

# La'James College of Hairstyling

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# La'James College's Mission

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The principal objective of La'James College in Mason City is to enroll students who would benefit personally & financially from being a licensed cosmetologist, teacher-instructor, nail technician, esthetician or massage therapist. To educate our students to have confidence & skills necessary to enter any phase of the cosmetology or massage industry; to graduate our students with the ability to achieve their desired goals; and to assist in placing our students in highly productive positions that will continue to develop them educationally & offer them financial resources & opportunities.

## Our Goals To Our Students

1. To develop your skills & attitudes.
2. To create & maintain an environment that is educationally stimulating & personally enjoyable.
3. To educate with professional equipment, textbooks & instructors.
4. To graduate the best entry level professional possible.

## Owners

Kevin & Susan Rentz are third generation educators. It was Kevin's grandparents that started the college back in 1933. The name La'James College derived from them. Their names were Laura & James Casey. Thus the name La'James was born. As in the past, the caring from the new generation (Kevin & Susan) has been instilled in all that they do. The pride that they bring into the college & what it stands for shows in every graduate from the college. With the college developing & improving it's curriculum from the original vision of the college owners, has made a curriculum that is successful & has been successful for 65+ years. Mr. & Mrs. Rentz have been involved in the cosmetology industry all their lives and their main goal is to graduate the best entry level professional possible.

## Where Is La'James College

La'James College is located at the hub of Mason City. With a population of more than thirty thousand, La'James college is only two blocks north of our downtown mall (South Bridge).

La'James College is housed within a very spacious building with more than fifteen thousand square feet of instructional space and facilities. It is currently equipped with new modern European design styling stations, massage rooms, facial rooms, classrooms, and a brand new massage therapy and esthetics training center.



# GENERAL INFORMATION...

## GRADUATION REQUIREMENTS

Students are required to complete 1800 hours in Cosmetology training, 650 hours in Massage Therapy training, 350 hours in Nail Technician training, 600 hours in Esthetics training or 1000 hours in Instructor training. All college requirements must be complete. This would include an 80% grade average on all written & practical exams. After the student has successfully completed their training & their financial obligations to the college have been satisfied, they will receive the La'James College diploma. The Graduate will have met all licensing requirements by graduation from the college which includes the taking and passing of their boards unless prevented by state or federal law (foreign / non U.S. Students). Non U.S. Citizens are exempt from the passing boards requirement for graduation. The U.S. Citizen Graduate just needs to send their licensing information to the state of Iowa for their license along with the appropriate fees. Under the college's discretion, the college may graduate a student without the passing of boards. This is on a case by case basis and will be documented in the students file.



## STATE of THE ART INSTRUCTIONAL EQUIPMENT

Class room instruction is provided with the use of a DVD program series, Video series, Over Head Projectors and many other visual aids. This allows the student the maximum learning environment for all our programs. We also have an extensive library that is updated & maintained on a regular basis for the students independent study.

## FINANCIAL AID

All of the programs that we offer at our college are eligible for financial aid. The amount of financial aid available is determined by each individual's personal circumstances. All financial aid is based on need. The programs that this college participates in are as follows. Federal Pell Grant Program, Federal SEOG Program, Federal Student Loan Program (Subsidized, Un-Subsidized & PLUS Loans). JTPA, Vocational Rehabilitation Services & Veterans Benefits. We also accept local scholarships, grants and other awards. Please contact the Financial Aid Office at the College for further details. Call Us Collect at 641-424-2161 & ask for Kevin or Susan.

## HOURS & HOLIDAYS

For our Cosmetology & Teacher Training Courses La'James College in Mason City is open from 9:00a.m. to 5:00p.m. Monday - Friday. For our Massage Therapy Course we offer a morning class from 8:30a.m. - 12:30p.m., Tuesday through Friday. For our Esthiology Course, we are offering classes 8am to 12pm Tuesday through Thursday and Friday 8am to 3pm. And for our Nail Technician Course we offer an evening class from 5:30p.m. - 9:30p.m. Monday through Thursday. The college is closed on the following holidays - New Year Day, Memorial Day, Independence Day, Thanksgiving and Christmas.

## STUDENT HOUSING & DORM FACILITIES

LaJames College recently added dorm "suites" to the college. We have called the new facilities our LaJames Suites because they are absolutely beautiful. The cost for the suites comes out to \$150 per month by the program and includes just about everything. (We tried to make the housing not only great looking but very affordable) The suites are newly remodeled and have a stove, refridge, microwave, shower, single beds and other new furniture. There are 4 girls allowed per suite. The air, heat, garbage and water are also included. The only additions you may want is internet access and cable TV if desired. There are laundry facilities in the dorm building if you wish to use them. It saves running to a laundromat. However, dorms are not for everyone so if you need help with housing, La'James College in Mason City has several approved apartments available that you may share with other students.

## TOURS

Visitations are always welcome at the college. We would encourage all interested students to visit our campus for a tour of the classrooms and to meet our faculty, student body, and see our dorms and our city. No advance notice is required for a college visit, but with prior notice, we can assure you prompt attention upon arrival. Students wishing to set up an appointment to visit us may call the Career Planner collect at 641-424-2161.

# GENERAL INFORMATION...

## ACCREDITATION

La'James College in Mason City is Nationally Accredited by the National Accrediting Commission of Career Arts & Sciences 3015 Colvin Street, Alexandria, VA 22314. 703-600-7600 N.A.C.C.A.S. is recognized by the U.S. Department of Education.

## MEMBERSHIP

La'James College in Mason City is a member of Region IV Private Career Colleges; Iowa Association for Counseling & Development; Iowa Cosmetology Schools Association; Mason City Chamber of Commerce.

## APPROVAL

La'James College is approved by the Iowa State Department of Health - Cosmetology Division, Lucas State Office Building, Des Moines Iowa, 50319-0075, (515)281-4416. The Massage Therapy Board of Iowa, Lucas State Office Building, Des Moines Iowa, 50319-0075, (515)281-3121. The United States Department of Education, 600 Independence Ave. S.W., Washington D.C., 20202-0100, (202)732-3465.

State of Iowa - Iowa Department of Education, Bureau of Iowa College Aid  
400 E. 14th St. | Des Moines, IA 50319-0416  
877-272-4456

Iowa Department of Education website: <https://educate.iowa.gov/>

## GRADING

In Theory & Methods, a percentage grade of 80% is required. In Practical & Clinic, a number grade of 3.0 is required.

### Theory & Methods Grading

95 - 100% "A" Deans List  
88 - 94% "B"  
80 - 87% "C"  
70 - 79% "D"  
0 - 69% "F"

### Practical Grading

5.0 - 100% "A" Deans List  
4.0 - 90% "B"  
3.0 - 80% "C"  
2.0 - 70% "D"  
1.0 - 60% "F"

or a Pass / Fail Grade

La'James College requires an 80% average to be maintained by the student.

## MENTORING / ADVISING

The changes and demands of college are sometimes abrupt and difficult. Therefore, mentoring and advising are vital services at La'James College. Personal assistance is available to students, to help with housing, part-time employment, financial aid and employment opportunities after graduation. Each student is assigned to a member of our faculty, who serves as that student's mentor. Progress records are maintained by the college and are furnished to the student on a monthly basis.

## STATE BOARD EXAM - NATIONAL CERTIFICATION

Each student, prior to graduation, takes and passes boards or national certifications. This way if a student should fail the exam, we have time to coach/tutor the student to help them with this licensing requirement. The college will help set up the boards for the student as well as any retakes if necessary. The college may waive passing of boards for this requirement for graduation on a case by case basis. If the college elects to do this the reason will be documented in the student's file.





# GENERAL INFORMATION...

## TRANSFER STUDENT POLICY

Students with credit for previous training will be considered on an individual basis for credit transfer. Students are evaluated on academic credit based on an exam administered by the college staff. Transfer student costs are calculated proportionately based on the remaining hours needed for completion. Fees, books and equipment are charged according to the items needed by an incoming transfer student. This college has no Articulation Agreement with any other college.

It is the policy of LaJames College in Mason City to not actively recruit students that are currently enrolled at another institution. The student may call the college and we will answer any questions that they may have but it is up to the student to initiate such conversations. It is required for the student to stop their training at another institution prior to enrolling at LaJames College in Mason City. All transfer hours from prior training will be considered as both attempted and completed hours for the purpose of determining when the maximum time frame has been exhausted. See catalog insert "D" for more information.



## "ON TIME" GRADUATION POLICY

All students will receive an additional 3 weeks to complete their program beyond their scheduled weeks to complete (See Course Descriptions) because of weather and holidays. Once a student reaches their official graduation date on their registration/enrollment agreement, plus their additional 3 weeks, the student needs to be completed to be considered an "on time" graduate and not be charged for additional hours needed to complete. Students who do not complete their hours by their scheduled graduation date, plus 3 weeks, will be assessed an additional \$12.00 per hour charge and will not be considered an "on time" graduate. Documented Leaves of Absence will not be counted in "scheduled weeks completed" and as such will extend the students graduation date by the number of days/weeks in the leave. This will give the Cosmetology course 52 weeks to completion, Massage Therapy 36 weeks to completion, Esthetics 29 weeks to completion, Nail Technician 25 weeks to completion and Teachers Training 33 weeks to completion when looking at the additional 3 weeks past the scheduled graduation date..

## ACADEMIC CALENDAR

Classes start monthly. January, February, March, April, May, June, July, August, September, October, November & December. Please refer to the individual course pages for specific dates.

## REQUIREMENTS TO APPLY / ADMISSIONS POLICY

When applying for admissions to LaJames College in Mason City, you should keep in mind that our greatest concern is to assist you. Please feel free to call on us for assistance at any time. Our admissions and financial aid advisors are available to meet with you for career counseling and other special areas such as financial aid, placement opportunities and housing arrangements. Regular students hold high school diplomas or General Education Development certificates. All diploma's are required to be valid and not from a diploma mill. Any student suspected of not having a valid high school diploma will be informed by the college. Further documentation may be required. Foreign students must submit transcripts or diplomas in English and be verifiable as to the grade level equivalent. If not in English an outside agency that is qualified to translate documents into English will be utilized and furthermore the outside agency will be able to confirm that the document that its academic equivalence to a U.S. high school diploma. The college may verify any grade level on-line when necessary.

Iowa law requires 2100 hours of actual training in an approved college for Cosmetology, 300 hours for Nail Technicians, 1000 hours for Teachers Training, 600 hours for Esthetician and 600 hours for Massage Therapy. However the college has elected to increase two of our programs length of training beyond the minimum state requirement. Our Nail Technician course is 350 hours long and our Massage Therapy course is 650 hours in length. To be considered eligible for enrollment as a normal student the applicant should have a high school diploma or it's equivalence prior to starting college. Or if home schooled, the state where the certificate/diploma is attained, meets the state requirement that they are from and home schooled. If the state they are home schooled issues credentials the student must obtain and submit this credential to the college.

To apply the applicant should:

1. Make arrangements for a college visit, at which time the applicant will be given a college campus tour and asked to complete a college questionnaire. The questionnaire, application, and reference letters will be submitted to the college screening committee. (The college screening committee consists of the college director, manager and a regular staff member.)
2. Please read the fee schedule and complete the registration/application for admissions form.
3. Return the application, along with a \$50.00 application fee to LaJames College in Mason City.
4. Arrange to have your high school and or academic transcript sent.
5. Provide a copy of Drivers License or Birth Certificate (proof of age)
6. Applicant will receive notice of acceptance and class registration date.
7. LaJames college does not accept or utilize ability to benefit. As such they will not be accepted to the college.

## SATISFACTORY PROGRESS

Satisfactory progress is required for a student to remain in college and to maintain eligibility for the federal financial aid programs. Satisfactory is defined by 67% academic attendance, 80% grade average on written tests & practical tests. Please refer to the insert for additional information.

## NON - DISCRIMINATION

LaJames College complies with the Civil Right Act. As a result, no person will be discriminated on the basis of sex, race, age, religion, ethnic origin, color, handicap or national origin. No one will be denied admission, or be excluded from participation in any of the activities of the college based on the above act. LaJames is an equal opportunity employer.

## ANTI-DRUG STATEMENT

LaJames College complies with the Omnibus Drug Initiative Act of 1988, the Drug-Free Workplace Act 1998, and the Drug Free Schools Act 1989. These legislations provide the standards necessary to provide a drug free environment for students and employees.

## TRANSCRIPTS

LaJames College in Mason City reserves the right to deny the release of grade and hour transcripts for any student who has not paid all charges due the college.



# GENERAL INFORMATION...

## RECORDS, MAINTANENCE & AVABILITY TO STUDENT

IT IS THE POLICY OF LA'JAMES COLLEGE to abide by the Family Educational Rights and Privacy Act of 1974. The Act guarantees a students legal rights to the privacy of that Cumulative Record file, and may be accessed only by the student (and parent or guardian, if the student is a dependent minor) by appointment and under supervision of the college manager. La'JamesCollege will release student information with written release signed by the student. The college will maintain the students records for a minimum of three years.

## PLACEMENT SERVICE

La'James College does not guarantee jobs but we have a network program to assist in job placement throughout the Midwest. Progressive Salons & Spas require progressive graduates; therefore, they are willing to wait for our trained graduates. The placement service assists students in obtaining their initial job as well as any future placement assistance as needed. Placement activities prior to graduation include but are not limited to helping set up interviews with potential employers and assisting with student resumes.

## REMEDIAL COURSES

As a cosmetology college, remedial courses, course incompletes or course repetitions do not exist and do not apply to Satisfactory Progress standards.

## ANNUAL CAMPUS SECURITY REPORT

In order to ensure that you, the perspective student has access to our college annual Campus Crime Statistic we are herby notifying you that the report is available upon request. This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by LaJames College; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the admissions office. We have the report posted in the college in the college lounge. The report and policies will be in paper format.

## RIGHTS & PRIVACY

It is the policy of La'James College to abide by the Family Educational Rights and Privacy Act of 1974. The Act guarantees a students legal rights to the privacy of that Cumulative Record file, and may be accessed only by the student (and parent or guardian, if the student is a dependent minor) by appointment and under supervision of the college manager. La'James College will release student information with written release signed by the student. However there are agencies that have by law the right to look at individual records without your permission. The Department of Education when doing a program review or whenever they deem necessary, the Iowa Cosmetology Board on their annual inspection and our Accreditation agency N.A.C.C.A.S. when going through the accreditation renewal process/visit or in response to a directive of the accreditation commission. The college will maintain the students records for a minimum of six years. La'James College does not discriminate on the basis of sex, age, race, ethnic origin, color or religion.

## INSTRUCTIONAL METHODS

Audiovisual, demonstrations, participation sessions, lectures and supervised clinic experiences are used throughout the courses. Students earn practical grades by demonstrating their abilities in participation classes, clinic experiences and assigned projects. Students earn theory grades through written tests and a final examination. Students are allowed to make up any work missed under the direction of an instructor.

## PROHIBITED ACTS OF CONDUCT

1. Possession, use, or bringing to the college alcoholic beverages, drugs, narcotics or intoxicants.
2. Unauthorized access to restricted areas, property or records, or materials removing from work premises without proper authorization the property of clients or fellow students
3. Neglect, carelessness or mischief which results in loss, damage or destruction of company property or the property of clients or fellow students.
4. Posting, defacing or removing notices, signs, or the writing on bulletin boards or any college property.
5. Discourtesy to clients and verbal and/or physical abuse to fellow students and staff members.
6. Refusing patron and/or lack of patron protection.
7. Students are not allowed to clock in or out for another student.

(Refer to the student handbook of rules.)





# GENERAL INFORMATION... SCHOLARSHIPS

LaJames College accepts all private, civic, high school, church and foundation scholarships. LaJames College also accepts industry related scholarships. We also match any scholarship that is offered at any other college up to \$500. Please call the admissions director for further details.

## ATTENDANCE PHILOSOPHY

Some absences are unavoidable. Therefore, it is impossible to completely compensate for absences in class. Make up work may be required for all absences. At times, college officials, may determine that the problems associated with absence from college are outweighed by the advantages of an activity in which the student participates and they may endorse or sponsor activity trips. Absences due to attendance at such approved trips and activities will not be considered an absence from college but will require a student to make up work missed. A student is considered unofficially withdrawn from college if they are not in attendance for 30 consecutive days or in the case of a leave of absence the documented date of return. The college takes daily roll call to determine if a student is in attendance or not.

## ABSENCE

A student will notify the college by the beginning of their scheduled day. (Refer to the student handbook of rules.) A student will be considered absent from class if they are not in attendance at the beginning of their scheduled day. This includes all programs offered.

## TARDY

A student is considered tardy at the beginning of a scheduled day if not clocked in at the roll call. Students must gain permission to clock in on their time card if they arrive after their scheduled time. (Refer to the student handbook.)

## REQUEST FOR LEAVE OF ABSENCE

A student may be granted a leave of absence for circumstances beyond the control of the student. To be granted a leave of absence the student must follow our policy in order to be on an approved leave of absence. Approved leave of absence may be granted for reasons like family emergencies, military, personal reasons, health or circumstances that are beyond the control of the student that would prevent them from attending college temporarily as long as the leave does not exceed the 180 days in a 12-month period. The reason for the leave will be listed in the leave of absence request. If the student does not get an approved leave, the student would be considered on an un-approved leave after 14 days of absence and no contact. At this point the student will be considered a drop / withdrawn student and the college will process the student as such. A student may be granted a leave of absence for circumstances beyond the control of the student. The leave of absence must be requested and approved in writing prior to a leave of absence occurring unless it is something unforeseen by the student (like hospitalized from a car accident). If this is the case a leave will be sent to the student directly as possible and will need to be returned to the college within a short time frame. In addition, the student is required to list the reason for the leave. The student is also required to sign and date their leave request. Emergency leaves of absence, without prior written consent, may be granted. The college will document the reason for the emergency decision and retain the reason in the student's file. The student must also complete the leave of absence request form and return it to the college via mail or in person at a later date. The maximum time frame for a leave of absence is one hundred and eighty days in a 12-month period. The college permits more than one leave in a 12-month period provided the total number of days of all leaves of absence do not exceed one hundred and eighty days in that 12-month period. If the total leaves of absence exceed 180 days in a 12-month period the leave will not be granted. You the student understand that if you are on financial aid, and take a leave of absence, no loan financial aid disbursements will be made during this period of your leave. You understand that if you fail to return from your leave, you will be considered as withdrawn from the college and that, for student loan purposes, your grace period will have started from your last day of physical attendance at the college. This means that you the student may have anywhere from a very short grace period left or none at all depending on the length of your leave. In the following instances, the student's withdrawal date for the purpose of calculating a refund will be the last day of the student's attendance.

1. A student is withdrawn for taking a unapproved leave and/or
2. A student is withdrawn for not returning by the expiration of an approved leave of absence

If not requesting the leave in advance and you request a leave that was beyond your control, the leave start date will be determined by the college and it will be the first date the student was unable to attend the institution. You also understand that your graduation date will be extended the same number of days as the calendar days taken in the leave. The extension will be added to your leave request as an addendum to your contract and will reflect the same number of days in the leave as an extension to your contract. Upon signing and dating the leave request you are agreeing to the addendum / extension. (The extension will be calculated and completed on the leave request prior to signing & dating the leave). There will be no additional institutional charges associated to a leave of absence. The college contract addendum is part of your leave request form and will be signed by both you the student and the college. You also promise to let LaJames College know if you have complications during your leave that would prevent you the student from returning. Leaves of Absence are only granted where there is a reasonable expectation that you the student will return from the leave. A student that is granted a leave of absence is not considered to have withdrawn from the college and no refund calculation is required at the time of the leave.





# GENERAL INFORMATION...

## GRADUATION

It is understood that LaJames College does not guarantee jobs but has a network program to assist in job placement throughout Iowa. The placement service assists students in obtaining their initial job as well as any future placement assistance as needed. Placement activities prior to graduation include, but are not limited to, interviews with potential employers and helping prepare student resumes.

### TERMINATION POLICY

By starting at LaJames College you agree to obey all the rules of the school, such as are now or hereafter officially posted within the College, and furthermore, you understand that a major infraction of any such rules are grounds for training termination. Refer to the student handbook for further details. (Included with this packet)

### COLLEGE REFUND POLICY

An applicant rejected by the school screening committee will receive a refund of all monies paid. If a student (or in the case of a minor, their parent or guardian) cancels their enrollment and demands their money returned in writing, within three business days of the signing of the enrollment agreement or contract, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on the written notification, or the date said information is delivered to the school administrator - owner in person. This policy applies regardless of whether or not the student has actually started training.

If a student cancels their enrollment after three business days after the signing, but prior to entering classes, the student shall be entitled to a refund of all monies paid to the school, less the application fee of \$50.00. If a student begins classes and withdraws within the first two weeks of class, the student will receive a full refund of any tuition paid. Any unreturned books and supplies will be charged for.

For students who enroll in and begin classes, the school refund calculations are based on Iowa Law 714.23 and the Higher Educational Amendment Act that went into effect October 7th, 2000. Students who receive financial assistance from Title IV programs (Federal Pell Grant, Campus-Based Programs, Stafford loans, PLUS loans) and withdraw from school prior to completing more than 60% of the scheduled payment period are subject to the Return of Title IV Funds requirements of the U.S. Department of Education. The termination policy applies to all terminations regardless of the reasons, or who instigated the termination.

### THE IOWA TUITION & FEES REFUND POLICY

Our tuition and fees refund policy applies to all terminations for any reason, by either party, including a student decision, course or program cancellation or even school closure. If a student begins classes and withdraws within the first two weeks of class, the student will receive a full refund of any tuition paid. Any unreturned books and supplies will be charged for. LaJames College charges for each course up-front for tuition and fees, however for a terminating student, LaJames College will make a pro rata refund of tuition charges to an Iowa resident student who terminates from any of the college's programs in an amount of not less than 95% of the amount of tuition charged to the student for the program, multiplied by the ratio of the number of scheduled clock hours remaining (incomplete) in the program to the total number of scheduled clock hours in the program until 60% of the scheduled clock hours have been completed. Once a student has completed more than 60% of the scheduled clock hours no refund of tuition & fees is due.

If a student terminates due to the student's physical incapacity or due to the transfer of a student's spouse's employment to another city, the terminating student shall receive a refund of tuition charges in an amount that equals the amount of tuition charged to the student through 100% of the scheduled enrollment period. The college will not charge any fee's or other monetary penalty for terminating from a program here at LaJames College.

### THE RETURN OF TITLE IV FUNDS

Please note that this section is only talking about Title IV funds and has nothing to do with the Iowa Refund Policy. Return to Title IV is a process that a school is required to do to determine what out of a student's financial aid package has the student actually "earned" This is based on attendance and payment period for each program. Any unearned aid must be returned to the appropriate federal account/agency. Please be advised that this college uses the U.S. Department of Education's software on the web to determine what aid is earned by the student at the time of withdrawal. Through the software we will:

1. Determine the scheduled percentage of the payment period the student completed. To determine the percentage the number of clock hours up to and including the student's last date of attendance is divided by the number of hours in the payment period. We will not count approved leaves of absent as completed hours. This is based on scheduled hours.
  - (a) If this percentage is greater than 60%, 100% is used in Step 3 below.
  - (b) If this percentage is less than or equal to 60%, determine the clock hours scheduled in the payment period.
2. Determine the amount of aid earned by the student. The amount of aid the student earned for the payment period is determined by multiplying the percentage derived from Step 1 (a,b), by the total amount of Title IV aid that was disbursed or that could have been disbursed as of the student's withdrawal date.
3. Compare the amount earned to the amount disbursed. If less aid was disbursed than was earned, the student may receive a post withdrawal disbursement for the difference. If more aid was disbursed than was earned, the difference is refunded back to Title IV programs.
4. Allocate responsibility for returning unearned aid between the school and the student. Students who receive living expenses would be responsible for repayment of any unearned aid. If the student's share of the unearned funds that must be returned are attributed to a Title IV Loan program, then repayment will still be based under the terms and conditions of the promissory note. If the student's share of the unearned funds that must be returned are attributed to a Title IV Grant program, the initial amount to return will be reduced to 50%.
5. Distribute the unearned aid back to the Title IV programs.





# GENERAL INFORMATION...

## COLLEGE REFUND POLICY CONTINUED...

Copies of the refund calculations are available upon request.

A student may be granted a leave of absence for circumstances beyond the control of the student. The leave of absence must be requested and approved in writing prior to a leave of absence occurring. In addition the student is required to list the reason for the leave. Emergency leaves of absence, without prior written consent, may be granted provided the student completes the leave of absence request form and return it to the college via mail or in person. The maximum time frame for a leave of absence in a year is one hundred and eighty days. The college permits more than one leave in a 12 month period provided the total number of days of all leaves of absence do not exceed one hundred and eighty days in that 12 month period. Please understand that if you are on financial aid, no disbursements will be made during this period. Also understand that if you fail to return from your leave that, for student loan purposes, your grace period will have started from my last day of physical attendance at the college. This means that you may have anywhere from a very short grace period left or none at all depending on the length of your leave. Please also understand that your graduation date will be extended the same as the calendar days of your leave. You also promise to let LaJames College know if you have complications during your leave that would prevent you from returning. If the student advises the college they will not return to the college, the withdrawal date will be the date of scheduled return or the date of notification, whichever is earlier.

Any refund due will be made in the following priority: 1) a) Federal Direct Unsubsidized Stafford b) Federal Direct Subsidized Stafford c) Federal Direct PLUS 2) Federal Pell Grant Program 3) Federal S.E.O.G Program 4) Other Federal sources of aid 5) State, Private, or Institutional aid 6) The Student. (Note: If after calculating the refund and it amounts to a refund of \$25 or less, no refund will be sent.)

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Any monies due the student or applicant will be refunded within 45 days after formal cancellation by the student (as defined above) or formal termination by the school, which shall occur no more than 30 days from the last day of physical attendance, or in the case of a leave of absence, the documented date of return. The 45 days begins 14 days after the last date of attendance even though the student is not officially dropped until 30 days of unexcused absence. To be considered an unofficial withdrawal the student would not have been in attendance for 30 days if not on an official leave of absence or the documented date of return if on a leave of absence. The college takes roll call each day to determine if a student is in attendance or not. To officially withdraw from the college the student must notify the college Manager or Director of their intentions. If in writing, it needs to be addressed to the college in care of the Manager or Director. For official or unofficial withdrawal's the college will set up a time for the student to come into the college and go through the withdrawal process, which includes exit interviews and refund policies. If it is determined that the student still owes the college tuition for time attended the college will make arrangements with the student to clear up any balance due.

Student purchases from the school of extra items such as uniforms, instructional supplies, texts or equipment, service charges, deposits and rentals will not be considered in the Iowa pro-rata refund computations.

If a school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition or participate in a teach out agreement with another college.

If a course is canceled subsequent to a student's enrollment, the school shall at its option:

1. Provide a full refund of all monies paid; or
2. Provide completion of the course. or
3. Provide a Pro-Rata refund for a student transferring to another college based on the hours accepted by the receiving college.

## MILITARY REFUND POLICY

We, at LaJames College here in Mason City Iowa are supportive of a student who is a member, or the spouse of a member if the member has a dependent child, of the Iowa National Guard or reserve forces of the United States and who is ordered to National Guard duty or active duty. To qualify for this refund provision, verification of orders requiring active duty are required, you may select from two tuition credit options. Additional information regarding tuition credit may be obtained by contacting the college's office. Options available to qualified students: Upon meeting with the college to verify orders, the college will work with you to determine the best plan for your circumstances. The college has two options to review and consider with you: The 1st option is withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees or 2, make arrangements with the college to complete the course by the student at a later date. If the second option is selected, the student's registration shall remain intact and tuition and fees shall be assessed for the courses in full once the student returns from active duty. No extra fees or charges will be assessed for completing at a later date.

LaJames College will not impose any penalty including the assessment of late fees, denial of access to classes, libraries or other institutional facilities and/or the requirements that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs.

## CLASS START DATES

The college reserves the right to cancel classes due to size. If the college cancels or moves a class date the college will contact any who have enrolled for that class. If the student at that time cancels their enrollment the college will refund all monies collected.

### "LaJames College" in Mason City Administrative Staff & Faculty

Kevin Rentz - Director/Financial Aid/Instructor  
Susan Rentz - Manager/Instructor  
Dawn Bruns - College Coordinator/Instructor  
Shelley Keeling - Esthetics Instructor/Curriculum Director/Financial Aid  
Shelly Romine - Nail Technician Instructor  
Nancy Gilbert - Cosmetology Instructor  
Kayla Hanna - Cosmetology Instructor  
Jodie Stockberger - Massage Therapy Instructor  
Beth Weber - Esthetics Instructor/  
Bruce Wuttke - Financial Aid  
Jessica Glenn - CEO





# COSMETOLOGY PROGRAM

COSMETOLOGIST -- DIPLOMA  
52 WEEKS -- 1800 HOURS

Express your creativity and talent in hair, skin, nail care and makeup application. Our Cosmetology course incorporates 1800 hours of theory & extensive hands on learning to provide you a complete understanding of beauty and wellness. This program leads to a diploma which entitles the graduate to apply for a state cosmetology licensing exam. This is a course in the basic services, theories, and principals of cosmetology arts and sciences.

## COURSE OBJECTIVES

Upon completion of the 1800 hour course, the student shall have the required technical abilities and the academic theories in compliance of the requirements of the State Board of Cosmetology. The skills and theories of each service shall be presented in a progressive manner permitting each student to acquire the maximum degree of technical ability and knowledge in the minimal length of time.

## BASIC TRAINING -- LEVEL I

Cleansing and conditioning of the hair and scalp, dimensions in hair sculpture designs, thermal and wet designing, trend releases, hair sculpting, manicuring, braiding, finger waving, product knowledge, cosmetology terminology and basic theory. (Basic Level Total Hours -- 210)

## STYLIST TRAINING -- LEVEL II

Permanent waving, hair analysis, hair coloring, trend releases, hair straightening, men's hair designing, advanced hair sculpting and designing, product knowledge, nutrition, marketing, merchandising, introduction to clinic and continuation of basic theory classes and guest artist. (Stylist Level Total Hours -- 530)

## DESIGNER TRAINING -- LEVEL III

Nail care, nail extensions, air brushing, esthetics and makeup, color analysis, personal color coordination, trend releases, waxing, sculptured nails, lash and brow tinting, wiggery, product knowledge, long hair graphics, competition styling, salon management, client relations, reception and dispensary, fashion and modeling, advanced theory, clinic and guest artists. (Designer Level Total Hours -- 530)

## MASTER TRAINING -- LEVEL IV

Individual proficiency development in clinic practices, inventory control, client records, salon visitations, computer training for resumes, job interviewing, guest speakers and advanced theory. (Master Level Total Hours -- 530)

## INSTRUCTIONAL METHODS/GRADING

In Theory & Methods, a percentage grade of 80% is required. In Practical & Clinic, a number grade of 3.0 is required. Audio visual, demonstration, participation sessions, lectures and supervised clinic experience are used throughout the course. Students earn practical grades by demonstrating their abilities in participation classes, clinic experiences and assigned projects. Students earn theory grades through weekly written tests and final examinations. The courses are supplemented by guest artists, product techniques, field trips and other educational methods.

Theory & Methods Grading	Practical Grading
95 - 100% "A" Deans List	5.0 - 100% "A" Deans List
88 - 94% "B"	4.0 - 90% "B"
80 - 87% "C"	3.0 - 80% "C"
70 - 79% "D"	2.0 - 70% "D"
0 - 69% "F"	1.0 - 60% "F"

La'James College requires an 80% average to be maintained by the student.

**CLASSTARTDATES** See Catalog Insert

**TOTAL TUITION COST:** ..... \$ 20,650.00

### \*REQUIRED COLLEGE SUPPLIES COSTS

(If purchased from La'James College supply store)

Equipment & Textbooks .....	\$ 2950.00
Lab Jacket .....	\$ 35.00
Application Fee .....	\$ 50.00

**TOTAL COST:** ..... \$ 23,685.00

\*Financial assistance is available to those who qualify.

\*Tuition is subject to change without notice.

## PAYMENTMETHOD

All financial aid will be applied first to institutional charges. Your financial aid will be disbursed to the institution in accordance with the Payment Summary: 1-450 hours (13 weeks), 451-900 hours (13 weeks), 901-1350 hours (13 weeks), 1351-1800 hours (13 weeks). Any student on a cash plan will be counseled individually and a payment plan will be set up. Cash payment can be in many forms and could include, but not limited to, cash, check, credit card, money order, etc. All payments, no matter the source, must be completed by graduation.

## CAREER OPPORTUNITIES

Salon Coordinator, Esthetician, Product Representative, Perm Specialist, Cosmetic Buyer, Hair Stylist, Platform Artist, Salon Owner, Nail Design Specialist, Hair Colorists, Cosmetology Instructor, Guest Artist, Men's Hairstylist, Make-Up Artist, Retail Fashion Consultant, etc., etc., etc.



# MASSAGE THERAPY PROGRAM

MASSAGE THERAPY -- DIPLOMA  
33 WEEKS -- 650 HOURS



Spa's in the salon is one of the fastest growing portions of our field. Business men & women are finding it beneficial to their stressful environment. People have discovered the many benefits of Swedish massage.

Our Massage Therapy course provides the student with the necessary skills to perform the basic Swedish Massage on individuals who wish a total relaxing experience. We also will introduce the students to several other forms of massage techniques. Some of the teaching aids we use are TV's, VCR's, over head projectors's, charts, texts, skeleton's, demonstrations & lectures.

The objective of our Massage Therapy course is upon completion of the 650 course, the student shall have acquired the ability & academic knowledge to comply with the requirements of the Massage Therapy Board and have the opportunity to sit for a National Examination. Upon successful completion of the examination, the student may apply for a State License where available. The skills & theories of massage shall be presented in a manner that progressively teaches the student the maximum degree of technical ability as quickly as possible.

The course is 650 hours or approximately 33 weeks at 20 hours per week. The state of Iowa requires 600 hours but we felt the added 50 hours was needed to make the program a better course. The course may exceed the listed time frame above because of holiday breaks, leaves of absence or other reasons that may occur during your training.

## MASSAGE THERAPY CURRICULUM

### SUBJECTS:

#### LEVEL I Weeks 1 - 16.5 (325 hrs)

History of Massage (Introduction)  
Anatomy & Physiology (Cells, Tissue, Nervous System, Skeletal Systems, Muscles, Blood, Vascular System, Integumentary, Excretory, Lymphatic, Respiratory & Endocrine Systems, etc.)  
Massage Theory & Practice  
Business Ethics & Practices (Insurance, Iowa Law, Business Loans, Tax Laws, Advertising, Marketing & Client Consultation)  
First Aid & CPR

#### LEVEL II Weeks 16.5 - 33 (325 hrs)

Clinic Practice  
Specialized Techniques  
Advanced Anatomy & Physiology  
Business Practices & Requirements (Administration)  
Personal Wellness & Fitness (Strength Building, Hand Care, Protecting Yourself From Personal Injury)  
Reviews & Finals

**CLASSTARTDATES:** See Catalog Insert

## INSTRUCTIONAL METHODS/GRADING

In Theory & Methods, a percentage grade of 80% is required. In Practical & Clinic, a number grade of 3.0 is required. Audio visual, demonstration, participation sessions, lectures and supervised clinic experience are used throughout the course. Students earn practical grades by demonstrating their abilities in participation classes, clinic experiences and assigned projects. Students earn theory grades through weekly written tests and final examinations. The courses are supplemented by guest artists, product techniques, field trips and other educational methods.

Theory & Methods Grading	Practical Grading
95 - 100% "A" Deans List	5.0 - 100% "A" Deans List
88 - 94% "B"	4.0 - 90% "B"
80 - 87% "C"	3.0 - 80% "C"
70 - 79% "D"	2.0 - 70% "D"
0 - 69% "F"	1.0 - 60% "F"

La'James College requires an 80% average to be maintained by the student.

**TOTAL TUITION COST:** ..... \$ 12,350.00

### REQUIRED COLLEGE SUPPLIES COSTS

(If purchased from La'James College supply store)

Equipment & Textbooks ..... \$ 600.00  
Lab Jacket ..... \$ 35.00  
Application Fee ..... \$ 50.00

**TOTAL COST:** ..... \$ 13,035.00

\*Required College Supplies may be purchased from the La'James College Supply Store. If students purchase elsewhere, the following applies: College will preview all equipment & textbooks. All equipment & textbooks must be new and of professional quality, quantity and manufacture in order to insure consistency in educational training and college standards. College has the right to abrogate if standard is not met. Financial assistance is available to those who qualify. Tuition is subject to change without notice.

## PAYMENT METHOD

All financial aid will be applied first to institutional charges. Your financial aid will be disbursed to the institution in accordance with the Payment Summary: 0 Hour, 325 Hours (16.5 weeks) and 326 - 650 (16.5 weeks). Any student on a cash plan will be counseled individually and a payment plan will be set up. Cash payment can be in many forms and could include, but not limited to, cash, check, credit card, money order, etc. All payments, no matter the source, must be completed by graduation.

## CAREER OPPORTUNITIES

The licensed Massage Therapist may choose work in salons that offer spa services, health clubs, sports organizations, in an office of chiropractic, with a physical therapists, in a hotel, in a resort, on a cruise ship or owning their own business. You may also choose to teach in a training center or college.



# NAIL TECHNICIAN PROGRAM

NAIL TECHNICIAN -- DIPLOMA  
22 WEEKS -- 350 HOURS

What a fun & exciting career. Nail technology is changing the beauty industry. It is the #1 fastest growing profession in our industry. Express your creativity and talent in nail care. Our Nail Technician course incorporates 350 hours of theory & hands on learning to provide you a complete understanding of nails & their care. This program leads to a diploma which entitles the graduate to apply for a state Nail Technician licensing exam. The state of Iowa requires 325 hours but we felt the added 25 hours was needed to make the program a better course.



## OBJECTIVE

The objective of our nail technician course is, upon the completion of the 350 hour course, the student shall have acquired the ability and academic knowledge to comply with the requirements of the State Board of Cosmetology and be licensed by the state through examination. The skills and theories shall be presented in a manner that progressively teaches the students the maximum degree of technical ability as quickly as possible.

## LEARN THE TECHNIQUES & SKILLS OF ...

OPI Sculptured Nails, Nail Tips, Pedicuring, OPI Gel Nails, Nail Wraps, Reflexology, Paraffin Treatments, Airbrushing, Electric Filing, Electric Nail Drill, Nail Artistry, Nail Consultant, Salon Management, Manicuring & Proper Sanitation.

## NAIL TECHNICIAN CURRICULUM

Theory/Lecture -- 150 hrs

Client Relations, Core Life Sciences, Electricity, Sterilization/Sanitation, Chemistry & Salon Management.

Practical Skills -- 200 hrs

Shaping/Filing, Basic Nail Care, Electric Drill, Electric Filing, Acrylic Nails, Power-Flo Technique, Gel Nails, Massage, Polish Application, Correction/Repairs, Reflexology & Nail Tips.

## INSTRUCTIONAL METHODS/GRADING

In Theory & Methods, a percentage grade of 80% is required. In Practical & Clinic, a number grade of 3.0 is required. Audio visual, demonstration, participation sessions, lectures and supervised clinic experience are used throughout the course. Students earn practical grades by demonstrating their abilities in participation classes, clinic experiences and assigned projects. Students earn theory grades through weekly written tests and final examinations. The courses are supplemented by guest artists, product techniques, field trips and other educational methods.

Theory & Methods Grading  
95 - 100% "A" Deans List  
88 - 94% "B"  
80 - 87% "C"  
70 - 79% "D"  
60 - 69% "F"

Practical Grading  
5.0 - 100% "A" Deans  
4.0 - 90% "B"  
3.0 - 80% "C"  
2.0 - 70% "D"  
1.0 - 60% "F"

La'James College requires an 80% average to be maintained by the student.

**CLASS START DATES:** See Catalog Insert

**TOTAL TUITION COST:** ..... \$ 3000.00

### REQUIRED COLLEGE SUPPLIES COSTS

(If purchased from La'James College supply store)

Equipment & Textbooks ..... \$ 1250.00  
Lab Jacket ..... \$ 35.00  
Application Fee ..... \$ 50.00

**TOTAL COST:** ..... \$ 4,330.00

## PAYMENT METHOD

All financial aid will be applied first to institutional charges. Your financial aid will be disbursed to the institution in accordance with the Payment Summary: 0 Hour, 175 Hours (11 weeks), 176 - 350 Hours (11 weeks). Any student on a cash plan will be counseled individually and a payment plan will be set up. Cash payment can be in many forms and could include, but not limited to, cash, check, credit card, money order, etc. All payments, no matter the source, must be completed by the student.

## CAREER OPPORTUNITIES

Manicurist, Pedicurist, Nail Artist, Product Representative for Nail Care Products, Nail Salon Owner, Nail Technician Instructor, Product Demonstrator.

# ESTHETICS PROGRAM

SKIN CARE -- DIPLOMA  
27 WEEKS -- 600 HOURS

Learn the fundamentals of dermanalysis, facial manipulation and equipment, plant aromaology and make-up, as you study the related sciences of anatomy and histology. Learn the application of state safety requirements. Combining theoretical knowledge and hands on experience, this course puts you on your way to a career in skin care.

## OBJECTIVE

It is the goal of La'James College in Mason City to; upon completion of the Esthetics Program to have produced a qualified skin care and make-up specialist who will be licensed by the state through examination as well as to become gainfully employed as a professional Esthetician.

## INSTRUCTIONAL METHODS/GRADING

In Theory & Methods, a percentage grade of 80% is required. In Practical & Clinic, a number grade of 3.0 is required. Audio visual, demonstration, participation sessions, lectures and supervised clinic experience are used throughout the course. Students earn practical grades by demonstrating their abilities in participation classes, clinic experiences and assigned projects. Students earn theory grades through weekly written tests and final examinations. The courses are supplemented by guest artists, product techniques, field trips and other educational methods.

**Theory & Methods Grading**  
95 - 100% "A" Deans List  
88 - 94% "B"  
80 - 87% "C"  
70 - 79% "D"  
0 - 69% "F"

**Practical Grading**  
5.0 - 100% "A" Deans List  
4.0 - 90% "B"  
3.0 - 80% "C"  
2.0 - 70% "D"  
1.0 - 60% "F"

La'James College requires an 80% average to be maintained by the student.

**CLASSSTARTDATES: See Catalog Insert**



## ESTHETICS CURRICULUM

Theory/Lecture -- 265 hrs

History of Skin  
Electricity  
Chemistry/Product Knowledge  
Core Life Sciences

Sterilization/Sanitation  
Salon Management  
Massage Therapy  
Nutrition

Practical Skills -- 335 hrs

Massage Techniques  
Machine Facials  
Machineless Facials  
Plant Aromaology  
Reflexology  
Business Practices

Make-Up  
Masks  
Treatments  
Spa Body Wraps  
Personal Wellness  
Salon Management

**TOTAL TUITION COST: ..... \$ 9,300.00**

### REQUIRED COLLEGE SUPPLIES COSTS

(If purchased from La'James College supply store)

Equipment & Textbooks ..... \$ 1,680.00  
Lab Jacket ..... \$ 35.00  
Application Fee ..... \$ 50.00

**TOTAL COST: ..... \$ 11,065.00**

\*Required College Supplies may be purchased from the La'James College Supply Store. If students purchase elsewhere, the following applies: College will preview all equipment & textbooks. All equipment & textbooks must be new and of professional quality, quantity and manufacture in order to insure consistency in educational training and college standards. College has the right to abrogate if standard is not met. Financial assistance is available to those who qualify. Tuition is subject to change without notice.

## PAYMENT METHOD

All financial aid will be applied first to institutional charges. Your financial aid will be disbursed to the institution in accordance with the Payment Summary: 0 Hour, 300 Hours (13 weeks), 301 - 600 (13 weeks). Any student on a cash plan will be counseled individually and a payment plan will be set up. Cash payment can be in many forms and could include, but not limited to, cash, check, credit card, money order, etc. All payments, no matter the source, must be completed by graduation.

## CAREER OPPORTUNITIES

Salon Coordinator, Esthetician, Product Representative, Guest Artist, Cosmetic Buyer, Make-Up Consultant, Theatrical Make-Up Artist, Salon Owner, Photographic Make-Up Artist, Esthetics Instructor, Retail Fashion Consultant, etc., etc., etc.



# TEACHER TRAINING PROGRAM

## TEACHER TRAINING -- DIPLOMA 30 WEEKS -- 1000 HOURS

A cosmetology graduate from a Nationally Accredited College may enroll and take the Teachers Training Course at La'James College in Mason City, if qualified. This Graduate level course runs for a period of approximately 33 weeks. Interested graduates or students should contact the college manager who will then establish a time for interview and evaluation of pertinent credentials with an appropriate staff member of the college staff. The objective of the course will be upon completion of the 1000 hour program, the technical abilities to conduct a class, prepare lesson plans and have the ability to conduct classes relevant to the subject. Graduates will have the ability to apply for and take the state of Iowa Teachers licensing exam. The course will be presented in a progressive manner permitting the student acquire the maximum degree of technical ability and knowledge in the minimum length of time.



### TEACHERS TRAINING CURRICULUM

#### DIVISION I

Course Training Hours: 200

- A. Basic Skills
- B. Fundamental Knowledge
- C. Cosmetology Theory
- D. Progressive Approach to Teaching
- E. Programming and Scheduling

#### DIVISION II

Course Training Hours: 200

- A. Developing Support Material
  1. Course of Study
  2. Course Outlines
  3. Lesson Plans
    - a) theory texts
    - b) practical workbooks
  4. Instructional Methods
    - a) project sheets
    - b) procedure sheets
    - c) lecture handouts
- B. Developing Instructional Materials & Audio - Visual Use.
  1. Over-Head Projector
  2. Laser Disc Equipment
  3. Video Recorder Systems
  4. Tape Recorder

#### DIVISION III

Course Training Hours: 200

- A. Practice Teaching
  - 1) Lecture
  - 2) Demonstration
  - 3) Class Demonstration
  - 4) Participation - motivation
  - 5) Experiments
- B. Evaluation and Grading

#### DIVISION IV

Course Training Hours: 200

- A. Clinic Supervision
  - 1) Service Consultation
  - 2) Customer Relations
  - 4) Progress charts
- 3) Record Keeping
- B. Clinic Work & Performance Evaluation

#### DIVISION V

Course Training Hours: 200

- A. School Organization
- B. Student Counseling
- C. Progress Recording
- D. Staff Development
- E. Program Planning

Total Training Hours -- 1000

### INSTRUCTIONAL METHODS/GRADING

In Theory & Methods, a percentage grade of 80% is required. In Practical & Clinic, a number grade of 3.0 is required. Audio visual, demonstration, participation sessions, lectures and supervised clinic experience are used throughout the course. Students earn practical grades by demonstrating their abilities in participation classes, clinic experiences and assigned projects. Students earn theory grades through weekly written tests and final examinations. The courses are supplemented by guest artists, product techniques, field trips and other educational methods.

Theory & Methods Grading	Practical Grading
95 - 100% "A" Deans List	5.0 - 100% "A" Deans List
88 - 94% "B"	4.0 - 90% "B"
80 - 87% "C"	3.0 - 80% "C"
70 - 79% "D"	2.0 - 70% "D"
0 - 69% "F"	1.0 - 60% "F"

La'James College requires an 80% average to be maintained by the student.

### CLASSSTARTDATES: See Catalog Insert

Teachers Training classes start one week prior to the cosmetology classes. Please refer to the cosmetology page for specific dates.

TOTAL TUITION COST: ..... \$ 6,495.00

#### REQUIRED COLLEGE SUPPLIES COSTS

(If purchased from La'James College supply store)

Equipment & Textbooks ..... \$ 00  
Application Fee ..... \$ 50.00

TOTAL COST: ..... \$ 6,545.00

### PAYMENTMETHOD

All financial aid will be applied first to institutional charges. Your financial aid will be disbursed to the institution in accordance with the Payment Summary: 0 Hour, 500 Hours and 15 weeks. Any student on a cash plan will be counseled individually and a payment plan will be set up. Cash payment can be in many forms and could include, but not limited to, cash, check, credit card, money order, etc. All payments, no matter the source, must be completed by graduation.

### GRADUATION REQUIREMENTS/ CAREER OPPORTUNITIES

A student must complete 1000 hours of training in the Teacher Training Program. La'James College in Mason City maintains a high excellence in education quality and requires a minimum of 80% in grade evaluations in order to pass. A diploma is given at completion of the course. Upon completion of the course the student will be eligible to sit for the state examination. Upon successful completion of the exam the graduate will be a licensed cosmetology instructor. Career opportunities include all the opportunities that the cosmetologist had along with teaching in a college.