

La'James College of Hairstyling

Institutional Catalog
2026–2027 Academic Year

24 2nd Street NE, Mason City, IA 50401
(641) 424-2161 | lajames@lajames.edu | www.lajames.edu
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A Welcome from Our Owner

Welcome to La'James College of Hairstyling. I'm Jessica Glenn, and it's my honor to lead this school.

My path here isn't the typical one. I studied psychology and spent ten years in the mental health field before I fell in love with the beauty and wellness industry. Since 2017, I've owned an award-winning salon and med spa, Bare Sugar Salon & Med Spa in Mason City, and along the way I had the privilege of employing graduates from this very school. I saw firsthand the talent and heart that come out of these classrooms.

This college has deep roots. It was founded generations ago by Laura and James, carried on by their daughter Marilyn, and most recently stewarded by the Rentz family. When the Rentzes began planning their retirement, I knew I wanted to carry that tradition forward.

What I learned in mental health has never left me: people do their best work when they feel seen, supported, and confident. That belief sits at the center of everything we do here. My goal for every student is simple — that you build real skills, grow your confidence, and walk out our doors ready to pursue the career you came here for.

I'm so glad you're considering La'James, and I look forward to being part of your journey.

Warmly,

Jessica Glenn

Owner, President, and School Director

Institutional Overview

Mission Statement

The principal objective of La'James College of Hairstyling is to enroll students who would benefit personally and financially from becoming a licensed cosmetologist, esthetician, massage therapist, nail technician, or instructor. We are committed to educating our students with the confidence and skills necessary to enter any phase of the beauty and wellness industry. Our goal is to graduate professionals equipped to achieve their desired goals and to assist in placing them in highly productive positions that offer continued educational development and financial opportunity.

Ownership and Administration

La'James College of Hairstyling is owned and operated by Jessica Glenn, who serves as President and School Director. Her background in the beauty and wellness industry — including ownership of Bare Sugar Salon & Med Spa in Mason City — keeps the college closely connected to current industry standards and employment trends. The college honors a multi-generational legacy: founded by Laura and James, carried on by their daughter Marilyn, and stewarded most recently by Kevin & Susan Rentz before passing to Jessica.

Administration

- Jessica Glenn — Owner, President, and School Director
- Kaci VanDeventer — Director of Financial Aid and Admissions
- Shelley Keeling — Director of Student Affairs

Faculty

- Dawn Bruns — Barber/Cosmetology Instructor
- Nancy Gilbert — Barber/Cosmetology Instructor
- Maya Delgado — Barber/Cosmetology Instructor
- Shelley Romine — Nail Technology Instructor
- Beth Weber — Esthetics Instructor
- Jodie Stockberger — Massage Therapy Instructor
- Shelley Keeling — Instructor Training Instructor

Substitute Instructors

- Kayla Hanna — Barber/Cosmetology

Facilities and Location

La'James College of Hairstyling is located in historic downtown Mason City, Iowa, in a building with more than 15,000 square feet of instructional space. The facility includes dedicated classrooms for Barber/Cosmetology, Esthetics, Massage Therapy, and Nail Technology. The student salon floor provides individual booths for each student, and the student spa features professional treatment rooms where students perfect their esthetic and massage techniques. Classroom instruction is supported by a range of audiovisual and digital instructional resources, and the college maintains a library of current textbooks and reference materials, reviewed and updated regularly, for independent study.

Accreditation and Licensing

Accreditation. La'James College of Hairstyling is accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS), Reference #025014-00, 3015 Colvin Street, Alexandria, VA 22314; (703) 600-7600. NACCAS is recognized by the U.S. Department of Education.

State licensing and approval. The college's programs are licensed and approved by the State of Iowa (Iowa School License No. 124925):

- Iowa Board of Barbering and Cosmetology Arts & Sciences — Iowa Department of Inspections, Appeals, and Licensing (DIAL), 6200 Park Avenue, Suite 100, Des Moines, IA 50321; (515) 281-3425 — Barber/Cosmetology, Esthetics, Nail Technology, and Instructor Training
- Iowa Board of Massage Therapy — Iowa Department of Inspections, Appeals, and Licensing (DIAL), 6200 Park Avenue, Suite 100, Des Moines, IA 50321; (515) 281-3425 — Massage Therapy
- Iowa College Aid, Iowa Department of Education — 400 E. 14th Street, Des Moines, IA 50319 — state authorization and registration of postsecondary schools

Federal. The college is approved by the U.S. Department of Education to participate in federal student financial aid (Title IV) programs.

Memberships and affiliations. The college is a member of Region IV Private Career Colleges, the Iowa Association for Counseling & Development, the Iowa Cosmetology Schools Association, the Mason City Chamber of Commerce, and Mason City Main Street.

Student Housing

Student housing is available to La'James students through an affiliated housing provider under a separate housing agreement. The units are held exclusively for La'James students and are not rented to the general public. Shared suites are \$350 per month per student and include utilities (heat, air conditioning, water, garbage, and WiFi), a kitchenette with stove, refrigerator, and microwave, shared bathroom facilities, and access to coin-operated laundry. Private units are available at \$675 per month, subject to availability. Housing charges are not college tuition or fees, are paid out of pocket, and are not covered by Title IV aid. A separate housing application is required; contact the Admissions Office for current availability.

Admissions and Enrollment

Admissions Requirements

To be eligible for enrollment, an applicant must:

1. Complete an application for admission and pay the \$50.00 application fee.
2. Provide proof of high school graduation or its equivalent (high school diploma, GED, or official transcripts). Home-schooled applicants must provide the credential required by the state in which they were home-schooled. Diplomas earned outside the United States, or not in English, must be translated and evaluated by a qualified agency to confirm equivalence to a U.S. high school diploma.
3. Provide proof of age (driver's license, state ID, or birth certificate).
4. Sign the enrollment agreement and acknowledge receipt of the institutional catalog and required pre-enrollment disclosures.

La'James College does not admit students on an Ability-to-Benefit (ATB) basis. Campus visits and tours are always welcome and encouraged, but are not required to apply.

Criminal Background and Licensure Eligibility

Completion of a program does not guarantee that a graduate will be able to obtain a professional license. The authority to grant, deny, or condition a license rests with the applicable Iowa licensing authority, not with the college.

Under Iowa law, a licensing authority may consider an applicant's criminal history when deciding whether to issue a license. A conviction does not automatically disqualify a person, and Iowa law limits when a conviction may be the basis for denial; however, certain convictions may affect eligibility. An applicant with a criminal history who is concerned about eligibility is strongly encouraged to contact the applicable Iowa licensing authority (DIAL) before enrolling, and in many cases may request a determination of eligibility prior to enrolling.

Transfer of Credit Policy

Transferring hours into La'James College. An applicant with training from another institution may request that prior hours be applied toward their program under the college's Transfer Student Policy. Iowa law requires the college to grant certain credit for qualifying prior training: full credit across practice disciplines for a person licensed in, or a student of, a practice of barbering and cosmetology arts and sciences (Iowa Code § 157.12A(2)); at least half credit, and up to full credit, for a barber-school transfer applying toward a barbering and cosmetology arts and sciences license (Iowa Code § 157.12A(3)); and core life sciences and theory hours transferable between practice disciplines (Iowa Administrative Code 481—940.4(2)-(3)). These statutory credit grants are mandatory and are separate from the college's placement evaluation. After required credit is granted, a transfer student takes a placement evaluation to determine the instructional level (Levels 1–4) at which the student is placed; the placement evaluation does not reduce or override the credit granted above. A transfer student's tuition is calculated based on the hours remaining to complete the program at the current per-hour tuition rate; kit fees apply to the extent needed to bring the student's kit to current institutional standards. Accepted transfer hours are counted as both attempted and completed hours when

determining the maximum timeframe for completion (see Satisfactory Academic Progress). Regardless of transfer credit or placement, a transfer student must pass the institution's level and final examinations to receive a diploma.

Articulation agreements. The college does not have an articulation agreement with any other institution.

Transferring hours to another institution. Acceptance of hours or a diploma earned at La'James College is determined solely by the receiving institution. The college does not guarantee that its hours or diploma will transfer to, or be accepted by, any other institution. A student planning to transfer should confirm transferability with the receiving institution before enrolling.

Students enrolled elsewhere. The college does not actively recruit students currently enrolled at another institution. A student must end a prior enrollment before enrolling at La'James College.

Re-Entry Policy

Re-entry after withdrawal. A student who withdraws from a program may request to re-enter and complete training under the college's Reentrance Policy. To re-enter, a student meets with the Director of Admissions, who confirms the student's reason for returning is legitimate and reviews current costs, financial aid consequences, and any additional items (such as kit or lab-jacket items) needed to bring the student's kit to current institutional standards. A returning student completes a new Application for Enrollment and a new Enrollment Agreement. A student returning after more than one year completes a skills evaluation to determine placement and identify any skills not yet demonstrated; the student's curriculum is planned from that evaluation within the first three days of class. A student re-enters in the same Satisfactory Academic Progress status held at withdrawal; a student who withdrew in an unsatisfactory status returns in an unsatisfactory status and must meet the SAP standards to regain satisfactory progress. A student dropped for exceeding the maximum timeframe returns in an unsatisfactory status and regains Title IV eligibility only by successfully appealing under the Satisfactory Academic Progress Policy; a student who does not appeal, or whose appeal is unsuccessful, may continue only on a cash-pay basis.

Equal Opportunity and Non-Discrimination

La'James College of Hairstyling is an equal-opportunity institution. The college does not discriminate against any student, applicant, or employee on the basis of race, color, creed, sex, sexual orientation, religion, national origin, ancestry, age, or disability. This policy applies to admission, instruction, access to all college programs and activities, and employment.

Accommodations for Students with Disabilities (ADA / Section 504)

The college complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. A qualified student with a disability who needs a reasonable accommodation should contact the Director of Student Affairs. The college will work with the student through an interactive process to identify reasonable accommodations and may request appropriate documentation. These requests are kept confidential.

Academic Calendar, Schedules, and Holidays

La'James College operates on a rolling, monthly enrollment basis, with classes beginning throughout the year. Specific start dates for each program are listed on the program pages and are available from the Admissions Office and on the college website.

Class schedules.

Program	Schedule	Hours/Week
Barber/Cosmetology	Mon 9–4, Tue 9–5, Wed 9–4, Thu 9–5, Fri 9–2	35
Instructor Training	Follows the assigned instructor's work schedule; may vary by instructor assignment	34
Massage Therapy	Mon–Fri 8:00 a.m.–12:00 p.m.	20
Esthetics	Mon 8–1, Tue–Thu 8–12, Fri 8–2	23
Nail Technology	Mon–Thu 5:30 p.m.–9:30 p.m.	16

Holidays and closures. The college is closed on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

Programs of Study

Each program leads to a diploma and prepares graduates for entry-level licensure and employment. Each program's hours exceed the Iowa state minimum to provide additional hands-on training and stronger career readiness.

Barber/Cosmetology

Diploma • 1,800 clock hours • approximately 52 weeks

Our Barber/Cosmetology program incorporates 1,800 hours of theory and extensive hands-on learning, giving students a complete foundation in hair, skin, and nail care and makeup. The program leads to a diploma and prepares graduates to apply for the Iowa Barbering and Cosmetology Arts & Sciences license. Course highlights include hair sculpture and design, permanent waving and coloring, skin and nail care, makeup application, Iowa laws, rules, and sanitation, and salon business and client relations.

Upon successful completion of this program, the graduate will be able to:

- perform cutting, styling, chemical, and hair-removal services;
- perform basic skin and nail services for cosmetic purposes;
- apply safe, sanitary practices under Iowa infection-control rules; and
- apply the theory and Iowa laws governing the practice, and qualify to sit for the Iowa licensing examinations.

Curriculum

- Level 1 — Foundations (210 hours): the Milady CIMA digital curriculum with hands-on demonstration and practice in shampooing, blow-outs, pin curls, rollers, hair sculpture, color and lightening application, texture services, waxing, facials, nail services, and makeup.
- Level 2 — Designers (630 hours): building on Level 1 under licensed instructors, students begin working with clients in the student salon and complete written and practical exams before advancing.
- Level 3 — Masters (630 hours): refining technical skill and efficiency through continued client services, salon visits, and salon business projects.
- Level 4 — Career Essentials (330 hours): final-phase career preparation, including final examinations and readiness for the state board exam.

State requirement: Iowa requires 1,550 hours; La'James provides 1,800.

Licensure: Barbering and Cosmetology Arts & Sciences license (see State Board Examination and Licensing).

A note on shaving services: In Iowa, performing straight-razor shaving requires a separate shaving certificate; without it, the Barbering and Cosmetology Arts & Sciences license is restricted from shaving services. La'James College does not currently include straight-razor shaving certificate training in this program. Graduates who wish to offer shaving services may pursue the separate certificate through the Iowa Board of Barbering and Cosmetology Arts & Sciences.

Tuition and costs

Item	Amount
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Equipment & Textbooks (kit)	\$3,060.00
Tuition	\$20,650.00
Application Fee	\$50.00
Total Cost	\$23,760.00

Tuition is subject to change without notice.

Start dates

2026: Feb 2, Mar 16, Apr 27, Jun 8, Jul 20, Aug 31, Oct 12, Nov 23

2027: Jan 18, Mar 1, Apr 12, May 24, Jul 6, Aug 16, Sep 27, Nov 8

Esthetics

Diploma · 600 clock hours · approximately 27 weeks

Our Esthetics program incorporates 600 hours of theory and extensive hands-on learning in skin care and makeup. The program leads to a diploma and prepares graduates to apply for the Iowa esthetician licensing exam and, upon passing, for licensure and employment. Course highlights include express and specialty facials, microdermabrasion, hair removal, makeup application, and Iowa laws, rules, and sanitation.

Upon successful completion of this program, the graduate will be able to:

- perform facials, superfluous hair removal by waxing and depilatory, and makeup and lash services;
- apply the science of the skin and safe, sanitary practices under Iowa infection-control rules; and
- apply the Iowa laws governing the practice, and qualify to sit for the Iowa esthetics licensing examinations.

Curriculum

- Level 1 — Skill Fundamentals (300 hours): the Milady CIMA digital curriculum covering facials and skin care, anatomy and physiology, skin ecology, product knowledge, client needs and assessment, facial massage techniques, and hair removal.
- Level 2 — Career Essentials (300 hours): advanced esthetic topics, advanced makeup techniques, business practices, Iowa law, rules, and sanitation, and client relations, with supervised client services under licensed instructors.

State requirement: Iowa requires 600 hours; La'James provides 600.

Licensure: esthetician license (see State Board Examination and Licensing).

Tuition and costs

Item	Amount
Equipment & Textbooks (kit)	\$1,800.00
Tuition	\$9,300.00
Application Fee	\$50.00
Total Cost	\$11,150.00

Tuition is subject to change without notice.

Start dates

2026: Mar 2, Jun 1, Aug 31, Nov 30

2027: Feb 22, May 24, Aug 23, Nov 29

Massage Therapy

Diploma • 650 clock hours • approximately 33 weeks

Our Massage Therapy program provides the skills and academic knowledge to perform Swedish massage and a range of bodywork techniques, preparing graduates to sit for the national licensing examination. Course highlights include deep tissue massage, full body massage, reflexology, chair massage, and various other massage modalities.

Upon successful completion of this program, the graduate will be able to:

- perform a range of therapeutic soft-tissue massage techniques;
- apply knowledge of anatomy, physiology, and contraindications to safe practice;
- conduct client assessment, documentation, and ethical professional practice; and
- qualify to sit for the required massage therapy licensing examination.

Curriculum

- Level 1 (Weeks 1–16, 325 hours): massage theory and principles, professional practices, therapeutic relationship, anatomy and physiology, assessment and documentation, massage bodywork application, palpation and movement, specialty techniques, and career development.
- Level 2 (Weeks 17–33, 325 hours): Iowa law and professional ethics, specialized techniques, advanced anatomy, physiology, and pathology, clinical practice, adapting sessions for clients, and career development.

State requirement: Iowa requires 600 hours; La'James provides 650.

Licensure: Iowa massage therapy license via the MBLEx (see State Board Examination and Licensing).

Tuition and costs

Item	Amount
Equipment & Textbooks (kit)	\$650.00
Tuition	\$12,350.00
Application Fee	\$50.00
Total Cost	\$13,050.00

Tuition is subject to change without notice.

Start dates

2026: Feb 2, Jun 1, Sep 28

2027: Jan 25, May 24, Sep 20

Nail Technology

Diploma • 350 clock hours • approximately 22 weeks

Nail technology is one of the fastest-growing professions in the beauty industry. Our Nail Technology program incorporates 350 hours of theory and hands-on learning and leads to a diploma that prepares graduates to apply for the Iowa nail technologist licensing exam and, upon passing, for licensure and employment. Course highlights include manicuring and pedicuring, acrylic and gel nails, nail tip overlays, nail artistry, hand and foot massage, and Iowa laws, rules, and sanitation.

Upon successful completion of this program, the graduate will be able to:

- perform manicuring, pedicuring, and artificial nail services;
- perform hand, arm, and foot massage and permitted hair removal;
- apply safe, sanitary practices under Iowa infection-control rules; and
- apply the Iowa laws governing the practice, and qualify to sit for the Iowa nail technology licensing examinations.

Curriculum

- Level 1 — Skill Fundamentals (175 hours): the Milady Standard Nail Technology curriculum covering nail anatomy, manicures and pedicures, basic nail art, acrylic and gel nail application, massage techniques, and client consultation.
- Level 2 — Career Essentials (175 hours): advanced nail art and acrylics, spa services, salon business, product knowledge, and Iowa law, rules, and sanitation, with supervised client services under licensed instructors.

State requirement: Iowa requires 325 hours; La'James provides 350.

Licensure: nail technologist license (see State Board Examination and Licensing).

Tuition and costs

Item	Amount
Equipment & Textbooks (kit)	\$1,310.00
Tuition	\$3,000.00
Application Fee	\$50.00
Total Cost	\$4,360.00

Tuition is subject to change without notice.

Start dates

2026: Feb 9, Apr 27, Jul 13, Sep 28, Dec 14

2027: Mar 1, May 17, Aug 2, Oct 18

Instructor Training

Diploma • 1,000 clock hours • approximately 30 weeks

A graduate-level program for licensed cosmetology graduates who wish to teach. It develops the ability to plan and conduct classes, prepare lesson plans and instructional materials, and supervise clinic work, preparing graduates to sit for the Iowa instructor licensing examination. Prerequisite: graduation from a cosmetology program.

Upon successful completion of this program, the graduate will be able to:

- plan and deliver theory instruction and demonstrate practical skills;
- develop, administer, and evaluate written and practical assessments;
- supervise students in clinic and enforce safe, sanitary practice; and
- apply the Iowa laws and recordkeeping requirements governing schools, and qualify to sit for the Iowa instructor licensing examinations.

Curriculum

- Division I (200 hours): basic skills, fundamental knowledge, cosmetology theory, progressive approach to teaching, programming and scheduling.
- Division II (200 hours): developing support materials and instructional/audiovisual materials.
- Division III (200 hours): practice teaching — lecture, demonstration, participation and motivation, experiments, evaluation and grading.
- Division IV (200 hours): clinic supervision, service consultation, customer relations, record keeping, and performance evaluation.
- Division V (200 hours): school organization, student counseling, progress recording, staff development, and program planning.

State requirement: Iowa requires 1,000 hours of instructor training (or two years of active practice); La'James provides 1,000.

Licensure: barbering and cosmetology instructor license (see State Board Examination and Licensing).

Tuition and costs

Item	Amount
Tuition	\$6,495.00
Equipment & Textbooks (kit)	\$460.00
Application Fee	\$50.00
Total Cost	\$7,005.00

Tuition may be prorated for candidates who transfer in eligible instructor-training hours. Tuition is subject to change without notice.

Tuition, Fees, and Financial Aid

Tuition and Fees

Program	Hours	Tuition	Kit	App. Fee	Total
Barber/Cosmetology	1,800	\$20,650	\$3,060	\$50	\$23,760
Massage Therapy	650	\$12,350	\$650	\$50	\$13,050
Esthetics	600	\$9,300	\$1,800	\$50	\$11,150
Nail Technology	350	\$3,000	\$1,310	\$50	\$4,360
Instructor Training	1,000	\$6,495	\$460	\$50	\$7,005

Application fee. A \$50 application fee is due with the application and is non-refundable.

Kit (equipment, textbooks, and supplies). The kit covers the equipment, textbooks, and supplies a student needs for their program, at actual cost. Kits may be purchased from the La'James College Supply Store. A student who purchases equipment or textbooks elsewhere must provide items that are new and of professional quality, quantity, and manufacture; the college reviews these items and reserves the right to require replacement if they do not meet college standards.

Payment. Federal financial aid is applied first to institutional charges. Title IV aid is disbursed by payment period as the student completes scheduled clock-hour milestones — not up front or in a lump sum. A student paying by other means is counseled individually and a payment plan is established; payments may be made by cash, check, credit card, or money order, and all balances must be paid by graduation.

What is and isn't covered by financial aid. Title IV federal aid applies to tuition. The kit, application fee, and student housing are paid out of pocket and are not covered by Title IV.

Early completion. A student who completes a program earlier than the estimated timeframe stated in the enrollment agreement may have their financial aid recalculated, which could result in a balance owed by the student or a refund.

Additional instructional charge. A student who does not complete their program within the contracted time may be charged an additional instructional fee of \$12.00 per hour for the additional hours needed.

Financial Aid Programs

La'James College is approved by the U.S. Department of Education to participate in Title IV federal student aid programs. Eligibility begins with the Free Application for Federal Student Aid (FAFSA); the Financial Aid Office helps each student complete the process and understand the aid they may qualify for. The college participates in:

- Federal Pell Grant — need-based
- Federal Supplemental Educational Opportunity Grant (FSEOG) — need-based
- Federal Direct Subsidized Loan — need-based
- Federal Direct Unsubsidized Loan — available regardless of need
- Federal Direct PLUS Loan — available regardless of need; credit-based

Students may also be eligible for Veterans education benefits, Iowa Vocational Rehabilitation Services, and assistance under the Workforce Innovation and Opportunity Act (WIOA), and the college accepts a

range of outside scholarships. To begin, contact Kaci VanDeventer, Director of Financial Aid and Admissions, at (641) 424-2161.

Scholarships

La'James College is committed to making beauty and wellness education accessible.

Marilyn Legacy Attendance Scholarship (\$1,000). Created in honor of Marilyn, who carried on the original La'James College founded by her parents, Laura and James, this scholarship recognizes Barber/Cosmetology students who demonstrate commitment, consistency, and professionalism through strong attendance — reflecting Marilyn's belief that showing up every day with purpose is the foundation of success. To be eligible, a student must be accepted into an eligible program, maintain a minimum cumulative attendance rate of 80%, submit a completed scholarship application and a 300–750 word essay, and remain in good standing. The scholarship is disbursed in two installments contingent on maintaining 80% attendance at each disbursement point. Funds are applied directly to the student's account, are non-transferable, and have no cash value. If attendance falls below 80% at any point, the scholarship is forfeited and cannot be reinstated.

Early Enrollment Scholarship (up to \$500). A limited number of Early Enrollment Scholarships of up to \$500 are available to prospective students who enroll within a designated window prior to a program start date. Contact the Admissions Office for current availability and eligibility.

La'James College also accepts private, civic, high school, church, foundation, and industry-related scholarships. Contact the Director of Financial Aid and Admissions for details.

Cancellation, Withdrawal, and Refund Policy

This policy applies to all terminations, for any reason, by either the student or the college, and is written to be clearly understood. All refunds owed are paid within 45 calendar days of the date the college determines a student has withdrawn.

Right to cancel and rejected applicants.

- An applicant not accepted by the college receives a refund of all monies paid, less the non-refundable application fee.
- If a student (or, for a minor, a parent or guardian) cancels in writing within three (3) business days of signing the enrollment agreement, all monies collected are refunded except the non-refundable application fee — regardless of whether training has begun. The cancellation date is the postmark on the written notice or the date it is delivered in person.
- A student who cancels after three business days but before beginning classes receives a refund of all monies paid, less the application fee.

Determination of the withdrawal date.

- Official withdrawal: the date the student notifies the college of intent to withdraw, or the date of expulsion.
- Leave of absence: for a student on an approved leave who does not return, the earlier of the scheduled return date or the date the student notifies the college they will not return.
- Unofficial withdrawal: a student absent for 14 consecutive calendar days without an approved leave is considered to have withdrawn; the college monitors attendance at least every 30 calendar days.

- Because the college takes daily attendance, all refund calculations are based on the student's last date of physical attendance.

Iowa tuition refund (institutional charges). As an Iowa proprietary school, the college applies the Iowa tuition refund policy under Iowa Code §714.23, based on scheduled clock hours as of the last date of attendance:

- A student who terminates within the first two calendar weeks after instruction begins receives a 100% refund of tuition charges for the school period.
- A student who terminates after the first two calendar weeks receives a pro rata refund of tuition charges equal to at least 95% of the tuition charged for the school period, multiplied by the ratio of the scheduled clock hours remaining in the school period to the total scheduled clock hours in the school period.
- Once a student has completed 60% or more of the scheduled clock hours in the school period, no refund of tuition charges is required.
- The school period is the payment period. The college charges no termination fee or other monetary penalty for withdrawing.

Other charges (not tuition). The application fee is non-refundable. Student purchases of extra items — kits, books, instructional supplies, texts, equipment, uniforms, and service charges — are not included in the Iowa pro-rata tuition refund computation. Any books and supplies not returned to the college will be charged to the student. Student housing is offered separately through an affiliated provider under a separate housing agreement; housing charges are not college tuition or fees, and any cancellation or refund of housing is governed by that separate agreement.

Return of Title IV Funds (federal). For students who receive federal Title IV aid and withdraw, the college performs a Return of Title IV Funds (R2T4) calculation under 34 CFR 668.22, separate from and in addition to the Iowa tuition refund. The college determines the percentage of the payment period completed (scheduled clock hours up to the last date of attendance, divided by the scheduled clock hours in the payment period; approved leave hours are not counted); if greater than 60%, the student is considered to have earned 100% of aid. Earned aid equals that percentage times the aid disbursed or that could have been disbursed. If less was disbursed than earned, the student may be due a post-withdrawal disbursement; if more was disbursed than earned, the difference is returned to the Title IV programs in the order: Unsubsidized Direct Loans, Subsidized Direct Loans, Direct PLUS Loans, Federal Pell Grant, FSEOG.

Program cancellation and school closure.

- If a program is canceled before instruction begins, the college refunds all monies paid within 45 days.
- If the college cancels a program after instruction has begun, it will, at its option, provide a pro rata refund within 45 days, resume the program within 30 days, arrange a teach-out, or provide a full refund less the application fee.
- If the college closes permanently after instruction has begun, it will provide a pro rata refund or arrange a teach-out.

Collection practices. The college's collection procedures reflect ethical business practices. Copies of refund calculations are available to students upon request.

Academic Policies

Satisfactory Academic Progress (SAP)

1. Scope and application. This Satisfactory Academic Progress Policy applies to every student enrolled in every program offered by the college. It is provided to each applicant prior to enrollment and is applied consistently to all students enrolled in the same program and scheduled for the same category of attendance. Meeting these standards is required to remain in good standing and to maintain eligibility for Title IV financial aid, where applicable.

2. The two standards.

- Attendance (quantitative): a minimum cumulative attendance of 67% — actual hours attended divided by scheduled hours.
- Academic (qualitative): a minimum cumulative average of 80%, consisting of a minimum 80% theory average and a minimum 3.0 practical/clinic average. The theory and practical components are evaluated separately, and each must meet its minimum.

3. Satisfactory status between evaluations. A student who meets both minimums at an evaluation is considered to be making satisfactory academic progress until the next scheduled evaluation.

4. Academic year and academic weeks. Each program's academic year is 900 clock hours, completed in the number of instructional weeks approved on the institution's ECAR. For Barber/Cosmetology, 900 clock hours corresponds to 26 academic weeks; for Instructor Training, to 27 academic weeks. Massage Therapy, Esthetics, and Nail Technology are each less than one academic year in length, and their evaluation periods are set out below.

5. Evaluation periods. Evaluation periods are based on scheduled clock hours. A program of one academic year or less is divided into two equal evaluation periods, the first ending when the student completes both half the clock hours and half the academic weeks. A program exceeding one academic year divides each full academic year into two equal evaluation periods, with any remainder of half an academic year or less treated as a single evaluation period. Satisfactory academic progress is evaluated at the conclusion of each evaluation period, and all evaluations are completed within seven (7) school business days following the end of the established evaluation period.

Program	Length	Evaluation points (scheduled clock hours / academic weeks)	Max time frame (150%)
Barber/Cosmetology	1,800	450 / 13 · 900 / 26 · 1,350 / 39 · 1,800 / 52	2,700
Instructor Training	1,000	450 / 13.5 · 900 / 27 · 1,000 / 30	1,500
Massage Therapy	650	325 / 16.5 · 650 / 33	975
Esthetics	600	300 / 13.5 · 600 / 27	900
Nail Technology	350	175 / 11 · 350 / 22	525

6. Maximum time frame. A student must complete within 150% of the scheduled program length, as shown above. Transfer hours accepted toward the student's program are counted as both attempted and completed hours when determining whether the maximum time frame is exhausted. Satisfactory academic progress evaluation periods are based on the actual contracted hours at the college. A student

who cannot complete within the maximum time frame is no longer making satisfactory academic progress and is no longer eligible for Title IV aid.

7. Grading scale and academic standards. Students are evaluated in Theory & Methods, graded as a percentage, and Practical & Clinic, graded on a numeric scale.

Grade	Theory & Methods	Practical & Clinic
A (Dean's List)	95–100%	5.0 (100%)
B	88–94%	4.0 (90%)
C	80–87%	3.0 (80%)
D	70–79%	2.0 (70%)
F	0–69%	1.0 (60%)

Theory grades are earned through written tests and final examinations; practical grades are earned by demonstrating skills in participation classes, clinic experiences, and assigned projects. To remain in good standing and to graduate, a student must maintain a minimum cumulative 80% theory average and a 3.0 practical/clinic average — the college's published graduation requirement, which exceeds the minimum acceptable level of a 70% cumulative average or a letter grade of C.

8. Warning. A student not meeting the minimums at an evaluation is placed on Warning for the next evaluation period and remains eligible for Title IV aid during that period. No appeal is required for Warning status.

9. Probation (through appeal). A student still not meeting the minimums at the end of Warning may be placed on Probation only if all of the following apply: the college evaluates the student's progress and determines that the student did not make satisfactory academic progress during the Warning or previous evaluation period; the student prevails upon appeal of that negative determination prior to being placed on Probation; and the college determines that the satisfactory academic progress standards can be met by the end of the subsequent evaluation period, or establishes a written academic plan that, if followed, will ensure the student is able to meet the satisfactory academic progress requirements by a specific point within the maximum time frame established for that student. Students on Probation regain Title IV eligibility during the probationary period.

10. Appeal process. A student may appeal a negative determination in writing within 10 calendar days of notification. The appeal must describe why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation, with supporting documentation. Allowable reasons include the death of a relative, the student's injury or illness, or other special or mitigating circumstances. The decision and its basis are documented in the student's file.

11. Re-establishing satisfactory academic progress and financial aid eligibility. A student re-establishes satisfactory academic progress — and financial aid eligibility — by meeting the minimum standards by the end of the Warning or Probation period, or by meeting the terms of the academic plan.

12. Title IV eligibility. A student who does not achieve the minimum satisfactory academic progress standards is no longer eligible for Title IV, HEA program funds, unless the student is on Probation or has prevailed upon appeal of the determination that resulted in Probation status.

13. Leaves of absence, temporary interruptions, and re-entry. An approved leave of absence extends the student's contract period and maximum time frame by at least the same number of calendar days taken in the leave, through an addendum to the enrollment agreement signed by both parties. Leaves, together, may not exceed 180 calendar days in any 12-month period. A student on an approved leave is not considered withdrawn, and no refund calculation is performed at that time. A student who withdraws and later re-enters returns in the same satisfactory academic progress status held at withdrawal.

14. Notification and access to evaluation results. Students are notified in writing of any evaluation in which they are not meeting satisfactory academic progress. Evaluation results are reviewed with the student at each evaluation period and at the student's monthly advising meeting, are signed by the student and the evaluator, and are retained in the student's academic file, where the student may inspect them on request. The college does not offer non-credit remedial courses and does not use course incompletes or repetitions; these have no effect on satisfactory academic progress. Withdrawals are governed by the Cancellation, Withdrawal, and Refund Policy.

Attendance and Tardiness

The college records attendance daily; students clock in and out for all scheduled hours and are expected to attend their full schedule.

Tardiness. A student not clocked in at the start of their scheduled day is considered tardy. A student who arrives more than 15 minutes after their scheduled start time may be denied entry and considered absent for the day, and must obtain permission before clocking in.

Absences. A student should notify the college by the beginning of their scheduled day when they will be absent. All absences are recorded as unexcused for purposes of the attendance calculation — every hour missed counts toward cumulative attendance and Satisfactory Academic Progress. Approved, college-sponsored activity trips are not counted as absences, though any work missed must be made up.

Make-up work. Students may be required to make up work or hours missed, at the direction of an instructor.

Unofficial withdrawal. A student absent for 14 consecutive calendar days without an approved leave of absence is considered to have withdrawn; for refund purposes, the calculation is based on the student's last date of attendance.

Leave of Absence

A leave of absence (LOA) is a temporary, approved interruption in a student's program for circumstances beyond the student's control — such as medical needs, family emergencies, military obligations, or other personal reasons. A leave is granted only when there is a reasonable expectation that the student will return.

Requesting a leave. A student must follow this policy to request a leave. The request must be made in advance, in writing, must state the reason, and must be signed by the student. If unforeseen circumstances prevent an advance request, the college may still grant the leave; in that case it documents the reason for its decision, collects the signed written request later, and sets the start date as the first date the student was unable to attend.

Terms.

- A student is not charged any additional institutional fee as a result of a requested leave.
- Leaves, together, may not exceed 180 calendar days in any 12-month period.
- A student on an approved leave is not considered withdrawn, and no refund calculation is performed at that time.
- The contract period and maximum timeframe are extended by the same number of calendar days taken in the leave, through an addendum to the enrollment agreement signed by both parties.
- If a student takes an unapproved leave or does not return by the end of an approved leave, the student is withdrawn, and the refund is calculated based on the last date of attendance.

Financial aid. No Title IV disbursements are made during a leave of absence. A student who does not return should be aware that, for federal student loans, the grace period may begin from the last date of attendance, which can reduce or eliminate the remaining grace period.

Graduation Requirements

To graduate and receive a diploma, a student must:

5. Complete all required program clock hours.
6. Complete and pass all level requirements and practical competencies with a cumulative average of 80% or greater.
7. Complete and submit all required project books and assignments.
8. Satisfy all financial obligations to the college.

Graduation from the college is separate from state licensure. To become licensed in Iowa, a graduate applies to the appropriate Iowa licensing board and completes the required examination(s); the college certifies completed hours to the board and assists graduates through the process.

State Board Examination and Licensing

A diploma from La'James College qualifies a graduate to pursue state licensure. Licensure is granted by the State of Iowa, not by the college. After completing the required hours, the college certifies those hours to the appropriate Iowa licensing board; the graduate then applies, sits for the required examination(s), and — upon passing and meeting the board's other requirements — receives a license.

Barber/Cosmetology, Esthetics, Nail Technology, and Instructor Training. These programs lead to licensure through the Iowa Board of Barbering and Cosmetology Arts & Sciences (DIAL). Graduates complete the written (theory) and practical examinations of the National-Interstate Council of State Boards of Cosmetology (NIC), as required by the board. (Performing straight-razor shaving requires a separate shaving certificate, not included in the Barber/Cosmetology program.)

Massage Therapy. This program leads to licensure through the Iowa Board of Massage Therapy (DIAL). Graduates take the Massage & Bodywork Licensing Examination (MBLEx), or another examination accepted by the board; licensure also requires a background check and current CPR certification.

The college prepares students for their examinations throughout their program and assists graduates with the application process. Examination eligibility, fees, and requirements are set by the Iowa licensing boards and may change; college staff will direct students to the board for current information.

State licensing fees (paid to Iowa DIAL). State licensing fees are set by, and paid directly to, the applicable Iowa licensing authority (DIAL), not to the college. These amounts are set by administrative rule and are subject to change; students should confirm current amounts with DIAL (6200 Park Avenue, Suite 100, Des Moines, IA 50321; (515) 281-3425; www.dial.iowa.gov). Licensing examination retakes are charged at the same examination fee for each attempt.

Program	Licensing Examination Fee	License Fee
Barber/Cosmetology	\$83	\$63
Esthetics	\$83	\$63
Nail Technology	\$83	\$63
Instructor Training	\$83	\$63
Massage Therapy	\$265	\$123

Student Rights, Services, and Consumer Information

Advising and Placement Services

Each student is assigned an advisor whom they meet with monthly to review progress, discuss scheduling, and work through the challenges that come up during training. Progress records are maintained by the college and reviewed with the student at these monthly meetings.

The college does not guarantee employment. It does provide placement assistance — including résumé preparation, interview coaching, and connecting graduates with its network of salons and spas across Iowa and the Midwest — for a graduate's initial job and as their career advances. Before enrolling, each applicant receives the college's most recent completion, licensure, and placement rates as part of the college's enrollment disclosures.

Student Services

Advising and mentoring. Each student is paired with an advisor for guidance on progress, scheduling, and the demands of training, with monthly progress reviews.

Financial aid support. The Financial Aid Office assists students with applying for aid, understanding their options, and managing the financial side of their education.

Career support. The college helps students prepare for their careers through résumé assistance, interview support, and its employer network.

Disability accommodations. A student who needs a reasonable accommodation should contact the Director of Student Affairs.

Housing information. Student housing is available through an affiliated provider; college staff can direct students to housing information and the separate housing application.

Student Records and Privacy (FERPA)

La'James College abides by the Family Educational Rights and Privacy Act of 1974 (FERPA), which affords students certain rights with respect to their education records, including:

- The right to inspect and review their education records within 45 days of the college's receipt of a request for access.
- The right to request amendment of records the student believes are inaccurate or misleading.
- The right to provide written consent before the college discloses personally identifiable information, except where FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education regarding alleged failures to comply with FERPA.

Agencies authorized by law to review records without consent include the U.S. Department of Education, the Iowa Board of Barbering and Cosmetology Arts & Sciences and the Iowa Board of Massage Therapy (during inspections), and NACCAS (during the accreditation process). The college maintains student records for a minimum of six years. Requests to inspect records, request amendments, or file complaints should be directed to the Director of Financial Aid and Admissions, 24 2nd Street NE, Mason City, IA

50401. For more information about FERPA: U.S. Department of Education, Family Policy Compliance Office, 400 Maryland Avenue SW, Washington, DC 20202.

Student Conduct and Grievance Policy

Student conduct. By enrolling, each student agrees to follow the college's rules and standards of conduct, detailed in the Student Handbook provided at enrollment. Conduct that may result in disciplinary action, up to and including termination, includes possessing or using alcohol or drugs on college property; unauthorized access to or removal of college property or records; damaging property of the college, clients, or others; discourtesy to clients or abuse of students or staff; failing to provide proper client service; and clocking in or out for another student. A major infraction is grounds for termination, handled per the enrollment agreement; the college charges no termination fee.

Student rights. Students have the right to quality instruction in a safe, respectful environment; fair and consistent evaluation against published standards; access to their academic and financial records under FERPA; clear information about tuition, fees, financial aid, and refunds before enrollment; the ability to file a grievance without retaliation; and the right to appeal academic or administrative decisions.

Grievance and complaint procedure. The college is committed to resolving concerns promptly and fairly. A student is encouraged to first seek informal resolution with the instructor or staff member involved. If unresolved, the student may file a formal written complaint with the Director of Student Affairs (Shelley Keeling) within 30 days of the incident; the college investigates and provides a written response within 30 days. If still unsatisfied, the student may appeal to the School President (Jessica Glenn). Complaint forms are available from the Director of Student Affairs, and records of complaints and resolutions are retained per the college's recordkeeping policy.

A student is not required to complete the internal process before contacting an outside agency. A student may also file a complaint with NACCAS (3015 Colvin Street, Alexandria, VA 22314; (703) 600-7600; in writing); the Iowa Board of Barbering and Cosmetology Arts & Sciences or Iowa Board of Massage Therapy (DIAL, 6200 Park Avenue, Suite 100, Des Moines, IA 50321; (515) 281-3425); or Iowa College Aid, Iowa Department of Education (400 E. 14th Street, Des Moines, IA 50319).

Drug-Free Campus Policy

La'James College is committed to maintaining a drug-free campus in compliance with the Drug-Free Schools and Communities Act (34 CFR Part 86) and the Drug-Free Workplace Act. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol is prohibited on college premises, in college vehicles, or at any college-sponsored activity. Violations are subject to disciplinary action up to and including dismissal and may result in referral to law enforcement. A complete copy of the college's Drug and Alcohol Abuse Prevention Program — including the health risks of substance abuse, applicable legal sanctions, and available counseling resources — is provided to all students and employees annually and is available from the Director of Student Affairs.

Campus Security (Clery Act)

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the college prepares an Annual Security Report each year. The report includes statistics for the

previous three years concerning reported crimes on campus and on public property immediately adjacent to campus, along with the college's policies on campus security, crime reporting and prevention, emergency response, alcohol and drug use, and the prevention of and response to sexual assault, dating violence, domestic violence, and stalking. The report is available to all current and prospective students and employees; a copy is posted at the college and available in paper form from the Admissions Office upon request.

Consumer Information Disclosures

As an institution that participates in federal student aid programs, La'James College makes a range of consumer information available to current and prospective students, as required by the U.S. Department of Education, including: financial aid programs and terms; the cost of each program; the cancellation, withdrawal, and refund policy, including Return of Title IV Funds; Satisfactory Academic Progress standards; the college's most recent completion, licensure, and placement rates (provided before enrollment); program-level cost, earnings, and outcome disclosures (Financial Value Transparency / Gainful Employment); FERPA rights; the Drug and Alcohol Abuse Prevention Program; the Annual Security Report; and accreditation and state licensing information. Students may request any of these disclosures, including paper copies, from the Admissions Office or Financial Aid Office at (641) 424-2161.

Amendments and Catalog Validity

This catalog is published as of May 14, 2026 and is accurate to the best of the college's knowledge as of that date. The college reserves the right to amend its policies, programs, tuition, fees, schedules, and other information as needed to comply with regulatory requirements or to improve its programs. When changes are made, the college will issue an updated catalog or a dated addendum, and enrolled students will be notified of material changes that affect them. The most current version of this catalog is available at www.lajames.edu and from the Admissions Office. This catalog supersedes all previous editions.