

GENERAL INFORMATION

ABOUT THE SCHOOL

Jupiter Beauty Academy was founded in July 2006 through the Vo family's commitment to providing high quality professional training in the field of Cosmetology.

The school is located at: 95 Freeport St. 2nd & 3rd Floor, Boston (Dorchester), MA 02122
Telephone: (617) 288 – 1811, Fax: (617) 288-1711

MISSION STATEMENT

Our mission is to teach and train each individual student who enrolls in the Academy to master the art and sciences of the cosmetology field, and to develop techniques that will enhance his or her skills within our industry.

Additionally, we will help prepare our students to pass their board exams, with the hope that they will maximize their acquired skills and reach their own personal goals of personal economic independence.

GENERAL FACILITIES

Jupiter Beauty Academy is a state of the art cosmetology school. The institution is 7,500 square feet with classrooms, theory rooms, practice rooms, a dispensary and a reception area. The school has modern equipment and facilities designed to model a salon type atmosphere.

OWNERSHIP

Jupiter Beauty Academy is owned and operated by Jupiter V. Institute Inc., under the President, Tri M. Vo and Vice-president, Tuong M. Vo.

ADMINISTRATIVE STAFF

School Director/Operations Manager: Tri M. Vo
Administrator/Assistant Director: Mike Loc Vo
Registrar: Tri M. Vo, Mike Loc Vo, Quynh Duong, Hung Nguyen
Accountant: Lan Le
Chief Financial Aid Officer: Duong Truong

INSTRUCTIONAL STAFF

Cosmetology 1000 Instructor:
Main Instructor: Denise Baer, Mike Loc Vo, Tri M. Vo
Junior Assistant: Tristan Pham
Aesthetics 300 Instructor:
Main Instructors: "Christine" Hong Vo, Luanne Tran, Lan Le Junior Assistant: Kim Hwaok
Nail Technology 100 Instructor:
Main Instructor: Tri M. Vo, Luanne Tran, Mike Loc Vo

SCHOOL LICENSING

The institution is licensed by the Commonwealth of Massachusetts, Division of Professional Licensure. Commonwealth of Massachusetts, Division of Professional Licensure.
1000 Washington St. Suite 710, Boston, MA 02118-6100
Tel (617) 727 – 9940, Fax (617) 727 – 1627

SCHOOL ACCREDITATION AGENCY

The institution is accredited by NACCAS (National Accrediting Commission of Career Arts & Sciences) NACCAS
3015 Colvin Street, Alexandria, VA 22314
Tel (703) 600-7600, Fax (703) 379-2200
Revised 12/3/2018

ACADEMIC CALENDAR AND HOURS OF OPERATION

New Enrollment:

Start dates for newly enrolled students is every Mondays of each new month for the Cosmetology 1000 and Aesthetics 300 programs. The Nail Technology 100 program's start date is every Monday. On days where a holiday falls on a Monday, start date will be scheduled to a Tuesday.

Attention: All night program no longer be offered starting March 1st of 2019.

Scheduled Program Hours:

Day classes are from 9:00am to 4:30pm. Night classes are from 5:30pm to 9:30pm.
Make up hours are held Saturday from 10:00am to 4:00 pm

Cosmetology 1000: (1000 Clock Hours)

32.5 hrs/wk: 9:00am – 4:00pm, Monday – Friday

19.5 hrs/wk: 9:00am – 4:00pm, Three days per week

Aesthetics 300: (300 Clock Hours)

35 hrs/wk: 9:00am – 4:30pm, Monday – Friday

21 hrs/wk: 9:00am – 4:30pm, Three days per week

20 hrs/wk: 5:30pm – 9:30pm, Monday – Friday

Nail Technology 100: (100 Clock Hours)

25 hrs/wk: 9:00am – 4:00pm, Monday, Wednesday, Friday / Saturday 10:00am – 4:00pm

12 hrs/wk: 9:00am – 4:00pm, Monday, Wednesday, Friday (minimal 12 hrs/wk)

(Day Time Break & Lunch Schedule: Lunch 12:00 pm to 12:30 pm, Break 10:15 am to 10:30 am, 2:00 pm to 2:15 pm)

(Night Time Break Schedule: Break 7:00 pm to 7:15 pm)

School Holidays and Closures:

New Years Day, Martin Luther King, Jr. Day, Lunar New Years Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Thursday and Friday, Christmas Day.

In the event of snow emergencies and/or blizzards in the city of Boston, and is deemed unsafe for students, the institution will inform students of school closures. Students will be given the opportunity to make up the hours.

OFFICIAL OUTCOME RATES (2017):

Graduation:	95.80%
Licensure:	100.00%
Placement:	70.80%

PROGRAMS OF STUDY

Our programs are designed for students who want to begin a new career in the field of cosmetology and/or maximize their knowledge and skills in the field. Our institution provides students with a state of the art learning facility, modeling a salon type atmosphere. Our instructors are knowledgeable in the field and have extensive experience working in the field of cosmetology. All of the programs require instruction of combined theory and practical application with emphasis on safety and sanitation.

COSMETOLOGY 1000

Course Description: The Cosmetology 1000 course introduces students to manicuring, hair removal, facials and skincare, hair beautification, haircutting, chemical application-perm, foiling, highlights and more, to work in fields of Cosmetology, Skincare and/or Nail care. Generally, with a certificate in Cosmetology, there is opportunity to provide services in shampooing cutting, coloring, styling hair, massaging and treating scalp.

Minimum Hours Requirement: 1000 Clock Hours

Careers in Cosmetology: There are an array of career options for graduates of Cosmetology 1000 program upon licensure, as defined by the Department of Labor and Statistic. There are opportunities as Barbers, Hairdressers, Hairstylists and Cosmetologists (SOC Code: 39-5012.00) he/she may “Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services.”

The Mean hourly wages reported, in May 2017, for hairdressers, hairstylists, and a cosmetologist, including tips and commission, is \$14.66. See: <http://www.bls.gov/oes/current/oes395012.htm>

Minimum Employment Prerequisites: Certificate of education completion in field of Cosmetology with minimum state required hours and an Operator Type 2 license for employment in Massachusetts.

Physical Demands of the Profession: Interested applicants should expect long work periods, prolonged standing. Additionally, some risks may include allergies and chemical reactions. Potential applicants who are pregnant or expect to be should consult with their doctors.

Course Subject Hours:

Cosmetology 1000 Course Subjects	HOURS
Manicuring, Pedicuring (including 12.5 hrs. of Artificial Nail)	50
Hair Straightening and Permanent Waving	250
Shampooing	25
Finger Waving	50
Marcelling and All Iron Curls	45
Skin Care/Facial Grooming.	80
Wig Instruction and Scalp Treatments	50
Dyes and Bleaching (packs, tints, rinses, reconditioning)	150
Hair Cutting	125
Oral, Written and Practical Tests, Sterilization, Hygiene and Anatomy	125
Instruction and Lecture on Sanitation	25
Ethics, Salesmanship, Courtesy and Conduct, Salon Management	25
TOTAL	1,000

AESTHETICS 300

Course Description: The Aesthetics 300 Course teaches beautification, facial massage techniques, cleansing or stimulating the skin by the use of cosmetic preparations, antiseptics, tonics, lotions or creams, or a device- electrical or otherwise; applying cosmetics or eyelashes to any person, eyebrow arching, and hair removal through waxing and tweezers.

Minimum Hours Requirement: 300 Clock Hours

Careers in Aesthetics: Successful graduates of this program may seek opportunities as a Skin Care Specialist. The Department of Labor and Statistics defines a “Skin Care Specialist” (SOC Code: 39-5094.00) as someone who “provide skincare treatments to face and body to enhance an individual's appearance. Includes electrologists and laser hair removal specialists.”

The mean hourly wage reported for Skin Care Specialists, in May 2017 was \$16.89.
See: <http://www.bls.gov/oes/current/oes395094.htm>

Minimum Employment Prerequisites: Certificate of education completion in field of Aesthetics with minimum state required hours and Aesthetician Type 7 license for employment in Massachusetts.

Physical Demands of the Profession:

Interested applicants should expect long hours and periods of standing and/or sitting.

Course Subject Hours:

Aesthetics 300 Course Subjects	HOURS
Anatomy & Physiology	10
Diseases and Disorders of the Skin	10
Cosmetic Chemistry Ingredients and Product Knowledge	25
Sterilization, Sanitation and Bacteriology	30
Management, Laws, Communication and Ethics	20
Massages (Facial)	35
Application of Makeup and Sales Product Knowledge	25
Electricity and Aesthetics Equipment	10
Depilation and Waxing	30
Clinical Practice, Record Keeping and Treatment Procedures	105
TOTAL	300

NAIL TECHNOLOGY 100

Course Description: The Nail Technology 100 course teaches the care of fingernails and toenails, beautification of nails, application of nail extensions and massage techniques for hand, feet and nails.

Minimum Hours Requirement: 100 Clock Hours

Careers in Nail Technology: Successful graduates of this program may seek opportunities as “Manicurists and Pedicurists.” The Department of Labor and Statistics defines “Manicurists and Pedicurists” (SOC CODE: 39-5092.00) as individuals trained to “Clean and shape customer’s fingernails and toenails. May polish or decorate nails.” This may also include opportunities as a nail salon owner.

The Employment estimate and mean wage estimates for this occupation in May 2017: is \$12.01/hour. See: <http://www.bls.gov/oes/current/oes395092.htm#nat>

Minimum Employment Prerequisites: Certificate of education completion in Nail Technology with minimum state required hours and Manicurist Type 3 license for employment in Massachusetts.

Physical Demands of the Profession: Interested applicants should expect long work periods, prolonged sitting and bending over. Additionally, some risks may include allergies and chemical reactions. Potential applicants who are pregnant or expect to be should consult with their doctors.

Course Subject Hours:

Nail Technology 100 Course Subjects	HOURS
Safety/Sanitation	10
Artificial Nail Techniques	25
First Aid	2.5
Basic Manicuring with Hand and Arm Massage	40
Professional Ethics/ Salon Management/State Laws	12.5
Oral-Written-Practical Examinations Hygiene and Anatomy	10
TOTAL	100

STUDENT EVALUATION

The students are evaluated two times during the course, in order to ensure they are maintaining satisfactory academic progress in theory, practical and attendance. Please see Student Policies for provisions of the Satisfactory Progress Report.

Grading System: Students must maintain academic grades of at least 75% and attendance of at least 68% to meet satisfactory academic progress.

The following factors will be used to determine academic progress: Theory (test grades, assignments, etc.), Practical work and Clinical/Laboratory work.

Students' Cumulative Theory and Practical Grading Scale:

Grade	Score Range	Grade Point Average
A	95-100	4.00
A-	90-94	3.50
B+	86-89	3.0
B	82-85	2.75
B-	78-81	2.50
C	75-77	2.0
F	0-74	0.0

A = Excellent B = Good, C = Satisfactory and F = Fail

Attendance: Our institution uses a time clock to track student hours and maintain a daily record of attendance with each student personally punching the time clock. Students will not receive credit for hours they did not attend.

GRADUATION REQUIREMENTS

Each student must complete the required hours for the enrolled program of study. In addition, the student must pass all written and practical tests with an average score of 75% or above; and successfully pass the mock state board exam. Finally, all financial obligations to the school must be settled in order for the student to graduate from the program. Upon completion of the program, students will be awarded a Diploma with indication of the student's successful completion of training. All graduates will be given a Licensing Application Form to sit for the Commonwealth of Massachusetts Cosmetology Licensure Exam.

STATE OF MASSACHUSETTS PROFESSIONAL LICENSURE

All graduates must apply for the State Board Licensure Examination and pass in order to receive a license to practice in Massachusetts. The institution will assist in scheduling the examination and preparing students through a mock state board exam. However, the costs related to taking the examination, canceling/rescheduling the reservation and receiving licensure is the sole responsibility of the student. A valid and current license is the prerequisite for employment in the state of Massachusetts within the Cosmetology field. Please check with other states for their minimum licensing hour's requirements.

ADMISSIONS POLICY

NON-DISCRIMINATION POLICY:

Jupiter Beauty Academy does not discriminate on the basis of sex, race, age, color, ethnic origin, religion or handicap.

ADMISSION CRITERIAS:

- 1) Applicants must be at least 16 years of age.
- 2) Possess a valid Social Security Identification Number.
- 3) Provide personal identification with proof of age.
- 4) In addition, all applicants must meet one of the following educational criteria:
 - a. Possess a high school diploma/GED, or its equivalent, through the following proof: copy of diploma, copy of high school transcript showing completion, college transcript, certificate of attainment certified/verified by the high school's state or other recognized agency. If proof of high school completion from a foreign country is not in the English or Vietnamese language, the document must be formally translated into English for acceptance.
 - b. For those student who did not complete a high school diploma or it's equivalent and are beyond the age of compulsory education they are allowed the opportunity to demonstrate that they have the ability to benefit (ATB) from the training offered at our institution:

Before enrollment, the applicant must be able to successfully pass an aptitude test provided by Wonderlic Inc, measuring the student's ability to benefit from the program. Additionally, ATB eligible students must meet all the requirements listed above for Admissions.

- 5) A selected percentage of secondary school students who are not enrolled under any training agreements are permitted to enroll at our institution under the follow conditions: he/she must obtain permission in writing from the secondary school in which they are enrolled and successfully complete a pre-enrollment evaluation (which includes a prospective student interview and a passing score on Ability to Benefit test.)

RE-ENROLLMENT:

If a student has been terminated or withdrew from the school and wishes to return, he/she must go through the registrar and fill out the necessary paper work that will then be forwarded to the school director for their comments regarding approval for re-enrollment. Students who have withdrawn for more than one year may be subject to loss of hours based on the regulations of the State Board of Cosmetology of Massachusetts. If a student is allowed to return, an administrative fee of \$45.00 is required.

RETAINED HOURS: For students who re-enroll, please note the Commonwealth of Massachusetts Board of Cosmetology Policy on hours: If a student fails to complete an educational program, those hours earned can be combined with hours from another educational program for a period of one year after the termination of the program. For educational programs discontinued between on and three years, half of the hours earned will be deemed expired. No incomplete education will be accepted for licensure which is more than three years old. Credit for any incomplete programs is subject to Board approval.

TRANSFER STUDENTS:

Jupiter Beauty Academy does not recruit students currently enrolled at another institution. The school may recognize credit for all of the applicant's previous hours of training at a different school, provided it is approved by Massachusetts State Board of Cosmetology and if a student scores 75% or above on a mandatory Practical and Written Assessment administered by the institution. The amount of hours actually approved for transfer to complete the program of study will be determined by the institution based on the results of the Practical and Written Assessment and State Board approval.

Transfer students may be enrolled at any time. Applicants must have completed no more than the following hours listed for enrollment consideration:

Cosmetology 1000: 400 hours, **Nail Technology 100:** 40 hours, **Aesthetics 300:** 120 hours

If approved for enrollment and depending on transfer hours accepted by the institution, tuition will be charged at the hourly rate for the remaining hours of the course, plus administrative fee, kit and books if the student decides to enroll in the program. In addition to the general admissions requirements, transfer applicants are required to have the following documents before acceptance and matriculation into the program:

- a) An official transcript of hour approved from Massachusetts State Board of Cosmetology. The Massachusetts State Board of Cosmetology will forward this information to the institution; however, the form must be completed and submitted by the student.
- b) An official transcript with Written and Practical grades from the school the student is transferring from.

TRANSFER OF CLOCK HOURS

Some applicants interested in the Cosmetology 1000 program may seek credit for hours from their previous training at a different school for Nail Technology and/or Aesthetics. Students may apply for credit of these hours after enrolling in this program by completing necessary forms. Transfer hours approved will be at the discretion of the Board of Registration of Cosmetologists. The transfer of clock hours will reduce the student's required hours for the program. These students will be considered transfer students.

Federal Student Aid / Financial Assistance

Jupiter Beauty Academy's financial aid officers are here to help assist you in finding options available to you as students. Students enrolled in the Cosmetology 1000 program are eligible to apply for federal financial assistance through Title IV of the Higher Education Act, which includes Federal Pell Grant (which you **do not** have to repay) and low cost/low interest Federal Loans (payments beginning after you have been out of school for six months). Allow our Financial Aid Officers to help you find the most affordable way to help create your future in the beauty industry.

Scholarships/Grants

Jupiter Beauty Academy is committed to helping students find any options available to help finance their education and future. There are many scholarships/grants available for programs offered at Jupiter Beauty Academy. As members of AACCS (American Association of Cosmetology Schools) we have access to a variety of scholarships available to AACCS members only. Our mission doesn't stop there; we are also on a constant search for any non-AACCS affiliated scholarships/grants, which can help our students financially. For questions regarding scholarships/grants please consult with the school's financial aid officer.

TUITION AND FEES

Below is the schedule of estimated fees at the institution, effective for enrollment after June 11, 2012. Fees and costs are subject to change without notice; however, they will not affect current students. Jupiter Beauty Academy offers monthly payment plans for students at no additional charge, spread out over a student's course of study and payable upon completion. The forms of payment accepted include: cash, check, money order or through funds pre-approved by a non-federal or governmental agency are accepted.

FEE SCHEDULE FOR INDIVIDUAL PROGRAMS:

Course Title	Administrative	Tuition Charge	Books	Kits	Total Costs	Estimated 1st Down Payment:
Cosmetology 1000	\$45.00	\$9,296.00	\$185.00	\$424.00	\$9,950.00	\$1,550.00
Aesthetics 300	\$45.00	\$2,370.00	\$160.00	\$85.00	\$2,660.00	\$1,000.00
Nail Technology 100	\$45.00	\$715.00	\$140.00	\$50.00	\$950.00	\$500.00

ESTIMATE OF ADDITIONAL EXPECTED FEES/EXPENSES:

Massachusetts Licensure Exam Fee (not collected by school) Subject to Change	\$150.00 (1st Time), \$120.00 (Retake)
Massachusetts Licensing Fee (not collected by school) Subject to Change	\$68.00 (renewable bi-annually)
Replacement Uniform (Purchased Kits will include)	\$15.00
Returned Check Fee	\$25.00
Administrative Fee for Re-enrollment	\$45.00
Transcript Fee (1st Request: Waived)	\$10.00
Schedule Change Request (1st Request: Waived)	\$25.00
Extra Instruction beyond contract period (3 weeks beyond contract end)	\$10.00/hr for hours remaining in contract
Late Payment Fee beyond 10 calendar days of due date	\$10.00/each billing period

EXTRA INSTRUCTIONAL CHARGES POLICY:

A grace period of 3 weeks will be allowed for students to complete the program after the scheduled contract end date. Due to reserved space, equipment and licensed instructors, the institution must charge students for extra instruction. If a student does not complete his/her required hours 3 calendar weeks after his/her scheduled contract end date, additional training hours will be billed at a rate of \$10 per hour remaining, payable in advance. Students will not be allowed to clock in until applicable payments are made. However, all monies received for extra-instruction prior to completion of the student contract are refunded if the student terminates.

TRANSFER OR RE-ENROLLING STUDENTS:

The tuition rates current at the time of transfer/re-enrollment will apply to the balance of training hours needed for students who transfer/re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply.

STUDENT KITS AND BOOKS: Students have the option of opting out of purchasing the school's kits and books. However, they must have all the required tools, supplies and books in order to meet course requirements, no exceptions will be made. Additionally, they are responsible for replacing those items if lost or stolen.

SCHOLARSHIP AND FEE WAIVERS:

Our institution currently does not offer any scholarship opportunities for prospective students. Payments by third party on behalf of students will be deducted from their account. Family members or staff may qualify for training and tuition at no or reduced charges. We offer fee waivers based on mitigating circumstances.

REFUND AND NOTICE OF CANCELLATION:

For calculating refunds and determining if student owes any money upon withdrawal or termination of contract, the institution will use the policy mandated by the Commonwealth of Massachusetts set forth in the Massachusetts general law Chapter 225, Section 13K:

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
7. If you terminate this agreement after the initial five-day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five per cent of the contract price, whichever is less.
8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day, such writing is mailed.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

Administrative Costs Equal: \$45.00

Additional Provisions of Refund Policy:

- All refunds will have based on the student's scheduled hours in the program at the time of termination or withdrawal, based on the student's last date of attendance.
- Any moneys due will be made within 45 days by check from date of cancellation or termination as defined below.
- Applicants not accepted by the school is entitled to a refund of all moneys except a non-refundable application fee, if applicable.
- Additional information for students receiving Federal Financial Aid (Title IV), please refer to "Return of Title IV" section of catalog, or consult the school's Financial Aid Officer.

The “formal cancellation date” will be determined by postmark on written notification from the student or legal guardian, the date said notification is delivered or requested to the school in person or the date of termination by the school. The official cancellation or withdrawal date shall occur on the earlier dates:

- If a student or legal guardian cancels the contract within three business days of signing the enrollment agreement, regardless of whether the student has begun training, all monies collected by the school are refunded except a non-refundable application fee, if applicable.
- If a student or legal guardian cancels the contract after three business days of signing the enrollment agreement, but prior to entering classes, a student is entitled to refund of all monies paid to the school less an application fee, if applicable, and an administrative fee of \$45.
- Students who are identified as “unofficial withdrawals and cancellations” include the following students: absences totaling more than 14 calendar days with failure to notify the school; and for students on leave of absence the earlier of the two dates- date notice written to school informing student will not be returning or the scheduled date of return from the leave of absence. The “unofficial withdrawals and cancellations” will be determined by monitoring of clock hours achieved by the student at least every 30 days if not sooner.
- Termination from the school may be a result of: failure to maintain Satisfactory Progress, misconduct and/or violation of Student Policy and Procedures. Refund for expulsion be calculated based on the student’s last date of attendance.
- If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is canceled subsequent to the student’s enrollment or closed and the instruction began, the school will either provide a full refund of all monies paid or completion of the course at a later time. Additionally, a list of students will be maintained and collected. The school does not participate in any teach-out plans with other institutions.
- Other miscellaneous charges the student may have incurred at the institution, including extra kit materials, books, products, unreturned school property, uniforms, supplies, etc are non-refundable once issued and used.
- If a student is a recipient of a non-federal agency funding (e.g. State or local agencies), withdraws prior to course completion, a calculation for return of funds will be completed and any applicable returns by the school shall be paid, as applicable, first to the non-federal agency; and last to the student.
- If a student’s contract is terminated prior to completion, all monies received for extra-instruction hours charge are refunded.
- If a student or legal guardian cancels or withdraws and provides proof of mitigating circumstances the school will make exceptions at their discretions in calculating the refund in the Minimum Tuition Adjustment schedule.
- In the collection of monies through the institution, lawyers or third parties, the institution will refer to the school’s Withdrawal and Settlement Policy in written correspondence.
- Minimum Tuition Adjustment Schedule:

STUDENT SERVICES

ORIENTATION

The school conducts a mandatory orientation on the first day of class. The orientation provides information about the instructional program, the objectives of each course, any policies affecting students, and services available to students. Students will not receive any clock hours for orientation.

COUNSELING AND ADVISING

Our School Director and Instructional Staff are available to assist students with educational problems. However, staffs are not trained as professional counselors and may not provide medical, legal or professional advice to students. If students are experiencing any drug, alcohol, domestic, mental and other personal problems, the school will refer students to the appropriate agency.

EMPLOYMENT ASSISTANCE

Jupiter Beauty Academy will not make any guarantee of employment or salary upon graduation. Upon completion of the program and professional licensure, students will be able to search for entry-level occupations. The school will assist in finding suitable employment by providing area job openings on a career opportunities bulletin board for students. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places an emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on employment needs and concerns.

RELEASE OF STUDENT RECORDS

Student records are maintained in a secure location to protect the students' privacy. Students and parents or guardians of minors may have access to student records by appointment. The director or appointed staff will supervise and interpret the records and answer any questions that you and your parents may have. Students, parents or guardians requesting copies of any or their entire file will be subject to a charge of \$.50 per page.

RELEASE OF INFORMATION TO A THIRD PARTY

Information from a student's file cannot be released to another party unless that student or parent or guardian of a dependent minor has signed a consent form. Consent forms may be obtained in the registrar's office. An exception will be made for licensing, legal or national accreditation purposes. For more information, please see the FERPA Policy in the last page of this catalog.

INSTITUTIONAL POLICIES

The following student code of conduct and student policies are presented to potential students prior to enrollment for complete understanding of the school's policy which may effect a student's enrollments. Students must abide by these policies in order to remain in good standing:

STUDENT CODE OF CONDUCT AND POLICIES

All students are required to abide by the student conduct code and policies. Non-conformance with the Student Code of Conduct and Policies may be cause for termination.

STUDENT CONDUCT POLICY

- 1) Jupiter Beauty Academy will dismiss, suspend, and or terminate anyone in the school under the influence of any drug and/or illegal substance. Please see the Drug and Alcohol Abuse Policy.
- 2) No personal phone calls will be allowed on the school's business phone.
- 3) Students must practice safe hygiene, safety, and sanitation while in school.
- 4) No student can receive over the following hours of attendance per day, without instructor approval. Additional hours over the maximum will be considered library hours.
Cosmetology 1000: 6.5 Hours, Aesthetics 300: 7 Hours, Nail Technology 100: 6.5 Hours
- 5) A thirty-minute lunch break is required for students attending seven hours a day.
- 6) No use of cell phones within the clinic/lab and classroom.
- 7) Students must maintain satisfactory academic progress.
- 8) No use of profanity or obscene language, no fighting, no weapons.
- 11) No smoking inside building.
- 12) No stealing any property from other students or from the institution.
- 13) Students are expected to maintain a "professional" appearance by wearing uniform lab coat at all times when in the school building. Please use correct judgment when choosing your attire. Students not wearing their uniform, must purchase it in order to adhere to the uniform policy
- 14) Students must receive permission from the instructor prior to receiving personal services on the premises. There is a reduce charge for student services which must be paid in advance of the service commencing.
- 15) Only supplies purchased by the school are to be used at the school. Students may not bring their own products/supplies without instructor's approval.
- 16) No student is allowed to refuse a client for any reason unless the instructor has discussed the particular situation with them. If a student refuses to perform a client's service, disciplinary actions may be taken.
- 17) Service Checks – All services must be checked by an instructor in order to receive credit for the service.
- 18) Students must remove all items from the cupboards daily. Any items left may be subject to disposal at the conclusion of the day.

19) No visitor is permitted in the classroom or student lounge area unless approved by the instructor.

20) No student may leave a patron while doing a perm or hair coloring service, except in an emergency and is excused by an instructor.

21) Students are responsible for the return of materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.

22) Students agree as further consideration that neither Jupiter Beauty Academy (JBA) nor its officers nor employees shall be liable for any injuries to student or damage to any property arising out of any work done by the student or on student and further, student agrees to hold Jupiter Beauty Academy (JBA) harmless from any cause of action arising out of negligence of student by any third party. Jupiter Beauty Academy (JBA) is a drug free environment. No persons shall enter the school at anytime under the influence of drugs. Any involvement with possession, sale, or distribution of drugs will result in immediate termination.

23) Our Institution uses a time clock to track student hours and maintain a daily record of attendance with each student personally punching the time clock.

- Each student must clock in/out for himself/herself. No student may allow another person to clock in or out on behalf of that student.
- The student must clock out when he/she is out for lunch, or when he/she leaves the facility more than 10 minutes for any reason.
- Student must complete and sign their time card at the last day of attendance of each week.

LEAVE OF ABSENCE POLICY

A student may be granted a leave of absence (LOA) for circumstances beyond his/her control due to financial hardships, family, medical reasons and any other reasonable circumstances upon the school's approval. If a student requests a leave of absence, the following must occur:

1) The student must have made a written request in advance by requesting a form from the school and including the reason for his/her request and required documentation, if applicable.

2) If unforeseen circumstances prevent him/her from requesting a leave of absence in person, the institution will at our discretion approve the Leave of Absence and collect the signature and request from the student at a later date. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution due to the request of LOA.

3) The institution will allow a student to take a leave of absence from the program for up to two (2) ninety days (90) periods, but not to exceed 180 days within a twelve-month period.

4) Students who are on an approved leave of absence who decides he/she may not be returning or fails to return as required will be refunded based on the earlier of the two dates: the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning. Unofficial withdrawals by the school will be determined by the institution at least every 30 days. The withdrawal date will be the date the student fails to return from an approved Leave of Absence.

5) The institution will extend the student's maximum course completion time frame and the contract period by the same number of days taken in the LOA. As a result, an addendum to the contract agreement will be signed and dated by all parties.

6) When a student returns from a leave of absence, their satisfactory progress status will be the same as before he/she leaves.

ATTENDANCE AND TARDY POLICY

To verify a student's attendance, it is required that all students clock in and out when entering or leaving the school in order to receive credit. All students are required to maintain 68% of scheduled attendance while enrolled at Jupiter Beauty Academy to attain satisfactory performance. Student hours are calculated by rounding to the nearest quarter hour. A student will receive credit for all hours attended, at the maximum allowed each day and week; exceptions will be made based on instructor approval. Students who are tardy will not get credit for hours not in attendance.

Maximum Clock Hours allowed:

Cosmetology 1000: 6.5 hours day and/or 32.5 hours a week

Aesthetics 300: 7 hours a day and/or 35 hours a week

Nail Technology 100: 6.5 hours a day and/or 25 hours a week

Regular attendance is crucial so that a student will complete his/her course of study in a timely manner according to his/her contract agreement. If a student will be absent from school, he/she must inform the school of the intended absence- either through telephone log or written note. The student must relay the absence to the school administrator the reason he/she will not be in attendance; a record of the absence is recorded.

A valid excuse constitutes illness with a doctor's note, family emergency or circumstances beyond a student's control. If a student has excess excused and/or unexcused absences, he/she may be required to meet with a school administrator to ensure that he/she is maintaining satisfactory progress. However, after 15 calendar days of non-attendance a student will be automatically terminated from the program if he/she has not requested a leave of absence or provided a documented valid excuse. A refund will be issued per the refund policy.

MAKE-UP HOURS POLICY AND PROCEDURE

A student who does not complete a theory test on test day will be required to complete the test upon returning to school. Missed assignments will be made by the classroom instructor or supervisor for students to complete as make-up work. If a student misses practical and/or clinical assignments, he/she may be required to practice on a mannequin head. The student may have to make arrangements to attend the theory class they missed at a future date for credit.

Students are allowed to make up attendance hours in order to meet the satisfactory progress requirement (see Satisfactory Progress policy.) However, students still must adhere to the Maximum Clock Hours allowed unless approved by the instructor.

WITHDRAWAL/TERMINATION POLICY

Students may terminate their contract at any time in writing. The date the request is submitted in person or postmarked will be the official withdrawal date. Additionally, the withdrawal/termination date for the following reasons with the exception of the Leave of Absence, will be considered the student's last date of attendance.

The student may also be subject to termination at the school's determination for the following reasons:

- Disregard and violation of the Student Code of Conduct Policy.
- Failure to maintain the institution's Satisfactory Progress Policies.
- Failure to attend classes for 14 calendar days without notification or proper excuse.
- Non-payment of tuition/fees.

- Any reason deemed necessary by the administration to maintain the positive educational environment and attainment of the institution's general objective.
- Non-compliance with the Terms of Agreement as outlined in signed student enrollment agreement.
- Failure to return from an approved scheduled leave of absence. The refund will be based on the earlier of the two dates: the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

Withdrawals by the school will be determined by the institution at least every 30 days if not earlier. Tuition refunds will be based on the student's withdrawal date, in accordance to the Refund Policy.

STUDENT GRIEVANCE PROCEDURE

The school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be additionally outlined to students in new student orientation ensuring that all students know the steps and their rights. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature and patterns of complaints for the institution.

The following procedure outlines the specific steps of the complaint process:

- The individual must register the complaint in writing on the designated form provided by the institution or written letter within 15 calendar days of the date that the act which is the subject of the grievance occurred.
- The complaint will be forwarded to the School Director and will be reviewed and will be reviewed within 15 business days of receipt. The individual will be called into the office to discuss the grievance. A copy of the meeting notes will be provided to the individual. If necessary, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint. If the complaint is of a nature such that it cannot be resolved by management, it will be referred to an appropriate agency if applicable.
- The Administrator will review and decide within 21 (twenty-one) days of the student meeting. A letter will be sent to the individual stating the steps needed to correct the problem, or information stating that the complaint was not warranted based on evidence.
- Students must exhaust the institution's internal complaint process before submitting the complaint to the Massachusetts State Board of Cosmetology or the school's accrediting agency, if applicable:

Commonwealth of Massachusetts, Division of Professional Licensure:
1000 Washington St. Suite 710, Boston, MA 02118-6100
Tel (617) 727 – 9940, Fax (617) 727 – 1627

USE OF SCHOOL VIDEOS & LIBRARY POLICY

This institution maintains a reference library containing many audio and visual aids, books periodical magazines for the use of the staff and student body. The library is located in the Cosmetology classroom.

The policy for student library is as follows:

- Students are encouraged to utilize the materials available to them for independent study and research for assignments.
- Students are responsible for the materials they check out and may charged for any materials not returned or damaged.

SATISFACTORY ACADEMIC PROGRESS POLICY

Students who fail to attain satisfactory progress will be placed on warning, at which point the student will be considered making satisfactory progress. Students placed in warning will be monitored up until the next evaluation period. Students placed on warning who do not meet satisfactory progress by the next evaluation period will be subject to probation. Results of the Satisfactory Academic Progress evaluations are provided to students and require a signature of receipt. The results are posted in the student's file and may be accessed upon request.

The Satisfactory Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment.

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation.

Complete the course within 147% maximum timeframe as defined in the enrollment agreement. Students who exceed 147% of maximum time may be subject to termination. Termination may be avoided by means of an appeal process.

Only students who maintain satisfactory academic progress are eligible to receive Title IV assistance. Students will be notified of any evaluation that impacts their financial aid eligibility.

Student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

1. Evaluation Periods:

Students are evaluated for Satisfactory Progress as follows:

Cosmetology 1000: 450, 900 clock (scheduled) hours

Aesthetics 300: 140, 280 hours clock (scheduled) hours

Nail Technology 100: 40, 80 clock (scheduled) hours

2. Attendance Progress Evaluations:

Students are required to attend a minimum of 68% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 68% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

3. Maximum Time Frame:

The Maximum time allowed for the students to complete each course at satisfactory progress is stated below using the following equation to calculate:

Program hours multiplied by .68 equaling the amount of hours at 68%

Then, Program hours divided by the amount of hours at 68% equaling maximum timeframe

Therefore, 68% attendance equals 147% maximum timeframe

Listed below are maximum timeframe for each program:

Cosmetology 1000 Course: (1000 Hours)

Hours Per Week	Maximum Weeks	Scheduled Hours
32.5 hrs/wk	45	1470
19.5 hrs/wk	76	1470

Aesthetics 300 Course: (300 Hours)

Hours Per Week	Maximum Weeks	Scheduled Hours
35 hrs/wk	13 weeks	441
20-21 hrs/wk	22.5 weeks	441

Nail Technology 100 Course: (100 Hours)

Hours Per Week	Maximum Weeks	Scheduled Hours
20 hrs/wk	7.5 weeks	147
12hrs/wk	12.5 weeks	147

4. Numerical Grades are assigned according to the following scale:

Students are required to attain a cumulative average score of completed practical and theory assignments of academic grade of 75%. Please see individual:

A=Excellent, B=Good, C=Satisfactory and F = Failing

Grade	Score Range	Grade Point
A	95-100	4.00
A-	90-94	3.50
B+	86-89	3.0
B	82-85	2.75
B-	78-81	2.50
C	75-77	2.0
F	0-74	0

5. Warning

The institution will allow for an initial status of satisfactory academic progress warning for students who are not considered meeting minimum standards for satisfactory academic progress. If the student is on warning, the institution will review with students how the student can achieve satisfactory academic progress for the next evaluation period.

6. Probation

Students who fail to meet minimum requirements for attendance or academic progress following a Warning period, will be determined to be below satisfactory academic progress and thus will be deemed ineligible to receive Title IV funds, unless the student appeals the determination, and prevails upon appeal. If the student prevails upon appeal, he/she shall be placed on Probation until the next evaluation period. Students on probation shall be considered to be making satisfactory progress, and thus will again be eligible for Title IV assistance as otherwise qualified.

Probation is defined as: A status assigned by an institution to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated. Only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the next evaluation period may be placed on probation; he/she will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation.

If at the end of the probationary period, the student has still not met the attendance and/or academic requirements required for satisfactory academic progress, he/she will be determined as NOT making satisfactory academic progress and shall be deemed ineligible to receive Title IV funds and may be subject to termination from the

program. If the student does meet the Satisfactory Academic Progress requirements at the end of the probation period/evaluation period, he/she shall be determined to be in Satisfactory Academic Progress and if applicable, Title IV may be reinstated if the student is otherwise eligible.

7. Re-Establishment of Satisfactory Progress

Students may re-establish satisfactory progress and Title IV aid, as applicable, by at least meeting minimum attendance and academic requirements by the end of the evaluation period. The student may be required to attend make up and/or additional hours under a written plan of the school. If applicable, the Financial Aid Department will then request the appropriate Federal funds in their behalf for the payment period in which they re-established eligibility.

8. Interruptions/Leave of Absences, Course Incompletes and Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

9. Appeal Procedures

If a student is determined as not making satisfactory progress, the student may appeal the determination to attain probationary status. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. Reasons for appeal include but are not limited to: death of a relative, injury or illness of the students, financial hardship and other mitigating circumstances. This information should include what has changed about the student's situation which will allow them to achieve Satisfactory Academic Progress by the next evaluation period. Appeal documents will be reviewed and a decision rendered and reported within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

10. Non Credit and Remedial Courses

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

11. Transfer Students

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame for Satisfactory Progress has been exhausted. Evaluation periods will be based on actual contracted hours.

DRUG AND ALCOHOL POLICY

It is the policy of our school to maintain a safe, substance-free environment. The unlawful manufacture distribution, dispensing, possession or use of a controlled substance and/or alcohol within the premises of the school is strictly prohibited.

Persons distributing drugs or alcohol to other employees/students will be referred to the authorities and charges of drug distribution in the school place will be pressed by the company.

Those found not in compliance with these terms are subject to the following actions:

- Termination of contract at the discretion of the institution.
- If the institution decides after carefully review not to terminate the violating student's contract, he/she shall be required to satisfactorily participate in a pre-approved drug abuse assistance, rehabilitation and/or counseling program implemented by a federal, state or local agency. During this time, the student may be required to take a leave of absence from the institution.

The following are a list of counseling services for students:

Carney Hospital
2100 Dorchester Avenue, Dorchester, MA 02124
(866) 801-8205

Carney Hospital primarily offers services in: Dual diagnosis, mental Health Services and Drug Rehab, with a primary focus on mental health services and drug rehab.

Dorchester House
1353 Dorchester Avenue, Dorchester, MA 02122
(617) 288-3230

<http://www.dorchesterhouse.org/medical-services/behavioral-health/>

The Behavioral Health Department at Dorchester House offers psychiatric and counseling services for adults, adolescents and children.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents or guardians of dependant minors certain rights with respect to their dependant minor's education records. These rights transfer to the student when he or she reaches the age of 18. Students to whom the rights have transferred are "eligible students."

Eligible Students or parents or guardians of dependent minors have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for students or parents or guardians of dependant minors to review the records. Schools may charge a fee for copies.

Students or parents or guardians of dependant minors have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, students or parents or guardians of dependant minors then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, student or parent or guardian of a dependant minor has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the student or parent or guardian of dependant minor in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR Revised 12/3/2018

§ 99.31): School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell eligible students or parents and guardians of dependant minors about directory information and allow them a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, school catalog, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice).

FERPA RESPONSIBILITES AND STUDENT RIGHTS

The institution is required to:

- annually notify students of their rights under FERPA;
- include in that notification the procedure for exercising their rights to inspect and review education records; and
- maintain a record in a student's file listing to whom personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information (does not apply to school officials with a legitimate educational interest or to directory information).

A student or parent or guardian of a dependant minor has the right to:

- inspect and review any education records pertaining to the student;
- request an amendment to his/her records; and
- request a hearing (if the request for an amendment is denied) to challenge the contents of the education records, on the grounds that the records are inaccurate, misleading, or violate the rights of the students.

CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act

Jupiter Beauty Academy

The Campus Security Act (Public Law 102-26) 34 C.F.R. Section 668.46 (c)(1) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects these institution’s crime statistics for the period between 01/01/2011 and 12/31/2013. PLEASE NOTE THAT THIS INSTITUTION DOES NOT HAVE ON CAMPUS HOUSING, AND THAT THERE NOT POLICE RECORDS THAT PERTAIN DIRECTLY TO THE PROPERTY USED BY THE INSTITUTION, THEREFORE THE STATISTICS BELOW REPORT ONLY THOSE INCIDENTS REPORTED TO THE INSTITUTIONAL ADMINISTRATION AND/OR TO THE LOCAL POLICE.

Occurrences REPORTED within the 2016, 2017, and 2018 Calendar Years

Crimes Reported	2016	2017	2018	Location: C=Campus	* Hate Crime? (see note)
(i) Criminal homicide:	0	0	0		
(A) Murder and non-negligent manslaughter	0	0	0		
(B) Negligent manslaughter	0	0	0		
(ii) Sex Offenses:	0	0	0		
(A) Forcible sex offenses	0	0	0		
(B) Non-forcible sex offenses	0	0	0		
(iii) Robbery	0	0	0		
(iv) Aggravated assault	0	0	0		
(v) Burglary	0	0	0		
(vi) Motor Vehicle Theft	0	0	0		
(vii) Arson	0	0	0		
(viii) Liquor law violations	0	0	0		
(A) Arrests for liquor law violations, Drugs law violations and illegal weapons law violations.	0	0	0		
(B) Persons not included in (viii) (A) who were referred to campus disciplinary	0	0	0		
Larceny-theft (attempted Larcenies included)	0	0	0		
Simple Assault	0	0	0		
Intimidation	0	0	0		
Destruction, Damage or Vandalism of Property	0	0	0		

***Crimes reported under any of the category listed in this section that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.**

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing 911.

2. (i) All students and employees are required to report any crime or emergency to their institutional official promptly.
 - (ii) Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution’s secretary who contacts the correct police department District for statistics and the institution’s Daily Incident Log, and then records those statistics.
 - (iii) If a student or employee wishes to report a crime on a voluntary or confidential basis, the **institutional official** will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her **institutional official** without signature. If the student wishes not to maintain confidentiality, the student will contact his/her **teacher or school official** who in turn will contact the nearest **supervisor** to report criminal actions or emergencies to the **appropriate agency by calling (911)**.

3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and CARRY on them at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
4. Current policies concerning campus law enforcement are as follows:
 - (i) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
 - (ii) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used; as undue risk should not be taken.
 - (iii) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
 - a. Do not leave personal property in classrooms.
 - b. Report any suspicious persons to your institutional official.
 - c. Always try to walk in groups outside the school premises.
 - d. If you are waiting for a ride, wait within sight of other people.
 - e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
 - f. The Crime Awareness and Campus Security Act is available upon request to students, employees (staff and faculty) and prospective students.
 - g. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
7. All incidents shall be recorded in the Daily Incident Log at the institutional official's station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.
10. Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. *(Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).*

CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act

11. It is the policy of this institution to have any sexual assaults (criminal offenses) on campus to be reported immediately to the institution's official, who will report it to (911) emergency and police units. The institution during the orientation of given to newly admitted students emphasizes the prevention of sexual crimes by insisting students to work, study and walk outside of the premises in as much as possible, accompanied by other students or in view of other persons, generally, avoiding as much as possible to be alone by themselves at any time. During the daily functioning of the school operations, staff and administrators focus in observing that students are not in any circumstance by themselves.
- (i) The institutional program to prevent sexual crimes consists in maintaining a continuous lookout for each other to protect and prevent any sexual assaults. The entire staff takes part of this program to protect the students and the staff among themselves.
 - (ii) A person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time when that person can be properly transported to a hospital or rape crisis center for proper treatment.
 - (iii) A victim of a sexual crime has the option of reporting this crime to the institutional authorities or to report it directly to (911) and search for professional assistance from the emergency agencies. If requested, the institutional personnel will be prepared to request assistance calling (911).
 - (iv) The institution does not have accessibility to professional counseling, mental health or otherwise, students and employees are encouraged to seek such professional assistance at the nearest hospital or health care servicer.
 - (v) The institution will offer the victim of a sexual crime, any available options to change the academic schedule in as much as possible to the benefit of the victimized person.
 - (vi) The institutional disciplinary actions in reference to an alleged sex offence are as follows:
 - (A) The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
 - (B) Both the accuser and the accused must be informed of the outcome of any institutional proceeding brought alleging a sex offense
 - (vii) This institution has zero tolerance of violation of this policy. Once the offense is confirmed the institutional disciplinary action against students or employees may result in expulsion from school, or termination of employment and in accordance to local laws, to an arrest of the offender by the authorities.
12. The institution provides the following website to obtain information concerning the registration of sex offenders arrest.

[Http://www.mass.gov/eopss/agencies/sorb/](http://www.mass.gov/eopss/agencies/sorb/)