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October 22, 2018 Catalog

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## POINTS OF DIFFERENCE

### All Programs

- Business training for careers
- Books and kits provided
- Salon-experienced educators
- All students part of a team
- One-on-one coaching monthly
- Celebration of success monthly
- Mentoring programs (except massage)
- Community service component
- Graduation ceremonies
- Salon clientele to practice on
- Guest speakers
- 85% grade standards
- Salon ready attendance standards
- Salon-like dress code
- Level System for success
- Social media training
- Business service & retail promos
- Placement assistance offered
- Continuing education at no charge

### Specialized Programs

#### Cosmetology

- Redken certified color educators
- Redken certified design educators
- Color formulation and mixing by students
- Lash extension training

#### Esthetics

- HydraFacial Certification
- Micro-dermabrasion certification
- Several types of chemical peels
- Facial machine training
- Lash extension training
- Body treatments
- Skin treatments

#### Massage Therapy

- Comprehensive program leading to national testing and state licensing
- Free online testing prep

#### Nail Technology

- Natural nail manicures and pedicures
- Nail art
- Shellac Nails
- Acrylics
- Sculptured nails
- Anti-aging hand and foot treatment

**START DATES 2018 & 2019****Cosmetology 2018**

Tuesday, January 2, 2018  
 Tuesday, January 30, 2018  
 Tuesday, February 27, 2018  
 Tuesday, March 27, 2018  
 Tuesday, April 24, 2018  
 Tuesday, May 22, 2018  
 Tuesday, June 19, 2018  
 Tuesday, July 17, 2018  
 Tuesday, August 14, 2018  
 Tuesday, September 11, 2018  
 Tuesday, October 9, 2018  
 Tuesday, November 6, 2018  
 Tuesday, December 4, 2018

**Esthetics 2018**

Tuesday, February 6, 2018  
 Tuesday, April 10, 2018  
 Tuesday, June 12, 2018  
 Tuesday, August 7, 2018  
 Tuesday, October 2, 2018  
 Tuesday, December 4, 2018

**Massage Therapy 2018**

Monday, January 8, 2018  
 Wednesday, January 17, 2018 900 hour  
 Monday, April 9, 2018  
 Monday, April 16, 2018  
 Monday, June 18, 2018  
 Monday, July 9, 2018  
 Monday, September 24, 2018  
 Monday, December 3, 2018

**Nail Technology 2018**

Tuesday, May 1, 2018  
 Tuesday, September 4, 2018

**Cosmetology 2019**

Tuesday, January 8, 2019  
 Tuesday, February 5, 2019  
 Tuesday, March 5, 2019  
 Tuesday, April 2, 2019  
 Tuesday, April 30, 2019  
 Tuesday, May 28, 2019  
 Tuesday, June 25, 2019  
 Tuesday, July 23, 2019  
 Tuesday, August 20, 2019  
 Tuesday, September 17, 2019  
 Tuesday, October 15, 2019  
 Tuesday, November 12, 2019  
 Tuesday, December 10, 2019

**Esthetics 2019**

Tuesday, February 5, 2019  
 Tuesday, April 2, 2019  
 Tuesday, June 4, 2019  
 Tuesday, August 6, 2019  
 Tuesday, October 1, 2019  
 Tuesday, December 3, 2019

**Massage Therapy 2019**

Monday, February 11, 2019  
 Monday, April 22, 2019  
 Monday, July 1, 2019  
 Monday, September 9, 2019  
 Monday, November 18, 2019

**Nail Technology 2019**

Tuesday, January 8, 2019  
 Tuesday, May 7, 2019  
 Tuesday, September 3, 2019

**Part Time Cosmetology 2019**

Monday, January 7, 2019  
 Monday, February 4, 2019  
 Monday, March 4, 2019  
 Monday, April 1, 2019  
 Monday, April 29, 2019  
 Tuesday, May, 28, 2019  
 Monday, June 24, 2019  
 Monday, July 22, 2019  
 Monday, August 19, 2019  
 Monday, September 16, 2019  
 Monday, October 14, 2019  
 Monday, November 11, 2019  
 Monday, December 9, 2019

**Class start dates are subject to change.**

**The Academy will be closed on the following days each year:**

New Year's Day – January 1  
 Memorial Day – Fourth Monday in May  
 Independence Day – July 4  
 Labor Day – First Monday in September  
 Thanksgiving Day – Fourth Thursday in November  
 Christmas Day – December 25

**TUITION AND FEES**

**Cosmetology \$22,604**

**Esthetics \$11,816**

**Massage Therapy 600 hour \$9,838**

**Nail Technology \$3,866**

**Books, kits and products** used to provide services are provided at no charge for all programs.

**State board exam fee and license fee paid for all programs**

**Application Fee \$100** is due when student completes application.

**Financial Aid** is available to students who qualify. Not available for Nail Tech program.

**Cash payment plan** for all programs

Minimum 10% down and monthly payments at 0% interest until paid in full

All cash payments are due the first day of class each month.

Payments may be cash, check or credit card.

Tuition must be paid in full to graduate.

To add scheduled hours during practical training, a student must receive permission from their team leader. To accelerate hours, the student must also accelerate tuition payments.

Students provide their own basic classroom school supplies.

Students follow the dress code for their program.

Room and board costs are dependent upon student needs.

**PROGRAM SCHEDULES**

<b>Cosmetology 30 hr./wk., 16 months</b>	Mon	Tue	Wed	Thu	Fri	Sat
Fundamentals (1 <sup>st</sup> 8 weeks)	OFF	9-3	9-3	9-3	9-3	9-3
After Fundamentals: Schedule A	9-3	3-9	3-9	3-9	OFF	9-3
Schedule B	9-3	3-9	3-9	3-9	9-3	OFF
Schedule C	9-3	9-3	9-3	9-3	OFF	9-3
Schedule D	9-3	9-3	9-3	9-3	9-3	OFF

<b>Cosmetology 20 hr./wk., 25 months</b>	Mon	Tue	Wed	Thu	Fri	Sat
Fundamentals (1 <sup>st</sup> 8 weeks)	OFF	9-3	9-3	9-3	9-3	9-3
After Fundamentals: Schedule E	9-5	5-9	5-9	5-9	OFF	OFF
Schedule F	9-5	9-1	9-1	9-1	OFF	OFF
Schedule G	9-5	OFF	9-1	9-1	9-1	OFF
Schedule H	9-5	OFF	OFF	9-1	9-1	9-1

<b>Cosmetology 40 hr./wk., 12 months</b>	Mon	Tue	Wed	Thu	Fri	Sat
Fundamentals (1 <sup>st</sup> 8 weeks)	OFF	9-3	9-3	9-3	9-3	9-3
After Fundamentals: Schedule I	9-5	1-9	1-9	1-9	OFF	9-5
Schedule J	9-5	1-9	1-9	1-9	9-5	OFF
Schedule K	9-5	9-5	9-5	9-5	OFF	9-5
Schedule L	9-5	9-5	9-5	9-5	9-5	OFF

<b>Esthetics 18 hr./wk., 8 months</b>	Mon	Tue	Wed	Thu	Fri	Sat
Fundamentals (1 <sup>st</sup> 8 weeks)	OFF	5-9	5-9	5-9	OFF	9-3
After Fundamentals: Schedule A	OFF	5-9	5-9	5-9	OFF	9-3
Schedule B	OFF	5-9	5-9	5-9	9-3	OFF
Schedule C	OFF	5-9	9-1	9-1	OFF	9-3
Schedule D	OFF	5-9	9-1	9-1	9-3	OFF

<b>Esthetics 24 hr./wk., 6 months</b>	Mon	Tue	Wed	Thu	Fri	Sat
Fundamentals (1 <sup>st</sup> 8 weeks)	OFF	5-9	5-9	5-9	OFF	9-3
After Fundamentals: Schedule E	OFF	3-9	3-9	3-9	OFF	9-3
Schedule F	OFF	3-9	3-9	3-9	9-3	OFF
Schedule G	OFF	3-9	9-3	9-3	OFF	9-3
Schedule H	OFF	3-9	9-3	9-3	9-3	OFF

<b>Massage Therapy 30 weeks, 24hr./wk. for 1<sup>st</sup> 10 weeks, 18hr./wk. for remaining 20 weeks</b>	Mon	Tue	Wed	Thu	Fri	Sat
Fundamentals (1 <sup>st</sup> 10 weeks)	9-5	9-5	9-5	OFF	OFF	OFF
After Fundamentals: Schedule A	5-9	5-9	5-9	3-9	OFF	OFF
Schedule B	5-9	5-9	5-9	OFF	9-3	OFF
Schedule C	OFF	OFF	9-3	9-3	9-3	OFF

Cosmetology 20 hours/week – 25 months – Monday-Thursday 5-9, Saturday 9-1

Nail Tech - 20 hours/week - 5 months – Tuesday, Wednesday, Thursday 5-9 & Saturday 9-5.

\*\*Students may change their schedule at no charge. The change must be in force for three months before requesting another change.

## **ACADEMY STAFF**

### **President**

Angela Torgeson, licensed cosmetologist, licensed educator, co-owner

### **Vice President/Founder**

Mary Clare Lokken, B.S., Iowa State University, founder/co-owner

### **Admissions**

Brady Snider, admissions director, licensed cosmetologist, licensed educator, stockholder,  
Redken Color Certified

Alicia Crall, admissions counselor, licensed cosmetologist, licensed esthetician, licensed educator

### **Inventory Supervisor & VAWA**

Linda Lohman, licensed cosmetologist, licensed educator, stockholder, Redken Color Certified

### **Financial Aid Director & Treasurer**

Stephanie Reasland, B.A., Central College, stockholder

### **Financial Aid**

Samantha Elfrink, B.S., University of Kansas

All educators have salon experience, are licensed cosmetologists, estheticians, and/or nail techs, and are licensed educators in their specialty. Our massage educators are licensed massage therapists in Iowa. There is no state license for massage educators.

### **Educators**

Mary Boots – massage

Brandy Bryson- esthetics

Cassie Carpenter- cosmetology

Alicia Crall – cosmetology, esthetics

Michelle Duncan – cosmetology, Redken Design Certified, Redken Color Certified, stockholder

Mindia Dennis – esthetics

Zane Dreesman – cosmetology, Redken Color Certified

Amy Heaberlin – massage

Linda Lohman – cosmetology, Redken Color Certified

Haley Miller – esthetics

Ronda Bayliss Ott – cosmetology, Redken Design Certified, Redken Color Certified

Tammy Renaud - massage

Marcella Richardson – cosmetology, Redken Color Certified

Sarah Sahl – cosmetology, Redken Color Certified

Heidi Searle - cosmetology

Brady Snider – cosmetology, Redken Color Certified

Stacia Sothman - cosmetology

Megan Sullivan - cosmetology

Kelsie Wearmouth - cosmetology

## GENERAL INFORMATION

### **Mission Statement**

PCI Academy's objective is to produce highly trained and well educated graduates for salons and spas. We are committed to excellence in cosmetology arts and sciences education. Educational systems and programs are updated constantly to keep the student's interests first and our educational quality high.

### **Name**

PCI Academy is hereinafter known as "PCI" in this document.

### **History**

PCI Academy began as Professional Cosmetology Institute, the realization of founder Marian Lokken's dream. Her lifelong interest in quality education for her salons led her to create an institute of cosmetology in June 1978 located in Ames, Iowa.

In 1987 PCI moved into its own building at 627 Main. Mary Lokken hired Randy Kunkel, KRS Consulting Group, in 1999 to help her grow the Institute.

In 2002, SPA~A School, a second school, opened in New Hope, Minnesota.

In 2005, PCI and SPA~A School became TSPA, The Salon Professional Academy. The Ames school moved to a brand new building at 309 Kitty Hawk Drive in December 2005.

In June 2011, TSPA returned to its origins while maintaining the advancements we had made over the last 33 years, by becoming PCI Academy.

In 2013, the New Hope academy relocated to Plymouth, Minnesota. In 2017, a building across the parking lot was added to the Plymouth campus.

### **The PCI Creed**

We have pride in our education, the joy of sharing with people whose hearts are one growing toward common professional goals, toward dreams come true.

We have confidence in our experience, equipping ourselves for the challenge of the lives we will touch.

The direction we take now is the path we choose to travel in the future; we know integrity is our example.

The watchwords of people learning to live with others honestly, openly, kindly are pride, confidence, integrity – PCI. (Circa 1978)

### **Community**

The academy is located in Ames, Iowa, a community of 60,000 people including Iowa State University. There are concerts, sports, shopping and recreational activities available. Ames is home to Iowa State University.

### **Facilities and Equipment**

The academy is a 10,000 square foot educational facility with modern equipment and spacious areas for hair, skin, and nail care, and massage therapy, including classrooms, practice areas and offices.

### **Responsibility for Catalog Info**

Each student is responsible for knowing the information in this catalog. The academy reserves the right to update policies and/or to revise curricula.



## **IMPORTANT INFORMATION**

### **How to Enroll**

- Submit the application and \$100 application fee.
- Submit high school transcripts with graduation date to the academy.
- Schedule an interview.

### **Educational Requirements**

A student must have a high school diploma or G.E.D. certificate. Students are admitted on the basis of educational background, aptitude and commitment. The academy does not admit ability-to-benefit students.

### **Admissions Requirements**

The following are required for admission to all programs at PCI academy:

- Enrollment application and \$100 fee.
- If educated in the U.S., a copy of student's high school transcript with the graduation date or G.E.D. certificate. The transcript must be on file by the first day of class.
- If educated outside the U.S., education documents must be evaluated by Aequo International at student expense (effective July 1, 2016). Complete the online application at [nasba.tfaforms.net/327178](http://nasba.tfaforms.net/327178) and attach a copy of credential report to the application. This report must verify completion of an education equivalent to a U.S. high school diploma. If it does not, a GED will be required for admission. For more information, contact Aequo International at 844-882-3786 or [aequointernational.com](http://aequointernational.com).
- Copy of the student's photo ID (examples, driver's license, passport)
- Signed contract

### **Photo Release**

Student photos may be used in marketing. If you do not wish to be in such materials, advise the admissions office.

### **Transfers**

A transfer student may be accepted after careful evaluation of the student's academic records. Each transfer is evaluated individually. We do not recruit students already attending or admitted to other schools offering similar programs.

### **Objective**

The academy trains students to become licensed professionals in cosmetology, esthetics, nails and massage therapy.

### **Orientation**

All programs have orientation the first day of classes.

### **Class Size**

The academy limits the class size for all programs. Early enrollment is encouraged.

### **Hours**

The academy is open Monday through Saturday plus evenings. Hours of attendance depend on the schedule selected. Program schedules are on page 5. Students may change their schedule at no charge. The change must be in force for three months before requesting another change.

### **Holidays**

The academy is closed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

### **Class Starting Dates**

Class starting dates are on pages 3. Day and evening classes are available.

### **Books and Kits**

Books and kits are provided by the academy and issued to the student during training. Students provide their own basic school supplies.

### **Required School Supplies** (provided by student)

- Pens
- Pencils
- Notebooks
- Highlighters
- Folders for handouts
- Clip Board

### **Dress Code**

Create a perfect first impression! If you are not professionally dressed, you may be sent home. Look the part of a professional and you will feel professional!

Shoes - Must be all black and clean. No flip flops, crocs or tennis shoes.

Uniform - Tops must meet bottoms. No bare midriffs or backs. Black tops and bottoms neat and clean. Black tops, not too low cut, may be sleeveless. Black bottoms skirts or slacks, not too short. No denim, not even black. Tights if worn must be black or a neutral color.

Accessories - Be creative. Add jewelry, belts, scarves

Hair - Clean and finished look

Makeup - Appropriate for the individual

Nails - Neat and clean

### **Personal Services are a privilege.**

A student maintaining 85% grades, 100% attendance and no tardies for the prior month will receive one service appointment each month worth up to \$40 in services and lasting no more than 2½ hours.

This reward begins after entering the salon area. Students perform all personal services on each other and may only perform services they have been trained to do. The services done all at one time and approved by a salon area educator.

The student will be given a voucher by her coach each month that she qualifies after fundamentals. It must be signed by the coach when the services are scheduled and must be turned in at the desk when the student would normally pay for the service. The coach will schedule student service time. Schedule them early in the month. Personal services may not be scheduled on a Thursday, Friday or Saturday. The student having the service is a guest during this time.

Select any services. If the choice exceeds the \$40, the student pays one-half of the balance. The student performing the service will be graded on the work and it must be done in the time allotted by the computer for that student's level.

The student may have additional services outside of scheduled hours and will pay half price. Services are not transferable to a different month or another student. The voucher is void if on a leave of absence, dropped out or graduated. Rules for these services are those in force at the time of the service and are subject to change.

### **Community Service Component**

Giving back to your community is part of becoming a professional and a good citizen.

Every student at PCI contributes some time to a community service organization while in school. Cosmetology students donate 10 hours, esthetics and massage therapy students donate 6 hours and nail technology students donate 4 hours.

All charitable hours are documented but do not count toward the total hours of training.

Our goal is to help graduates look at the communities they will grow their careers in and find opportunities to give something back after they are out of school.

### **Time Clock Policy**

Students must use the fingerprint scanner to clock in at the beginning of their shift, lunch/dinner breaks, and at the end of their shift. Scan in up to 15 minutes before the scheduled starting time. As the finger is scanned it says "thank you". If it doesn't scan properly it says "please try again."

The time clock is how the student receives and records hours. It's an electronic signature. The student is responsible for their

hours. Students risk being dropped for falsifying time clock records.

Get full credit for all your training and graduate on schedule. Use the time clock scanner to help achieve this goal. Accurate records affect meeting attendance standards, 85% grades and financial aid.

Student hours are posted weekly. Students may come to their team coach with time clock questions.

The student ID card allows the student to buy professional products at local distributor stores.

### **Financial Aid**

Financial aid is available to those who qualify. Once a student enters a financial aid agreement with the academy it is submitted to NSLDS (National Student Loan Data System) and will be accessible to guarantee agencies, lenders and other schools determined to be authorized users of the data system.

We are an approved program for GI Bill and other military benefits. Please contact admissions for further information.

### **Entrance Counseling and Exit Counseling**

#### **Borrower's Rights and Responsibilities**

PCI will ask you to verify that you completed entrance counseling.

I understand I have the right to:

- Written information on my loan obligations and information on my rights and responsibilities as a borrower
- A copy of my MPN either before or at the time my loan is disbursed
- A grace period and an explanation of what this means
- Notification, if I am in my grace period or repayment, no later than 45 days after a lender assigns, sells or transfers my loan to another lender
- A disclosure statement, received before I begin to repay my loan, that includes information about interest rates, fees, the balance I owe, and a loan repayment schedule
- Deferment or forbearance of repayment for certain defined periods, if I qualify and if I request it
- Prepayment of my loan in whole or in part anytime without an early-repayment penalty
- Documentation that my loan is paid in full

I understand I am responsible for:

- Completing exit counseling before I leave school or drop below half-time enrollment
- Repaying my loan according to my repayment schedule even if I do not complete my academic program, I am dissatisfied with the education I received, or I am unable to find employment after I graduate
- Notifying my lender or loan servicer if I:
  - Move or change my address
  - Change my telephone number
  - Change my name
  - Change my social security number
  - Change employers or my employer's address or telephone number changes
- Making monthly payments on my loan after my grace period ends, unless I have a deferment or forbearance
- Notifying my lender or loan servicer of anything that might alter my eligibility for an existing deferment or forbearance

I have received entrance counseling materials for Direct Loan borrowers.

I have read and I understand my rights and responsibilities as a borrower.

I understand that I have a loan from the Federal government that must be repaid.

### **Housing**

Contact admissions for assistance in locating housing.

### **Extra Education**

Extra educational events are held at the academy.

## **ACADEMIC INFORMATION**

### **Graduation Requirements**

A grade average of 85% is required for graduation from any program at PCI Academy. Both theory and practical work are important. Students are evaluated on a level system that prepares them for salon performance levels. All work must be completed to graduate.

The following are required for graduation from all programs:

- Completion of state required hours
- Completion of all assignments and tests
- Completion of project/grade sheets
- 85% grade average
- Meeting the attendance standard for your program
- Payment of all tuition and fees

### **Graduation**

Graduates earn a diploma awarded at graduation.

### **Grades**

The academy uses a 100-point grading scale: 93-100% = A, 85-92% = B. Below 85% is not passing. Grades are given for classroom work, projects, and styling area performance.

Work habits, appearance, conduct, initiative, cooperation, and attendance are also considered.

A student must be above average (85% or better) to graduate from the academy.

### **Student Grade Report Policy**

Each student is provided with at least two written report cards during the program. The report evaluates the student's performance in theory, in practical work, and in attendance.

### **Suspension**

Students may be suspended for poor performance, absence, tardiness or inappropriate behavior. If a student is suspended, the student will be advised about the problem and what the student must do to correct the problem.

It is the intent of the academy to prepare professional people for a career. If a student has limited likelihood of success in this career, it is the responsibility of the academy to advise the student how deficiencies could be corrected.

### **Termination**

A student may be terminated for inadequate grades, failure to comply with attendance policies, or any failure to comply with student policies as outlined in this catalog. If a student chooses to re-enter it would be under the Re-Entry without Satisfactory Progress policy.

### **Terms of Re-entry with Satisfactory Progress**

A student who must withdraw temporarily may re-enter the academy under the following conditions:

1. The student had satisfactory progress academically and in attendance when the temporary withdrawal began;
2. The student had extraordinary personal circumstances that made academic progress or attendance extremely difficult: and/or
3. The student or the student's family member required medical attention that required the student to temporarily withdraw.

Under any one or combination of these conditions the student will be re-admitted without prejudice.

### **Terms of Re-entry without Satisfactory Progress**

If the student did not have satisfactory academic or attendance progress at the time of withdrawal, the following are required:

A letter from the student explaining why the student should be readmitted

Three letters from individuals explaining why the student should be readmitted (one of the three may be an adult friend who has known the student for a long time; two of the letters must be from professionals like a teacher, pastor, counselor, etc. who have known the student for a long time)

A determination will be made by the owners and reported to the student within two weeks after all documents have been

received.

## **CAREER PLANNING**

### **Placement**

The academy assists students with job placement. Employers are encouraged to interview students, and efforts are made to place each graduate.

Students are prepared in the latter part of training to seek employment. Job opportunities are posted.

The academy cannot guarantee placement.

### **Reciprocity**

Licensed cosmetologists, estheticians, nail technologists and massage therapists from Iowa may apply for licenses in their field of expertise in other states and must comply with each state's laws and rules to become licensed there.

### **Licensing Requirements**

To become licensed in **cosmetology** in Iowa, students must complete 2100 hours of approved training, graduate from an approved school, and pass the state board exam.

To become licensed in **esthetics** in Iowa, a student must complete 600 hours of approved training, graduate from an approved school, and pass written state board exam.

To become licensed in **nail technology** in Iowa, a student must complete 325 hours of board approved training, graduate from an approved school, and pass the state board exam.

To become licensed in **massage therapy** in Iowa, a student must complete 600 hours of approved training, graduate from an approved school, and pass a national exam.

### **Career Opportunities**

There are many opportunities open to licensed cosmetologists, estheticians, nail technologists and massage therapists. The academy prepares all graduates for the licensing exam and entry-level positions in hair studios, spa salons and destination spas.

Additional industry experience could lead to employment as a manufacturer sales/education person, a distributor sales consultant, and in admissions and financial aid in cosmetology schools.

Additional licenses are usually required to become an educator in a school of cosmetology arts and sciences.

## **STUDENT POLICIES Be pleasant and smile!**

These policies are important to your success at the academy and are a condition of your enrollment. Your attitude must be positive to attract guests and friends. Demonstrate maturity and tolerance in the handling of difficult people and situations.

### **Learning**

Subjects being taught are reviewed and built upon constantly. If you don't understand a subject, seek help from an educator. Our goal is to assist your learning. Your goal is to learn as much as you can. Learning and memorizing are not the same. Learning means you take what is covered into your thinking and can use it. Memorizing is short term and will not last.

### **Appearance**

Students are required to follow the Dress Code.

### **Personal Services**

Students in good standing will receive a monthly student service voucher after fundamentals.

### **Conduct**

Choose your words carefully. Swearing and other improper language is not tolerated. A professional does not complain or gossip. Do not gather at the reception desk, in the styling area or around a station where another student is working with a guest. Students will be under the supervision of educators at all times. Always get an educator's consultation before you proceed with guest services.

### **Phones and Cell Phones**

Students may not use the academy phones for personal calls. Cell phone use is restricted to the lounge or outside on breaks or lunch periods. Cell phone use in the salon area is restricted to professional use.

### **Absences**

Salon owners are looking for high level performance and attendance.

Make it your plan to miss no more than the following days to graduate. Our goal is to help you graduate on time ready for the real world.

Cosmetology 2100 hours	9 days including no more than 1 day missed in fundamentals
Esthetics 600 hours	3 days including no more than 1 day missed in fundamentals
Massage 600 hours	3 days including no more than 1 day missed in fundamentals
Nail Tech 325 hours	1 day

In addition, your participation in classes will be tracked by syllabus to ensure that you have had all the classes you need to be job ready. This will be your responsibility to track and keep for your records.

Absences must be reported 30 minutes prior to your schedule. Call the educator office at 515-337-0910 to report an absence.

Students should not leave the academy during their day except for meal breaks. Special and emergency time off can be granted by an educator.

If absent the day of an exam, the student will take the missed exam upon returning to school. Exams can be taken in advance for an approved absence.

### **Tardiness**

A student may be suspended for one day after the student has been tardy three times in one month. If a student is tardy after the suspension, the student will be advised that further tardiness may result in being dropped from the academy

Other absences may be approved if requested at least seven days in advance, and the student has an 85% grade average, be meeting the attendance standard, no tardy issue, no absence issue (meaning the student does not call to report an absence, failing to call 30 minutes prior to schedule, or leaving school without permission), and makes up all work missed. (See absence request form.)

Taking time off may put you over your contracted graduation date and may hurt your chances of receiving financial aid if you are not making satisfactory progress.

**Care of Books, Kits, and Equipment**

Books and kits are provided. Have them in the academy every day. If an item is lost or broken, replace it promptly. An educator will order replacements for you at cost. Borrowing is not allowed. Lock up your professional tools. Your Books are your personal, professional library. Write notes in them to aid your learning. Keep your work area (classroom or styling area) clean and neat at all times. Clean up all work spaces after using them. You will be responsible for sanitation duties daily. These duties must be checked by an educator before leaving each day. The academy equipment is not to leave the academy at any time.

**Supplemental Educational Materials**

Access to professional magazines, DVDs and websites are available to supplement student learning.

**Hours**

The academy hours are assigned by the program taken. Your schedule is part of your enrollment agreement and is subject to change. The academy holidays include New Years, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas. The electronic scanner time clock keeps your hours record in minutes. Even one minute late is a tardy.

**Smokers**

The academy is a smoke-free campus.

**Lockers**

Each student will use a locker to store personal items. Students are provided with a padlock and key that must be returned in working condition or a fee will be charged. Keep your locker clean.

**Grades**

All training must be completed with an 85% average. Any student who does not earn this average will be assigned remedial work to continue with their program.

**Food and Beverages**

Please keep all eating and drinking in the lounge. Water in bottles is allowed in the classroom during class. No beverages or food are allowed at styling stations.

**Parking Area**

Park a distance away from the building. This leaves room for our guests to park close by and walk into the academy.

**Interruptions**

When a class is being held in any room of the academy, it is important that class not be interrupted. Please stay in the classroom or styling area where you are assigned for the day. Do not roam about interrupting other students in training.

**Educator in Charge**

When you are working on practical skills either in the classroom or the styling area, please work with the educator who has responsibility for that area.

**Exceeding Eight Hours Per Day**

After the first eight weeks of training, the student may choose to stay over eight hours per day to make up missed hours due to absences.

**Standards**

Students must be an example of good grooming and should be in the best of health. All state cosmetology laws and rules are practiced and taught. Lack of basic honesty and integrity will result in termination.

## PROGRAMS OF STUDY

### COSMETOLOGY (SOC 39-5012)

#### Description

Cosmetology training at PCI Academy includes theory and practical instruction that prepares the student to perform hair, skin and nail services on the public. The academy offers a 2100-hour training program in cosmetology that meets Iowa state standards including 765 hours of cosmetology theory, and 1335 hours of supervised practical instruction.

#### Goals

The academy provides education in all phases of the cosmetology profession. The graduate will be a knowledgeable, skilled professional cosmetologist. The graduate will have the background and skills to pass the state board exams, and to work as an entry-level cosmetologist.

**Content** The academy meets these State of Iowa requirements:

#### *Theory 97 hours*

Orientation, professional development, client communication, design decisions, trichology, chemistry, electricity, anatomy and physiology

#### *Bacteriology and Infection Control 45 hours*

Salon ecology including microbiology, infection control, first aid, tools, and equipment use, and state law

#### *Haircutting 123.5 hours*

Principles of movement, shape, techniques, cutting with razor, shear, and clippers, and combs

#### *Hairstyling 65 hours*

Finger waving, blow drying, pin curls, roller, dry hairstyling, special occasion work, round brushing, brush control, product control, braiding, wigs, enhancements, and product knowledge

#### *Hair Coloring 123.5 hours*

Principles of color, law of hair color, identify levels, under tones, identify existing color, color correction, techniques, color consultation, permanent hair color, semi-permanent, demi-permanent, toners, lighteners, fillers, and treatments.

#### *Chemical Texture 32.5 hours*

Sectioning, perm chemicals, relaxer types, curl reformation, relaxer applications, wrapping, processing, advanced texture trends, keratin smoothing treatments, temporary smoothing

#### *Nails 32.5 hours* structure, nail diseases, nail disorders, manicures, pedicures, advanced nail techniques, gel nails

#### *Skin 45 hours*

Facial procedures, skin diseases, skin disorders, skin conditions, hair removal, makeup, body treatments, product knowledge, lash/brow tinting, and lash extensions

#### *Salon Business, Retail Sales, and Employment Information 162 hours (includes 105 hours of mentoring)*

Business plan, license requirements, communication, front desk training, seeking employment, mentoring, advertising, customer service, financial planning, retail sales, resume building, salon interviewing, client building, goal seeking, professional ethics, networking, marketing, salon insurance, and client retention (which includes 105 hours of mentoring)

#### *Advanced Classes/Instructor Discretion 39 hours*

Fashion, advanced haircutting/color trends/styling trends, supervised field trips, Inspiration, art

#### **Total core life sciences and cosmetology theory 765 hours**

#### **Applied practical instruction 1335 hours**

#### **Total 2100 hours**

#### Methods

Instruction in cosmetology at the academy uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids include DVDs and power point presentations. Every effort is made to stimulate growth in knowledge and skills for the individual.



**Grading**

Students are evaluated regularly on daily assignments, tests, salon area experiences and a variety of projects specific to different units of instruction.

**Educators**

Licensed cosmetologists/licensed instructors teach this course. Guest instructors with expertise in a specific area may be involved in this program.

**Books and Kit** (Subject to change)

Cosmetology students receive the following books and kit items at the appropriate time in their training. PCI pays each graduate's first-time state board testing and license fees.

**Books** Cosmetology Fundamentals books and lab, Iowa Cosmetology Laws and Rules, Over the Top, Stylist Planner, iPad

**Kit** Blow dryer, curling iron, flat iron, manicure kit, tweezers, shear, texture shear, razor, clipper/trimmer set

**Accessories** Tool bag, color apron, name badge

**Levels of Achievement**

An 85% grade average in written and practical work as well as meeting the attendance standard is required for graduation.

The student will be taught a career building system to develop salon readiness skills in client development, client retention, chemical sales performance, add on services and retail performance.

## ESTHETICS (SOC 39-5094)

### Description

Esthetics training at PCI Academy includes theory and practical instruction that prepares the student to perform skin care and makeup and waxing services on the public. The academy offers a 600-hour training program in esthetics including 265 hours of theory instruction and 335 hours of practical supervision that meets Iowa state standards.

### Goals

The academy provides education in all phases of the esthetics profession. The graduate will be a knowledgeable, skilled professional esthetician. The graduate will have the background and skills to pass the state board exams, and to work as an entry-level esthetician.

**Content** The academy meets these State of Iowa requirements:

#### ***Theory 83.5 hours***

Skin physiology, cell formation, skin behaviors and conditions, layers of the skin, anatomy, chemistry, electricity, skin functions, personal development, healthy mind and body, client care, esthetics in the medical field

#### ***Bacteriology and Infection Control 18 hours***

Salon ecology, microbiology, safety, sanitation, state law, infection control, first aid

#### ***Facials Product Knowledge Body Treatments 37.5 hours***

Product knowledge, Identifying bio types, facial theory, facial procedures, facial steps, skin reading, custom blending, aromatherapy, consultation, contraindications, advanced treatments, body treatments, facial massage, and Hydrafacial

#### ***Chemical Peels 21 hours***

Chemical peel methods, procedures, theory, contraindications, consultations

#### ***Hair Removal 21 hours***

Hair removal services, consultation, hair types, hair removal methods, hair removal steps, contraindications

#### ***Microdermabrasion 14 hours***

Use of microdermabrasion machine, methods, theory, safety, sanitation, client comfort steps

#### ***Makeup 17.5 hours***

Makeup theory, makeup applications, contouring, highlighting, makeup product knowledge, day looks, night looks, fashion, makeup tools, face shapes, body makeup, eye lash extensions theory and practical

#### ***Salon Business, Retail Sales, and Employment Information 52.5 (includes 30 hours of mentoring)***

Business plan, license requirements, communication, front desk training, seeking employment, mentoring, advertising, customer service, financial planning, retail sales, resume building, salon interviewing, client building, goal seeking, professional ethics, networking, marketing, salon insurance, and client retention (which includes 30 hours of mentoring)

**Total Core life sciences and Esthetics Theory 265 hours**

**Applied practical instruction 335 hours**

**Total 600 hours**

### Methods

Instruction in esthetics at the academy uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids include DVDs, and power point presentations. Every effort is made to stimulate growth in knowledge and skills for the individual.

### Grading

Students are evaluated regularly on daily assignments, tests, spa area experiences and a variety of projects specific to different units of instruction.

### Educators

Licensed estheticians/licensed instructors teach this course. Guest instructors with expertise in a specific area may be involved in this program.

**Books and Kit** (Subject to change)

Esthetics students receive the following books and kit items at the appropriate time in their training. PCI pays each graduate's first-time state board testing and license fees.

**Books** Salon Fundamentals Esthetics books and lab, Iowa Cosmetology Laws and Rules, Over the Top, Planner, iPad

**Kit** Bare Minerals brushes, tweezers, 5pc tool kit, brow scissors

**Accessories** Tool bag, apron, name badge

**Levels of Achievement**

An 85% grade average in written and practical work as well as meeting the attendance standard is required for graduation. The student will be taught a career building system to develop salon readiness skills in client development, client retention, add on services and retail performance.

## **NAIL TECHNOLOGY (SOC 39-5092)**

### **Description**

Nail Technology training at PCI Academy includes theory and practical instruction that prepares the student to perform nail services on the public. The school offers a 325-hour training program in nail technology that meets Iowa state standards.

### **Goals**

The academy provides education in all phases of the nail profession. The graduate will be a knowledgeable, skilled professional nail technologist. The graduate will have the background and skills to pass the state board exams, and to work as an entry-level nail technologist.

**Content** The academy meets these State of Iowa requirements.

#### ***Theory 81 hours***

Orientation, professional development, health, hygiene, anatomy, nail and skin physiology, nail structure, nail disease, nail disorders, nail conditions, client care, chemistry, matter, pH, cosmetic classifications

#### ***Bacteriology and Infection Control 39 hours***

Salon ecology, microbiology, safety, sanitation, state law, infection control, first aid

#### ***Natural Nail Services and Product Knowledge 22 hours***

Product knowledge, natural nail services, manicure and pedicure procedures, consultations, steps, gel manicures, gel pedicures, stone manicures, stone pedicures, advanced nail art, inspiration nails, aromatherapy manicure and pedicures, reflexology

#### ***Artificial Nail Services 38 hours***

Theory in nail enhancements, steps, procedures, nail tools, product knowledge, wraps, overlays, 3-D acrylic, sculpts, acrylic, acrylic removal

#### ***Salon Business, Retail Sales, and Employment Information 20 hours (includes 16 hours of mentoring)***

Business plan, license requirements, communication, front desk training, seeking employment, mentoring, advertising, customer service, financial planning, retail sales, resume building, salon interviewing, client building, goal seeking, professional ethics, networking, marketing, salon insurance, and client retention

**Total Core life sciences and Nail Theory 200 hours**

**Applied practical instruction 125 hours**

**Total 325 hours**

### **Methods**

Instruction in nail technology at the academy uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids include DVDs and power point presentations. Every effort is made to stimulate growth in knowledge and skills for the individual.

### **Grading**

Students are evaluated regularly in daily assignments, tests, salon area experiences, and a variety of projects specific to different units of instruction.

### **Educators**

Licensed cosmetology and nail technology instructors teach this course. Guest instructors with expertise in a specific area may be involved in this program.

### **Books and Kit** (subject to change)

Nail Technology students receive the following books and kit items at the appropriate time in their training. PCI pays each graduate's first-time state board testing and license fees.

**Books** Salon Fundamentals Nail Tech books and lab, Iowa Cosmetology Laws and Rules, Over the Top, Planner

**Kit** CND student kit, CND Brisa gel kit

**Accessories** Tool bag, apron, name badge

### **Levels of Achievement**

An 85% grade average in written and practical work as well as meeting the attendance standard is required for graduation. The student will be taught a career building system to develop salon readiness skills in client development, client retention, add on services and retail performance.

## **MESSAGE THERAPY (SOC 51-3501)**

### **Description**

Massage therapy training at PCI Academy includes theory and practical instruction that prepares the student to perform massage services on the public. The academy offers a 600-hour and a 900-hour training program in massage therapy including 120 hours of anatomy and physiology.

### **Goals**

The academy provides education in a variety of modalities in the massage therapy profession. The graduate will be a knowledgeable, skilled professional massage therapist. The graduate will have the background and skills to pass a national exam, to be licensed in Iowa, and to work as an entry-level massage therapist.

### **Content 600 hours**

This program meets the requirements of the NCBTMB.

#### **Introduction to Massage Therapy**

Anatomy & Physiology 120

Kinesiology 50

Clinical Pathology 40

History & Fundamentals of Massage Therapy 10

Sanitation & Safety 10

#### **Massage Career Components**

Body Mechanics 40

CPR & First Aid 8

Ethics & Iowa Law 13

Business & Marketing 10

Client Communication 4

Health Care Referral 4

#### **Massage Theory & Techniques**

Swedish Massage 50

Seated Chair 8

Introduction to Deep Tissue 8

Introduction to Reflexology 5

#### **Additional Therapies & Techniques**

Introduction to Pregnancy Massage 5

Introduction to Infant Massage 5

Introduction to Trigger Point Therapy 5

Introduction to Myofascial Release 5

Introduction to Athletic & Sports Massage 5

#### **Advanced Therapies**

Introduction to Lymphatic Drainage 5

Introduction to Cranial Sacral 5

Wellness & Heated Stone Therapy 65

**Student Clinical Practical Massage** 120 hours

### **Methods**

Instruction in massage therapy at the academy uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids include DVDs and power point presentations. Every effort is made to stimulate growth in knowledge and skills for the individual.

### **Grading**

Students are evaluated regularly on daily assignments, tests, spa area experiences and a variety of projects specific to different units of instruction.

**Educators**

Licensed massage therapists teach this course. Guest instructors with expertise in a specific area may be involved in this program.

**Books and Kit** (Subject to change)

Massage therapy students receive the following books and kit items at the appropriate time in their training. PCI pays each graduate's first time national exam testing fee and Iowa license fee.

**Books** Mosby's Massage Books including Essential Sciences for Therapeutic Massage and Fundamentals of Therapeutic Massage, Trail Guide 5<sup>th</sup> Edition workbooks, Iowa Massage Law and Rules, MBLEx Study Guide, Over the Top, Planner

**Kit** Oil holster

**Accessories** Tool bag, apron, name badge

**Levels of Achievement**

An 85% grade average in written and practical work as well as meeting the attendance standard is required for graduation.

The student will be taught a career building system to develop salon readiness skills in client development, client retention add on services and retail performance.

## REGULATORY INFORMATION

### Owners

PCI Academy, Inc., 309 Kitty Hawk Drive, Ames, Iowa 50010 is an Iowa corporation owned by Angela Torgeson, Mary Clare Lokken, Brady Snider, Linda Lohman, Steph Reasland, Michelle Duncan and Gilbert Valdez. The academy has been training students since 1978.

### Licensure and Organizations

The academy is licensed by the State Board of Cosmetology in Iowa, Professional Licensure, Dept. of Public Health, Lucas State Office Bldg., Des Moines, Iowa 50319, phone 515-281-7074.

The academy is a member of Iowa Cosmetology Schools Association, American Association of Cosmetology Schools and Ames Chamber of Commerce.

### Accreditation

The academy is nationally accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS), 3015 Colvin Street, Alexandria Virginia 22314. Phone (703) 600-7600.

The academy has an additional location at 4315 and 4305 Peony Lane North, Plymouth, Minnesota 55446, phone 763-536-0772.

### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives students certain rights with respect to their education records. If the student is not 18 or older, the student and parent or guardian of a dependent minor has these rights to access.

Students have the right to inspect and review their education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for the student to review the records. Schools may charge a fee for copies.

Students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth the student's view about the contested information.

Generally, schools must have written permission from the student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

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

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them.

Schools must notify students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. Or you may contact us at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520

## **Rights and Privacy**

It is the policy of PCI academy to abide by the Family Educational Rights and Privacy Act of 1974.

This act guarantees a student's right of access to the student's personal file and the student's rights to the privacy of that file.

Information from a student's file will only be released upon written permission from the student.

Parents/guardians of a dependent minor student, accrediting agencies, and government officials may gain access to a student's files without the expressed permission of that student.

It is the policy of PCI Academy to comply fully with the Family Educational Rights and Privacy Act. We comply with the Act and in addition we have the following policies:

1. Only owners or financial aid personnel may release student information when complying with FERPA.
2. No records are released without a signed and dated release of information form completed by the eligible student or parent.
3. Most of our students are eligible students because they are 18 years of age or older. When a student is not 18 or older written permission must come from the parent.
4. No records are released to other schools unless all tuition or other charges due from the student have been paid in full.
5. We do not publish a directory.
6. Students receive copies of their grades and attendance records on a regular basis and may distribute them as they see fit. We recommend the student provide such information to their parents rather than requiring the parent to go through the financial aid office.
7. Each request for a release of information is good for a single time only. No such request can be a "blanket" or continuing and all-inclusive request.
8. We will conform with any future updates to FERPA.

## **Vaccinations**

Proof of vaccinations is not required to attend PCI Academy.

## **Copyright**

Unauthorized distribution of copyrighted material may subject you to criminal and civil liabilities. Penalties may include Federal and state fines. Students may not use the school's facilities, internet, copy machines, computers or other technology to engage in illegal downloading.

## **Safety Procedures**

### **First Aid**

A first aid kit is in the dispensary and the educators' office.

Cut finger: Educator should immediately check the wound to see how deep the cut is. Small cuts should be washed, dried, and then covered with a bandage. Bandages and first aid kits are kept in the dispensary.

Cut requiring stitches: If possible, a staff member should take the student to the doctor.

Fainting: Do not move the person; call 911. Give facts as much as possible. Keep calm and notify other staff members for help, if necessary. Make the person comfortable.

### **Fire Exits**

If you smell smoke or see fire, report it immediately to an educator. Warning will then be given by the educators. Do not panic. Proceed as follows:

1. Students in styling area exit single file out the front doors. If you have a guest at the time, the guest is your responsibility. After exiting the academy, proceed to safety away from building.
2. Support staff at the front desk will help guests in reception area out the front doors. Proceed into the parking lot.
3. Students in the classrooms, student lounge, conference room and spa area should exit through the nearest door single file. Locate and join the students and guests from the styling area.

### **Tornado Warning**

All students, staff and guests will walk to the areas without windows.

Remain there until instructed to return to your previous activity.



## CONSUMER INFORMATION

### **Campus Security Act Information Disclosure Ames IA 9-11-18**

Under the Crime Awareness Campus Security Act, the academy is required to provide you with the following information about our campus.

All criminal actions must be reported to an educator or owner immediately. The authority to which a crime is reported will assist the student or client in reporting a crime to the Ames Police Department or other appropriate security force.

The facilities are open Monday through Saturday according to assigned class and styling area schedules.

The building may also be open for educational classes for licensed professionals in cosmetology arts and sciences or to groups securing the use of the facilities through the owner. Only educators and owners shall have keys to the building.

An educator made aware of a crime will notify the rest of the staff as soon as possible, perhaps even prior to notifying police, depending on the situation. It is critical that all staff be aware of any report of crime and that the police are notified immediately.

This information will be provided to every enrolling student prior to contract signing in the catalog. Students also receive a copy of campus security data during orientation.

Staff and students are reminded about security and safety procedures including crime prevention, personal safety, fire safety and dangerous weather procedures.

Local police speakers will be scheduled annually for all staff and students.

The local police and the academy report for 2015-2017 no acts of murder, manslaughter, sex offenses, robbery, aggravated assault, motor vehicle theft, arson, simple assault, larceny-theft, burglary, intimidation or vandalism, hate crimes, dating violence, domestic violence, stalking and no reports of liquor law violations, drug abuse violations or weapons violations that lead to disciplinary action and/or arrest on or near the campus.

If there are student organizations meeting off campus, appropriate safety procedures will be explained prior to the meeting.

Students and staff will be notified of emergency response and evacuation procedures. Internally, staff will evacuate students and guests through the closest exits if possible. Externally, staff will notify students and staff of emergency response and evacuation procedures using cell phone, telephone, email and text messaging.

The academy will test the emergency response and evacuation procedures annually.

PCI Academy prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and staff on our property or as part of any of our activities. The academy will immediately contact law enforcement officials to report these activities. The health risks of the use of illicit drugs and alcohol abuse require providing education and referral for students and staff. The academy provides education annually and refers students and staff to local services. Area drug abuse information, counseling, referral and treatment centers information is made available to students and staff members. The academy will expel students and terminate staff involved in unlawful possession, use or distribution of illicit drugs and alcohol. The academy will refer such cases to the proper authorities for prosecution. Students and staff may be reinstated upon completion of an appropriate rehabilitation program. There are serious legal sanctions for illegal use of drugs and/or alcohol. There are serious health risks associated with drug and/or alcohol use including impaired mental and physical health, neurological disease/damage, memory and intellectual performance interference, mental and physical depression, uncontrollable violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, cardiovascular collapse or heart failure, gastrointestinal disease or damage, ulcers or erosive gastritis, anemia, liver and pancreatic disease, liver failure or pancreatitis, deteriorating relationships, and death. As a student and/or staff member at PCI Academy, I understand the academy's policies as stated above and recognize their impact on my future at the academy if I break the law related to drug and/or alcohol use. Agencies where the student can get assistance are available in the student lounge.

The website for the Iowa Sex Offender Registry is as follows: <http://www.homefacts.com/offenders/Iowa/Story-County.html>

### **Refund Policy (cosmetology example)**

If the student (or the student's parent or guardian if the student is a dependent minor) cancels the enrollment in writing or in person within three business days of the execution of this agreement, all monies paid herein, shall be refunded by the academy to the student.

The cancellation date will be determined by the postmark on the written notification or the date said information was delivered to the owner in person. This policy applies regardless of whether or not the student has actually started training.

If the student cancels enrollment prior to the commencement of classes for which the student is enrolled, the student shall be entitled to a refund of all monies paid to the academy.

If the student does not call or attend classes 10 days in a row, the academy will make every effort to contact the student.

If no contact is established and/or if the student fails to return to classes, the academy will start the termination process and consider this an unofficial withdrawal. In the case of termination by the academy, the student will receive a refund according to the Refund Policy described below.

If a student wishes to withdraw, the student must notify the Financial Aid Officer in person or in writing.

Students are charged tuition by payment period.

In the event the student begins but does not complete the payment period, the student is charged according to Iowa law.

The academy will retain or refund tuition as follows:

Formula: Total tuition minus ten percent of total tuition in the payment period equals the balance of tuition. Balance of tuition times percent of hours in the payment period scheduled equals the amount of tuition to be retained in addition to the ten percent referred to previously. If the student has completed 60% or more of the payment period, no refund is due as 100% of tuition for that payment period is considered earned.

However, if the student must terminate due to physical incapacity or the transfer of a spouse's employment, the student will receive a pro rata refund based on the percentage of scheduled hours remaining in the payment period.

The student's last day of attendance will be used to determine scheduled hours, whether they did not return from a Leave of Absence, officially or unofficially withdrew from the academy.

Students using Title IV funds will follow the above refund policy AFTER the return of unearned Title IV funds calculation has been made. This calculation often results in the student owing tuition and fees to the academy.

The Federal return of Title IV funds calculation will be used for students who have received financial assistance under the Higher Education Act, i.e. Pell Grants or Direct Student Loans or Direct PLUS Loans awarded under the Direct Loan Program.

If the enrollment is terminated during the first 60% of the scheduled hours of any payment period (*1-525 hours, 526-1050 hours, 1051-1575 hours and 1576-2100 hours*), the Federal return of Title IV funds calculation will apply. If 60% of the class scheduled hours within the payment period have passed, no refund is due.

Any monies due the student shall be refunded within 45 days after the student's last day of attendance or, in the case of a leave of absence, the date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the academy that the student will not be returning.

An applicant not accepted by the academy receives a refund of all monies paid including tuition and registration fee.

If the academy is permanently closed and is no longer offering training after a student has enrolled and begun training, the student shall be entitled to a pro-rata refund of tuition.

If the course is cancelled after the student's enrollment, the academy shall provide a full refund of all monies or provide for completion of the course.

The application fee is nonrefundable.

#### **Return to Title IV**

Students using Federal Title IV Funds will follow the above refund policy AFTER the Return of Unearned Title IV Funds Calculation has been made. In most cases, this calculation will result in the student owing tuition and fees to the academy.

The Federal Return of Title IV Funds Calculation will be used for students who have received financial assistance under the Higher Education Act, including Federal Pell Grants, Direct Loans or Direct PLUS Loans.

If the enrollment is terminated during the first 60% of the scheduled hours of any payment period the Federal return of Title IV funds calculation will apply.

Once 60% of the scheduled payment period has passed, no refund is due as 100% of tuition for that particular payment period is considered earned.

The student's last date of attendance will be used to determine scheduled hours, whether they did not return from a Leave of Absence, officially or unofficially withdrew from the academy.

However, if the student must terminate due to physical incapacity or the transfer of a spouse's employment, the student will receive a refund based on the formula above.

The results of the refund, after the Return to Title IV and Institutional Refund Worksheet have been completed, are provided to the students in writing.

If a student did not receive all of the funds they were entitled to after the Return to Title IV was completed, a post-withdrawal disbursement may be due. The Academy will notify the student and get permission in writing to have the funds disbursed. The student may decline some or all of the loan funds as it is additional debt. The Academy may use all or a portion of the post-withdrawal grant disbursement for tuition charges. If the student does not give permission for The Academy to use the funds toward tuition charges, the student will be offered the funds. It may be in the best interest of the

student to allow The Academy to keep the funds to reduce institutional debt.

### **Student Property in Event of Drop or Termination**

If a student drops, does not return from a leave of absence or is terminated by the academy, the student has 10 days to claim personal property including books and kit. If such property is not claimed in that time frame, the property will be destroyed.

### **Satisfactory Academic Program Policy**

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

The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### **Evaluation Periods**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	525, 1050, 1575, 2100 actual hours
Esthetics	300, 600 actual hours
Massage Therapy 600	300, 600 actual hours
Nail Technologist	162, 325 actual hours

Transfer Students - midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

### **Attendance Progress Evaluations**

Students are required to attend a minimum of 85% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements.

The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the academy will determine if the student has maintained at least 85% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### **Maximum Time Frames**

The maximum time (which does not exceed 117% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

#### **Cosmetology**

Three-quarter time, 70 weeks, 30 hrs./wk. 2100 hours; Max. time allowed 83 weeks; scheduled hours 2471

#### **Cosmetology**

Half time, 101 weeks, 20 hrs./wk. 2100 hours; Max. time allowed 119 weeks; scheduled hours 2471

#### **Cosmetology**

Full time, 55 weeks, 40 hrs./wk. 2100 hours; Max. time allowed 64 weeks; scheduled hours 2471

#### **Esthetics**

Full time, 27 weeks, 24 hrs./wk. 600 hours; Max. time allowed 31 weeks; Scheduled Hours 706

#### **Esthetics**

Half time, 34 weeks, 18 hrs./wk. 600 hours; Max. time allowed 39 weeks; scheduled hours 706

#### **Massage Therapy**

Full time, 25 weeks, 24 hrs./wk. 600 hours; Max. time allowed 28 weeks; scheduled hours 702

#### **Nail Technology**

Half time, 27 weeks, 12 hrs./wk. 325 hours; Max. time allowed 32 weeks; scheduled hours 383

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 85% of the scheduled contracted hours. If a student exceeds the maximum time frame they will be unable to finish their program.

### **Academic Progress Evaluations**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences.

Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory (85%) or better (the computer system will reflect completion of the practical assignment on a 100% scale).

At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the academy.

Students must maintain a written grade average of 85% and pass written and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

93 – 100	A
85 – 92	B
84 and below	Not Passing

### **Determination of Progress Status**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation.

Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations.

Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

### **Warning**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation.

If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

### **Probation**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal.

Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period.

Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

### **Re-Establishment of Satisfactory Academic Progress**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

### **Interruptions, Course Incompletes, Withdrawals**

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

### **Appeal Procedure**

If a student is determined not to be making satisfactory academic progress, the student may appeal the determination within 10 calendar days. Reasons students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance.

The student must submit a written appeal to the academy on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed.

This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point.

Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days.

The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

### **Noncredit, Remedial Courses, Repetitions**

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

### **Transfer Hours**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

### **Leave of Absence Policy**

Reasons for Approved Leave of Absence (LOA)

1. Medical/health issues
2. Family Emergencies
3. Financial Hardship

Leave of Absence requests must be presented in writing to an owner. If at all possible, a student needs to present documentation to support the request for a LOA. Paperwork for the LOA is processed in the financial aid office.

PCI Academy reserves the right to deny a LOA based on the facts provided. A student may take a maximum 180 days in a calendar year for a LOA. If the student has federal loans, no disbursements will be released while the student is on LOA.

If the student does not return from the LOA, the student will be considered a drop student and termination paperwork will be started. A student's loans will go into repayment.

### **RIGHT to KNOW Disclosures 9-1-2016 to 8-31-2017**

#### **Cosmetology for the period 9-1-16 to 8-31-17**

Graduation Rate: 58% of students graduated within normal time

Placement Rate: 97% of students were placed in the cosmetology industry or a related field

Licensure Rate: 100% of graduates were licensed

#### **Compensation Expected**

Cosmetology graduates earn from \$20,000 to \$30,000 in salary and gratuities in an entry-level position depending on the work schedule and the area population. A commission scale is commonly used to pay cosmetologists resulting in much higher pay after an introductory period of several months. Retail commission is also common.

#### **Esthetics for the period 9-1-16 to 8-31-17**

Graduation Rate: 72% of students graduated within normal time

Placement Rate: 80% of students were placed in the cosmetology industry or a related field

Licensure Rate: 100% of graduates were licensed

#### **Compensation Expected**

Esthetics graduates earn from \$16,000 to \$20,000 in salary and gratuities in an entry-level position depending on the work schedule and the area population. A commission scale is commonly used to pay estheticians resulting in much

higher pay after an introductory period of several months. Retail commission is also common.

#### **Nail Technology for the period 9-1-16 to 8-31-17**

Graduation Rate: 100% of nail technology students scheduled to complete graduated

Placement Rate: 75% of students who graduated were placed in the nail technology industry or a related field

Licensure Rate: 100% of graduates who passed their state board exams and were licensed.

#### **Compensation Expected**

Nail technology graduates earn from \$18,000 to \$22,000 in salary and gratuities in an entry-level position depending on the work schedule and the area population.

A commission scale is commonly used to pay nail technologists resulting in much higher pay after an introductory period of several months. Retail commissions are also common.

#### **Massage Therapy for the period 9-1-16 to 8-31-17**

Graduation Rate: 90% of massage students scheduled to complete graduated

Placement Rate: 57% of students who graduated were placed in the massage industry or a related field

Licensure Rate: 100% of graduates who passed their state board exams and were licensed

#### **Compensation Expected**

Massage therapy graduates earn from \$10-15 per hour plus gratuities in an entry-level position depending on the work schedule and the area population. A commission scale is commonly used to pay a massage therapist resulting in much higher pay after an introductory period of several months. At this level a massage therapist can expect to earn at \$25 per hour.

#### **Drug Prevention Policy**

PCI Academy prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and staff on our property or as part of any of our activities. The academy will immediately contact law enforcement officials to report these activities.

The health risks of the use of illicit drugs and alcohol abuse require providing education and referral for students and staff.

The academy provides education annually and refers students and staff to local services. Area drug abuse information, counseling, referral and treatment centers information is made available to students and staff members.

The academy will expel students and terminate staff involved in unlawful possession, use or distribution of illicit drugs and alcohol. The academy will refer such cases to the proper authorities for prosecution. Students and staff may be reinstated upon completion of an appropriate rehabilitation program.

As a condition of employment, employees must notify the academy of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.

There are serious legal sanctions for illegal use of drugs and/or alcohol. There are serious health risks associated with drug and/or alcohol use including impaired mental and physical health, neurological disease/damage, memory and intellectual performance interference, mental and physical depression, uncontrollable violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, cardiovascular collapse or heart failure, gastrointestinal disease or damage, ulcers or erosive gastritis, anemia, liver and pancreatic disease, liver failure or pancreatitis, deteriorating relationships, and death.

As a student and/or staff member at PCI Academy, I understand the academy's policies as stated above and recognize their impact on my future at the academy if I break the law related to drug and/or alcohol use.

Agencies where the student can get assistance are available in the student lounge.

#### **Drug Trafficking Penalties**

Federal penalties and sanctions for illegal possession of a controlled substance can include imprisonment, fines, forfeiture of personal and real property, forfeiture of vehicles, denial of Federal benefits, such as student loans and grants, ineligibility to receive or purchase firearm, and revocation of Federal licenses and benefits.

Note: These are only Federal penalties and sanctions. Additional state penalties and sanctions may apply.

#### **Grievance Procedure**

If a student has a complaint that cannot be resolved with their coach, the student should follow this procedure. Submit a signed written complaint to the lead educator. Upon receipt of the complaint, the lead educator will review it and notify the student the complaint's resolution. If this is not satisfactory, the complaint will be referred to an owner who will notify the student of its resolution.

### **Non-discrimination Policy**

The academy admits students without regard to race, age, sex, gender, sexual preference, creed, religion, color, citizenship, disability, national origin, or ethnic origin.

Iowa state law requires a graduate be 18 by the time the graduate takes the state board exams.

### **Harassment Policy**

Harassment is defined as any physical, verbal or nonverbal behaviors that cause another to be uncomfortable. It includes creating a hostile, offensive or intimidating climate which interferes with the learning environment.

### **Reporting Guidelines**

PCI Academy takes any case of harassment very seriously and these guidelines are provided to effectively deal with harassment. If you experience or are a witness to harassment, follow this procedure:

1. Let the person know immediately that you are uncomfortable with the behaviors and you want them to stop.
2. If you feel the situation is too intimidating or after you ask them to stop the behavior it continues, go immediately to an educator or to the admissions office to report it.

### **PCI Academy Responsibility**

After the suspected harassment has been brought to the attention of administrators or educators, the situation will be dealt with through an investigation. You may not know the outcome but cases of harassment may result in dismissal from the program. An environment conducive to learning is a top priority at PCI Academy.

### **Voter Registration Information**

In the state of Iowa, you must be a registered voter before you can vote. To pre-register to vote, print off a copy of the voter registration form found at <http://www.sos.state.ia.us/elections/> and return it to your county auditor's office. You must sign the form.

Voter pre-registration deadlines:

- 10 days before general and primary elections
- 11 days before all other elections

When you pre-register, your name will appear on the election register at your polling place. This allows you to sign in quickly when you arrive on Election Day.

If you were not able to pre-register to vote, you may register to vote on Election Day at the polling place for the precinct where you currently live.

To register to vote in Iowa, you must be qualified.

Qualified registrants in Iowa are:

- Citizens of the United States
- Residents of Iowa
- At least 17 ½ years old (must be 18 years old by Election Day to vote. This includes the Primary Election.)

Qualified registrants in Iowa are not:

- Convicted felons (unless the felon's voting rights have been restored by the president or governor)
- Currently judged incompetent to vote by a court
- Claiming the right to vote in any other place

You must meet all qualifications, to register to vote. A copy of Iowa's voter registration form is included with the inserts to this catalog.

### **Health and Safety Resources**

AA, Alcoholics Anonymous, 515-232-8642, [www.amesaa.org](http://www.amesaa.org)

ACCESS, Assault Care Center Extending Shelter and Support, crisis line 515-292-5378, [www.assaultcarecenter.org](http://www.assaultcarecenter.org)

Emergency Residence Project, 515-232-8075, [www.amesshelter.org](http://www.amesshelter.org), housing for the homeless

MICA, Mid-Iowa Community Action, 515-956-3333, [www.micaonline.org](http://www.micaonline.org), children and family services

Story County Human Services, 515-292-2035, [www.dhs.iowa.gov](http://www.dhs.iowa.gov)

YSS, Youth and Shelter Services, 515-233-3141, [www.yss.ames.ia.us](http://www.yss.ames.ia.us)

**NACCAS Annual Report 2016** (reported 11-21-17)

Number of students scheduled to graduate	189
Number of students who graduated	143
Number of students eligible for employment	136
Number of eligible individuals employed in a field for which training prepared them	107
Number of individuals who took all portions of their licensing exam	119
Number of individuals who passed all portions of licensing exam	119
Length of longest NACCAS approved program taught in 2015 or 2016 in weeks	101

**Completion rate 87.46% meets the standard**

**Placement rate 76.27% meets the standard**

**Licensure rate 100% meets the standard**

These numbers reflect data from both our academies located in Ames, Iowa and Plymouth, Minnesota.

**NACCAS Annual Report by Program****Cosmetology**

Completion Rate 51.26%

Placement Rate 91.13%

Licensure Rate 100%

**Esthetics**

Completion Rate 87.86%

Placement Rate 83.34%

Licensure Rate 100%

**Massage Therapy**

Completion Rate 93.33%

Placement Rate 66.67%

Licensure Rate 100%

**Nail Technology**

We did not have any nail technology students.

**Disclosures 2016-2017****Cosmetology/Cosmetologist, General**

Undergraduate certificate in cosmetology

**Program length** 70 weeks

Students graduating on time: 54% of Title IV students complete the program within 70 weeks

**Program costs\***

\$22,874 for tuition and fees

\$0 for books and supplies

\$14,025 for off-campus room and board

Other Costs: Visit website for more program cost information.

\*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

**Students borrowing money**

84% of students who attend this program borrow money to pay for it.

The typical graduate leaves with \$14,020 in debt.



The typical monthly loan payment \$144 per month in student loans with 4.45% interest rate.

The typical graduate earns \$15,725 per year after leaving this program.

**Graduates who got jobs** 100% of program graduates got jobs according to the accreditor job placement rate.

Program graduates are employed in the following fields:

hairdressers, hairstylists, and cosmetologists

**License requirements** This program meets licensure requirements in Iowa.

These disclosures are required by the U.S. Department of Education.

### **Esthetician and Skin Care Specialist**

Undergraduate certificate in esthetics

**Program length** 27 weeks

Students graduating on time: 85% of Title IV students complete the program within 27 weeks

**Program costs\***

\$11,996 for tuition and fees

\$0 for books and supplies

\$5,775 for off-campus room and board

Other costs: Visit website for more program cost information

\*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

**Students borrowing money**

82% of students who attend this program borrow money to pay for it.

The typical graduate leaves with \$5441 in debt

The typical monthly loan payment \$56 per month in student loans with 4.45% interest rate.

The typical graduate earns \$15,050 per year after leaving this program.

**Graduates who got jobs** 91% of program graduates got jobs according to the accreditor job placement rate.

Program graduates are employed in the following fields: skincare specialists

**Licensure requirements** This program meets licensure requirements in Iowa.

These disclosures are required by the U.S. Department of Education.

### **Massage Therapy**

Undergraduate certificate in massage therapy

**Program length** 24 weeks

Students graduating on time: 93% of Title IV students complete the program within 24 weeks

**Program costs\***

\$10,978 for tuition and fees

\$0 for books and supplies

\$5,775 for off-campus room and board

Other costs: Visit website for more program cost information.

\*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

**Students borrowing money**

81% of students who attend this program borrow money to pay for it

The typical graduate leaves with \$6,500 in debt

The typical monthly loan payment: \$65 per month in students with 3.76% interest rate.

The typical graduate earns \$17,293 per year after leaving this program.

**Graduates who got jobs** 72% of program graduates got jobs according to the accreditor job placement rate.

Program graduates are employed in the following fields: massage therapists

**Licensure requirements** This program meets licensure requirements in Iowa

These disclosures are required by the U.S. Department of Education.

## **TITLE IX POLICIES**

### **Notice of Nondiscrimination**

PCI Academy does not discriminate based on sex in its education programs or activities and is committed to ensuring an educational environment free of sexual harassment, including sexual violence, and to full compliance with Title IX of the

Education Amendments Act of 1972 and other federal and state laws governing such conduct.

The following individual has been designated as the Title IX Coordinator by PCI Academy to handle inquiries regarding PCI Academy's Title IX policies, including receiving and responding to information about any incident of sex discrimination:

**Linda Lohman, 309 Kitty Hawk Drive, Ames, Iowa 50010 [lohman@pci-academy.com](mailto:lohman@pci-academy.com) 515-956-3781**

Information regarding sexual discrimination, including sexual harassment or sexual violence, may also be reported by anyone to: U.S. Office for Civil Rights by email at [ocr@ed.gov](mailto:ocr@ed.gov) or at the addresses provided at the following website: <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that may constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an evaluation of a student's academic performance, or a term or condition of participation in student activities or in other events or activities sanctioned by PCI Academy;
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions or other decisions about participation in student activities or other events or activities sanctioned by PCI Academy; or
- Such conduct otherwise has the purpose or effect of threatening an individual's academic performance; or creating an intimidating, hostile, or offensive educational environment.

Forms of sexual harassment include, but are not limited to, sexist remarks or behavior, constant offensive joking, sexual looks or advances, repeated requests for dates, unwelcome touching, and promise of reward for sexual favors. Students, faculty, or staff who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the Institute's obligation to investigate the incident and take appropriate steps if sexual harassment has occurred.

Sexual violence includes, among other conduct, domestic violence, dating violence, sexual assault, and stalking. These acts will not be tolerated at PCI Academy as such acts are inappropriate and create an environment contrary to the goals and mission of PCI Academy. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies.

It is the responsibility of all persons within PCI Academy community to work to ensure an educational environment free from sex discrimination. Violations of this policy may be grounds for disciplinary action under PCI Academy's policies and procedures [cross reference the procedures applicable to students and employees utilized by the academy to investigate and discipline sexual discrimination (including sexual harassment and sexual violence) incidents].

All students and staff of PCI Academy are expected to report incidents of sexual discrimination (including sexual harassment or sexual violence) to the Title IX Coordinator.

#### **Education Programs to Promote Awareness of Domestic Violence, Dating Violence, Sexual Assault, and Stalking**

PCI Academy educates the incoming and current student and employee community about sexual violence, violence prevention, and all relevant PCI Academy policies and procedures during all orientations held for new and current students at the onset of a class and at least annually.

In addition, PCI Academy conducts new and current employee training on these topics at least annually. The Title IX Coordinator is responsible for training all current students and employees about PCI Academy's policies regarding sexual violence and for conducting the new student and employee training.

The new and current employee and student training sessions include:

- A statement that PCI Academy prohibits crimes of dating violence, domestic violence, sexual assault, and stalking;
- The definitions of those crimes under federal and state law;
- The definition of consent, about sexual activity, if available under state law;
- A description of safe and positive options for bystander intervention;
- Information on risk reduction;
- Information contained in PCI Academy's policies and procedures related to preventing, reporting, and responding to sexual offenses, including disciplinary procedures and victim rights; and
- A description of PCI Academy's ongoing prevention and awareness campaigns for students and employees.

The Title IX Coordinator undergoes annual training in the administration of Title IX policies.

#### **Sanctions and Protective Measures**

Following a final determination of PCI Academy's institutional disciplinary proceeding regarding domestic violence, dating violence, sexual assault, or stalking, PCI Academy may impose the following sanctions on the perpetrator and protective measures for the complainant:

## Sanctions

Sanctions that may be imposed by PCI Academy include, but are not limited to:

- Written warning;
- Mandatory counseling;
- Mandatory education and training;
- No contact order;
- Changes in academic, working, or living arrangements;
- Revocation of certain campus privileges; suspension; or expulsion.

PCI Academy has flexibility in the type and range of sanctions to impose on the perpetrator depending on the severity of the incident but has a process in place to ensure that sanctions imposed are consistent with sanctions imposed in past incidents of similar conduct and are not imposed unequally based on gender or gender identity.

## Protective Measures

Protective measures that the academy may utilize to protect the complainant include, but are not limited to:

- An order of protection, a no contact order, restraining order or similar lawful order from the institution;
- Changes to transportation, working, academic, and/or living situations;
- Providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred;
- Providing an escort to ensure that the complainant can move safely between classes and activities;
- Ensuring the complainant and perpetrator do not share classes or extracurricular activities;
- Providing comprehensive, holistic victim services including medical, counseling, and academic support services, such as tutoring; or
- Arranging for the complainant to have extra time to complete or re-take a class or withdraw from a class without an academic or financial penalty.

When determining what protective measures to establish, PCI Academy will consider a number of factors including the specific needs and requests expressed by the complainant; the age of the students involved; the severity or pervasiveness of the conduct; any continuing effects on the complainant; whether the complainant and alleged perpetrator share the same residence hall, dining hall, class, transportation, or job location; and whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

## Sexual Violence – Victim Procedures

If you are victim of sexual violence, including sexual violence, dating violence, domestic violence, or stalking, your priority should be to get to a place of safety. You should then obtain any necessary medical treatment. Information about the alleged offense should be provided to the Institute's Title IX Coordinator as soon as possible. Time is a critical factor for evidence collection and preservation.

PCI Academy strongly advocates that a victim of sexual violence reports the incident to police in a timely manner and, if requested to do so by the victim, the Title IX Coordinator will assist the victim in contacting the police. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. The victim has the right always to decline to notify police of the incident.

Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution or establishing a no contact order, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and
- Assure the victim has access to free confidential counseling from counselors specifically trained in sexual assault crisis intervention.

When a victim contacts the Police Department, the local Police Sex Crimes Unit will typically be notified as well.

The victim may choose for the investigation to be pursued through the criminal justice system. The Title IX Coordinator will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available through the Rape and Sexual Abuse Center and the Victim Intervention Program of the local Police Department.

## Procedures for Disciplinary Action in Cases of Sexual Violence

PCI Academy's Title IX Coordinator has primary responsibility for receiving, evaluating, and investigating allegations of sexual violence, including alleged domestic violence, dating violence, sexual assault, and stalking. The Title IX Coordinator is responsible for informing the Owner(s) and the Campus Security Authority within 24 hours after receiving a sexual violence report, for purposes of maintaining accurate Clery Act crime statistics.

The Title IX Coordinator has primary responsibility for ensuring that any disciplinary proceeding involving an allegation of

sexual violence is conducted promptly, fairly, and impartially and in accordance with these and other related institutional procedures.

Once the Title IX Coordinator receives a report of sexual violence, the following steps will be followed:

1. The Title IX Coordinator will immediately assess whether the information in the report warrants a timely warning and, if so, will contact the Owner(s) immediately to execute that procedure in accordance with the institution's timely warning procedures [cross reference to those procedures]. The Title IX Coordinator will immediately inform the victim of his/her right to "interim measures" during the pendency of an investigation of the alleged sexual violence, including obtaining an order of protection, a no contact order, restraining order or similar lawful order from the police or the institution. PCI Academy's obligation is to protect the identity of the victim in any Clery Act report or in other publicly available recordkeeping. PCI Academy is also required to keep any interim measures provided to the victim confidential, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodation or protective measure.
2. The Title IX Coordinator will, within 24 hours of receipt of the report, provide to the individual making the report of an alleged sex offense:
  - a) A copy of these procedures;
  - b) Information on counseling, health, mental health, victim advocacy, legal assistance services, immigration assistance, student financial aid, and any other services available to the victim at PCI Academy or in the community;
  - c) Information on the victim's right to report the incident to local police and the fact that PCI Academy's institutional investigation and disciplinary procedure and any criminal proceeding may occur simultaneously; and
  - d) Options to facilitate changes to transportation, working, academic, and/or living situations, or additional protective measures, if requested, while the investigation is pending, even if the victim chooses not to report the crime to police.
3. The Title IX Coordinator will investigate the incident by interviewing: the individual filing the report, the accused, PCI Academy employees, witnesses, and others as necessary to gather facts about the alleged incident. The Title IX Coordinator may be assisted by other employees after determining that such employees do not have a conflict of interest and have received training in Title IX and VAWA.
4. The Title IX Coordinator will ensure that all individuals involved in the disciplinary procedure apply a "preponderance of the evidence" standard when evaluating sexual violence reports. PCI Academy does not provide for a formal hearing process but both parties may be assisted by a support person of choice, including an attorney.
5. In all cases, the Title IX Coordinator will maintain regular communications with both the accuser and accused and provide both parties with equal opportunity to provide information, witness statements, evidence, and other information that may be necessary for PCI Academy to fully evaluate the alleged offense.
6. The Title IX Coordinator will, barring extenuating circumstance, complete the investigation and make a determination regarding any necessary discipline of accused and remedies to accuser within 60 days of the date that the report is first received by the Title IX Coordinator.
7. The Title IX Coordinator will inform both parties of its final determination. PCI Academy does not provide for an appeal of final determinations.
8. The sanctions that may be imposed by PCI Academy following a determination that dating violence, domestic violence, sexual assault, or stalking occurred include, but are not limited to, counseling, education, changes in academic or living arrangements, no contact orders, suspension or expulsion of a student, or termination of employment.
9. Both the accuser and accused shall be simultaneously informed in writing of:
  - a) The outcome of any disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking;
  - b) The institution's procedures for the accused and victim to appeal the results of the institutional disciplinary proceeding (if any such appeal rights become available);
  - c) Any change to the results that occurs prior to the time that such results become final; and
  - d) When such results become final.
10. The Title IX Coordinator will determine if the incident is indicative of a systemic issue and, if so, work with PCI Academy employees, including the Campus Security Authority and Owner(s), to recommend changes to PCI Academy's policies, procedures, or training to prevent re-occurrence.

PCI Academy requires the Title IX Coordinator and all employees involved in the investigation and disciplinary process to receive training at least annually on issues related to dating violence, domestic violence, sexual assault, and stalking and on how to investigate and hearing process that protects the safety of victims and promotes accountability.

### **Protection of Confidentiality of Victim of Sexual Violence**

There are no pastoral or professional counselors on campus. Confidential crisis, mental health, and victim resource hotline numbers are posted on campus as well as listed in the PCI Academy Catalog, should students need to contact these agencies. Victims of sexual violence reported to the Title IX Coordinator will be provided with information regarding local rape crisis centers and other counseling services.

Reports about sexual violence or other crimes may be provided informally and in confidence to PCI Academy's Title IX Coordinator, who will make every attempt to maintain privacy of the information in accordance with your request and Family Educational Rights and Privacy Act of 1974 (FERPA) regulations unless PCI Academy is under an obligation to disclose your identity to protect the safety of others. You will be informed if PCI Academy cannot maintain the requested confidentiality of the information.

PCI Academy strongly encourages persons who are victims of sexual violence who do not want to report the incident to policy or file a complaint using PCI Academy's institutional procedures to report the incident to the Title IX Coordinator voluntarily and on a confidential basis solely to permit the inclusion of that information in PCI Academy's annual crime statistics. With such information, PCI Academy can keep an accurate record of the number of similar incidents, determine where there is a pattern of crime regarding a location, method, or assailant, and alert the campus community to potential danger. PCI Academy will make best efforts to maintain the privacy of that information and to comply with FERPA.

PCI Academy is required to, and will, keep the identity of victims of sexual violence private in any public report of Clery Act crimes. Reporting to the institution will also enable the victim to receive protective measures. At the victim's request, PCI Academy will maintain as confidential any protective measures provided to the victim, to the extent that making such information confidential does not impair the ability of the institution to provide those protective measures. The victim will be informed by the institution if providing a protective measure may reveal the identity of the victim.

PCI Academy encourages reporting of sexual violence to the police. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and
- Assure the victim has access to free confidential counseling from counselors specifically trained around sexual assault crisis intervention.

Police reports are public records under state law, and therefore PCI Academy cannot guarantee the absolute confidentiality of reports of crime obtained from police records but will make every effort to maintain the confidentiality of such information to the greatest extent permitted by law.

### **Victim Support Services**

Once the Title IX Coordinator receives a report of sexual violence, the Title IX Coordinator will provide the individual making the report with written information regarding existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims, both on campus and in the community.

### **National Resources:**

- National Sexual Assault Hotline 800-656-4673
- National Domestic Violence Hotline 800-799-7233

### **Local Resources:**

- Ames Police Department  
Non-Emergency 515-239-5133  
Emergency 9-1-1
- Iowa Coalition Against Sexual Assault (IowaCASA) – Referrals to local rape crisis centers  
[www.iowacasa.org](http://www.iowacasa.org)
- Access Assault Care Center Extending Shelter & Support 515-292-0500 or Access Crisis Line 888-983-2533
- NISAA (African Women's Refugee Project) Sexual abuse comprehensive services, culturally specific to African Immigrant communities. <http://muawi.org> 515-288-0881
- LUNA (Latinas Unidas por un Nuevo Amanecer) Sexual abuse comprehensive services, culturally specific to Latino population. [www.lunaiowa.org](http://www.lunaiowa.org) 800-256-7668 or 866-256-7668
- Domestic/Sexual Assault Outreach Center Crisis Line 888-356-5006 or 515-955-2273

The Title IX Coordinator will work with all students affected by sexual misconduct to ensure their safety and support their well-being. This assistance may include providing accommodations to support or protect a student after an incident of sexual misconduct and while an investigation or disciplinary proceeding is pending. Such accommodations may include the ability to alter class schedules, withdraw from/retake a class without penalty, and access academic support (e.g., tutoring). PCI

Academy may be able to provide additional interim measures to victims while an investigation is pending, such as no contact orders and changing the alleged perpetrator's class schedule.

### **Interim Measures**

Within 24 hours of a Title IX Coordinator receiving a report of sexual violence, the Title IX Coordinator will provide written notification to the victim about options for, and available assistance in, changing academic, living, transportation, and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

### **Rights and Options of Victims of Sexual Violence**

Within 24 hours of a Title IX Coordinator receiving a report of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee with a written explanation of the student's or employee's rights and options. That notice will contain the following information:

This document outlines your rights under Title IX. You may have additional rights under other federal and state laws. Title IX of the Education Amendments of 1972 prohibits sex discrimination—which includes sexual violence—in educational programs and activities. All public and private schools, school districts, colleges, and universities receiving federal funds must comply with Title IX. If you have experienced sexual violence, here are some things you should know about your Title IX rights:

#### **Your School Must Respond Promptly and Effectively to Sexual Violence**

- You have the right to report the incident to your school, have your school investigate what happened, and have your complaint resolved promptly and equitably.
- You have the right to choose to report an incident of sexual violence to campus or local law enforcement, but, a criminal investigation does not relieve your school of its duty under Title IX to respond promptly and effectively.
- Your school must adopt and publish procedures for resolving complaints of sex discrimination, including sexual violence. Your school may use student disciplinary procedures, but any procedures for sexual violence complaints must afford you a prompt and equitable resolution.
- Your school should ensure that you are aware of your Title IX rights and any available resources, such as victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, and legal assistance.
- Your school must designate a Title IX coordinator and make sure all students and employees know how to contact him or her. The Title IX coordinator should also be available to meet with you.
- All students are protected by Title IX, regardless of whether they have a disability, are international or undocumented, and regardless of their sexual orientation and gender identity.

#### **Your School Must Provide Interim Measures as Necessary**

- Your school must protect you as necessary, even before it completes any investigation. Your school should start doing this promptly once the incident is reported.
- Once you tell your school about an incident of sexual violence, you have the right to receive some immediate help, such as changing classes, dorms, or transportation. When taking these measures, your school should minimize the burden on you.
- You have the right to report any retaliation by school employees, the alleged perpetrator, and other students, and your school should take strong responsive action if this occurs.

#### **Your School Should Make Known Where You Can Find Confidential Support Services**

- Your school should clearly identify where you can go to talk to someone confidentially and who can provide services like advocacy, counseling, or academic support. Some people, such as counselors or victim advocates, can talk to you in confidence without triggering a school's investigation. Because different employees have different reporting obligations when they find out about sexual violence involving students, your school should clearly explain the reporting obligations of all school employees.
- Even if you do not specifically ask for confidentiality, your school should only disclose information to individuals who are responsible for handling the school's response to sexual violence. Your school should consult with you about how to best protect your safety and privacy.

#### **Your School Must Conduct an Adequate, Reliable, and Impartial Investigation**

- You have the right to be notified of the time frames for all major stages of the investigation.
- You have the right to present witnesses and evidence.
- If the alleged perpetrator can have a lawyer, you have the right to have one too.

- Your school must resolve your complaint based on what they think is more likely than not to have happened (this is called a preponderance-of-the-evidence standard of proof). Your school cannot use a higher standard of proof.
- You have the right to be notified in writing of the outcome of your complaint and any appeal, including any sanctions that directly relate to you.
- If your school provides for an appeal process, it must be equally available for both parties.
- You have the right to have any proceedings documented, which may include written findings of fact, transcripts, or audio recordings.
- You have the right not to “work it out” with the alleged perpetrator in mediation. Mediation is not appropriate in cases involving sexual violence.

**Your School Must Provide Remedies as Necessary**

- If an investigation reveals that sexual violence created a hostile environment, your school must take prompt and effective steps reasonably calculated to end the sexual violence, eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects.
- Appropriate remedies will generally include disciplinary action against the perpetrator but may also include remedies to help you get your education back on track (like academic support, retaking a class without penalty, and counseling). These remedies are in addition to any interim measures you received.
- Your school may also have to provide remedies for the broader student population (such as training) or change its services or policies to prevent such incidents from repeating.

If you want to learn more about your rights, or if you believe that your school is violating federal law, you may contact the U.S. Department of Education, Office for Civil Rights, at (800) 421-3481 or (800) 421-3481 or [ocr@ed.gov](mailto:ocr@ed.gov). If you wish to fill out a complaint form online, you may do so at <http://www.ed.gov/ocr/complaintintro.html>.