

Victoria James Signature Salon Schools Catalog

Volume 2

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Approved and Regulated by the Colorado Department of Higher Education, Private
Occupational School Board

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Introduction

Welcome to Victoria James Signature Salon Schools. The school is a private occupational school and is "**Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board**". The school is located at -832 W. Eisenhower Blvd., Loveland, CO 80537. Victoria and Keith Sweet, of Ault, Colorado own the school. The officers of the company are Victoria and Keith Sweet. Victoria James Signature Salon Schools is a top source for Salon and Spa Career Training. Careers in the Cosmetology industry are growing at a rapid pace. The demand for well-trained individuals is high, and top end spas, salons and medical esthetics facilities demand even higher qualifications than ever before. Victoria James Signature Salon Schools offers training in the classroom as well as directly in our beautiful salon school in to ensure students get the best hands-on training needed for this growing field. Director and Owner Victoria Sweet, brings her skills and knowledge as an award-winning stylist and licensed Cosmetologist to her schools, and as The Director, Victoria Sweet personally meets with every prospective student and answers questions regarding the school and the educational programs offered, to find the best fit for each need. This allows the student to make a sound judgment for his or her educational needs and preferences. Victoria James Signature Salon Schools is happy to provide a list of references who can give you their view and opinions on our school and educational program(s). Our goal is to make sure our graduates are prepared and have the skills and knowledge to enter this exciting and lucrative field.

Faculty Members

Victoria Sweet, President, Victoria James Signature Salon Schools, LLC., Director, Agent, and Lead Educator/Program Supervisor

Keith Sweet, Vice President, CFO Victoria James Signature Salon Schools, LLC

Donna Arsenault- Cosmetology Guest Educator

Carley Geade- Cosmetology/Hair Extensions Guest Educator

Rachael Brost- Esthetics Guest Educator

Programs / Courses Offered

Cosmetology- 1500 Clock Hours/300 hours online training

Occupational Objective: The graduate should be able to take State Cosmetology Exams(s) to obtain a license to practice Cosmetology.

Online Levels- Level I chapter 1-10, Level II chapter 11-20, Level III chapter 21-30, Comprehensive Tests

Chemical Peels - Stand Alone Course 24 Clock Hours

Occupational Objective: The student will successfully be able to perform chemical peels.

Microdermabrasion - Stand Alone Course 14 Clock Hours

Occupational Objective: The student will successfully be able to perform microdermabrasion.

Dermaplaning- Stand Alone Course 7 Clock Hours

Occupational Objective: The student will successfully be able to perform Dermaplaning.

Program / Course Costs

Cosmetology

Tuition: 18,000.00

Kits & Materials: 2500.00

Registration: 100.00

Total : 20,600.0

Stand-alone courses:

Microdermabrasion: 375.00 (Certification Class)

Chemical Peels: 550.00 (Certification Class)

Dermaplaning: 250.00 (Certification Class)

Class Schedule

(Hours subject to change with advance notice)

Hours of Operation:

Monday- 9:30-4:30

Tuesday- 9:00 – 4:30

Wednesday- 9:00 – 4:30

Thursday- 9:30 – 4:30

Friday- Online, asynchronous.

Full and Part Time Students

Monday- Thursday- Flexible upon agreement with Director

(These hours subject to change dependent upon student enrollment)

Open Enrollment until maximum capacity(Students must attend a minimum of 15 hours per week part time and 30 hours full time attending in person classes).

Online is given at a maximum credit of 375 hours for Cosmetology. Credit will be awarded to students upon successful completion of each level of online assignments. (i.e., chapters 1-10, 11-20, 21-30)

Online Participation- Cosmetology students are required to participate in the Milady Online License Preparation for the theory portion of their training. Students must complete all assignments and participate in Instructor led Interactive Classroom Theory Training to obtain hours each day. Assignments are required to be turned in per level as required. Failure to participate in Online is grounds for termination.

Seasonal Hours subject to change/Snow/Illness Closures announced per occurrence. In the Event of a Weather closure the Class shall be conducted Online. In the Event of Instructor illness or absence, Milady Test Preparation will be offered in lieu of Instructor based online training.

School will allow up to 32 hours of Clocked Attendance per week (23 hours in person attendance and average of 9 hours per week for completed online participation). When unexpected closure occurs due to extraordinary conditions such as inclement weather, instructor illness (due to small private school) students will be notified as soon as possible by phone, text and or through our private Facebook Group Page (for students only).

Classes are not held on the following:

Holidays/School Closures:

March Spring Break (1 week, Hours to be posted – Second or Third week of March)

July Summer Break (2 weeks, Hours to be posted- first two weeks of July)

Thanksgiving- (Wed, Thanksgiving Thursday and the Friday following)

Christmas- (2 Weeks - The week of Christmas and the week after, returning after Jan. 1st, hours are to be posted, dependent on what day of the week the Holiday falls on).

(Closures due to Holiday may be changed at School Discretion based on class attendance or requests for time off, with advance notice to students)

Closed all Federal and State Recognized Holidays (Director may elect to open during Holidays with advance notice to students).

Leave of Absence

***Students** are allowed to request a Leave of Absence for personal or medical reasons. The Request shall be submitted in writing to the Director for approval or denial (based on conditions and student performance). The request can be for no more than 30 days in total duration. If leave exceeds thirty days, Director at sole discretion will determine if an extension will be granted, based on a case by case decision.

Entrance Requirements/Enrollment Procedures

The School does not discriminate based on race, sex, religion, ethnic origin or disability.

All Students must be 16 years of age or older to attend, dependent on Program Eligibility. Students must show proper identification and proof of citizenship. Students may be required to take a pre entrance exam prior to enrollment, to establish if the student can benefit from training in the chosen class interest at Victoria James Signature Salon Schools. Prospective students may enroll anytime, after a tour and personal interview with the Director, if accepted. If school is at maximum capacity, enrollment will be accepted with a registration fee and will be assigned a start date no later than 90 days of enrollment.

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school.

The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy

and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Placement Assistance

Victoria James Signature Salon Schools offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting your job search, we make no guarantee, expressed or implied, of future employment.

Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

Attendance Requirements

Students are expected to arrive for class with proper materials. An overall attendance rate of at least 80% is required. Instructors may request your withdrawal or change of status from ft to pt, from a course or program if absences exceed 80%. Students who exceed the maximum time allotted per contract to finish their program will have to complete their training hours at an overtime rate of 40.00 per clock hour until completion. Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Leave of absences are granted on a case by case basis for up to a maximum period of thirty days. Proper documentation will be required to substantiate a student's withdrawal. (Medical, personal)

Absences

Absences must be preapproved with a 24-hour minimum notice. Illness or other abrupt causes for illness or late start must be reported at least 2 hours before school starts via text or voicemail to the Director. Failure to give proper advance notice may result in written warning or suspension leading to possible termination. NO SHOW OR NO CALL WILL RESULT IN A 100.00 PER OCCURRENCE FEE. After two no shows/calls, student may be terminated without approved documentation for occurrence.

Progress Policy

Students must obtain a 85% grade point average to pass. (Based on Test Scores and Practical Assignments) Those who do not will be placed on probation for 30 days. During **probation** period students must raise their grade average to passing or higher, or face possible dismissal upon discretion of School Director. Please see Dismissal below.

Grading System

96 – 100 = P	Pass
85 – 95 = P	Pass
70 – 84 = F	Fail
67 – 69 = F	Fail/Retake
Under 66 = F	Fail/Retake

Students will be given grade and performance assessments at four levels to determine if satisfactory progress is being maintained. The school will do a verbal and written assessment.

Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members. Possession or use of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property or while attending any school related function during clocked hours. The use of marijuana (recreational or medicinal is not allowed). Any violation of school policies may result in permanent dismissal from school. All prescribed medications must be disclosed on enrollment agreement at time of enrollment or at time of prescription. Proof of prescription from a doctor is required for all medication (except over-the-counter medication). Anyone suspected to be under the influence of any drug, prescribed or other, who demonstrates impaired ability to function or concentrate or unusual behavior will be asked to leave class, and can return upon verification of normal ability to perform and participate. Repeat violations of any drug policies are grounds for termination. Any outbursts within the school or disrespectful attitude, dialogue or action towards any staff or other students shall result in disciplinary action and will be asked to leave immediately. Director shall determine students' ability to continue enrollment.

School Policy/Probation Guidelines

All Students will be required to sign and adhere to the official school policy guidelines. A Copy of this Catalog and Schools written rules and regulations will be given to each student via electronic delivery. The Rules and Regulations attachment shall be considered part of this catalog. If the Director Deems a student is in violation or continued violation after written and verbal warnings, they will be placed on Probation for a period of 30 days, at which time satisfactory progress must be made and sustained to continue enrollment.

Dress and Image Code

All students shall adhere to the written dress / Image code published by the school. Violation of dress/Image code including hair and makeup, shall result in students being sent home until appropriate and accepted attire is worn. A copy of the dress code shall be given to each student upon enrollment. Continued violations may result in Termination of Enrollment. Victoria James Signature Salon Schools strives to create a professional environment for our clients and students, all students shall adhere to all guidelines.

All Black Attire

No Hoodies, sweatshirts, or tee shirts with writing (except for Victoria James Signature Salon Schools approved apparel)

Blue Jeans may be worn with a nice black top, minimal rips will be allowed.

No excessive cleavage, derriere or short shorts, maxi dresses or skirts will be permitted.

Students must look well-groomed and hair clean, styled and makeup worn in a tasteful fashion (Makeup is not required but encouraged)

All personal Hygiene must be followed regarding breath, cleanliness, body odor and clean odor free clothes.

You will be sent home with a warning for any violation of the dress code, or any unprofessional look deemed by the Director will be considered a violation of dress and image code.

Scholarships/Financial Assistance/Information

Scholarships are offered to all students throughout the year from Vendors, Various Employers, and personal donors, please ask the Director for any current opportunities available at time of application information. School will post Scholarship Information at the request of vendors or Grantors; all others are only available upon request and subject to availability at time of Enrollment. Event scholarships may be published in advertisements by individual vendors. Current students may apply at any time for a scholarship, and if awarded, will be applied to current balance only. A copy of this catalog is furnished in advance to any potential student requesting information. (If a catalog was not received in advance of enrollment, student shall have access to a printed catalog before enrolling.)

In-house financing

Financial Assistance is available for all students in terms of an interest-free monthly payment plan. The minimum monthly payment is currently 400.00 per month,

students are encouraged to pay more than the minimum payment to offset the Balance at the end of the term. Tuition payments are due on the 20th of each month. Failure to pay the minimum payment on time and consistently will result in a 50.00 per day late fee up to 5 days, after 5 days of nonpayment student will be suspended from program until financial obligations has been met and is current only for first offence. Upon any further violation of financial obligations, student will be terminated, and **balance shall be due no later than 10 days after Enrollment termination.**

All Balances are due and payable **10 days before** Graduation or expiration of Enrollment period. Extended finance options may be available through additional sources on a case-by-case qualifying basis. Financial payment may be paid via cash, certified funds or personal in state (Colorado) check (A hold is placed for 10 days or until check cleared before paperwork is given to graduate) or credit card (3.75% processing fee will be charged to student).

Dismissal

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, does not participate in exercises or theory, shows a negative attitude or lack of enthusiasm, neglects assignments, disrespects dress codes or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision.

The Director may temporarily suspend a student whose conduct is disruptive or unacceptable to the academic setting. Insubordinate behavior or rudeness to staff, Educators or fellow students shall be grounds for dismissal or suspension. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

Re-admittance Policy

Any student who shows a willingness to adhere to all school policies, code of conduct and a willingness to learn, shall request a meeting with the Director to discuss Re-admittance into the program. All cases are handled on an individual basis and are at the sole discretion of the Director or Owner.

Facilities

The school is located at 832 W. Eisenhower Blvd., Loveland, CO 80537. The director does have an onsite space in which confidential student records and materials are stored, as well as an offsite office in Ault, CO. The School is centrally located,

provides ample parking and has been outfitted to provide a classroom setting as well as tasteful salon and treatment areas Victoria James Signature Salon Schools is across from Lake Loveland in a beautiful area of Loveland. Our main campus boasts views from styling stations of the beautiful lake and boasts a beautiful Student Salon and Salon based Training Center.

It is our goal that students learn in an environment that is conducive to the actual working environment of the Cosmetology Professional. Our training areas are furnished with modern equipment and utilize Visual Diagrams, Charts, demonstrations, videos, Field Trips and Guest Speakers to enhance classroom activities.

We offer hands-on training and one on one instructor interaction. Our business development portion of the school's training is very extensive and valuable to the success of the Cosmetology professional. Victoria James Signature Salon Schools offers an Online Education program consisting of Theory material through participation in the Milady Online Test Preparation and Live Interactive Educator programs.

Equipment/Amenities

Main Location

24 Styling Stations

2 Shampoo Bowls

4 Manicuring Tables

4 Pedicure Bowls

4 Esthetics Beds, 1 Steamers, 1 Mag Lamps

Classroom seating for 24

Student Lounge/Meal prep Area

(3) Private Restroom Facilities

21 Haircutting Stools for Comfort and Ergonomics

Professional Student Carts and Trays

Professional Tools

Matrix, Redken and Pravana Color

Professional Styling Products available for Student use

Product Bags Sanitarily and Individually packed for Safety when needed

Pre-Packed State Board kits for students use
Student stations with storage areas
Bedding/Linen/Pillows
Technician Stools
Professional Skin Care Products for student use
Professional Lash Extension Products for student use
Training Tables/Chairs
24 Mirrors
Tasteful Décor and Waiting Area Furniture for clients

Educational Services

Cosmetology- Offering instructor based training on all phases of cosmetology.

1500 Clock Hours/ 375 Online hours*

Type of Instruction – Instructor demonstrations, hands on (mannequins, models and patrons) video, Guest Speakers/Educators, Industry Shows and Seminars, Text Books, Handouts and lectures. Field Trips and Salon Visits are part of our business building classes. Online Education will be offered via Milady Textbook of Cosmetology and Licensing Exam Prep, Zoom, Internet, and Milady Online Testing Preparation.

Shampooing, Rinsing and Conditioning (45.5 clock hours)

Hair coloring (200.5 clock hours)

Haircutting (182.5 clock hours)

Hairstyling (159.5 clock hours)

Chemical Texture Services (91.5 clock hours)

Manicuring and Pedicuring (169.5 clock hours)

Application of Artificial Nails (121.5 clock hours)

Facials and Skin Care (169.5 clock hours)

Facial Makeup (30 clock hours)

Hair Removal (90 clock hours)

Laws, Rules and Regulations (30 clock hours)

Management, ethics, interpersonal skills and salesmanship (30 clock hours)

Disinfection, sanitation and safe work practices (180 clock hours)

Level I- 200 Total clock hours

Level II- 500 hours

Level III- 500 Total Clock hours

Level IV- 300 Total Clock hours

***This program offers 375 hours available for online training. The online training consists of Theory via Online Testing and Instructor interaction.**

Occupational Objective

To prepare students to sit for the State Board Exam. (Hours may change, as State Board Regulations require)

Tuition – 18,000.00 (Kit Fee 2500.00, Registration Fee 100.00)

Total – 20,600.00

An additional fee of 40.00 per hour will be charged to student for overtime hours required for completion, if applicable.

Manual Resurfacing/Microdermabrasion- Instructor based training on microdermabrasion exfoliation techniques.

14 clock Hours

Skin (1 clock hour)

Skin Type/Condition (1 clock hour)

Microexfoliation (2 clock hours)

Treatment Procedures (5 clock hours)

Cleaning Disinfection, Sterilization & Safety (2 clock hours)

Laws, Rules and Regulations (1 clock hour)

Salesmanship (1 clock hour)

Occupational Safety and Health (1 clock hour)

Type of Instruction – Instructor demonstrations, hands on (mannequins, models) video, Guest Speakers/Educators, , Text Books, Handouts and lectures

Occupational Objective- To enhance students' knowledge and skill in the Skin Care Industry.

Tuition – 375.00

Total – 375.00

Must have valid Colorado Esthetics or Cosmetology license.

Level I- 14 Total clock hours (8 Theory hours, and 6 Practical Hours)

Chemical Peels- Instructor based training on chemical peel exfoliation techniques.

24 clock Hours

Skin Analysis, Conditions, Contraindications & After care(8 clock hours)

Product Ingredients of Cosmetic Resurfacing & Exfoliating Substances (8 clock hours)

Chemical Peel Treatments, Procedures & Treatments of Reactions (8 clock hours)

Type of Instruction – Instructor demonstrations, hands on (mannequins, models) video, Guest Speakers/Educators, , Text Books, Handouts and lectures

Occupational Objective- To enhance students' knowledge and skill in the Skin Care Industry.

Tuition – 550.00

Total – 550.00

Must have valid Colorado Esthetics or Cosmetology license.

Level I- 24 Total clock hours (18 Theory hours, and 6 Practical Hours)

Manual Resurfacing/Dermaplaning- Instructor based training on dermal exfoliation techniques.

14 clock Hours

Structures of the skin and Exfoliation(2 clock hours)

Skin Analysis (1 clock hours)

Treatment Procedures & Hands on (9 clock hours)

Safety and Sanitation Procedures (2 clock hour)

Type of Instruction – Instructor demonstrations, hands on (mannequins, models) video, Guest Speakers/Educators, Text Books, Handouts and lectures

Occupational Objective- To enhance students' knowledge and skill in the Skin Care Industry.

Tuition – 250.00

Total – 250.00

Must have valid Colorado Esthetics or Cosmetology license.

Level I- 8 Total clock hours (3.5 Theory hours, and 4.5 Practical Hours)

Previous Credits- Victoria James Signature Salon Schools will review a transfer students transcripts on a case by case basis. Students with eligible transfer credits, will be required to pass a written and technical exam to determine transfer credit eligibility. Transfer students will be charged a fee of 1000.00 for supply costs during training. Full or partial Kit fee may be required if student does not have sufficient material(s) to complete training. All Transfer students must provide an original transcript from the students previous school (signed and sealed) to enroll as a transfer student. If student does not have original transcripts students must enroll as new student with no prior transfer credits at full contract price and kit fee.

Previous Graduates from Victoria James Signature Salon Schools will be charged a fee of 25.00 for Duplicate Transcripts and/or Release of Hours.

THE SCHOOL DOES NOT GUARANTEE THE TRANSFERABILITY OF ITS CREDITS TO ANY OTHER INSTITUTION UNLESS THERE IS A WRITTEN AGREEMENT WITH ANOTHER INSTITUTION.

Student Grievance Procedure

Any concerns or complaints regarding the school, training or anything pertaining to students experience while enrolled should be immediately brought to the attention of the Director in writing. Director shall as follows: (all or part of which may apply to each individual issue): Conduct a private meeting with the student to discuss nature of complaint or concern. Try and resolve or work out a mutual agreement to settle the complaint or concern.

Request that a meeting take place between concerned parties and try to work out an amicable solution. Follow up with student in a reasonable time period to ensure the student is agreeable with the outcome.

Student Complaints

All student complaints are taken very seriously, as we want our students to feel satisfied with their training and environment. Student Complaints may be brought to the attention of the School Director in order to be resolved, attempting to resolve any issue with the school first is strongly encouraged. The Director will instruct students how to file a grievance according to school policy. Student complaints may

be filed by a student or guardian at any time online with the Division of Private Occupational schools (DPOS) within two years from the students last day of attendance or at any time prior to the commencement of training at <http://highered.colorado.gov/dpos>, 303-862-3001.

Refund Policy

Students not accepted to the school are entitled to all money paid. Students, who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of 150.00 or 25% of the contract price whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the **percentage** of hours enrolled as described in the table below. The refund is based on the official date of termination or withdrawal.

<u>Refund Table</u>	
<u>Student is entitled to upon withdrawal/termination</u>	<u>Refund</u>
Within first 10% of Program	90% less cancellation charge
After 10% but within first 25% of Program	75% less cancellation charge
After 25% but within first 50% of Program	50% less cancellation charge
After 50% but within first 75% of Program	25% less cancellation charge
After 75% (If paid in full, cancellation charge is not in effect)	NO REFUND

1. The Student may cancel this contract at any time prior to midnight of the third business day after signing this contract.

2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. **The date on which the school receives notice of the student's intention to discontinue the training program; or**
 - b. **The date on which the student violates published school policy, which provides for termination.**
 - c. **Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.**
3. The student will receive a full refund of tuition and fees paid if the school discontinues a program/stand-alone within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.

Disclosure- Apprenticeship councils do not accept training from trade schools for advanced placement if program is in the apprenticeship area. (If applicable)