



STUDENT CATALOG

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MISSION

The mission of the CJ Hair School is to serve a diverse range of students with high-quality, skills-focused, affordable education in barbering and cosmetology, preparing them to obtain licensure and begin a training-related career.

PURPOSES

Consistent with its mission, CJ Hair School offers two programs:

1. Barber
2. Cosmetology

Both programs are offered on full-time and part-time schedules, in order to provide students with options that fit with their responsibilities outside of school.

To prepare students for entry-level careers, CJ Hair School provides a combination of theory and hands-on training to prepare students for licensure, including both the written and practical portions of the exam. To achieve success in the workplace, the school works to provide students with current, relevant skills, based on current industry trends. Students spend time on the clinic floor practicing these techniques and gaining the competency and confidence needed to achieve their career goals.

CJ Hair School supports a diverse range of students, especially those in the Korean community. Programs are offered in Korean and English.

CORE VALUES

Excellence in Education:

CJ Hair School is committed to delivering high-quality education that meets and exceeds industry standards, empowering all students, including our Korean-speaking community, with the skills and knowledge necessary for success in the beauty and barbering industries.

Creativity and Innovation:

CJ Hair School fosters a culture of creativity and innovation, encouraging students to explore their artistic potential and stay ahead of the latest trends and techniques in the beauty industry, while also integrating the unique aesthetic influences of different cultures, including Korean beauty trends.

Student-Centric Approach:

At CJ Hair School, our students are at the core of everything we do. We prioritize each student's learning experience, personal growth, and success by offering bilingual support, personalized guidance, and culturally responsive resources, ensuring they thrive both academically and professionally.

Inclusivity and Diversity:

CJ Hair School celebrates the diversity of our student body, especially recognizing the unique needs of our Korean-speaking students. We are committed to creating an inclusive and welcoming environment where students from all backgrounds feel respected, supported, and valued.

Industry-Relevant Training:

CJ Hair School's instructors are well-seasoned professionals who are actively involved in the field, enabling them to provide training that is not only comprehensive but also reflective of the diverse cultural and industry trends, while maintaining all state licensure requirements, ensuring our graduates are well-prepared for today's market.

Ethical and Professional Standards:

CJ Hair School instills a strong sense of ethics and professionalism in our students, preparing them to represent the beauty and barbering industries with integrity and responsibility, while adhering to the highest standards of client care, safety, and respect across diverse communities.

Continuous Learning and Development:

CJ Hair School promotes ongoing professional development for faculty and staff, ensuring they stay current with the latest industry trends and advancements, and are equipped to provide high-quality education to all students.

Graduate Success:

CJ Hair School's success is measured by the achievements of our graduates. We are dedicated to supporting students in achieving program completion, state licensure, and successful careers in cosmetology and barbering, particularly within multicultural and bilingual markets.

PROFILE OF A GRADUATE

Graduates of CJ Hair School will:

- **Secure employment in the beauty and barbering industry** by leveraging their training and communication skills, particularly in serving ESL clients and other diverse communities.
- **Demonstrate proficiency in cosmetology and barbering services**, including hair cutting, coloring, styling, skincare treatments, and barbering techniques, with a strong understanding of both global beauty trends.
- **Exhibit creativity and innovation** in their approach to beauty and grooming services, staying informed on the latest industry trends while maintaining a strong grasp of core techniques.
- **Display a keen eye for aesthetics** and the ability to apply their creative ideas to provide visually appealing and personalized services, reflecting both global and cultural beauty influences.
- **Communicate effectively with clients**, particularly in Korean and English, to understand their preferences, provide recommendations, and ensure client satisfaction.
- **Build strong, trust-based relationships with clients** through excellent service, cultural sensitivity, and consistent professionalism, fostering loyalty and long-term connections.
- **Adhere to the highest ethical standards**, respecting client confidentiality, ensuring safety and hygiene, and maintaining professionalism in all interactions.
- **Commit to continuous learning and professional growth** by staying updated on industry innovations, product knowledge, and new techniques, ensuring they remain competitive and informed in their careers.
- **Collaborate effectively with colleagues and other professionals** in salons, spas, or barber shops, contributing to a positive team environment and overall client satisfaction.
- **Maintain a positive, professional attitude**, even under pressure, creating a welcoming and enjoyable experience for clients, and contributing to a harmonious work environment.

HISTORY

After opening his first barbershop in Fairfax VA, Owner and Founder Moon Jang noticed that many barbers and hairdressers he hired lacked the techniques and the knowledge that would allow them to be more successful at their chosen career. As he opened more barbershops, he grew passionate about providing better techniques and knowledge to the next generation of cosmetologists and barbers, with a mission that a solid education rooted in technique and knowledge is a shortcut to success.

In order to provide a high-end technical education to even more students, Moon Jang co-founded CJ Hair School with his wife, Kyung Jang, to give people of diverse backgrounds more affordable and accessible education. Founded in 2021 in Fairfax VA, CJ Hair School grew from the dedication to provide a positive learning environment with access to the best education possible. The school believes quality education with a professional focus is the key to the professional success of each student.

FACILITIES AND LOCATION

CJ Hair School is located at 9667 Fairfax Blvd, Fairfax, VA 22031. CJ Hair School occupies approximately 2100 square feet of facilities that include a spacious clinic floor with seventeen stations where supervised students are able to work on clients, a separate shampoo area, and one classroom for theory and practical instructions. The school also houses an office, two restrooms, a dispensary, and a student lounge for lunch breaks. The office is available for private advising as well as administrative activities. CJ Hair School also has a separate waiting area where clients can relax while they wait.

CJ Hair School does not have any branch campuses.

GOVERNANCE, ADMINISTRATION, AND FACULTY

CJ Hair School is owned by Moon Won Jang and Kyung Sook Jang. Both owners are actively involved with CJ Hair School governance, with Moon Won Jang serving as CEO of CJ Hair School, and Kyung Sook Jang working as the School Director.

CJ Hair School's administrative staff and faculty include the following individuals:

Owner/CEO/Instructor - Barber	Moon Won Jang, Master Barber
Owner/School Director/Instructor - Barber	Kyung Sook Jang, Master Barber
Campus Administrator/Instructor - Cosmetology	Jane Lee, Cosmetologist
Instructor - Barber	Inchul Jang, Master Barber

All instructors are licensed by the Virginia Board of Barbering & Cosmetology. Additionally, each instructor has a minimum of two years of experience in their field of instruction.

ACCREDITATION AND LICENSURE

CJ Hair School operates a single (main) campus located at:

9667 Fairfax Boulevard
Fairfax, VA 22031

CJ Hair School is certified to operate by the Department of Professional and Occupational Regulation (DPOR).

Department of Professional Occupational Regulation (DPOR)
9960 Mayland Drive
Suite 400
Richmond, VA 23233-1485
Tel: 804-367-8509
Web: <https://www.dpor.virginia.gov>

CJ Hair School is certified to operate by the State Council of Higher Education for Virginia (SCHEV) to operate.

State Council of Higher Education for Virginia (SCHEV)
101 North 14th Street
Richmond, VA 23219
Tel: (804)225-2600
Web: www.schev.edu

CJ Hair School is accredited by the Accrediting Council for Continuing Education & Training (ACCET)



ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

OPERATING HOURS

CJ Hair School is open at the following times:

Monday: CLOSED
Tuesday: 10:00 am–5:30 pm
Wednesday: 10:00 am–5:30 pm
Thursday: 10:00 am – 5:30 pm
Friday: 10:00 am – 5:30 pm
Saturday: 10:00 am – 5:30 pm
Sunday: CLOSED

HOLIDAYS

CJ Hair School observes the following holidays:

New Year's Eve
New Year's Day
Memorial Day
Independence Day
Thanksgiving Day
Christmas Eve
Christmas Day

Classes will not be held on these days and offices will be closed on these days.

START DATES AND CLASS SCHEDULE

CJ Hair School permits students to apply and begin their program of enrollment on a rolling basis. New students begin classes on Tuesdays of each week.

Full-time students attend from 10:00 am to 5:30 pm, Tuesday - Saturday. Part-time students attend from 10:00 am to 2:30 pm, Tuesday - Saturday.

LICENSING DISCLOSURE

Students must complete 1000 clock hours of instruction in cosmetology and 750 clock hours of instruction in barbering to be eligible to sit for licensing through the Virginia Department of Regulations. Licensing through DPOR is required to work as a cosmetologist or barber in the Commonwealth of Virginia.

ADMISSIONS

CJ Hair School requires each applicant for admission into one of its programs to meet the eligibility requirements and complete the steps below.

- Be a high school graduate or possess a General Education Development (GED) or another equivalency document.*
 - During the admissions process, evidence of high school graduation must be presented. Acceptable evidence includes a certified copy of the original high school diploma, a copy of a high school transcript indicating the date of high school graduation, a copy of a DD214 military record indicating the applicant is a high school graduate or equivalent, a GED certificate or official notification that a GED has been earned.
 - If the high school diploma was earned outside of the US, it must be evaluated for US equivalency. The potential student is responsible for paying the cost of the evaluation. The student may use any reputable evaluation service. Many options can be found on the National Association of Credential Evaluation Services (NACES) [website](#). CJ Hair School recommends [The Evaluation Company](#).
- The applicant must be 18 years of age; OR
 - If under 18 years of age at the time of admission, the applicant must have both a HS School Diploma or the equivalent, and a parent's or guardian's permission.
- Prospective students are required to interview with school personnel to discuss their educational goals, career goals, and life circumstances to ensure that CJ Hair School is a good fit. CJ Hair School provides access to the Student Catalog during the interview process, as well as an overview of the expectations for students. The staff member can answer questions at any time regarding school policies, the curriculum, requirements for licensure, employment outlook, and anything else needed for the applicant to make a decision on moving forward in the process.
- Complete the application form. An application fee of \$100 is required with the application. The application fee can be paid in the form of cash, check, money order, or credit card.
- The applicant must provide a valid unexpired state or federal-issued photo ID.

Accepted applicants are required to sign an enrollment agreement before beginning classes. If the accepted applicant is under 18 years of age, the parent or guardian must

also sign the enrollment agreement.

CJ Hair School is not SEVP-approved and does not provide student visa services.

BARRIERS TO EMPLOYMENT

CRIMINAL CONVICTIONS

Applicants for the Barber and Cosmetology programs should note that a prior conviction does not necessarily prevent them from obtaining a license; there are no “barrier crimes” that are an *absolute* prohibition to licensure. However, Virginia state law requires the Board to evaluate applicants with past convictions on a case-by-case basis to determine whether their criminal history is related to the profession. The Board must take into account the nine factors outlined in [§ 54.1-204.B](#) of the *Code of Virginia*. Only the full Board, voting in public session at a regular meeting, can make the decision to deny an application for licensure. For more information please visit the Department of Professional and Occupational Regulation (DPOR) website.

VISA RESTRICTIONS

Applicants must be legally allowed to work in the US in order to gain employment as a Barber or Cosmetologist. Successfully completing a program at CJ Hair School, passing the DPOR examinations, and obtaining a Barber or Cosmetology license does not allow graduates to work in the US if their visa prohibits it. Applicants who are in the US on a visa should check to see if their visa type allows them to work prior to enrolling.

TRANSFER HOURS/CREDIT

CJ Hair School may accept transfer hours from other institutions, provided that the transfer meets the requirements of the Virginia Board for Barbers and Cosmetology (18 VAC 41-20-210.G). The school is not obligated to accept all transfer hours and evaluates each request on a case-by-case basis.

CRITERIA FOR ACCEPTANCE

To be considered for transfer credit, a student must:

- Complete a CJ Hair School Transfer of Credit Request form.
- Pay the Transfer of Credit Evaluation fee of \$50.00.
- Submit an official transcript showing prior clock hours earned along with the official grades earned for the courses and/or modules completed.
- Provide a School Catalog and/or program or course syllabi to verify that the coursework is comparable in content, length, and scope to the program in which the student seeks to enroll.
- Successfully pass a school-administered 100 question competency exam.

Transfer credit may be accepted from institutions that offer programs aligned with recognized industry standards that are:

- Are licensed or certified by an appropriate regulatory agency; and/or
- Are accredited by an accrediting body recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA).

Students completing training in a Virginia school must have attended a school that is licensed by the Virginia Board for Barbers and Cosmetology.

The school does not accept credits based solely on accreditation status.

LIMITS AND REQUIREMENTS

- Students may not transfer more than 50% of the total clock hours required in their program of enrollment.
- Transfer hours must have been earned within the past 3 years to be considered current and relevant.
- A minimum grade of a C (based on the grading scale of the school attended) must have been earned in each course or module considered for transfer.
- CJ Hair School does not award credit for prior experiential learning.

CJ Hair School cannot award more hours towards a topic than allowed in their board-approved curriculum.

DOCUMENTATION REQUIRED

Applicants must provide:

- A completed CJ Hair School Transfer of Credit Request.
- Official transcript from the prior institution showing hours earned and related grades.
- A School Catalog and/or program or course syllabi.

Incomplete or unofficial documentation will not be accepted. CJ Hair School will evaluate the documentation received to determine that all requirements have been met. If all requirements are met, the Competency Exam will be scheduled. If the requirements are not met, CJ Hair School will notify the applicant or student in writing that the request for transfer of credit has been denied.

COMPETENCY EXAM

If the documentation submitted meets all policy requirements, the Competency Exam will be scheduled. The competency exam consists of 100 questions. A score of 75% must be earned to pass the exam.

If the exam is passed, CJ Hair School will notify the applicant or student in writing that the request for transfer of credit has been approved.

If the exam is failed, CJ Hair School will notify the applicant or student in writing that the request for transfer of credit has been denied.

TUITION ADJUSTMENTS

If transfer credit is awarded, tuition will be adjusted on a pro-rated basis according to the number of hours accepted.

APPEAL PROCESS

Students may appeal a transfer credit decision by submitting a written request and supporting documentation to the Campus Administrator. Appeals must be submitted within 7 days of the initial decision.

STUDENT SUPPORT FOR OUTBOUND TRANSFERS

CJ Hair School provides support to students transferring to other institutions by offering official transcripts, syllabi, and guidance upon request.

CJ Hair School does not guarantee the transferability of clock hours or coursework completed at the school to other institutions. Acceptance of transfer hours or credit is always up to the receiving institution.

EXPERIENTIAL LEARNING

CJ Hair School does not award credit for prior experiential learning.

STUDENTS WITH DISABILITIES

CJ Hair School recognizes the Americans with Disabilities Act. CJ Hair School welcomes and admits handicapped students; however, the facility has limitations to accommodations for handicapped individuals. The School is responsible for ensuring that students with disabilities are provided Reasonable Accommodations that meet their corresponding needs (academic adjustments, auxiliary aids, and services). Student requests for accommodation will be considered under the Reasonable Accommodation Policy and in Compliance with the ADA as amended and Section 504 of the Rehabilitation Act of 1973 without discrimination. The need for Reasonable Accommodations depends upon the Student's disability and is determined by the needs of the Student, documentation from the Student, and documentation from appropriate professionals. The determination of what specific accommodations will be provided will be based upon evaluation of the individual Student's documentation, personal needs, and academic requirements. A Student's Reasonable Accommodation may be subject to review and adjustment from time to time.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow the procedure below:

1. Notify the School Director in writing of the type of accommodation needed, the date needed, documentation of the nature and extent of the disability, and the need for the accommodation or auxiliary aid. The request should be given at least two weeks in advance of the date requested. Please contact the School Director by emailing cjhairschoolllc@gmail.com.
2. The School Director will respond within one week of the received request.

GRADUATION REQUIREMENTS

In order to graduate from the CJ Hair School and receive a Certificate of Completion, students must meet the following requirements within their program's maximum timeframe.

1. Complete and pass all assessments and assignments
2. Achieve a minimum grade of 75%
3. Complete all required program hours
 - a. During training, students must maintain a cumulative attendance rate of at least 80%
4. Meet all financial obligations to CJ Hair School

CJ Hair School is approved by DPOR to offer educational programs. In order for a student graduate and become eligible to sit for the Virginia State Board exam, they must successfully complete all required program hours, achieve a minimum grade of 75%, and meet all financial obligations.

Licensure is required for employment in the field.

TUITION AND FEES

COSMETOLOGY	
Tuition	\$6,500.00
Application Fee (Non-refundable)	\$100.00
Books/Supplies/Other	\$1,500.00**
Anticipated Licensure Costs	\$172.00 Licensure Exam Fee* \$98.00 License Fee*
Total Cost due to CJ Hair	\$8,100.00
Total Anticipated Cost of Program (With Licensure Fees)	\$8,370.00

BARBER	
Tuition	\$ 5,900.00
Application Fee (Non-refundable)	\$100.00
Books/Supplies/Other	\$1,300.00**
Anticipated Licensure Costs	\$172.00 Licensure Exam Fee* \$98.00 License Fee*
Total Cost due to CJ Hair	\$7,300.00
Total Anticipated Cost of Program (With Licensure Fees)	\$7,570.00

All tuition and fees in the preceding tables are listed in US Dollars.

STATE BOARD LICENSING FEES*

Students are responsible for paying the applicable state board licensing fee. The fee amount can be found in the Candidate Information Bulletin for the relevant state licensure exam. An estimate of current costs is provided above. This fee is paid at the time the application for the state board licensing exam is submitted. Students who successfully complete the program will be responsible for paying the licensure exam fee, as well as being required to pay for their license.

BOOKS, KITS, SUPPLIES**

Students are not required to purchase the kit, textbooks, or supplies through the School. Total costs provided are if the student purchases all textbooks, the kit, and supplies through CJ Hair

School, and are an estimate for students purchasing these required items outside of the School. Total cost may vary for students purchasing individually.

LATE FEES

There will be a late charge of \$20 for any payments made after the contracted due dates. Students have 14 days to make their payment, including the late charge. If the student has not made the payment after 14 days, the student will not be permitted to attend classes. During the period that the student is not allowed to attend classes, they will be counted as absent. If they have not made their payment, including the late charge, before 14 calendar days of consecutive absences, the student will be withdrawn from his or her program. (See Attendance Policy.)

REFERRAL DISCOUNT POLICY

CJ Hair School may offer a tuition discount to currently enrolled students who refer new students who subsequently enroll and begin attendance.

The current referral discount is \$500, divided equally between the referring student and the new student (\$250 each). This credit is applied to tuition only and has no cash value. Each enrolled student is limited to one referral discount.

To qualify, the referring student must be enrolled and in good standing at the time the referred student enrolls. The referred student must begin classes and remain enrolled through at minimum 25% of program completion before the discount is applied.

All referral discounts are administered in compliance with the Virginia Prizes and Gifts Act (Va. Code § 59.1-415 et seq.) and the Virginia Consumer Protection Act (Va. Code § 59.1-196 et seq.).

PAYMENT PLANS

CJ Hair School allows students to either pay tuition and fees in full prior to the start of the program or to enroll in an interest-free monthly payment plan. Students participating in a payment plan are required to make a minimum down payment of \$1,000 at the time of enrollment. The remaining balance may be paid in up to five (5) additional monthly installments, for a maximum of six (6) total payments. Students may elect to complete the payment plan in fewer than six payments.

The specific payment amounts and due dates are outlined in the Payment Plan Contract, which is executed at the time of enrollment. CJ Hair School complies with all Truth in Lending Act (TILA) Regulation Z disclosure requirements. All applicable disclosures are provided to students at the time they enter into a payment plan.

Because tuition and fees are paid either at enrollment or through monthly installments during the program, students who remain current on their payment obligations satisfy the full program cost prior to graduation. Students do not graduate with an outstanding balance owed to CJ Hair School.

COLLECTIONS POLICY

Any account balance **90 days past due** will be turned over to an independent, outside collections agency. When this happens, no payments will be accepted by CJ Hair School. The cost of the outside collection agency and any legal fees will be added to the total amount owed. At the same time, the debt will be reported to the Credit Bureaus. Students and/or graduates will not be eligible to receive official transcripts or register for further programs at CJ Hair School until they have paid their account in full.

METHODS OF PAYMENTS

Methods of payment include cash, check, credit card, certified check, or money order. Please make all checks payable to CJ Hair School. All payments must be made in person.

FINANCIAL AID

CJ Hair School does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students.

SCHOLARSHIPS

CJ Hair School does not provide any institutional scholarships.

WITHDRAWAL AND DISMISSAL

A student choosing to withdraw from the school should notify the School Director in writing or verbally. All students considering withdrawal are encouraged to speak to the School Director before withdrawing.

In some circumstances, students may be terminated or dismissed. Reasons for withdrawal include failing to return from a leave of absence (LOA) on the date specified; violation of the Attendance policy; and/or failure to attend for 14 consecutive days. Students can also be terminated for failure to adhere to CJ Hair School's Code of Conduct.

For all students who withdraw or are terminated, refunds are calculated based on the percentage of the scheduled portion of the program completed at the time of withdrawal, per the published refund policy. Refunds are issued within 45 days of the date that the student issued a written notification of cancellation or was terminated by the school, or within 45 days of the last date of attendance, whichever is sooner.

CANCELLATION AND REFUND POLICY

Cancellation applies to the following situations:

Rejection: A student applicant rejected by the school is entitled to a refund of all monies paid, minus the non-refundable \$100 application fee.

Program Cancellation: If the program is cancelled by the school after the student's enrollment, all monies paid by the student shall be refunded.

No-Show: A student applicant who does not show for the first day of class is entitled to a refund of all monies paid, minus the non-refundable \$100 application fee.

Three-Day Cancellation: A student applicant who provides written notice of cancellation within three (3) business days, excluding weekends and holidays, of executing the enrollment agreement is entitled to a full refund of any monies paid, minus the non-refundable \$100 application fee.

Cancellation Prior to the Start of Class: A student applicant requesting cancellation more than three (3) days after executing the enrollment agreement, but prior to the first day of class is entitled to a refund of all monies paid, minus the non-refundable \$100 application fee.

After the start of class, the student applicant is considered to be a student and the following Refund Policy is applied when:

- a student voluntarily withdraws from CJ Hair School.
- a student is dismissed or terminated from CJ Hair School.

% of Program Completed	Tuition Refund
Student attends but withdraws/is dismissed during the first 25% of the scheduled program.	75% of tuition refunded to the student
Student attends but withdraws/is dismissed after the first 25% of the scheduled program but before 50% of the scheduled program has been completed.	50% of tuition refunded to the student
Student attends but withdraws/is dismissed after the first 50% of the scheduled program but before 75% of the scheduled program has been completed.	25% of tuition refunded to the student
Student attends but withdraws/is dismissed after 75% of the scheduled program has been completed.	No tuition refund to the student

All refunds are calculated based on the percentage of the scheduled portion of the program completed at the time of withdrawal, per the published refund policy. Refunds are issued within 45 days of the date that the student issued a written notification of cancellation or was terminated by the school, or within 45 days of the last date of attendance, whichever is sooner.

ACCET Refund Policy

CJ Hair School is accredited by the Accrediting Council for Continuing Education & Training (ACCET). For any institutional withdrawal or voluntary withdrawal both the institution's (State Council of Higher Education for Virginia) policy and ACCET policy are applied and the amount that is more favorable to the individual student is refunded.

- The institution may retain an administrative fee associated with withdrawal or termination not to exceed \$100.
- During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
- After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed.

- D. After fifty percent (50%) of the period of financial obligation is completed, the institution may retain the full tuition.

GRADING

Students are assigned theory study and a minimum number of practical experiences required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Students must maintain a theory grade average of 75% or greater and pass a written and practical exam prior to graduation. Students must make up any failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Written/Practical:

90% - 100%	A	EXCELLENT
80% - 89%	B	VERY GOOD
75% - 79%	C	SATISFACTORY
Below 75%	F	FAILING

Additional Grades:

W	WITHDRAWAL
R	REPEAT

SATISFACTORY ACADEMIC PROGRESS

All students attending CJ Hair School must be able to maintain Satisfactory Academic Progress (SAP). The Satisfactory Academic Progress Policy is applied consistently to all students.

Satisfactory Academic Progress is measured in the following ways:

- **Qualitative** - Maintain a Cumulative Grade Point Average (cGPA) of 75% (letter grade of C) or better at the end of each evaluation period on all tests and other required coursework.
- **Quantitatively** - The student must attend at least 80% of the scheduled clock hours cumulatively for each evaluation period, enabling completion within the maximum time frame of the program.
- **Maximum Timeframe (MTF)** - Complete the program within the maximum time frame of 120% of the published program length, based on schedule, as stated below.

COURSE MAXIMUM TIME ALLOWED WEEKS/SCHEDULED HOURS

- | | |
|-----------------------------------|----------|
| • Cosmetology (Full time) | 35 Weeks |
| • Cosmetology (Part time) | 60 Weeks |
| • Barber (750 Hour) (Full time) | 22 Weeks |
| • Barber (750 Hour) (Part time) | 38 Weeks |
| • Barber (1100 Hour) (Full time)* | 37 Weeks |
| • Barber (1100 Hour) (Part time)* | 65 Weeks |

** Program in Teach out*

EVALUATION PERIODS

Formal evaluations will occur at the midpoint, end of program, and, if needed, at the Maximum Time Frame based on scheduled hours. Consistent with SAP measurements, the evaluations will assess each student's progress against the qualitative and quantitative standards previously identified.

Student SAP is evaluated at the points indicated below for each program:

- Cosmetology 450, 900, 950, and 1000 clock hours
- Barber (750 Hour) 375 and 750 clock hours
- Barber (1100 Hour)* 450, 900, 1000, and 1100 clock hours

** Program in Teach out*

WARNING

If a student fails to meet the cumulative 80% attendance and/or cumulative 75% (C) grade average for any evaluation period, he or she will be placed on 'Warning' for the next evaluation period.

Students will be notified in writing when placed on 'Warning.' The notification will include the steps necessary to be removed from the 'Warning' status. In addition, students will receive attendance and/or academic advising from the School Director or Campus Administrator. During this time, an academic improvement plan will be created to assist the student in achieving 'Good Standing' by the end of the 'Warning' period. If the student achieves 'Good Standing' by the end of the 'Warning' period, he or she will be removed from 'Warning' status.

If the student fails to achieve 'Good Standing' and meet satisfactory academic progress requirements at the end of the 'Warning' period, the student will be terminated from CJ Hair School. The institution will notify the student in writing if he or she is being terminated for unsatisfactory academic progress. The student has the option to appeal termination by following the appeal process.

APPEAL PROCESS

The student may submit a written appeal of his/her termination within five calendar days of their receipt of the notice of termination. The appeal must be accompanied by documentation of mitigating circumstances that have prevented the student from obtaining 'Good Standing' and evidence that changes have occurred to allow the student to now meet standards of Satisfactory Academic Progress. Only extraordinary circumstances will be considered, such as, but not limited to, death or severe illness in the immediate family. Supporting documentation such as a physician's statement, accident report, or other such statements must be included as part of the appeal.

The School Director or Campus Administrator will assess all appeals and determine whether the student may be permitted to continue in the school on a 'Probationary' status despite not meeting the Satisfactory Academic Progress requirements. The student will be sent a written decision within ten days of the receipt of the appeal. The decision of the School Director or Campus Administrator is final.

In cases where an appeal is accepted, the student is placed on 'Probation' status through the next evaluation period. During this time, an academic improvement plan will be created to assist the student in achieving 'Good Standing' by the end of the 'Probation' period.

PROBATION

If a student fails to meet the Satisfactory Academic Progress standards at the end of the 'Warning' period and successfully appeals the termination, he or she will be placed on 'Probation' status.

Students will be notified in writing when placed on 'Probation'. The notification will include the steps necessary to be removed from 'Probation' status. In addition, students will receive attendance and/or academic advising from the School Director or Campus Administrator. During this time, an academic improvement plan will be created to assist the student in achieving 'Good Standing' by the end of the 'Probation' period.

At the end of the evaluation period, and then at the end of every evaluation period thereafter, the student's academic status will be reviewed. If the student fails to meet the Satisfactory Academic Progress requirements at the end of the 'Probation' period, the student will be terminated from the school.

TRANSFER AND READMITTED STUDENTS

Transfer students from outside the institution will be evaluated qualitatively only on the work completed at the CJ Hair School. The maximum time frame is reduced for transfer students based on the remaining length of the program in which they enroll.

Incomplete Courses

CJ Hair School does not issue grades of incomplete.

Remedial Courses

CJ Hair School does not offer any remedial courses.

Course Repeat Policy

A failed course may be repeated in an attempt to earn a passing grade. Each attempt counts as scheduled hours toward the Maximum Time Frame. Only the highest grade earned will be included in the computation of the cumulative grade point average. The student transcript will list each course in which a student has enrolled and earned a grade. The failing grade will be changed to a grade of R on the transcript indicating that a particular course has been repeated.

SATISFACTORY PROGRESS FOR ACADEMIC PURPOSES

Students can view their grades at any time by asking their instructor or the Campus Administrator. Every 175 clock hours, a progress evaluation for academic purposes is completed.

CJ Hair School reviews each student's grades and attendance and calculates the cumulative GPA and attendance rate at that time. The results are documented, along with the date of the review. If any student is not meeting the academic progress requirements, the Campus Administrator is notified and works with the student, and other instructors (as needed), to make improvements. However, a student is not placed on Warning as a consequence of a progress evaluation for academic purposes.

READMISSION

A student who is terminated or who withdraws from enrollment may re-enroll at CJ Hair School. Students who previously withdrew or were dismissed in good standing can reapply for admission to CJ Hair School. Factors that may contribute to good standing include but are not limited to a student's attendance record, payment history or balance due, and/or reasons that may have led

to dismissal from his or her program. If a student is unclear on whether or not they were withdrawn or dismissed in good standing, the student should reach out to the Campus Administrator. Students are required to go through the full admission process, and any outstanding balance must be paid in full prior to admission. Students seeking readmission should start the admission process with the Campus Administrator.

READMISSION AFTER EXCEEDING MTF

In the event that a student requires readmission after failure to complete the program within the maximum time frame of 120%, the student will receive credit for the hours previously completed. Tuition of \$12/clock hour will be charged for each remaining clock hour needed to complete the program. Students who have been withdrawn for exceeding the maximum time frame (MTF) must apply for readmission within 2 weeks.

CODE OF CONDUCT

Students are expected to conduct themselves in a professional manner always. Students are expected to abide by the following regulations:

- No verbal abuse (swearing, name-calling, using racially offensive language, arguing with teachers, aggressive verbal language).
- No disruptive behavior, such as taking excessive phone calls, breaks from class, distracting others or instructors, or interrupting the learning process.
- No intentional damage to School property.
- No smoking inside the School, or within 30 feet of a School entrance. Students are strongly encouraged not to smoke during School hours, as students are not permitted to smell like smoke in a classroom or on the clinic floor. Students who have an odor of smoke will be asked to leave for the day and will be responsible for making up any hours resulting from this absence. Students who vape will also be required to do so outside of the School.
- Eating must occur in the provided student lounge only. Drinking can occur in either the student lounge or the classrooms only when the student has a cup/tumbler with a lid or a bottle with a cap.
- Students are not permitted to have cell phones or personal electronics while working on the clinic floor. Students are permitted to have cell phones in the classroom for emergency and otherwise excused reasons but are only allowed to use the cell phone during class hours when granted by the Instructor. Smartwatches are permitted.
- No academic dishonesty will be tolerated.
- Students are expected to conduct themselves in a professional manner in both the classroom and on the clinic floor.
- When assigned to a clinic shift, students may not refuse to perform any assigned service on a client. It is essential to the learning experience and quality of education that a student provides services to a client, as assigned by the School. Exceptions to this rule would only be if the student has cause to believe that doing so would place the student or School in danger.
- Students must stay in compliance with the dress code (as defined in the "Student Dress Code").

Any violation of the above Code of Conduct will result in action by CJ Hair School, which could include, but is not limited to a student being issued a warning, placed on probation, or immediately

dismissed from the program.

ZERO TOLERANCE POLICY

CJ Hair School also enforces a Zero Tolerance Policy within its Code of Conduct requirements.

CJ Hair School has zero tolerance for the following behaviors or actions:

- Violence or threatened violence
- Aggressive behavior
- Bullying of fellow students or CJ Hair School Staff
- Possession of illegal substances or alcohol
- Being under the influence of illegal substances or alcohol on CJ Hair School property
- Possession of firearms, ammunition, explosives, fireworks, or anything that could be construed as a weapon or capable of harm on CJ Hair School property
- Theft or fraud on School property

Students who engage in any of the above actions face immediate dismissal from the School. If further investigation is necessary to confirm whether a student perpetuated one of the actions above, the student will be temporarily suspended from School while an investigation is conducted. CJ Hair School will conduct a necessary investigation within 10 business days. Once the investigation is complete, the student will either be reinstated into his or her program or dismissed from CJ Hair School. Students dismissed for the above violations of the Code of Conduct will not be considered dismissed in good standing.

STUDENT DRESS CODE

Students are required to abide by the published dress code, and should always present themselves professionally attired.

These dress code rules always apply:

- All tops should be **BLACK**. (t-shirt, sweater, etc)
- Pants can be any material or type, as long as students exercise good judgment in the length and type of clothing. CJ Hair School does not permit students to wear pants that are extremely short and asks that students wear plain pants minus logos or large graphics.
- All shoes should be in good condition and must be closed-toe shoes. No flip-flops, slippers, or open-toe shoes will be permitted. No Crocs should be worn. CJ Hair School cautions students there is a lot of time with feet on the floor, so comfortable professional shoes are preferred!
- All students must be clean and well-groomed.
- All clothes must be work-appropriate. Outfits designed for workouts, sleep, or outdoor activities should be avoided.
- All clothes must be clean and in good shape. Please avoid rips, tears, and holes.
- At all times, students are advised to dress with professionalism in mind.
- No hats, scarves, or bandanas can be worn at any time (unless allowed for religious purposes, such as head coverings).

Students who violate the Student Dress Code will be clocked out and will be permitted to clock back in when their attire meets the school's policy. If a student has any questions on what constitutes professional dress attire can be directed to the Campus Administrator.

STUDENT RIGHTS AND RESPONSIBILITIES

Students at CJ Hair School are charged with certain responsibilities and receive certain rights and privileges.

CJ Hair School is responsible for providing students with a safe campus, well-maintained equipment, qualified instructors, support services, and access to the student clinic, in order to qualify to sit for the State Licensing exam and achieve the learning outcomes for the programs offered.

Students have the following rights:

1. To be admitted to CJ Hair School following the started admission procedure without discrimination in any respect.
2. To be in an atmosphere that is conducive to learning and enables students to achieve the stated program outcomes.
3. To obtain the necessary knowledge, skills, and abilities, in order to sit for and pass the State Licensing exams and gain initial employment.
4. To see their student records and, if necessary, appeal any inaccuracies.
5. To pursue complaints and/or grievances against instructors, administrators, or fellow students.
6. To file a formal grievance with the school's regulators: SCHEV and/or DPOR.
7. To have academic and financial records kept confidential per the school's policy. No official records of students are made available to anyone other than the student without the expressed written consent of the student.

Students have the following responsibilities:

1. To attend class regularly, arrive on time, and not leave early.
2. Maintain their personal tools and equipment in good working order, bringing them to class daily.
3. To be familiar with and comply with the policies in the Student Catalog.
4. To treat other students, faculty, staff, and clients in the clinic with courtesy and respect.
5. Demonstrate academic integrity and personal professionalism when working with other students, faculty, staff, and clients in the clinics.
6. Share responsibility for maintaining the integrity of the physical surroundings, including the classroom and on the clinic floor.
7. Follow all health and safety guidelines in the school and clinic, as required by DPOR regulations.

STUDENT & FACULTY COMMUNICATION

The format of the programs at CJ Hair School provides continuous opportunities for student and faculty communication. Students attend all class hours in person. Faculty members communicate with students during classroom instruction, asking questions to students, answering student questions, and providing feedback on homework and assignments. Students also engage in two-way communication with instructors on the clinic floor. Instructors observe students, provide demonstrations, assist with technique, and provide feedback that the students can use to improve their skills and develop professionalism. Students are encouraged to ask questions to instructors so that they are confident in the skills and knowledge they are learning at CJ Hair School.

FACULTY ACCESSIBILITY

The faculty (instructors) at CJ Hair School are available during operating hours for questions, course advising, and support. When not teaching in the classroom, instructors are accessible on

the clinic floor. Students may also request and schedule a meeting with an instructor by speaking with the instructor in person or by calling the school.

INTERNSHIPS, EXTERNSHIPS, & PRODUCTION WORK

CJ Hair School's programs do not include internships, externships, or production work. Students complete hours on the clinic floor. There is no compensation for hours completed in the clinic.

COMPLAINTS & GRIEVANCES

For students who wish to file a complaint: Most student complaints can be resolved at the first point of contact with the School. Students who wish to file a complaint can do so orally or in writing. CJ Hair School staff and leadership all act to ensure that no retaliatory action is allowed against any student who has filed a complaint. All files pertaining to a student's complaint will be maintained by the School for five (5) years.

Academic Grievances: For complaints pertaining to academic matters (grades, tests, etc), the student should contact the instructor(s) privately, either orally or in writing to discuss the concern or issue. If the student feels the concern has not been solved, then a student can file an official grievance.

Administrative Grievances: For complaints pertaining to administrative matters, such as concerns over a policy reflected in the catalog, the student should contact the Campus Administrator via email, noting the reason for the complaint. While most complaints or concerns can be resolved, students can file an official grievance if the concern remains unresolved. The School Director will address official grievances.

Grievances: Written complaints must be signed by the student and include the following:

- (1) A description of the problem(s),
- (2) Approximate date(s) that the problem(s) occurred,
- (3) Name of the individual(s) involved in the problem(s) – staff and/or other students,
- (4) Copies or proof of important information regarding the problem (if any).

If a student feels as though the grievance has not been adequately resolved by CJ Hair School, the student should take their complaint directly to the State Council of Higher Education for Virginia using the Student Complaint Form at

<https://www.schev.edu/students/resources/student-complaints>.

The student may also take their complaint directly to DPOR at:

Department of Professional Occupational Regulation (DPOR)
9960 Mayland Drive, Suite 400
Richmond, VA 23233-1485
Tel: 804-367-8509
Web: <https://www.dpor.virginia.gov>

Students will not be subject to unfair actions or retaliation as a result of initiating a complaint proceeding with SCHEV or DPOR.

Notice to Students: ACCET Complaint Procedure

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that quality educational training programs are provided. When issues arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure. This is required by ACCET and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints that involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

If a student has used the institution's formal student complaint procedure, and the issue has not been resolved, the student has the right and is encouraged to submit a complaint to ACCET in writing via the online form on the ACCET website (<https://accet.org/about-us/contact-us>). The online form will require the following information:

1. Name and location of the ACCET institution
2. A detailed description of the alleged problem(s)
3. The approximate date(s) that the problem(s) occurred
4. The names and titles/positions of all persons involved in the problem(s), including faculty, staff, and/or other students
5. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET
6. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved
7. The status of the complainant with the institution (e.g., current student, former student)

Please include copies of any relevant supporting documentation (e.g., student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

Note: Complainants will receive an acknowledgment of receipt within 15 business days.

Online Complaint Submission Form

STUDENT SERVICES

Individual advising sessions are available to assist you with academic, personal, professional, and career-related concerns. Available services at CJ Hair School include:

- Guest Speaker Events: Industry professionals share career insights, industry trends, and mentorship.
- Tutoring and Supplemental Materials: One-on-one tutoring sessions for students needing additional help with their program as well as extra practice materials to improve cosmetology and barbering skills.
- Bilingual Instruction: Support for students who prefer Korean instruction, ensuring comprehension of technical skills and theoretical concepts.
- Additional Licensing Exam Preparation: No-cost study sessions for the written exam and 2-3 extra practice sessions for the practical exam with instructor feedback.

Please contact an instructor for more information, to schedule tutoring, or to obtain supplemental materials.

JOB PLACEMENT ASSISTANCE

CJ Hair School provides Job Placement Assistance to students and graduates. CJ Hair School works with several outside salons looking to employ students and works to connect students to job opportunities. Local salon and shop owners are invited into the school to introduce themselves and speak about their business, offerings, and clientele. Students have the opportunity to meet with these potential employers and ask them questions.

Additionally, CJ Hair School conducts an interview with students close to graduation. During the interview, they discuss the student's interests and strengths and provide advice on how to excel in the workplace. CJ Hair School refers students to salons based on the results of the interview.

All program graduates must pass the appropriate licensing exams in order to gain employment. CJ Hair School does not guarantee placement.

LIBRARY RESOURCES

CJ Hair School provides a designated space on campus with access to borrow textbooks used in the program. This space is accessible during office hours, and a staff member is available to check a book out to the students. CJ Hair School also maintains extra supplies, such as scissors and combs or clippers, that can be borrowed in order to enrich the student's education.

STUDENT RECORDS/FERPA

CJ Hair School's student privacy and confidentiality policy follows the [Family Educational Rights and Privacy Act \(FERPA\)](#) guidelines.

FERPA was designed to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading information through informal and formal hearings.

CJ Hair School will not disclose a student's education records without obtaining prior written consent, except in certain instances where a student's educational records may be disclosed to school administrators with a legitimate interest. These individuals may include persons whom CJ

Hair School has employed or contracted with, whose responsibility justifies access to all or part of an educational record for legal, educational, or administrative functions.

Students may inspect and review their own records pertaining to academic standing and other information at any time. Students may also seek amendment of inaccurate or misleading information in their education records.

CJ Hair School depends on the accuracy of the records submitted by its students. False information on an application as well as any act to intentionally mislead or misinform instructional personnel or administrators is grounds for disciplinary action, including dismissal from the school. Students seeking access or amendment to their educational records should contact the Campus Administrator.

CJ Hair School maintains the following student records on-site starting from the enrollment date, for a period of five years:

- a. Admission records, including the Enrollment Agreement
- b. All withdrawal or termination records
- c. Attendance records of hours
- d. Tuition and financial records between the student and the school including payments from the student, payments from other sources on the student's behalf, and refunds after the student's last date of attendance. A Truth-in-Lending-Agreement (TILA) signed by the student must be included for a student on an approved payment plan for tuition and fees.
- e. Copy of certificates upon completion
- f. Transcript of the student's academics
- g. Dates of student enrollment including start dates and withdrawal or completion dates, courses completed and passed, grades, and students' current status (graduated, probation, completion, etc.)

Student records can be requested by submitting a request in writing to the Campus Administrator.

COPYRIGHT INFRINGEMENT POLICY

DIGITAL MILLENNIUM COPYRIGHT ACT (DMCA)

Individuals using computers and networks at CJ Hair School are responsible for complying with copyright laws and CJ Hair School's policy and procedures for computer use. The Digital Millennium Copyright Act (DMCA) of 1998 amends the federal copyright law to provide certain liability protections for online service providers when their computer systems or networks carry material that violates (infringes) copyright law.

The Digital Millennium Copyright Act specifies that all infringement claims must be in writing (either by electronic mail or paper letter) and must include all of the following elements:

- a physical or electronic signature
- identification of the infringed work
- identification of the infringed material
- contact information for the complainant, e.g. address, telephone number, electronic mail address
- a statement that the complaining party has a good faith belief that the use of the material in the manner complained of is not authorized by the copyright owner or the law
- a statement that the information contained in the notification is accurate, and under penalty of perjury, that the complaining party is authorized to act on behalf of the copyright owner.

Infringement claims should be sent to CJ Hair School's Designated Agent: *Jane Lee, Campus Administrator*.

CJ Hair School's users should not download, upload, transmit, make available, or otherwise distribute copyrighted material without authorization using CJ Hair School's computer systems, networks, and internet access or storage media. This is inclusive of utilizing unlicensed/unauthorized peer-to-peer file services that would promote copyright infringement. Users who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include suspension, dismissal, and other legal actions.

In addition to the complaint being handled by CJ Hair School, copyright owners may also take direct legal action against alleged infringers, and subpoena CJ Hair School for information about people sharing files. The No Electronic Theft (NET) Act provides for serious criminal penalties, including a fine of up to \$250,000 and a potential jail sentence. A lack of knowledge about copyright infringement laws will not excuse one from legal consequences, or action by CJ Hair School. It is your responsibility to be aware of the legality of your actions.

COPYING MATERIALS

Students, instructional staff, and administrative staff are not allowed to make copies of their textbooks or exams for themselves or their peers. Copying textbooks and other copyrighted material is against the law. Any student caught copying material (or in possession of copied material) will be in violation of the Student Code of Conduct and will be subjected to the full range of consequences.

CJ Hair School requires compliance with applicable copyright laws in the use of instructional materials. The Copyright Act protects all types of expression or authorship fixed in any tangible medium, including such as written works, paintings, sculptures, photographs, videos, recorded music, sheet music, computer programs, video games, architectural design, and choreography. It is important to note, however, that the Act does not protect the underlying facts or ideas in a copyrighted work -- only the "expression" of those facts or ideas.

During the applicable term of protection, the author of the work possesses certain exclusive rights (which may be assigned to another party such as the publisher or distributor). These exclusive rights include (1) the right to copy the work; (2) the right to create derivative works; (3) the right to distribute the work; and (4) the right to display, perform, or broadcast the work. Therefore, before exercising any of these rights with respect to a given work, individuals must obtain permission from the copyright holder unless a statutory exception such as "fair use" applies, or the work is in the public domain.

THE PUBLIC DOMAIN AND OTHER "FREE" WORKS

Copyright protection does not extend to works in the public domain, which include: (1) works for which the applicable term of protection has expired; (2) works published by the federal government (e.g., published by the Centers for Disease Control or the National Oceanic and Atmospheric Association); (3) works that lack sufficient originality or expression to qualify for copyright protection (e.g., unadorned calendars, indices, phonebooks, databases); and (4) works expressly donated to the public domain. Such works may be copied and used without the permission of the author or publisher.

CJ Hair School's students/instructors/staff who violate this policy are subject to appropriate disciplinary action. Serious violations of this policy may result in expulsion or discharge from CJ Hair School. Individuals who violate state or federal copyright laws may also be subject to criminal/civil action by the appropriate agency or by the owner of the copyright.

NONDISCRIMINATION POLICY

CJ Hair School, in its admission, instruction, and graduation policies and practices, does not discriminate on the basis of sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry. The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way, he or she is required to report the matter to the school's director, Kyung Sook Jang, in person or by calling 703-277-1088, or by mail at 9667 Fairfax Blvd, Fairfax, VA 22031 immediately so appropriate action can be taken. CJ Hair School upholds the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

ATTENDANCE AND ABSENCES

Records that show each student's attendance are maintained. Attendance records indicate the student's presence for each scheduled class period as recorded by the finger print reader. These records are stored by the school, making each student's attendance readily available to anyone authorized to inspect such records. The attendance policy applies to all students enrolled in all programs whether attending on a full-time or part-time basis.

As required by DPOR, completion of all required program hours is verified by CJ Hair School, allowing the student to register for the related licensure exam.

In order to meet graduation requirements, students are required to maintain a minimum of **80%** cumulative attendance to be considered to be maintaining satisfactory attendance progress at the program evaluation points to ensure that the student will graduate within the maximum time frame allowed.

CJ Hair School does not consider absences as excused or unexcused. In order to complete the program, students must complete all clock hours contracted as indicated on the enrollment agreement. However, if a student is going to be absent, the student should notify the school as far in advance of the absence as possible.

Any student who is absent for 14 consecutive class days will be terminated from CJ Hair School. Students may re-enroll by meeting all admissions requirements at the time of re-enrollment and signing a new enrollment agreement. Students will receive credit for clock hours previously attended and coursework successfully completed. The length of the enrollment agreement will be adjusted to account for clock hours previously attended, and tuition will be reduced accordingly based on the cost per clock hour of the program.

CJ Hair School notifies students of their cumulative attendance rates at the evaluation points defined in the Satisfactory Academic Progress and Satisfactory Progress for Academic Purposes policies. Please refer to those policies in this Catalog for further details. Additionally, students are welcome to ask the Campus Administrator for their current attendance rate at any time.

TARDINESS & EARLY DEPARTURES

Regular hours are Tuesday through Saturday 10:00 a.m. to 5:30 p.m. Timely arrival and completion of hours as scheduled is critical for students, as well as professionals in the workplace.

Students must clock in upon arrival and clock out upon leaving the school. Any student arriving 15 minutes or more minutes late is considered tardy. Any student leaving 15 minutes or more before the end of the scheduled class period is considered an early departure. Students with 3 or more tardies or early departures will receive attendance advising from their instructor or the Campus Administrator.

All program hours must be completed to graduate. Any scheduled hours missed due to absence, tardiness, or early departures may result in extended program time, increased tuition costs, or termination from the program.

MAKE-UP TIME & WORK

Students who are absent are eligible to complete make-up work and/or make-up time in accordance with CJ Hair School policy. All make-up time must be arranged in advance, with the Campus Administrator or Instructor, and must be completed outside of regularly scheduled class hours. CJ Hair School permits students to complete approved make-up hours on Mondays, when the school is normally closed, provided prior arrangements have been made.

Students are responsible for completing all required assignments, practical work, and examinations. If a student is absent on a scheduled test day, the test must be completed on the next date the student attends school. Any missed assignments must be completed within one week of the student's return to scheduled attendance. Missed assignments may be completed during an approved make-up hours session if the student chooses to complete make-up work and make-up hours at the same time.

To earn make-up clock hours, students must complete the assigned make-up activities on campus under the direct supervision of a qualified faculty or staff member, as designated by the instructor. The make-up activities assigned will be educationally sound and equivalent to the classes missed in content, clock hours, and delivery method. Make-up hours must be completed within one week of the student's return to scheduled attendance, or as assigned as part of an academic improvement plan. Make-up hours cannot be earned for work completed at home or during regularly scheduled class hours.

All approved make-up hours completed will be documented on the student's official attendance record. CJ Hair School does not charge an additional fee for approved make-up work or make-up hours.

LEAVE OF ABSENCE

There may be legitimate reasons such as extended illness, extended illness of close family members, or military service, in which a student needs an interruption in their training program. In such cases due to specified and approved reasons and with appropriate documentation, the student may request a leave of absence. The leave of absence is considered a temporary break in a student's attendance during which they are considered to be continuously enrolled. In order to attain a Leave of Absence (LOA), the following policy must be adhered to prior to approval of the leave:

- The Leave of Absence is limited to **180 calendar days in any 12-month period or one-half of the published program length**, whichever is **shorter**. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.
- The leave of absence must be requested in writing in advance of the beginning date of the leave unless circumstances prevent the student from doing so. If the student does not

request a leave of absence within a timeframe consistent with the 14-day consecutive absence policy, the student will be withdrawn.

- o If a student is unable to make the request in writing, over the phone is acceptable. The request can also be submitted by a relative or legal guardian.

- The student must sign and date the leave-of-absence request and specify a reason for the leave, providing supporting documentation, as necessary. The request must specify the specific date of return following the leave, and the student must attest to understanding the consequences of not returning from an approved leave on the date specified.
- The Leave of Absence request must be approved and signed by the Campus Administrator or the School Director.
- Failure to return from the approved leave of absence on the exact return date as shown on the Leave of Absence written request will result in termination from the program of study.

Students wishing to request an LOA should contact the Campus Administrator or the School Director. The preferred method of contact is to speak with the Campus Administrator or the School Director in person, although students are encouraged to call if the nature of the unexpected event or emergency makes meeting in person impractical.

CJ Hair School documents its decision relative to each LOA request in accordance with this policy. Documentation of each request and the related decision will be maintained in the student's file.

No additional charges will be assessed as a result of an approved LOA.

STUDENT-TO-TEACHER RATIO

The student-to-teacher ratio for the Barber and the Cosmetology programs is 20:1 for theory and 10:1 on the clinic floor.

COSMETOLOGY AND BARBER PROGRAM DESCRIPTIONS

COSMETOLOGY

Hours: 1000 Clock Hours

Length: 29 Weeks (Full-Time)

50 Weeks (Part-Time)

The primary purpose of the Cosmetology program is to train students in basic manipulative skills, safety judgment, proper work habits, and desirable attitudes necessary for entry-level positions as Cosmetologists or in related careers. The program consists of 1000 clock hours and meets the requirements of "The Virginia Board for Barbers and Cosmetology" to sit for the DPOR licensing exam. Graduates of the Cosmetology program will be qualified to test and ultimately qualify for licensure. Upon completion of the program, graduates will be awarded a certificate of completion.

The student will:

1. Develop the communication skills required for employment.
2. Present themselves professionally in appearance and attitude.
3. Develop effective communication with instructors, fellow students, and clients.
4. Demonstrate proper safety and sanitation practices.
5. Develop basic skills for an entry-level position in the cosmetology field through practice.
6. Be exposed to the various careers related to the cosmetology industry.
7. Acquire knowledge of electricity, anatomy, physiology, bacteriology, infection control, chemistry, and basic math, with application to the cosmetology industry.

Students are expected to complete their hours, maintain attendance, pass all exams, and meet requirements as set aside in the Student Catalog and Enrollment Agreement. Students are ultimately being prepared to pass their exams, obtain licensure, obtain gainful employment, and uphold the highest standards of Cosmetology.

Instruction for the Cosmetology program is offered in Korean and English. As DPOR offers licensure exams in Korean as well as English, students of the Cosmetology program are prepared to sit for and pass the exam in either language option.

Curriculum Hours

Session	Topic	Clock Hours	Topic Breakdown
Session 1	Orientation	45	a. School policies; b. Management; c. Sales, inventory, and retailing d. Taxes and payroll; e. Insurance; f. Client records and confidentiality; and g. Professional ethics and practices
Session 2	Laws and Regulations	10	a. Laws and Regulations

Session	Topic	Clock Hours	Topic Breakdown
Session 3	General Sciences	55	a. Principles and practices of infection control; b. Safety Data Sheet (SDS); and c. Chemical usage and safety
Session 4	Applied Sciences	40	a. Anatomy, physiology, and histology
Session 5	Shampooing, rinsing, and scalp treatments for all hair types, including textured hair	25	a. Client consultation and analysis; and b. Procedures, manipulations, and treatments
Session 6	Hair Styling for all hair types, including textured hair	65	a. Fingerwaving, modeling, and pin curling b. Roller curling, combing, and brushing; and c. Heat curling, waving, and pressing
Session 7	Hair cutting for all hair types, including textured hair	125	a. Fundamentals, materials, and equipment; and b. Procedures
Session 8	Permanent waving and chemical relaxing for all hair types, including textured hair	135	a. Chemistry b. Supplies and equipment; and c. Procedures and practical application
Session 9	Hair coloring and bleaching for all hair types, including textured hair	190	a. Basic color theory b. Supplies and equipment; and c. Procedures and practical application
Session 10	Wigs, hair pieces, and related theory	15	a. Types; and b. Procedures
Session 11	Manicuring and pedicuring	75	a. Nail Theory, nail structure, and composition b. Nail procedures, including manicuring, pedicuring, and nail extensions; and c. Electric filing

Session	Topic	Clock Hours	Topic Breakdown
Session 12	Skin care	150	a. Client skin analysis and consultation; b. Effleurage and related movements and manipulations of the face; c. Cleansings procedures; d. Masks; e. Extraction techniques; f. Machines, equipment, and electricity; g. Equipment avoiding direct contact with skin; h. Electricity avoiding direct contact with skin; i. Manual facials and treatments; and j. General procedures and safety measures.
Session 13	Lashes and brows	35	a. Setup, supplies, and implements; b. Consultation c. Application of false lashes and lash extensions d. Lash and brow tinting; e. Lash perming; f. Lightening of the hair on the body except scalp; and g. General procedures and safety measures
Session 14	Hair removal	35	a. Client consultation and analysis; b. Waxing; c. Mechanical hair removal; d. Tweezing and threading; and e. Chemical hair removal
Total		1000 Clock Hours	

BARBER (750 Hour)

Hours: 750 Clock Hours

Length: 22 Weeks (Full-Time)
38 Weeks (Part-Time)

The primary purpose of the Barber program is to train students in basic manipulative skills, safety judgment, proper work habits, and desirable attitudes necessary for entry-level positions as Barbers or in related careers. The program consists of 750 clock hours and meets the requirements of "The Virginia Board for Barbers and Cosmetology" to sit for the DPOR licensing exam. Graduates of the Barber program will be qualified to test and ultimately qualify for licensure. Upon completion of the program, graduates will be awarded a certificate of completion.

The student will:

1. Develop the communication skills required for employment.
2. Present themselves professionally in appearance and attitude.
3. Develop effective communication with instructors, fellow students, and clients.
4. Demonstrate proper safety and sanitation practices.
5. Develop basic skills for an entry-level position in the barber field through practice.
6. Be exposed to the various careers related to the barber industry.
7. Acquire knowledge of electricity, anatomy, physiology, bacteriology, infection control, chemistry, and basic math, with application to the barber industry.

Students are expected to complete their hours, maintain attendance, pass all exams, and meet requirements as set aside in the Student Catalog and Enrollment Agreement. Students are ultimately being prepared to pass their exams, obtain licensure, obtain gainful employment, and uphold the highest standards of barbering.

Instruction for the Barber program is offered in Korean and English. As DPOR offers licensure exams in Korean as well as English, students of the Barber program are prepared to sit for and pass the exam in either language option.

Curriculum Hours

Session	Topic	Clock Hours	Topic Breakdown
Session 1	Orientation and Business Topics	25	a. School policies; b. Business and shop management; and c. Professional ethics and personal hygiene
Session 2	Laws and Regulations	10	a. Laws and Regulations
Session 3	Shampooing, cutting, thinning, tapering the hair with razor, clippers, and shears	270	a. Client consultation; and b. Styling hair with a hand hair dryer
Session 4	Shaving and trimming a moustache or beard	100	a. Shaving and trimming a moustache or beard

Session	Topic	Clock Hours	Topic Breakdown
Session 5	Applying hair color	50	a. Client consultation
Session 6	Applied sciences	100	a. Anatomy, physiology b. Skin Structure and function; c. Diseases and disorders of the skin d. Analyzing skin or scalp condition; and e. Giving scalp treatment
Session 7	General sciences	80	a. Bacteriology b. Microorganisms c. Infection control, sanitation, disinfection, and sterilization; d. Occupational Safety and Health Administration (OSHA) requirements; e. Safety Data Sheet (SDS); f. General Procedures and safety measures g. Cosmetic chemistry; and h. Products and ingredients
Session 8	Facial hair and skin care services	100	a. Client skin analysis and consultation; b. Effleurage and related movements and manipulations of the face; c. Cleansing procedures; d. Masks; e. Extraction techniques; f. Machines, equipment, and electricity; g. Manual facials and treatments; and h. General procedures and safety measures
Session 9	Understanding and maintaining implements and equipment (e.g. tools)	15	a. Understanding and maintaining implements and equipment (e.g. tools)
Total		750 Clock Hours	

BARBER (1100 Hour)

Please note: The Barber (1100 Hour) program is in teach-out and no longer enrolling students. All new Barber students must enroll in the Barber (750 Hour) program per the current Department of Professional and Occupational Regulations (DPOR) Virginia Board for Barbers and Cosmetology regulations, effective December 1, 2025.

Hours: 1100 Clock Hours
Length: 32 Weeks (Full-Time)
55 Weeks (Part-Time)

The objective of CJ Hair School's 1100-hour Barber Program is to effectively prepare students to sit for the DPOR licensing exam. Graduates of the Barber program will be qualified to test and ultimately qualify for licensure. Upon completion of the program, graduates will be awarded a certificate of completion.

The student will:

8. Develop the communication skills required for employment.
9. Present themselves professionally in appearance and attitude.
10. Develop effective communication with instructors, fellow students, and clients.
11. Demonstrate proper safety and sanitation practices.
12. Develop basic skills for an entry-level position in the barber field through practice.
13. Be exposed to the various careers related to the barber industry.
14. Acquire knowledge of electricity, anatomy, physiology, bacteriology, infection control, chemistry, and basic math, with application to the barber industry.

Students are expected to complete their hours, maintain attendance, pass all exams, and meet requirements as set aside in the Student Catalog and Enrollment Agreement. Students are ultimately being prepared to pass their exams, obtain licensure, obtain gainful employment, and uphold the highest standards of barbering.

Instruction for the Barber program is offered in Korean and English. As DPOR offers licensure exams in Korean as well as English, students of the Barber program are prepared to sit for and pass the exam.

Curriculum Hours

Session	Topic	Clock Hours	Topic Breakdown
Session 1	Orientation	100	a. School policies b. State law, regulations, and professional ethics c. Personal hygiene d. Bacteriology, sterilization, and sanitation. e. Sanitizing and maintaining implements and equipment
Session 2	Shampoo and Rinsing	10	a. Fundamentals

Session	Topic	Clock Hours	Topic Breakdown
			b. Safety rules c. Procedures d. Chemistry, anatomy, and physiology
Session 3	Scalp Treatments	10	a. Analysis b. Disorders and Diseases c. Manipulations d. Treatments e. Procedures
Session 4	Hair Cutting	470	a. Anatomy and physiology b. Fundamentals, materials, and equipment c. Razor, clippers, and shears d. Procedures e. Client consultation f. Tapering the hair g. Thinning the hair h. Cutting the hair with a razor, clippers, and shears i. Safety practices
Session 5	Shaving	340	a. Fundamentals, materials, and equipment b. Safety rules c. Client consultation d. Facial Shaving e. Head Shaving f. Honing and stropping a razor
Session 6	Trimming	20	a. Trimming a mustache or beard
Session 7	Hair Coloring	100	a. Analysis and basic color theory b. Client consultation c. Supplies and equipment d. Procedures and practical application e. Chemistry and classifications f. Recordkeeping g. Safety
Session 8	Skin Care	20	a. Anatomy b. Analysis c. Client consultation

Session	Topic	Clock Hours	Topic Breakdown
			d. Giving basic facial massage or treatment e. Health, safety, and sanitary rules f. Procedures
Session 9	Business Management	10	a. Business ethics b. Care of equipment
Session 10	Preparing for Exam	20	a. How to prepare for VA Barber exam b. What to expect on exam day c. Mock Exam (both theory and practical exams)
Total		1100 Clock Hours	