



# Student Catalog



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# Fall 2016

## Cosmetology License

### **Academy Mission Statement**

The mission of Jolie Hair Academy is to better the lives of the community by creating job opportunities through Cosmetology education and training. Cosmetology is an ever-evolving field and for this reason we focus on educating our students with the most up-to-date educational material available. Our purpose is to nurture and create confident, well-skilled cosmetologists in a competitive service industry.

### **Equal Employment:**

Educational Opportunity – It is the policy of Jolie Hair Academy to maintain and promote employment and educational opportunity without regard to race, color, sex, age, religion, handicap or national origin. Sexual harassment will not be tolerated at Jolie Hair Academy and is considered a violation of institutional policy. Inquiries concerning these policies should be addressed to the Director.

### **Regulations Subject to Change:**

Jolie Hair Academy reserves the right to change any or all of its regulations, requirements or financial charges, and to cancel or change the course offerings published in this Catalog. Students are expected to familiarize themselves with current regulations, requirements and changes.

### **Catalog Purpose:**

The catalog is an announcement of present policies, procedures and requirements that students of the Institute are to follow. When required changes to the catalog occur, those changes will be communicated through either catalog inserts or memos and other means until a revised edition of the catalog is published. The catalog is not intended to be a contract between the institute and the student. Students are to follow the curriculum and graduation requirements specified in the Catalog at the time they enroll. Students who do not maintain continuous enrollment may be subject to Catalog changes that have occurred prior to their readmission.

Students are responsible for reading and complying with the policies, procedures and regulations set forth in the Jolie Hair Academy Catalog.

# Table of Content

- Institutional Mission Statement .....2
- Welcome and Overview .....4
- Admission Policies and Requirements .....5
- Application and Registration Procedures .....5
- Academic Policies and Procedures .....6
- Educational Objectives..... 6
- Attendance Policy .....6
- Attendance Procedures .....7
- Incllement Weather Policy.....7
- Student Conduct Policy .....7
- Student Services .....8
- Satisfactory Progress Policy .....9
- Grading System .....10
- Course Completion .....10
- Graduation and Documents Awarded .....11
- Cancelation and Refund Policy .....11
- Students Grievance Procedure .....11
- Career Services .....12
- Schedule and Start Dates .....12
- Estimated Completion Time.....13
- Program Description .....13
- Cosmetology .....13
- Student Clinic .....13
- Hours of Operation .....13
- Staff & Faculty Bios.....14
- Administrative Staff and Instructors.....14
- Tuition and Fees.....15
- Additional Fees and Charges.....15

# Welcome!

Jolie Hair Academy has provided quality education and training by helping the community for more than half a decade. We provide education through traditional classroom, brick and mortar, and Cosmetology assistant experiences.

Our teaching staff consists of highly trained Instructors eager to provide students with quality Cosmetology education.

Our hands on training gives the students a competitive edge in the field of Cosmetology.

Despite the economy, our program is in high demand, and job opportunities are available. Private salons, chain salons, franchises and even walk-in economically priced salons are some of the job opportunities that you will have.

Our main goal is to prepare you for a meaningful and totally fulfilling job opportunity. The Academy and staff look forward to sharing our modern, fully equipped facility in a positive environment with you. Don't hesitate to take advantage of all that is offered to you.

May your experience and learning at Jolie Hair Academy be one of academic enrichment and personal growth. As you all know, I am always available for any advice and guidance in your career I would like to be a part of making your dreams a reality.

**Amy Philippe, Director**

## Message from the Institute

Welcome! The faculty and staff of Jolie Hair Academy would like to take this opportunity to introduce you to our wonderful Cosmetology program. We know that a commitment to continue your education is a crucial step. We want to make this career decision the best one you have ever made by providing you with a quality education. At Jolie Hair Academy, you are not just a number. Here you will study only career-related subjects. This will allow you to receive thorough training in the shortest time possible. Personalized instruction is made possible through carefully controlled class sizes. Our friendly atmosphere encourages friendship among students, teachers, and staff.

Our job is to help you reach your goals. If there are obstacles in the way of your success, you will find a willing staff ready to help you resolve those issues. You will be ready to join the world of beauty when you leave us, and you can rely on our help all along the way. At Jolie Hair Academy, we are serious about your upcoming future and take the position that your greatest career protection is being good at what you do.

**Mina Jafari, Lead Instructor**

## Overview

Haircare and services have been around since the Ice Age when the first hair cut has been recorded, to the ancient Egyptians cultivating beauty in an extravagant way nearly 5,000 years ago! The first American beauty salon was said to have opened in 1868 in Chester, Pennsylvania. Not until the early 1900's where people able to see motion pictures and see what actors were doing with their hair and beauty. Today both men and women take exceptional pride in their appearance, specifically in haircare.

Specialized salon's catering to the wealthier clients to chain salons that are more economic, is where you will find Cosmetology professionals at work. You will find them in the growing numbers of salons and full service spas across the country.

Our Academy has always been able to keep up with the demand for cosmetologists. We are sending students out on job interviews well before they graduate and salon owners are coming to the school to hire them before they apply elsewhere.

If you choose this profession, and you have the ability for it, you will have a busy, rewarding, lucrative career in a nurturing profession that has unlimited possibilities. You will become an anti-aging expert and your skills will be in demand by more people now than in the past.

Jolie Hair Academy was established by Mrs. Amy Philippe and Mrs. Mina Jafari in 2012, to provide both theoretical and practical training in Cosmetology. As Jolie Hair Academy continues to grow, we hope to add other new and exciting program's to our curriculum. JOLIE HAIR ACADEMY provides both theoretical and practical training in these areas to students around the greater metropolitan area. JOLIE HAIR ACADEMY uses the most up-to-date equipment for application and sterilization to maintain safety while allowing students to learn. Normally our teacher to student ratio is 1:20 but we may hold classes with only one student.

## YOUR SUCCESS IS OUR SUCCESS!

### Admission Policies & Requirements:

The Academy only accepts students on an availability basis and does not discriminate due to race, color, age, sex, sexual orientation, marital status, national origin, or handicap. The following must be submitted to Jolie Hair Academy before the first day of class:

- One primary form of identification
- Student must be at least eighteen years of age
- Have a high school diploma, GED, or should take the "Ability to Benefit Test" administered by a third party with a satisfactory score, available through the school.
- A signed completed Student Enrollment Agreement with a \$100.00 non-refundable fee
- The necessary financial resources

### Application and Registration Procedure:

When ready to apply, applicants must bring the following:

1. Complete enrollment agreement
2. \$100 non-refundable application fee
3. One form of Identification
4. High School Diploma/GED or equivalent or the student must sign a self-certification form (the form must be notarized).

The Director screens all applications for completeness and will then select applicants. JOLIE HAIR ACADEMY will notify applicants promptly when the decision on their application is made. The Student Enrollment Agreement is a binding contract between the school and the student and covers the entire program.

## **Approving Agencies:**

- Commonwealth of Virginia Department of Professional & Occupational Regulation
- County of Fairfax Business permit JOLIE HAIR ACADEMY
- Our program is offered for individuals who wish to develop their skills with the most advanced techniques in Cosmetology.

## **Student-Instructor Interaction:**

Our class size is no more than 20 students per instructor. Our instructors are experienced in salon work as well as in teaching. Faculty is available to meet with students outside of normal class by appointment or via e-mail given by the instructor during the first meeting.

## **Educational Objectives**

- To teach the nature and health of haircare & skincare including make-up, nail care, waxing that are in within the field of Cosmetology.
- To adequately prepare each student for the State Board Licensing Test.
- To train and inspire every graduate to be so secure in his/her knowledge and skills that they can confidently step into a position in their new career.

## **Facility and Equipment**

Jolie Hair Academy is conveniently located at 10134-C Colvin Run Road, Great Falls, VA 22066. There is ample lighted parking for students and staff.

Jolie Hair Academy uses only state-of-the-art equipment, including styling chairs, shampoo chairs, hooded hair dryers and facial steamers.

## **Attendance Policy**

Jolie Hair Academy maintains a permanent attendance record on each student. Students are required to complete a hundred percent (100%) of the required class hours in order to receive a certificate of completion. It is difficult to successfully develop marketable skills without regular, consistent attendance. Students are expected to progress and complete according to their program schedule, they are encouraged to attend their training sessions as scheduled.

Students ,who do not maintain regular attendance, will be subject to additional counseling, attendance monitoring where they will be assigned an academic advisor that they will meet with. Failure to attend class for 14 Instructional days will result in dismissal from the school. Students may make up their absences to cover missed subjects by attending another class if necessary.

If a student fails to correct his or her attendance problem they will be dismissed from the school. Jolie Hair Academy offers a 14 hours make-up time (equivalent to two days of instruction) at no additional charge. At the discretion of the director, make up time exceeding 14 hours require an additional charge of \$20 per hour, or an amount not to exceed the probated hourly tuition.

The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. Students May be allowed to make up missed hours and projects on Saturdays or as scheduled and approved by the institute.

## **Attendance by the hour**

A unique feature of the school is the opportunity to participate in classes by paying an hourly rate. The qualifications to participate for this are as follows:

### **If you are not interested in working toward a full certification or license:**

- a. You have license or certificate and want to expand your knowledge, or
- b. You want to add, enhance or expand to your services.

### **If there is room in the course you wish to participate in. See tuition table for rate.**

- a. Audit a class.
- b. Participate in the practical aspect.

## **Participate in the theory and state board prep course.**

If you qualify to participate by the hour, the first step is to fill out an application stating when you are available and the subjects in which you are interested. A \$100 registration fee is required. We will then notify you as to when our next regularly scheduled class covering the subject area of your interest will begin. You will be informed in advance when to attend and what to bring. It may be necessary to buy some course textbooks.

## **Tardiness Policy:**

Tardiness is considered unexcused time, as it is deemed unprofessional behavior. Students not physically present in class, whether clocked in or not are considered absent. Frequent tardiness may result in additional (overtime) charges.

## **Attendance Procedures:**

Students are issued time sheets on their first day of attendance to write in and out on the sheet located on the Time sheet wall. All attendance must be reported and approved, no exceptions.

Students are required to fill up their "Hours Sheet" in accordance with their programs and the course taken on a daily basis and hand them to their Instructors to initial them for approval.

## **Health Services**

Minor emergency first aid supplies are available at the institute for the faculty and staff. Jolie Hair Academy does not maintain a medical staff. Individuals in need of emergency care will be referred to the nearest medical primary care facility or transported by ambulance to the nearest hospital. A listing of emergency telephone numbers is available at the front desk. The school does not assume any financial responsibility for the costs resulting from any emergency transportation or services.

## **Inclement Weather Policy**

In the event of inclement weather or an emergency situation, students will need to contact the school or the school appointed contact for closing or late opening by calling (703) 624-6666. In general Jolie Hair Academy will follow Fairfax County Public Schools for closings.

## **Student Conduct Policy**

Students are expected to demonstrate a commitment to the educational process by being in class on time and by keeping up with the class assignments. Students should be attentive in class and not behave in any way that disturbs the learning process.

Classes are conducted in a professional and ethical manner; therefore, students are expected to act accordingly. Failure to comply with this policy may result in dismissal or withholding the Certificate of Completion. Drugs, any form of intoxication, or illegal substances are strictly prohibited and will result in immediate and permanent dismissal from the Institute.

Signed statements for reasons of academic or disciplinary action will be attached to each student's permanent record. If termination or withdrawal is the basis for counseling while in attendance, both student and Director will sign the statement. The student will be given a copy of such statement.

The Director may consider reinstatement of students terminated for academic reasons or conduct. If the Director determines the student may be readmitted on probation, the student will be required to maintain the school's minimum academic and conduct standards for the duration of the program. Reinstatement will be documented on an appropriate form provided by the school.

Under no circumstances may a student tape, or otherwise mechanically preserve (other than handwritten notes by the student), any of the classes or clinical sessions offered by the school without the expressed written consent of the Director.

## **Professional Ethics**

Jolie Hair Academy supports the Cosmetology Educators of America Code of Ethics. Accordingly, students are expected to represent themselves professionally at all times until they graduate.

Under no circumstances may a student charge a fee for required log work or fieldwork. The Director reserves the right to suspend and/or dismiss a student that disobeys school policies.

# Student Services

## Student Records:

Jolie Hair Academy guarantees the right of students to have access to their files. All completed academic achievement documents presented to students are placed in the student's file. Other materials may be included with student knowledge. Student records are considered confidential and will not be distributed to a third party without a written release from the student.

## Student's Record Release Policy

Current students may request to view or receive a copy of their files at no charge. Former students requesting a Transcript, Certificate, or their Enrollment/Admission Folder are charged a fee of \$50 per item. A Record Release Request form also needs to be filled out. The processing time for record retrieval may take up to 30 days. Additional charges may apply for copies requested on documents over 2 years old.

The fees charged is strictly for the records search purposes only and do not imply any assurances in revealing a specified outcome.

## Transfer of Credits

Students with credits from other institutes will have to pass a written and a practical exam to be placed in the appropriate class. Transferring students will need to authorize a formal transcript from their previous school to be sent to Jolie Hair Academy. Students wishing to transfer from one Jolie Hair Academy program to another need to withdraw from their initial program and enroll in the new program. Students must pay their balance in full in order for their completion documents to be released. Transferability of hours/credit to other institutes is at the discretion of the new school.

## Leave of Absence

A student may request a leave for a minimum of two weeks and up to a maximum of 180 days in a 12 month period (including weekends and scheduled breaks). The request must be submitted in writing and include the reason for the leave in order to retain prior class standing, and to avoid additional requirements and fees.

Also, there must be a reasonable expectation that the student will return to complete their program. Failure to return from a Leave of Absence may result in dismissal from school.

The LOA is not finalized until approved by the school.

A leave of absence may extend the student's contract period to a maximum time frame by the same number of days in the leave of absence. The student will return in the same status at which she/he departed. Course incompletes, repetitions, and non-credit remedial courses have no effect on satisfactory progress, because Jolie Hair Academy does not offer them.

## Disciplinary Policy

Jolie Hair Academy tries to resolve student concerns and problems as soon as possible and informally. A student may receive a "Student Status Notice" and be required to convene with the Instructor or Director of Education if grades, academic progress, conduct, attendance or fees become an issue. Jolie Hair Academy deserves the right to place a student on probation, suspend or dismiss any student enrolled in the program for just cause.

The Instructor and the Director shall determine terms and lengths of probation or suspension. Any student for whom disciplinary action is taken will be notified in a written notice. He/she must meet with the Instructor and/or Director of Education to discuss the reasons and circumstances for the action. If a student is suspended or dismissed for one or more courses, the student must sign a new Student Enrollment Agreement upon return. In case of a change in tuition, the student will be charged the new rate. Under probation, a student continues in the program for a specified period of time, under certain conditions, monitored by the instructor and the Director of Education. A student who is suspended must withdraw from class for a specified period of time and may return only after fulfilling certain conditions. Failure to complete the requirements of probation or suspension may result in dismissal. A student who is dismissed must withdraw from the program and may reapply to the program after a minimum of one year.



## **Student Rights, Privileges and Responsibilities**

### **The student has the right to:**

1. Attend and take handwritten notes in classes as offered by the Institute.
2. Receive an impartial evaluation and ranking on his/her performance.
3. Secure additional services listed herein and regulated by the provisions of this and other publications of the Institute.

### **The student has the privilege of:**

1. Utilizing equipment for the purpose of a registered course at scheduled times.
2. Utilizing the common facilities of the school at scheduled times.
3. Asking for and receiving an interview with the Director regarding academic, grievance or conduct issues as governed by the policy for interviews and appointments.

### **The student has the responsibility to:**

1. Fulfill all financial obligations to the Institute.
2. Behave in a professional manner at all times while on school premises.
3. Make every effort to attend classes in a timely fashion.
4. Fulfill the academic requirements of the Institute under the stipulations set forth in this publication and other publications of the Institute.

## **Interviews/Appointments**

Interviews and/or appointments regarding employment, enrollment, or academic standing with present or prospective students are encouraged.

The Director of the Institute may be contacted at (703) 624-6666 to schedule an appointment.

## **Progress Evaluation**

Students are formally evaluated at mid-point in their program. By this time most aspects of the profession have been experienced. Each student will have an interview with the Director concerning their level of performance and test grades.

This is an opportunity for both the student and the Director to discuss the probable outcome of the remainder of the Course as well as the student's future in this field. If there has been an attendance problem, a schedule will be agreed upon to make up the missed work. This may cost the student an additional fee, depending on the circumstances, as outlined in the catalog.

## **Satisfactory Academic Progress Policy**

All classes/programs attempted are counted toward the satisfactory progress requirements, including withdraw, failures and incompletes.

Students must achieve minimum grade point averages based on the number of hours attended. The SAP calculation will be made at midpoint: for students of 1,500 hours programs at 750 hours midpoint hours in to the program.

A student, who does not meet the school's satisfactory academic progress standards, will be placed on academic probation for a maximum time-frame of 8 weeks probation. During this time, the student is expected to bring his/her GPA back up to the minimum acceptable level. If after unsuccessfully completing the probationary period, and the student have not brought his/her GPA back up to the minimum acceptable level, the student will be dismissed from the program.

A student must complete the program within 1 1/2 times the length of the program.

A leave of absence may extend the student's contract period to a maximum time frame by the same number of days in the leave of absence. The student will return in the same Status at which she/he departed. Course incompletes, repetitions, and Non-Credit remedial courses have no effect on satisfactory progress, because Jolie Hair Academy does not offer them.

## Grading System

In measuring students' academic performance, progress is measured through the assignment of grades and clinical performance.

Clinical skills are evaluated by procedural performance, which provides the instructor with visual evidence of the student's ability to integrate cognitive and behavioral learning. Performance will be based upon the student's skill, accuracy and knowledge of clinical techniques. Client rapport, personal appearance, hygiene, conduct and attitude will be assessed to address all aspects of the profession. Performance evaluation will be graded Satisfactory or Unsatisfactory.

Tests will be administered throughout the course. A student's permanent record consists of an evaluation sheet, time sheet for attendance, and payment sheet. A student must maintain at least a "C" average to be eligible for graduation. The grading system is as follows:

- A** 90 to 100 Excellent
- B** 80 to 89 Good
- C** 70 to 79 Satisfactory
- F** Below 70 Failure

Students may repeat a failed practical exam once, and the highest grade will be used. Students must also submit a minimum of 75% of their assignments on time and must submit all logs to pass. Clinic and fieldwork requirements are graded on a pass/no pass system based on specific standards.

## Course Completion

To obtain a certificate of completion and supporting documentation for state requirements (if applicable) from Jolie Hair Academy each student must:

- Maintain an average grade of 70% or higher
- Complete all hours of practical and theory work
- Pay tuition and fees in full
- Certificates are processed within 30 days

## Completion of Requirements and Incompletes

The student is responsible to make the necessary arrangements for make-up work and exams. This does not change the number of absences.

All assignments are due on the date stated by the instructor. A grade of incomplete is granted at the Director's discretion and only in cases of an emergency and when the student is otherwise in good standing. The student must resolve an incomplete satisfactorily before the end of term. See "Leave of Absence" for related deadlines. No student will receive a diploma until all outstanding assignments and requirements are completed, and all outstanding fees paid. Any student who repeats for any reason must sign a new Enrollment Agreement and pay the current tuition rate.

## In-Class, Supervised Hours

The lecture class includes instruction in anatomy, physiology, chemistry, electricity, physics, communication skills, business practices, and demonstrations.

Practical class includes group discussion, body mechanics, self-care and exchange or services. Both have written and practical final exams.

## Required Out-of-Class Assignments

Study, Homework, and Independent work: students spend an estimated six to twelve hours a week on studying and homework. Community education is an important aspect of the program. All students complete this requirement by providing hair, skin, nail and other services at nursing homes, clinics, beauty fairs, make-up stands, hair and skin care product sales.

Students sign up for these opportunities as they become available. Independent fieldwork projects are selected by each student, planned, reviewed with staff, and accomplished.

Jolie Hair Academy uses a paper system in test taking. Students are given a paper test at the end of each chapter. Students are to complete the test assigned to them at the end of each week.

## **Graduation and Documents Awarded**

The last hours of the final day of the Course are devoted to the graduation process. All instructions and applications for the State Board Test are given out, and each student is guided through the process of filling these out. Each student then makes a presentation of the report they have prepared (on any topic related to their field) to the graduates, undergraduates and their guests. The final grades, record sheets, job leads, and report cards are given. Students are requested to fill out a Course Evaluation Form. This is used to improve our offerings and methods of presentation.

## **Cancellation & Refund Policy**

Jolie Hair Academy follows the refund policy as published by the Commission of the Council on Occupational Education. Refund Policy for Programs for Periods of 12 Months or Less is: If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100.00 of the tuition and fees may be retained by the institution. Students that withdraw or are terminated from the institution after the 1st day of classes and during the first 10% of the period of the financial obligation, the institution shall refund 90% of the tuition. After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund 50% of the tuition. After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund 25% of the tuition. After the first 50% of the period of financial obligation, the institution may retain all of the tuition. Refund Policy for Programs Obligorating Students for Periods beyond Twelve Months: The institution releases the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months. The calculation of the refund for the unused portion of the first 12 months shall be based on the refund policy stated above for periods of 12 Months or Less. If a student is registered for more than one program, the start date is the first day of attendance for each program. The above referenced refund policy will apply to each program individually. Refunds will be made within 45 days.

Refunds, when due, are made without requiring a request from the student. If a student officially withdraws from school, or if a student is officially terminated from the school that date becomes the Date of Determination.

## **Refunds for Books and Materials**

Once received by the student, books and other materials are the property of the student. Once distributed, the school does not accept merchandise returns and makes no refunds for these items

## **Student Grievance Procedure**

Most problems or complaints that students may have with the school or its administration can be resolved through a personal meeting with the school's staff or faculty. If, however, this action does not bring the situation to a close to the satisfaction of students, they may submit a written complaint to Jolie Hair Academy, Attn: School Director, 10134 Colvin Run Rd Suite C. Great Falls, VA 22066. The written complaint should contain: 1) the nature of the problem(s), 2) approximate date(s) that the problem(s) occurred, 3) name(s) of the individual(s) involved in the problem(s)- staff and/or other students, 4) copies of important information regarding the problem(s), 5) evidence demonstrating that the institution's complaint procedure was followed prior to this point in time, and 6) student signature. Students may, of course, call the School Director to schedule an appointment at any time if they prefer not to follow the written complaint procedure. Students who file a written complaint can generally expect to receive a written response within 10 business days. If a problem arises, students should make every attempt through the formal complaint procedure within the institution to find a fair and reasonable solution.

Students who file a complaint will not be subject to unfair actions as a result of initiating a grievance.

## Appeal Procedure

A student whose training has been interrupted for failing to make satisfactory progress may apply to the school's Director for reentry. Students seeking reentry will be counseled by their faculty advisor before they are readmitted. A student will not be making satisfactory progress until they meet the satisfactory progress standard or until they win an appeal. A student who wishes to file an appeal of the schools' decision must do so with the School's Director within ten (10) days of receiving the decision.

The Director will present the appeal to the Committee for review. The Committee may call the student forward for further investigation of the case. The Committee will report their findings to the Director for his final decision. The decision of the School's Director is final.

## Career Services

The Career Services Assistant will make every attempt to assist graduates with job placement upon graduation. Business owner and hiring companies are invited as guest speakers to meet and potentially hire our students. Placement assistance services usually begin at the midpoint of a student's program. At this time, students have the opportunity to meet one-on-one with a Career Specialist to receive counseling and assistance in preparing a resume, developing effective interview skills and in implementing a successful job search strategy.

Upon graduation, students will be given the names, addresses and telephone numbers of owners/managers that have job openings in the graduates' related file. Former graduates are also welcome to employment assistance. If problems related to personality, communication, punctuality, character, or hygiene cannot be resolved during the course, the Director may choose not to recommend, the graduating student for placement. This profession is a growing industry in the United States. There are numerous job opportunities in salons, spas, health clubs, although; many students are successful in starting their own businesses. For those, Jolie Hair Academy provides the option to use our spa rooms and facilities to build their own clientele, while waiting to settle on the best career path. This option allows students to rent a space for no more than 75 hours.

Every effort is made to secure job opportunities for Jolie Hair Academy graduates, either upon the completion of training or at a later date. Jolie Hair Academy does not guarantee employment.

## Licensing

State requirements are available from the National Cosmetology Association. A copy is available in our office for reference.

## Changes to Course Content and Materials

The school reserves the right to change course content, materials, class's schedules and textbooks. No additional charges are made to currently enrolled students for these types of changes.

## Schedule And Start Dates:

Jolie Hair Academy offers a flexible schedule with Day and evening classes. Clock hours may be different from contracted schedule due to the availability of models for practical.

JOLIE HAIR ACADEMY Implements a Rolling Admission; some start and ending dates are illustrated according to the program hours:

<b>Fall</b>	September 1st - (or Tuesday after Labor day)
<b>Winter</b>	Dec 1st
<b>Spring</b>	March 1st
<b>Summer</b>	June 1st

## Estimated Completion Time:

### Estimated completion for full time students is as follows:

1500-hour programs should take approximately 43-weeks

### Estimated completion for part time students is as follows:

1500-hour programs should take approximately 71-weeks

## Holidays:

Jolie Hair Academy observes the following holidays:

- Labor Day - Thanksgiving - Christmas - New Year's Day - 4<sup>th</sup> of July

## Hours of Operation:

JOLIE HAIR ACADEMY administrative offices are open from 9:00 am to 6:00 pm, Monday through Saturday. You may contact any of the administrative staff @ (703) 624-6666 or email education@JolieHairAcademy.com. Faculty is available to meet with students outside of normal class by appointment.

## Directions and Location:

10132 Colvin Run Rd., Suite C, Great Falls, VA 22066 **Tel:** (703)624-6666

On 1-495 take exit 47A (Leesburg Pike, West) towards Tyson's Corner. Three miles after passing the Dulles Access road interchange, turn right turn onto Colvin Run Road.

Go 1/2 mile. JOLIE HAIR ACADEMY is in the Leigh Corners Condominiums complex behind Dante's Restaurant. Go to rear parking lot, to almost the corner, 1st level.

## Program Description:

### Cosmetology

**Objective:** To train students in the challenging and fast-growing field of Cosmetology. Students will gain competence in all aspects of the field of Cosmetology to include: The study of skin care, nail care, hair care, hair shaping, chemical designing and relaxing, permanent waving and hair coloring, business theory and ethics. Numerous positions are available in the field of Cosmetology to include: owner or manager of a salon, the entertainment industries, as well as working as an instructor.

**Textbooks:** Standard Cosmetology Series by Milady, Milady's 12th Edition, Milady, New York 2012.

Cosmetology 1500 CL.Hrs. Theory:690 CL., Practical:810CL. Total:1500CL Hrs.			
Courses	Theory	Practical	Total
Orientation	60	30	90
Manicuring & Pedicuring	30	45	75
Shampooing & Rinsing	15	15	30
Scalp Treatments	15	30	45
Hair Styling	120	120	240
Hair Cutting	135	175	310
Permanent Waving Chemical Relaxing	135	190	325
Hair Coloring & Bleaching	120	135	255
Skin Care & Make up	30	45	75
Wigs, Hairpieces & Related theory	15	15	30
Salon Management	15	10	25
TOTAL	690	810	1500

**Clinical Requirements:** Minimum performance of 10 hair and scalp treatments; 20 hair styling; 15 tinting; 10 bleaching and frosting procedures; 10 temporary rinses; 10 semi-permanent color; 25 cold permanent waving or chemical relaxing; 20 hair shaping; 5 wig procedures; 30 finger waving and thermal waving; 15 manicures/pedicures; 5 facials and waxing procedures; and 20 sculptured nails procedures. Observation and weekly evaluations will be conducted. The 1500-hour course also prepares the students to take the Virginia Cosmetology Board Exam.

<b>ADMINISTRATIVE STAFF AND INSTRUCTORS</b>
<i>STAFF &amp; FACULTY MEMBERS/ INSTRUCTORS-FULL TIME</i>
<b>Armaghan Amy Philippe, MBA</b> - Director / Theory Instructor <b>Mina Jafari</b> - Lead Instructor and Practical Instructor, B.A. in Art UDC, B.A. Italian Language Azad University, Tehran, Iran <b>Farzaneh Mesbahi</b> - Cosmetology Instructor
<i>STAFF &amp; FACULTY MEMBERS</i>
<b>Armaghan Amy Philippe, MBA</b> - Director, COO <b>Afsoun Razmazma</b> - Registrar Liaison

## Staff Bios:

### COO - Armaghan Amy Philippe, MBA

Mrs. Amy Philippe, MBA Jolie Hair Academy Founder & CEO

**Education:** 2003 B.S. degree in Computer Information Systems with a Specialization in Programming, Masters of Business Administration, specialization in Management. 2005 Board of Virginia, Cosmetology License and Instructors License

**Career:** Mrs. Philippe has worked as an academic advisor for the United Arab Embassy and Saudi Arabian Embassy for a total of 12+ years. Working closely with students who are in the United States pursuing various educational degrees.

“As the COO of JOLIE HAIR ACADEMY my objective is to have each student successfully complete the required course offerings so that they will be recognized for holding the highest professional standards within the industry as well as attain all vocational competencies established by the governing state.

My mission is to produce for the profession, knowledgeable and skilled Individuals who will be able to master the art and science of Cosmetology by teaching exemplary public relations skills and excellent business techniques and practices, the student, upon graduation, is adequately prepared to successfully make the transition into the workforce. Our main goal is to prepare you for meaningful and totally fulfilling employment. The Academy and staff look forward to sharing our modern, fully equipped facility in a relaxing environment with you. Don't hesitate to take advantage of all that is offered to you.

“May your experience and learning at JOLIE HAIR ACADEMY be one of academic enrichment and personal growth. My door is always open and I welcome you all and invite you to stop in. I would like to be a part of making your dreams a reality.” - **Armaghan Amy Philippe, COO**

### Lead Instructor/co-founder – Mina Jafari

Mina Jafari graduated from the University of the District of Columbia in 1979 with a Fine Arts Degree. She also has a Bachelor of Arts degree in 1976 from Azad University in Tehran, Iran. After staying home for a number of years to raise her children, she decided to pursue her passion further in Cosmetology by obtaining her Cosmetology License in 1997. She brings to our team 20 + years of exceptional experience. Her mission and passion at Jolie Hair Academy has been to make a difference in the field of Cosmetology by training students to become professionals from the first day. Not only has she brought her knowledge and expertise in Cosmetology to share with us, but also the life experiences she has gained through her travels. As she always tells her students:

“Always put yourself in a learning position.” - **Mina Jafari**

### Cosmetology Lead Instructor/Cosmetology Instructor – Farzaneh Mesbahi

Farzaneh Mesbahi graduated from Cosmetology School in 1989

### Office Liaison Afsoun Razmazma

Imane Bendebci graduated from Oran University with a Bachelor's degree in Psychology and is currently pursuing an MBA at the California University of Management. She worked as a Regional Business training Manager for Nokia, Inc. and as an event coordinator with K2C communications. She joined JOLIE HAIR ACADEMY in 2011 as a Business Manager. Her customer service skills as well as her business background help her successfully maintain the business office.

### Tuition and Fees

There is a \$100.00 application Fee for this program.

Program	Clock Hours	Tuition Price	Textbook/ Material Fee	Product Supply Fee
Cosmetology	1500 cl.	\$8,000	\$250.00	\$250.00

### Additional Fees:

Students with outstanding balances are contacted by Jolie Hair Academy Business Office to clear their account. A finance charge fee of \$50 plus 15 percent per annum might be added to unpaid tuition balance after the student completes his or her program or study period. The Institute provides materials and supplies required for in-classroom training. Tutoring, if needed, is \$35 per hour.

JOLIE HAIR ACADEMY clinic is staffed by advanced students who practice and integrate their skills with clients from the general public, under supervision or independently. Clients may pay a reduced fee, which covers clinic costs. The clinic's professional teaching environment enables the students to have "real practice situations," preparing them for the transition to a professional practice. Accordingly, classes are serious and structured, yet relaxed and informal.

The program are designed for individuals who want to become professional practitioners, or who want to use the skills within their current professions. (In addition to the in class hours, students practice massage outside of class, completing a minimum of five massages per week and recording them in a log) **Clinical requirements:** Students work in the Spa giving 1) 25 hours of massage in the first 150 hours (1st Quarter); 2) 28 hours of massage in the 2nd Quarter; and 3) 47 hours of massage in each of the 3rd and 4th Quarters. This work is done on the general public. Students are required to wear school approved uniform during their shifts.

### Good luck and we appreciate your choosing Jolie Hair Academy!

This catalog is printed annually and each new publication supersedes all previous editions. If there are any questions regarding this catalog or its contents, please contact the Director

