAVE BEEN RANDOMLY SELECTED OR CHOSEN FOR CAUSE SUGGESTING POSSIBLE INVOLVEMENT OR INFLUENCE OF DRUGS.

Signature of Student

Date

Student's Name - Printed

School Representative

Date

ISBN/TEXTBOOK INFORMATION

The following is a list of textbooks currently in used by Jenny Lea Academy of Cosmetology. The cost of books and supplies are included in the tuition cost.

Instructor Program

Milady's Professional Instructor for Cosmetology, Barber-Styling, and Nail Technology/
Linda J. Howe

Milady's Master Educator Student Course Book ISBN-13 978-1428321519
 Milady's Master Educator Exam Prep / Letha Barnes ISBN -13 978-1-4283-2154-0
 Tennessee Cosmetology Laws and Rules, 2004 edition

Nail Tech Course

Milady's Standard Nail Technology, Fourth Edition ISBN-13:978-1-4354-9768-9
 Milady's Standard Nail Technology Workbook, Fourth Edition ISBN-13:978-1-4354-9764-1
 Milady's Standard Nail Technology Exam Review, Fourth Edition
 Tennessee Cosmetology Laws and Rules, 2004 edition

Aesthetics Course

Salon Fundamentals Aesthetics Study Guide ISBN-13:978-1-4283-1894-6
 Salon Fundamentals Aesthetics Exam Prep Book ISBN-13:978-1-4283-1895-3
 Tennessee Cosmetology Laws and Rules, 2004
 Milady's Standard Fundamentals for Aestheticians, 9th ed. ISBN-13-978-1-4283-1892-2

Cosmetology Course

Salon Fundamentals Cosmetology Textbook, ISBN 978-1-936349-01-2
 Salon Fundamentals Cosmetology Study Guide, ISBN 978-1-936349-00-5
 Salon Fundamentals Cosmetology and Exam Prep Book ISBN 978-1-934636-20-6
 Sculpture A Designer's Approach ISBN 978-1-934636-06-0
 Hair Design A Designer's Approach ISBN 978-1-934636-09-1
 Texturize A Designer's Approach ISBN 978-1-934636-29-9
 Color A Designer's Approach ISBN 978-1-934636-12-1
 Salon Success ISBN 978-1-934636-24-4
 Tennessee Cosmetology Laws & Rules, 2004 ed.

Cosmetology Kit Information

ITEM # ITEM DESCRIPTION QTY PER U/M

Cutlery & Electrical

01127 HAIRSTYLING KIT W/2 SHEARS, 1 EACH
 01162 SHR SET, SATIN SHEAR/THINNING 1 EACH
 01300 HAIR SHAPER W/FREE REPLACEMENT 1 CARD
 02338 CRLG IRON MARCEL 3/4" BABYLISS 1 EACH
 02379 BABYLISS P.N. BLUE TITAN 1.25" 1 EACH
 03507 1/2" MARCEL, GOLD PLTD BARREL 1 EACH
 02858 WAHL ALL STAR COMBO SET 1 UNIT
 02336 DRYER 2000W PRO CERAMIX XTREME 1 EACH

Brushes & Combs

04137 BRUSH SUPREME 11 ROW OVAL CUSH 1 EACH
 04138 BRUSH SUPREME 9 ROW VENT 1 EACH
 04139 BRUSH SUPREME 9 ROW STYL A/S 1 EACH
 04140 BRUSH SUPREME 9 ROW STYLER 1 EACH

04152 TINT BRUSH JUMBO BLK W/BLACK 1 EACH
04172 BRUSH BOAR BRISTLE CUSHION 1 EACH
04173 BRUSH THERMAL VENT 1 EACH
04174 BRUSH 1 1/2" ROUND W/BALL TIP 1 EACH
04175 BRUSH PADDLE CUSHION BALL TIP 1 EACH
04197 BRUSH CERAMIC ROUND 2.5" 1 EACH
04199 BRUSH CERAMIC ROUND 1.75" 1 EACH
E1601 7" CLASSIC STYLIST CUTTING CMB 1 EACH
E1604 8.5" EXTRA WIDE TAPERED COMB 1 EACH
E1606 7.5" PROF STYLIST CUTTING COMB 1 EACH
E1609 7.5" COMBO "BIG TEASE" COMB 1 EACH
05182 COMB X-LG BODY FLUFF DIP TIPS 1 EACH
05103 COMB 7" HAIRCUTTING 12 EACH
05107 COMB 8" FINE TOOTH RATTAIL 12 EACH

Manicure & Pedicure

07220 DELUXE NAIL CLIPPER W/FILE 1 EACH
07361 MANICURE SET PROFESSIONAL 6 PC 1 UNIT
07221 TOE NAIL CLIPPER (4701) 1 EACH
07368 MANICURE BOWL DEEP DISH 1 EACH

Wet Goods-Inhouse/Marianna

070132 INTRO ODORLESS KIT 1 UNIT

Hairdresser Supplies

08159 CAPE, NYLON WATERPROOF, BLACK 1 EACH
08186 DELUXE CHEMICAL APRON BLACK 1 EACH
08409 6 OZ COLORING BOTTLE W/TOP 1 EACH
08332 STAINLESS 60 MINUTE TIMER 1 EACH
08536 TINT BOWL BLACK DEEP DISH 1 EACH
08471 BOTTLESSENCE 8 OZ TINT BTL & 1 EACH
08603 8.4 OZ ALUMINUM TRIGGER SPRAY 1 EACH
08297 GLOVES BLACK PEARL 8/BX MEDIUM 1 BOX

Rods, Rollers, & Clips

10351 MAGNETIC ROLLER RACK 12DZ/RACK 1 UNIT
10406 ROLLER PICKS STEEL CTR/PLASTIC 1 BAG
10412 CLIPS 3" JAWS BUTTERFLY(12/BG) 1 BAG
10432 CLIPS DUCKBILL 12/CD MARIANNA 1 CARD
10460 CLIPS STEEL SINGLE PRONG (AA) 1 BOX
10462 CLIPS STEEL DOUBLE PRONG 1 BOX
10481 4 1/2" CROC CLIP BLK/WHT ASST 1 BAG

Educational Material

K503 SS WHT JENNY LEA ACAD OF COSM 1 EACH
14112 MANIKIN NEW MS. AMERIKIN(A10) 1 EACH
14154 MANIKIN HAIR WEFT 12"-14" LONG 1 EACH
14223 MANIKIN MS. TAYLOR 14" HAIR 1 EACH
14204 ADJ HEIGHT ALL METAL MANIKIN 1 EACH