douglas j
• institute •

douglas j
• school of barbering •

2026 CATALOG

LOCATIONS

DOUGLAS J INSTITUTE - ANN ARBOR
333 MAYNARD ST | SUITES 99, 101, 201 & 301 | ANN ARBOR, MI 48104
(877) 311-8957

DOUGLAS J INSTITUTE - EAST LANSING
331 E GRAND RIVER AVE | EAST LANSING, MI 48823
(877) 311-8957

DOUGLAS J INSTITUTE - GRAND RAPIDS
138 COMMERCE AVE SW | GRAND RAPIDS, MI 49503
(877) 311-8957

DOUGLAS J INSTITUTE - KNOXVILLE
516 S GAY ST | KNOXVILLE, TN 37902
(877) 311-8957

DOUGLAS J INSTITUTE - ROYAL OAK
125 W FOURTH ST | ROYAL OAK, MI 48067
(877) 311-8957

DOUGLAS J SCHOOL OF BARBERING
Secondary facility at the Douglas J Institute - East Lansing location
333 ALBERT ST | SUITE 110 | EAST LANSING, MI 48823
(877) 311-8957

DOUGLAS J INSTITUTE CORPORATE OFFICE
331 E GRAND RIVER AVE | SUITE 255 | EAST LANSING, MI 48823
(877) 311-8957

Version Control & Notice

This document reflects the current approved version of this catalog and supersedes all prior versions, addenda, or revisions. Any future updates will be communicated to students via their school-issued email account. Policy changes are logged & maintained in accordance with institutional compliance requirements.

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GENERAL INFORMATION

Unless otherwise stated within this catalog, Douglas J Institute refers to all locations:

Douglas J Institute – Ann Arbor, located in Ann Arbor, MI
Douglas J Institute – East Lansing, located in East Lansing, MI
Douglas J Institute – Grand Rapids, located in Grand Rapids, MI
Douglas J Institute – Royal Oak, located in Royal Oak, MI
Douglas J Institute – Knoxville, located in Knoxville, TN
Douglas J School of Barbering located in East Lansing, MI

Mission Statement

Douglas J Institute's mission is to provide "education beyond expectation" by preparing its graduates for careers in cosmetology arts and sciences.

The mission to provide "education beyond expectation" is achieved by:

- Providing a state-of-the-art educational facility and cutting-edge training.
- Fostering an atmosphere of respect and trust to ensure students are free to perfect their craft and express their individualism and creativity.
- Instilling a sense of professionalism, teamwork, and collaboration with colleagues.
- Training students to provide comprehensive, outstanding guest service.

Statement of Control

Douglas J Institute is a privately held corporation in the State of Michigan.

The owning corporation is Douglas J Institute, Inc.

The information contained in this catalog is subject to change.

The catalog cannot be considered as an agreement or contract between individual students and Douglas J Institute, its administrators, faculty and/or staff.

LICENSURE AND ACCREDITATION

State Licensure

State regulations require that Douglas J Institute renew its licenses annually. The institutes' applications for licensure were approved and issued by the following state agencies.

State licensure and accreditation is provided for informational purposes and should not be misinterpreted as an endorsement of Douglas J Institute. A copy of the state license is displayed in each institute. In addition, copies of the state and accrediting agency approval letters are available for review by contacting the Institute Director.

State of Michigan

Department of Licensing & Regulatory Affairs
Bureau of Professional Licensing
Board of Cosmetology
P. O. Box 30670
Lansing, MI 48909
(517) 241-0199

Department of Licensing & Regulatory Affairs
Corporations, Securities and Commercial Licensing Bureau
Massage Therapy Program
P. O. Box 30018
Lansing, MI 48909
(517) 241-0199

Department of Licensing & Regulatory Affairs
Bureau of Professional Licensing
Board of Barber Examiners
P. O. Box 30670
Lansing, MI 48909
(517) 241-0199

State of Tennessee

Tennessee Higher Education Commission
Division of Postsecondary School Authorization
Parkway Towers, Suite 1900
404 James Robertson Parkway
Nashville, TN 37243-0830
(615) 741-5293

Tennessee Department of Commerce & Insurance
Cosmetology and Barber Examiners
500 James Robertson Parkway
Nashville, TN 37243-0565
(615) 741-2515

Douglas J Institute located in Knoxville, TN is authorized by the Tennessee Higher Education Commission. This authorization is based on an evaluation of minimum standards concerning the provision of education, ethical business practices and fiscal responsibility.

Accreditation

All Douglas J Institutes are accredited by the National Accrediting Commission of Career Arts & Sciences, Inc. The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences, and massage therapy, including those offered via Distance Education.

Students' concerns can be addressed to:

National Accrediting Commission of Career Arts and Sciences, Inc. (NACCAS)
3015 Colvin St.
Alexandria, VA 22314
(703) 600-7600

FACILITIES

Each institute has a clinic and classroom layout, administrative offices, and a retail and guest services area. There is also a student lounge, dispensary, and laundry room.

Ann Arbor, MI. The institute has three floors. While retail and guest services are located on the first floor, the second and third floors are dedicated to instruction and administrative offices.
East Lansing, MI. The institute has two floors. The first floor has a retail and guest services area, as well as the cosmetology clinic. The lower level has administrative offices and esthiology clinics, classrooms, and a student lounge. Across the street at the Albert Street location is the barber school, with guest services, clinic and classrooms.
Grand Rapids, MI. Located in a renovated post office, the institute has been transformed into a cosmetology school which keeps its historic charm. The classrooms and clinics are located on the first floor, along with administrative offices.
Knoxville, TN. The institute was once an old restaurant, and the spiral staircase and former charm have been maintained. It has four floors – one dedicated to administrative offices and three to classrooms and clinics.
Royal Oak, MI. The institute's classrooms and clinics are located on the second floor of the building while retail and guest services are on the first floor.

Clinic Floor Area

The facilities and equipment provided by Douglas J Institute emulate a salon setting. Each institute is equipped with numerous styling stations on the clinic floor and a complete skin spa. Students are provided with the opportunity to perform hair, skin, and spa treatment services under the supervision of licensed educators. The unique open dispensary allows cosmetology students to measure and mix their own color formulations, ensuring advanced confidence in coloring abilities upon graduation.

Student Classrooms

Classrooms of various sizes were designed to provide a quality environment for theory education and classroom activities.

Equipment

Classrooms are equipped with an instructor laptop, audio-visual equipment, tables, and chairs.

The Cosmetology and Barber program clinics have individual styling stations, hydraulic chairs, shampoo bowls, and hooded dryers.

The Esthiology program clinics have beds, towel warmers, wax pots, rolling workstations, bolsters, facial machines, mag lamps and steamers.

The Massage Therapy program clinics have beds, towel warmers, bolsters, a sink, massage chairs, small rolling chairs, and a rolling workstation.

Retail and Guest Services Area

Douglas J Institute's retail floor houses hair care, skin care, makeup, and lifestyle products. In addition, Professional tools, apparel, and merchandise are available for purchase. The retail floor gives students the opportunity to enhance their product knowledge and retail sales abilities —skills essential to a successful career in the beauty and wellness industry.

FACULTY AND STAFF DIRECTORY

The faculty and staff directory is part of this Catalog and is located on the website in the Consumer Information section at https://douglasj.edu/students/consumer-information/. It is updated as needed.

EDUCATIONAL PROGRAMS

Douglas J Institute reserves the right to change its curriculum, kits and textbooks as needed to keep up with industry standards.

In compliance with State regulations, our curriculum mandates sanitation responsibilities across all programs, ensuring compliance with State requirements, OSHA, and EPA requirements. These duties include but are not limited to; cleaning and disinfection of workstations, shampoo bowls, and seating areas. It incorporates the removal of hair clippings from stations, color from floors or stations, disinfection of equipment and tools, sterilization of tools that come into contact with blood or bodily fluids, and the upkeep of clean towels.

Cosmetology Program

Program Description

The Cosmetology program is a comprehensive program that incorporates basic fundamentals and relative subjects of hair, skin care, nail care, and makeup with professional business building skills that are necessary for a well-rounded education.

Objectives

- Perform the basic technical skills in the areas of hair styling, shaping, coloring, and cutting; texture services; scalp and hair conditioning; make-up; skin and nail care.
- Project a professional and positive attitude with a sense of personal integrity and self-confidence.
- Develop and practice effective communication skills to interact with colleagues, supervisors, and guests.
- Respect the need to deliver excellent service for the value received in an employment environment.
- Develop consultation skills to make the proper recommendations for the guests' needs.

Career Opportunities

The Cosmetology program prepares graduates for entry-level careers in the salon/spa industry.

Salon / Spa Guest Services Associate
Salon / Spa Receptionist
Salon / Spa Assistant
Hair Stylist
Hair Color Technician
Distributor Sales Consultant
Salon Owner
Cosmetic Buyer
Texture Specialist
Salon Manager
Make-Up Artist

Method of Instruction

The cosmetology curriculum is taught from the Pivot Point Fundamentals: Cosmetology textbook as well as the technical curriculum. Douglas J Institute uses a variety of teaching methodologies. All topics will encompass theory, demonstration, hands-on workshops, and activities.

Grading Scale

80% - 100%	Satisfactory
0% - 79%	Not Satisfactory

Graded Program Coursework

Program coursework includes the following:

- Practical Assessments
- Knowledge Assessments: Tests and Quizzes
- Final Practical Examinations
- State Licensing Exam Preparation
- Unit and Program Written Final Examinations
- Projects

Units of Instruction

Intro Unit. 350 Clock Hours. In this unit, students will learn the basics of hair coloring, cutting, make-up applications, product knowledge, and infection control and safety. Information covered in the Intro Unit sets students up for success in the clinic classroom. After completing the Intro Unit and clocking 350 hours, students are able to progress to the clinic classroom.

Alpha Unit. 350 Clock Hours. In this unit, students build on the basic information learned in the Intro Unit. Students will learn more in-depth processes, including building a clientele, offering products and services to guests, and begin working on professional development. In addition to theoretical knowledge, students begin practicing their hair care skills in a clinic setting.

Beta Unit. 350 Clock Hours. In this unit, students continue to build on their basic knowledge from previous units, spend more time in the clinic, and prepare for the State board exams.
Gamma Unit. 350 Clock Hours. In this unit, students develop portfolios, create resumes, develop interview processes, alongside continuing preparation for state board exams.
Salon Life. 100 Clock Hours. In this unit, students receive additional theoretical and practical training.

Curriculum Requirements

Ann Arbor, MI; East Lansing, MI; Grand Rapids, MI; and Royal Oak, MI locations

The 1500 clock-hours are in the following areas:

- *Health and safety related to hair care services, manicuring services, skin care services, and natural hair cultivation*. 100 hours of theory and 100 hours of practical training that includes anatomy and physiology; chemical safety; diseases and disorders; laws and rules; occupational safety; personal hygiene; sanitation; and equipment, supply, and tool safety.
- *Hair care services and natural hair cultivation*. 250 hours of theory and 800 hours of practical training that includes arranging, artificial hair, bleaching, cleansing, curling, cutting, coloring and bleaching, dressing, perming, relaxing, singeing, straightening, tinting, waving, and natural hair cultivation.
- *Esthetic services*. 50 hours of theory and 75 hours of practical training that includes beautifying the skin using cosmetic preparations, chemicals, and liquids, including body wrapping; cleansing the skin with hands and equipment; temporary hair removal; and facials, makeup, and eyelashes.
- *Manicuring services*. 50 hours of theory and 75 hours of practical training that includes artificial nails, extensions, and repairs; manicuring; and pedicuring.

Knoxville, TN location

The 1500 clock-hours are in the following areas:

- *General*. 300 hours, which includes sterilization, sanitation, bacteriology, anatomy and physiology, shop ethics, personality and salesmanship, and state law.
- *Chemical*. 600 hours, which includes permanent waves, hair relaxer, hair coloring, bleaching and toning, sculptured nails, hair structure, and chemistry.
- *Physical*. 600 hours, which includes shampooing and rinses, hair and scalp care, hair shaping, hairdressing and styling, facials, arching, lash and brow tinting, manicures and pedicures.

Esthiology Program

Program Name

The institution's Esthiology program may be referred to as "Esthetics" in certain publications and communications. These terms are equivalent and refer to the same program.

Program Description

The Esthiology program is a comprehensive program that incorporates beauty and wellness concepts related to skin care in a comprehensive curriculum, featuring all facial techniques, full face and body waxing and makeup. These technical concepts along with professional business building skills provide a well-rounded education in preparation for entry-level careers in the salon/spa industry.

Within the esthetician curriculum and training, students are obliged to acquire the knowledge, skills, and experience related to body hair waxing services, potentially encompassing bikini and Brazilian waxing procedures which are within the scope of practice for a licensed esthetician.

Objectives

- Perform the basic technical skills in the areas of skin care, make-up artistry, facial waxing, and body waxing.
- Project a professional and positive attitude with a sense of personal integrity and self-confidence.
- Develop and practice effective communication skills to interact with colleagues, supervisors, and guests.
- Respect the need to deliver excellent service for the value received in an employment environment.
- Develop consultation skills to make the proper recommendations for the guests' needs.

Career Opportunities

The Esthiology program prepares graduates for entry-level careers in the salon/spa industry.

Esthetician
Salon Owner/Manager
Make-Up Artist
Consultant
Platform Artist
Spa Professional in the Medical Field
Manufacturer Educator
Distributor Sales
Cosmetic Buyer

Method of Instruction

The Esthiology curriculum is taught from the Pivot Point Fundamentals: Esthetics textbook as well as the technical curriculum. Douglas J Institute uses a variety of teaching methodologies. All topics will encompass theory, demonstration, hands-on workshops, and activities.

Grading Scale

80% - 100%	Satisfactory
0% - 79%	Not Satisfactory

Graded Program Coursework

Program coursework includes the following:

- Practical Assessments
- Knowledge Assessments: Tests and Quizzes
- Final Practical Examinations
- State Licensing Exam Preparation
- Unit and Program Written Final Examinations
- Projects

Ann Arbor, MI; East Lansing, MI; Grand Rapids, MI; and Royal Oak, MI locations

Units of Instruction

Intro Unit. In the 385 clock-hour unit, students will focus on product knowledge, facial techniques and products, lashes, infection control, workplace safety, and guest safety.

Gamma Unit. In the 365 clock-hour unit, students will build on the knowledge from the Intro Unit. Students will also practice their skills in the clinic classroom and prepare for the state board exam. Resume building, professional development, and interview skills are also topics in the Gamma Unit.

Curriculum Requirements

The 750 clock-hours are in the following areas:

- *Health and safety related to esthetic services.* 50 hours in theory and 50 hours in practical training that includes anatomy and physiology; chemical safety; diseases and disorders; laws and rules; occupational safety; personal hygiene; sanitation; and equipment, supply, and tool safety.
- *Esthetic services*. 125 hours in theory and 175 hours in practical training that includes beautifying the skin using cosmetic preparations, chemicals, and liquids, including body wrapping; cleansing the skin with hands and equipment; temporary hair removal; and facials, makeup, and eyelashes.
- An additional 350 hours are provided in body treatments and additional practical training.

Knoxville, TN location

Units of Instruction

Intro Unit. In the 385 clock-hour unit, students will focus on product knowledge, facial techniques and products, lashes, infection control, workplace safety, and guest safety.

Gamma Unit. In the 365 clock-hour unit, students will build on the knowledge from the Intro Unit. Students will also practice their skills in the clinic classroom and prepare for the state board exam. Resume building, professional development, and interview skills are also topics in the Gamma Unit.

Curriculum Requirements

The 750 clock-hours are:

- 150 general hours include sterilization, sanitation, and bacteriology; anatomy and physiology; professional ethics; personality and salesmanship; and state law.
- 150 hours in chemical includes skin conditions and disorders, nutrition, aging factors, product ingredients and usage, waxing, lash and brow tinting, and OSHA and EPA requirements.
- 450 physical hours include massage movements and manipulations, masks and packs, facial treatments with and without the use of machines, skin analysis and consultation, application of all products and machines, color psychology, make-up and corrective make-up arching.

Massage Therapy Program

Ann Arbor, MI location

Program Description

The Massage Therapy program is a 625-hour comprehensive program that incorporates wellness concepts and relative subjects of massage body work in this comprehensive curriculum; featuring all massage techniques, a balanced study of anatomy, physiology, pathology, aromaology, spa treatments and body movement techniques adds depth to the massage techniques used to address the individual needs of guests. After completing program requirements, these technical concepts along with professional business building skills provide a well-rounded education in preparation for entry-level careers in the salon/spa industry.

Objectives

- Perform the basic technical skills in the areas of massage, aromaology, spa treatments, and body movement.
- Project a professional and positive attitude with a sense of personal integrity and self-confidence.
- Develop and practice effective communication skills to interact with colleagues, supervisors, and guests.

- Respect the need to deliver excellent service for the value received in an employment environment.
- Develop consultation skills to make the proper recommendations for the guests' needs.

Career Opportunities

The Massage Therapy program prepares graduates for entry-level careers in the massage therapy industry.

Massage and bodywork specialist	Spa owner private practice
Spa and/or health club therapist	Chiropractic and physical therapy clinic
Spa manager	Sports massage

Method of Instruction

The Massage Therapy curriculum is taught from Tappan's Handbook of Healing Massage Techniques, Essentials of Human Anatomy and Physiology, Trail Guide to the Body, as well as the technical and theoretical curriculum. All topics will encompass theory, demonstration, hands-on workshops, and activities.

Grading Scale

80% - 100%	Satisfactory
0% - 79%	Not Satisfactory

Graded Program Coursework

Program coursework includes the following:

- Practical Assessments
- Knowledge Assessments: Tests and Quizzes
- Final Practical Examinations
- State Licensing Exam Preparation
- Unit and Program Written Final Examinations
- Projects

Units of Instruction

Intro Unit. The 315 clock-hour unit covers the fundamentals of therapeutic massage, anatomy and physiology, and begins discussions on pathologies of the human body. Students also learn basic practices around Swedish massage, deep tissue massage, and infection control within massage services.

Gamma Unit. The 310 clock-hour unit focuses on preparation for the MBLEX exam, clinic massage practice, and deepen their understanding of therapeutic massage, pathology, and anatomy of the human body.

Curriculum Requirements

The 625 clock-hours are in the following areas:

- 200 hours of massage body work assessment.
- 125 hours of body systems anatomy, physiology, kinesiology.
- 40 hours of pathology.
- 10 hours of business, professional practice, and ethics instruction (minimum of 6 hours in ethics), which includes foundational business knowledge, professional standards of conduct, ethical decision-making, and career-readiness topics such as résumé development, professional presentation, communication skills, and preparation for employment in the industry.
- 125 hours performing massage therapy services in a student clinic that is supervised by a licensed massage therapist.
- 125 hours unassigned.

Barber Program

East Lansing, MI location

Program Name

The institution's Barber program may be referred to as "Barbering" in certain publications and communications. These terms are equivalent and refer to the same program.

Program Description

The Barber program is an 1800-hour comprehensive program. It incorporates the scientific fundamentals of barbering including hygiene, bacteriology, histology of hair, skin, and nails; structure of the head, face and neck, including muscles and nerves; salon ecology, diseases of the skin, shaving, cosmetic therapy, arranging, styling, dressing, coloring, bleaching, curling, permanent waving, business training, guest care, and state laws and rules. The foundation and skills learned provide a well-rounded education with preparation for entry-level careers in the salon/spa industry.

Objectives

- Perform the basic barbering technical skills in the areas of hair cutting, shaping, and coloring; scalp and hair conditioning; waxing; facials; and shaving.
- Project a professional and positive attitude with a sense of personal integrity and self-confidence.
- Develop and practice effective communication skills to interact with colleagues, supervisors, and guests.
- Respect the need to deliver excellent service for the value received in an employment environment.
- Develop consultation skills to make the proper recommendations for the guests' needs.

Career Opportunities

The Barber program prepares graduates for entry-level careers in the barber industry.

Guest Services / Reception
Barber
Barber Shop Owner
Barber Assistant
Stylist
Hair Color Technician
Distributor Sales Consultant
Texture Specialist
Shop Manager

Method of Instruction

The barbering curriculum is taught from the Pivot Point Fundamentals: Barbering textbook as well as through modules and technical lessons. Douglas J Institute uses a variety of teaching methodologies. All topics will encompass theory, demonstration, hands-on workshops, and activities.

Grading Scale

80% - 100%	Satisfactory
0% - 79%	Not Satisfactory

Graded Program Coursework

Program coursework includes the following:

- Practical Assessments
- Knowledge Assessments: Tests and Quizzes
- Final Practical Examinations
- State Licensing Exam Preparation
- Unit and Program Written Final Examinations
- Projects

Units of Instruction

Barber Foundations. 455 hours. Learners spend the first 455 hours of education in the Foundations phase of learning. This phase of learning introduces foundational barber topics to include scientific fundamentals, haircutting, shaving, skin care, cosmetic therapy, chemical treatments, and business training. Students learn, practice, and test on these subjects prior to servicing guests in the student clinic in the second phase of study.

Barber Advanced Phases A, B, and C. 1,345 hours. The Advanced Phase A and B units are each 455 hours. The Advanced Phase C unit is 435 hours. All students that have successfully completed the Foundation unit rotate into the coinciding Advanced Phase on a cyclical pattern.

Clinic and classroom activities will concentrate on the improvement of skill accuracy, the reinforcement of previously acquired knowledge, and preparation for the barber state board exam. Expectations are also set for each learner to improve upon technical execution, maintain sanitation and cleanliness in the salon, and promote professionalism at all times.

Guest education, building guest retention, home care recommendations, and pre-booking skills will be a focus. There will be emphasis on time management, retail per guest, and service per guest benchmark comprehension. During and upon completion of each Advanced Phase unit, the learner will have enhanced their skill level and experience to fully service a guest and begin building a clientele on the clinic floor.

Curriculum Requirements

The State of Michigan 1800 clock-hour barber curriculum is:

- *Orientation*. 10 hours in theory discussing the history and implements of the barbering profession.
- *Safety and sanitation*. 60 hours in theory and 50 hours in practical assignments which include general topics and workstations; infection control and diseases of hair, scalp, skin, nails, and glands; implements, including sanitation, maintenance, and care; and laws and rules governing safety and sanitation.
- *Client services*. 30 hours in theory which include composition, structure, and function of skin, hair, head, face, and neck; analysis of bone structure, skin, and hair; determination of services desired by client; examination of client, including identification of potential disorders and diseases of the head, neck, and face and recommendation of appropriate follow up for medical evaluation; recommendation of services and follow-up maintenance.
- *Haircut and shave*. 60 hours in theory and 1000 hours in practical training which includes hair cutting; hair styling; shaving, including the use of a clipper and a straight razor; and beard trimming.
- *Chemical services*. 15 hours in theory and 125 hours in practical training which includes shampooing and conditioning hair; hair waving and relaxing, and hair coloring and lightening.
- *Additional services*. 25 hours in theory and 275 hours in practical training which includes skin care, including facials, massage, and therapy; hair and scalp treatments, including preparations, massage, and therapy; selling and servicing hairpieces; and eyebrow razor shaping.
- *Laws, rules, and regulations*. 10 hours in theory in subject governing the barber and the barbershop.

- *Business management*. 10 hours in theory and 100 hours in practical training which includes ethics, merchandising, bookkeeping, taxes, and insurance.
- *Licensure examination preparation*. 5 hours in theory and 25 hours in practical training.

Master Barber Program

Knoxville, TN location

Program Name

The institution's Master Barber program may be referred to as "Master Barbering" in certain publications and communications. These terms are equivalent and refer to the same program.

Program Description

The Master Barber program is a 1500-hour comprehensive program. It incorporates the scientific fundamentals of barbering including hygiene, bacteriology, histology of hair, skin, and nails; structure of the head, face and neck, including muscles and nerves; salon ecology, diseases of the skin, shaving, cosmetic therapy, arranging, styling, dressing, coloring, bleaching, curling, permanent waving, business training, guest care, and state laws and rules. The foundation and skills learned provide a well-rounded education with preparation for entry-level careers in the salon/spa industry.

Objectives

- Perform the basic barbering technical skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, waxing, facials, and shaving.
- Project a professional and positive attitude with a sense of personal integrity and self-confidence.
- Develop and practice effective communication skills to interact with colleagues, supervisors, and guests.
- Respect the need to deliver excellent service for the value received in an employment environment.
- Develop consultation skills to make the proper recommendations for the guests' needs.

Career Opportunities

The Master Barber program prepares graduates for entry-level careers in the barber industry.

Guest Services / Reception
Barber
Barber Shop Owner
Barber Assistant
Stylist
Hair Color Technician
Distributor Sales Consultant
Texture Specialist
Shop Manager

Method of Instruction

The barbering curriculum is taught from the Pivot Point Fundamentals: Barbering textbook as well as through modules and technical lessons. Douglas J Institute uses a variety of teaching methodologies. All topics will encompass theory, demonstration, hands-on workshops, and activities.

Grading Scale

80% - 100%	Satisfactory
0% - 79%	Not Satisfactory

Graded Program Coursework

Program coursework includes the following:

- Practical Assessments
- Knowledge Assessments: Tests and Quizzes
- Final Practical Examinations
- State Licensing Exam Preparation
- Unit and Program Written Final Examinations
- Projects

Units of Instruction

Barber Foundations. In this 350 clock-hour unit, learners spend the first 350 hours of education in the Foundations phase of learning. This phase of learning introduces foundational barber topics to include scientific fundamentals, haircutting, shaving, skin care, cosmetic therapy, chemical treatments, and business training. Students learn, practice, and test on these subjects prior to servicing guests on the student clinic in the second phase of study.

Barber Advanced Phases A, B, C. The Advanced Phase A, B, & C units are a consecutive 1,150-hour curriculum. All students that have successfully completed the Foundation unit rotate into the coinciding Advanced Phase on a cyclical pattern.

Clinic and classroom activities will concentrate on the improvement of skill accuracy, the reinforcement of previously acquired knowledge, and final practical testing required by the Barber State Board. Expectations are also set for each learner to improve upon technical execution, maintain sanitation and cleanliness in the salon, and promote professionalism at all times.

Guest education, building guest retention, home care recommendations, and pre-booking skills will also be a focus and there will be an emphasis on time management, retail per guest, and service per guest benchmark comprehension. During and upon completion of each Advanced Phase unit, the learner will have enhanced their skill level and experience to fully service a guest and begin building a clientele on the clinic floor.

Curriculum Requirements

The State of Tennessee 1500 clock-hour Master Barber curriculum is in the following areas:

- *General*. 240 hours in history and fundamentals of barbering; elementary chemistry relating to sterilization, sanitation, bacteriology, and hygiene; barber implements; shaving skin, scalp and hair; hair cutting, styling and setting; sales and service of hair pieces; chemical theory (permanent waving, hair coloring, bleaching and straightening); manicure and nail care; anatomy, physiology and systems structure of the head, face and neck, including muscles and nerves; makeup and skin care; theory of massage and facial treatment; disorders of the skin, scalp, and hair; barber law, rules and regulations; business management and salesmanship; and preparation for seeking employment.
- *Chemical*. 360 hours in permanent waving; hair relaxer; hair coloring, bleaching and toning; and manicures.
- *Physical*. 900 hours in shampooing and rinses; hair care and scalp care; haircutting (male and female); shaving (beards and mustaches); hairpiece-fitting; hairstyling; facials and makeup; and manicures.

PHYSICAL DEMANDS AND SAFETY REQUIREMENTS

It is extremely important that a student is provided with the facts about the physical requirements of the learning environment and that their future career demands.

Students enrolled in Douglas J Institute programs may be required to use or be exposed to tools, equipment, and techniques that involve potential safety risks. This includes, but is not limited to:

- Heated instruments (e.g., curling irons, flat irons, wax warmers)
- Sharp tools (e.g., shears, razors, cuticle nippers)
- Hands-on physical contact as part of massage therapy and other bodywork services

Although students receive training on proper safety protocols and tool handling, there is an inherent risk of accidental injury (e.g., burns, cuts, strains, etc.) when participating in program activities. By enrolling in a Douglas J Institute program, students acknowledge and accept these risks. Douglas J Institute and its staff are not responsible for injuries that may occur during participation in school-related services, events, classes, or hands-on practice.

Students are expected to exercise caution, follow all safety guidelines, and report any injury or incident immediately to an instructor or staff member.
The following is a non-exhaustive list of physical demands a student may encounter in the clinic learning environment, as well as the industry.

Back

Back stress may be caused by long intervals of standing, sitting, or leaning. Please consult with a physician or chiropractor if you have concerns.

Body Position

Estheticians/Aestheticians are required to sit and lean forward while providing most services or stand and lean over for others. Long intervals of standing are required for cosmetologists, barbers, estheticians/aestheticians, and massage therapists.

Chemicals

The student will be required to work with many different types of products and chemicals. If you currently have allergies or sensitivities to chemicals, please consult with a physician.

Hands

Student hands will need protection from chemicals and continuous exposure to water and cleaning solvents. Hand care products are recommended for all service professionals.

Sanitation

Communicable diseases can be easily transmitted from one individual to the next. Special attention must be paid to avoid spreading any diseases.

Trade Tools

There are obvious hazards when working with sharp objects such as lancets, extractors, scissors, razors, clippers, etc. Caution must be used when handling all industry tools.

General Safety

On a daily basis, caution and common sense should be used to avoid entering into any of the following situations: chemical burns, cuts and abrasions, excessive heat from hair dryer, hot water, harmful vapors or fumes, injury to eyes, and physical injury resulting from spilling liquid.

TECHNOLOGY REQUIREMENTS

Curriculum

Students are provided with an online curriculum. To access and use this material, students must have an acceptable device for internet access. Wireless internet connectivity is provided in all institutes.

Device

Students should have access to a device both in and outside of class.

Tablets or laptops are recommended because of their mobility, ease of use, and ability to easily take and share pictures and videos. A minimum screen size of 7" is recommended for optimal viewing. 10" or larger tablets may be beneficial.
Amazon Fire and Chromebook tablets are not recommended.

Mobile phones are not recommended due to their limited screen size and inability to access information, such as lecture materials, videos, etc.

Storage of 16GB or better is recommended.
Operating system requirements are:

Operating System	Recommended Browser
iOS 15 or newer	Chrome or Safari
Windows 10	Chrome or Firefox
Android 11 or newer	Chrome or Edge
MAC	Chrome or Edge

There may be performance issues on older operating systems or different browsers.

Attendance

Students must have a smart phone in order to clock into the system which tracks attendance. Douglas J Institute will provide the application used for attendance.

The application is able to run efficiently when:

- There are only a few applications running in the background.
- The application is closed when not in school.
- The smart phone is restarted if the application does not load properly or takes a while to load.

Freedom is Douglas J Institute's attendance monitoring and tracking system.

STATE LICENSING REQUIREMENTS

A professional license is required to perform cosmetology, esthiology, barber, massage therapy, and related services in each state.
Douglas J Institute prepares its graduates for licensure in the state of the school attended. Graduates who wish to be licensed and/or employed in a different state must reach out to that state's board for information, including license reciprocity.

State of Michigan (Michigan graduates only)

- Completion and graduation from program
- Completion of license application and payment of applicable fees*
- Passing score on written and practical exams and payment of applicable fees*
- Good moral character as determined by the State of Michigan
- Possession of social security number
- Graduates from the barber program must have
    - An unexpired barber student license
    - Graduated from high school

State of Tennessee (Tennessee graduates only)

- Completion and graduation from program
- Completion of license application and payment of applicable fees*
- Passing score on written and practical exam and payment of applicable fees*

**Please contact the State and/or testing agency for current fees as this information is subject to change.*

PROGRAM ADMISSION

Douglas J Institute educates students and prepares graduates for licensure and employment in the cosmetology, massage therapy, and barber industries.

If you are interested in learning more about one of the programs, please visit our website at www.douglasj.edu or call 877.311.8957 to schedule a career planning session. The session will include a comprehensive review of the program of interest, a tour of the institute, an overview of policies, and guidance on the requirements to enroll.

Douglas J Institute reserves the right to refuse admittance to anyone unable to meet the admissions requirements.

Admissions Requirements

An applicant who wishes to be considered must submit the following documents:

- Admissions Application.

- Either a valid high school or home school diploma or transcript, which includes the date and year of graduation, or high school equivalency diploma (commonly known as General Equivalency Diploma (GED)) or documentation which shows a passing score on the exam.
    - In Tennessee, only an official transcript may be submitted for consideration.
    - Please read Additional Information for High School Documentation for more information.
- Proof of identity (i.e., unexpired driver's license, State ID, or another acceptable form).
- Active State of Michigan student barber license for the Barber program.
- $100.00 application fee. VA benefits cannot be used to pay the application fee.
- Applicants accepted for admission will be notified in writing.

Additional Information for High School Documentation

Applicants whose high school diploma was issued by an institution which appears on the Unapproved High Schools List may be admitted to Douglas J Institute by providing a copy of their high school equivalency (otherwise known as GED) diploma or documentation showing a passing score on the exam.

Applicants who completed their secondary (i.e. high school) education in a foreign country must provide a copy of their secondary school graduation document, a translation of the document if applicable, and an official evaluation of the equivalence of such education to a U.S. high school diploma by an outside agency that is qualified to translate documents into English and confirm academic equivalence to a U.S. high school diploma. The admissions coordinator can provide a list of official agencies authorized to perform this evaluation of equivalence, which is conducted at the applicant's expense. Graduates of foreign secondary schools may also elect to take and pass the high school equivalency exam (otherwise known as GED test) in lieu of the official evaluation of U.S. high school equivalence. Douglas J Institute does not accept Ability-to-Benefit (ATB) students.

Ability to Benefit (ATB) Students

Douglas J Institute does not accept Ability-to-Benefit (ATB) students.

Convictions of Crime

Convictions of a crime may affect your ability to obtain licensure and employment opportunities in cosmetology, esthiology, barber, or massage therapy. Please check with the State board prior to enrolling in the program.

Enrollment Agreement

Candidates must sign an enrollment agreement prior to beginning classes.

Arbitration and Class Action Waiver Disclosure

Douglas J Institute Ann Arbor, East Lansing, Grand Rapids, and Royal Oak, MI locations require each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment ("Arbitration Agreement"). The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student's ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. The Arbitration Agreement does not require that the student participate in arbitration or any internal dispute resolution process offered by the School prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration,

required by the Arbitration Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is under way.

Any questions about the Arbitration Agreement or a dispute relating to a student's Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to:

Wendy Cole, Director of Compliance and Student Services
517.853.3910
Wendy.Cole@douglasj.com

Orientation

New students are required to attend orientation, which is designed to acquaint each new student with the institute's policies, rules and regulations, staff, and student services. Orientation is held on the first day of class.

Veterans Admissions

U.S. Department of Veterans Affairs (VA) benefits cannot be used to pay the application fee.

Applicants using VA Post 9/11 GI Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits may start the program as long as the applicant:

- Produces the VA's Certificate of Eligibility by the first day of class; or
- Provides written request to be certified; or
- Provides additional information needed to properly certify the enrollment as described in other institutional policies.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).
More information about education benefits offered by VA is available at the
official U.S. government Web site at https://www.benefits.va.gov/gibill.

Transferability of Credit

Douglas J Institute does not recruit students currently attending or already admitted to another school offering a similar program of study.

Applicants wishing to transfer hours completed at another school may apply to do so by providing the Admissions Coordinator with an original, official educational transcript from the former school prior to the first day of class. In Michigan, a placement test will be administered by staff prior to the first day of class and evaluation of the transcript. Transcripts will not be considered for evaluation if received after the first day of class.

It is not guaranteed that the number of hours taken elsewhere will transfer in full; few or no hours may be accepted. The institute's decision is final; no appeal is possible.

Applicants with an active, non-restricted State of Tennessee cosmetology license can apply for the Master Barber program at the Knoxville, TN institute, taking only 300 clock hours.
Applicants with an active, non-restricted State of Michigan cosmetology license can apply for the Barber program at the East Lansing, MI institute, taking reduced clock hours.

Applicants with an active, non-restricted State of Michigan Barbering license can apply for the cosmetology program at one of the Michigan institutes, taking reduced clock hours.

Transfer of Programs and/or Institutes

Douglas J Institute will permit Douglas J Institute students to apply to, transfer to, and attend another program and/or Douglas J Institute location. Transfer requests will be considered and determined on an individual basis. Factors taken into consideration when granting or denying a transfer request include:

- Clinic and classroom space availability
- Student to educator ratio requirements
- Total program hours completed
- Unit placement
- Satisfactory academic progress
- Student conduct

Students applying to transfer to a Douglas J Institute location in another state should familiarize themselves with the other state's requirements for licensure in their program of study prior to applying to transfer. Contact the Admissions Coordinator at the other state location to request information.

Students who wish to change programs and/or institutes while enrolled may do so by notifying the Student Services Coordinator and completing the appropriate paperwork. Depending on the program, hours may not transfer. Also, there may be additional costs. Please see the Financial Aid Officer for more information on the costs.

Transferability of Hours to Another School

Students should be aware that transfer of hours and coursework is always the responsibility of the receiving institution. Whether or not hours transfer is solely up to the receiving institution. Any student interested in transferring hours should check with the receiving institution directly to determine to what extent, if any, hours can be transferred.

NOTICE OF CURRICULUM RECIPROCITY

The education provided at Douglas J Institute prepares its graduates for licensure and employment in Michigan or Tennessee. If the graduate wishes to become licensed in another state, the graduate must contact that State agency directly for guidance.

Locations	Curriculum meets state requirements for licensure in the following states	Curriculum does not meet state requirements for licensure in the following states	No determination has been made that curriculum meets state licensure requirements in the following states
Ann Arbor, MI East Lansing, MI	Barber Michigan		Alabama, Alaska, Arizona, Arkansas, California, Colorado,

Locations	Curriculum meets state requirements for licensure in the following states	Curriculum does not meet state requirements for licensure in the following states	No determination has been made that curriculum meets state licensure requirements in the following states
Grand Rapids, MI Royal Oak, MI	Cosmetology Michigan Esthiology Michigan Massage Therapy Michigan		Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming
Knoxville, TN	Cosmetology Tennessee Esthiology Tennessee Master Barber Tennessee		Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming

PROGRAM START DATES

Program start dates are part of this Catalog and are maintained on the Institute's website in the Consumer Information section at https://douglasj.edu/students/consumer-information/.

Start dates vary by program and location and are maintained to ensure accuracy. While start dates are planned in advance, the Institute reserves the right to make adjustments when necessary to support the educational experience of students.

Graduation dates are estimates based on 100% attendance, the school's calendar, & planned holiday closures in effect at the time of Catalog publication. If a student's attendance is less than 100%, or if additional days off occur due to emergencies, inclement weather, or other approved closures, the student's graduation date will be extended accordingly.

RE-ENROLLMENT

A student that withdrew voluntarily or was withdrawn because of attendance, academics, student conduct, or for any other reason, may re-enroll at the discretion of the Institute Director.

A student that re-enrolls will return to the same academic and attendance standing as when withdrawn. For example, if the student was given an attendance warning at the time of withdrawal, he or she will be on warning when he or she returns. Attendance and academic progress standards are cumulative for all enrollments.

Admissions

A student wishing to re-enroll must:

- Obtain approval from the Institute Director and Finance Department;
- Pay a $100 re-enrollment fee;
- Complete a new enrollment agreement;
- Take a placement test (Michigan only); and
- Abide by all current Douglas J Institute standards of conduct, policies, procedures, and other guidelines.

The class date in which the student can restart is subject to class size and availability. The Admissions Coordinator will work with the re-enrolling student to determine which class he or she may enter.

Kit. Students are required to have a complete and current kit upon starting class. If necessary, a student can purchase items from the institute.

Tuition Charges

- Re-enrollment Within 180 Days of Last Date of Attendance. Students re-enrolling within 180 days are treated as if they never left with both original tuition charges and financial aid eligibility being reinstated. (Pell eligibility would still be based on dates of satisfactory academic progress evaluation). The repeated hours may not be covered by financial aid.
- Re-enrollment After 180 Days of Last Date of Attendance. Tuition will be charged at the current hourly rate, plus any tuition previously owed to the institute.

TUITION AND FEES (2026)

Ann Arbor

	Cosmetology	Esthiology	Massage Therapy
January through July			
Tuition*	$24,000	$16,000	$12,500
Student Kit	2,600	1,975	1,200
Application Fee	100	100	100
Total	26,700	18,075	13,800
**Per Hour Charge*	*$16.00*	*$21.33*	*$20.00*

East Lansing

	Cosmetology	Esthiology	Barber
January through July			
Tuition*	$24,000	$16,000	$21,000
Student Kit	2,600	1,975	2,650
Application Fee	100	100	100
Total	$26,700	$18,075	$23,750
**Per Hour Charge*	*$16.00*	*$21.33*	*$11.67*

Grand Rapids

	Cosmetology	Esthiology
January through July		
Tuition*	$24,000	$16,000
Student Kit	2,600	1,975
Application Fee	100	100
Total	$26,700	$18,075
**Per Hour Charge*	*$16.00*	*$21.33*

Knoxville

	Cosmetology	Esthiology	Master Barber
January through July			
Tuition*	$17,500	$16,000	$18,500
Student Kit	2,600	1,975	2,650
Application Fee	100	100	100
Total	$20,200	$18,075	$21,250
**Per Hour Charge*	*$11.67*	*$21.33*	*$12.33*

Royal Oak

	Cosmetology	Esthiology
January through July		
Tuition*	$24,000	$16,000
Student Kit	2,600	1,975
Application Fee	100	100
Total	$26,700	$18,075
**Per Hour Charge*	*$16.00*	*$21.33*

FINANCE

Charges

Institutional Charges

Douglas J Institute lists all costs associated with enrollment at Douglas J Institute, including application fee, tuition, and kit charges for each program in the Tuition and Fees (2026) section.

Kit Charges

The kit includes applicable sales tax and must be purchased from the institute. See the Tuition and Fees (2026) section for pricing. No part of the kit is returnable or refundable. Once issued, the student becomes solely responsible for the kit, including maintaining it at all times. Any kit items not received before graduation or withdrawal will be refunded to the student's account.

Additional Charges

Hours. There is no additional charge for hours if a student goes over the contract end date specified on the enrollment agreement. If a student, after completing the required number of hours for the program, requests additional instruction, it may be provided at the discretion of Douglas J Institute, at an hourly rate to be paid by the student in advance. The hourly rate is determined by dividing the current tuition by the number of hours in the program. Please see the Tuition and Fees (2026) section in this catalog.

Re-enrollment Fee (Non-Refundable).		$100	
Transcript Fee.	Unofficial transcripts:	Free	
	Official transcripts:	Michigan locations:	$20.00
		Tennessee location:	$20.00
		One official transcript is provided upon meeting graduation requirements.	
Copy of Diploma.		$25.00	
Check Reissue Fee.		$35.00	
State Board Kit (if applicable).		Between $50.00 and $100.00	
State Licensure Exam.		Varies by State and is Subject to Change*	
State License.		Varies by State and is Subject to Change*	

**Please refer to the Enrollment Agreement, most recent licensure exam packet, and State website.*

Payment Methods

Students accepted to Douglas J Institute must inform the institute how they intend to pay charges prior to starting the program.

Payments may be made by cash, check, auto-debit, money order, credit card, or financial aid, if eligible, etc. All payments will be posted to the student's account.

Payment can be made on the website at https://douglasj.edu/make-a-payment. The provider may charge a service fee for utilizing the portal. Douglas J Institute does not receive any proceeds from this fee.

The institute has outlined the payment options:

- Full Payment. The application fee, tuition, and kit fee can be paid in full on or before the program start date. Payment can be made in person, on-line, or mailed to the address below:

  Douglas J Institute Corporate Office
  Attn: Student Accounts
  331 East Grand River Ave., Suite 255
  East Lansing, MI 48823

- Monthly Payments. Charges are paid according to the student's payment schedule, commencing after the program start date and continuing every month thereafter until paid in full. The Financial Aid Department can provide more information on plans and auto payments for debit and credit card payments.
- Private Loans. Private loans are available to students to help pay educational expenses. Students may borrow from any lender of their choice. Private loans have repayment terms that vary depending on the lender from which you borrow. Generally, private loans require that the borrower is a U.S. Citizen, a U.S. national, or a permanent resident and must be creditworthy. If the student has no credit or a poor credit history, he or she may still qualify for a loan by applying with a creditworthy co-borrower. Please talk to your financial aid officer for more information. Be sure to research and review each lender's terms and conditions before making a final decision.

  Students using the Meritize lending program to fund some or all their education are charged a one-time administrative fee based on the amount of the loan as follows:
  - Loans greater than or equal to $5,000 $200
  - Loans less than $5,000 $100

- Financial Aid. A student may apply for and receive financial aid if eligible. If the amount of financial aid is not sufficient to pay all charges, the student may have monthly payments. Charges are paid according to the student's payment schedule, commencing after the program start date and continuing every month thereafter until paid in full.

Monthly Statements

Monthly statements may be provided as an added convenience but are not guaranteed. Payments are expected on the due date regardless of the receipt of a statement.

Late and Non-Payment Policy

Payments are due according to the student's payment schedule. Financial delinquency may result in suspension from school until the account is brought current. Students with delinquent accounts 7 days or more will be suspended. Students who are suspended for nine (9) consecutive calendar days may be dismissed.

Douglas J Institute will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or Chapter 33.

FINANCIAL ASSISTANCE

Federal Financial Aid

Douglas J Institute participates in the Federal Student Aid programs. To be eligible for financial aid, a student must be a citizen of the United States or an eligible non-citizen; enrolled as a regular student in an eligible program; and be beyond compulsory school age and/or possess a valid high school diploma or equivalent. In addition, a student must have a valid social security number and cannot be in default or overpayment on a federal student loan or Federal Pell Grant.

To remain eligible for financial aid, a student must demonstrate satisfactory academic progress at the end of each payment period. Failure to meet satisfactory academic progress standards may result in the loss of Federal Student Aid.

If interested in financial aid, an applicant can find information on federal financial aid at http://studentaid.gov/resources.

Applying for Financial Aid

The Free Application for Federal Student Aid (FAFSA) is the application used to apply for all federal financial aid. A student interested in financial aid must submit a FAFSA. Completing the FAFSA is the first step in establishing eligibility for financial aid from most federal, state, and institute programs. A student should complete the FAFSA online at https://studentaid.gov/h/apply-for-aid/fafsa.

A parent of a dependent student may choose to apply for an educational loan on behalf of his or her child. The parent will need to complete a separate loan application available from the U.S. Department of Education or a private lender of the parent's choosing, provided the lender will make a loan to the parent. A student who needs additional financial aid above what he or she qualifies for in federal financial aid may choose to apply for a private education loan as well.

Determination of Awards

Most federal financial aid is awarded based on a mathematical formula called need analysis, which measures each family's ability to pay educational expenses. The formula considers information from the completed FAFSA such as family income and assets, family size, non-discretionary family expenses, retirement needs, student earnings and savings, and the number of household members in college. The formulas used for measuring a family's ability to contribute to educational expenses are established by the U.S. Congress, not Douglas J Institute.

A student's eligibility for financial aid is generally based on financial need. Financial need is defined as the difference between the student's Cost of Attendance (COA) budget and the Student Aid Index (SAI), as calculated using needs analysis formulas.

Title IV Financial Aid Academic Year Definition

Douglas J Institute defines its academic year as a minimum of 900 clock hours and at least 26 weeks of instructional time.

An entering student regardless of his or her previous level of education is awarded financial aid at Grade Level One until he or she has completed the first academic year clock hours and weeks.

Students who have completed 901 or more clock hours and at least 26 weeks of instructional time are awarded at Grade Level Two loan limits.

The COA budget is determined by Douglas J Institute and includes direct costs (i.e., tuition and kit) and indirect costs (i.e., housing and food, transportation, and miscellaneous personal expenses). Budgets are created for different categories of students based on the program of study and living arrangements (i.e., for students living with a parent with no dependents and all others). The budget amount is not the amount the student owes the institute for charges. Each year Douglas J Institute establishes weekly allowances for indirect costs included in the student budgets. Contact the Financial Aid Department for the latest budget information.

Entrance and Exit Counseling

Student Rights and Responsibilities

As a recipient of federal financial aid, a student has certain rights and responsibilities. Knowing these rights and responsibilities allows the student to make better decisions about educational goals and how to achieve them. These rights and responsibilities are outlined in both the Entrance Counseling and Exit Counseling Guides published by the U.S. Department of Education.

A complete copy of the Direct Loan Entrance Counseling Guide for Borrowers of Direct Loans is available online at https://studentaid.gov/entrance-counseling/. A complete copy of the Direct Loan Exit Counseling Guide for Student Loan Borrowers is available at https://studentaid.gov/exit-counseling/.

Federal student loan borrowers must complete exit counseling in order for licensure exam applications to be processed.

Financial Aid Verification Policy and Procedures

Verification is the process of confirming the accuracy of certain data provided by the student and/or parent on the FAFSA. A student is usually selected for verification by the U.S. Department of Education, but Douglas J Institute may also choose to verify certain FAFSA data for selected students. An application

(FAFSA) can be either randomly selected or selected based on certain edits established by the U.S. Department of Education or Douglas J Institute to identify likely data errors.

In general, an applicant whose FAFSA is selected for verification will need to provide additional documentation to Douglas J Institute to confirm reported data. In some cases, federal funds may not be disbursed until verification is complete; therefore, it is important that required documents and signatures be provided to the Financial Aid Department as soon as possible.

There are different types of verification. Each type of verification requires specific additional documentation to be submitted to Douglas J Institute. Common examples of additional documents include federal income tax transcripts, W-2 forms, and a Verification Worksheet. Untaxed income documentation may also be required. The Financial Aid Department will notify the student of needed documentation based on the type of verification required.

Douglas J Institute is aware there may be a need for the student to contact other agencies and/or parents to provide the required verification documents. This may result in delays beyond the student's control; however, all required documents must be received so that verification can be completed the earlier of 120 days of the student's last day of attendance or the annual deadline established by the U.S. Department of Education in September following the end of the award year. In general, Douglas J Institute expects applicants to submit verification documentation within 30 days of being requested to do so. To best assure timely disbursement of aid, required documentation should be provided within one week of request.

A student who fails to submit verification documentation within the required deadlines may need to make cash payments, or otherwise obtain alternative financing, to pay the balance due Douglas J Institute. A student who fails to complete verification as required may lose all or a portion of his or her financial aid.

The Financial Aid Department will notify the student of a change in award(s) as a result of completing verification by phone, virtual appointment, email, or a combination thereof. A revised financial plan will be created and provided to the student through secured electronic means or in person. The Financial Aid Department will notify a student of a change in his or her financial aid awards within one week of completing verification.

Douglas J Institute is required by federal regulation to make referrals to the U.S. Department of Education if it suspects that aid is requested under false pretense. The proper stewardship of federal funds is taken very seriously, and Douglas J Institute will cooperate with government agencies in prosecuting a student found to have falsified application data.

If Douglas J Institute becomes aware that a student has received more financial aid than he or she is eligible for, it will attempt to collect the overpayment from the student. If the student fails to return the overpayment funds to the institute, the case will be referred to the U.S. Department of Education for collection.

Federal Sources of Aid

Federal Pell Grant

A Federal Pell Grant is gift aid from the U.S. Department of Education and does not need to be repaid. To apply, applicants must submit a Free Application for Federal Student Aid (FAFSA). Information from the

FAFSA determines the Student Aid Index (SAI) which is used to determine the maximum amount of Federal Pell Grant a student may receive in an award year (July 1st of one year through June 30th of the following year). The Federal Pell Grant a student receives is determined by a combination of factors including length of program, Cost of Attendance, SAI, and lifetime Pell usage.

The minimum and maximum Federal Pell Grant awards are established by Congressional appropriation of funds and the U.S. Department of Education. Contact the Financial Aid Department for the current award year Federal Pell Grant maximum.

To complete the FAFSA, visit https://studentaid.gov/h/apply-for-aid/fafsa.

Federal Direct Student Loan (Subsidized and Unsubsidized)

Federal Direct loans are borrowed and therefore must be returned to the lender, the U.S. Department of Education. Direct loans are borrowed by the student and are not credit based loans. The major difference between a Subsidized and an Unsubsidized Direct loan is that the federal government pays the interest on a Subsidized Direct loan while a student is in school, during periods of deferment, and for some students while in the grace period, but never pays the interest on an Unsubsidized Direct loan. A student must have financial need to qualify for a Subsidized Direct loan, while most students can qualify for an Unsubsidized Direct loan regardless of income.

The U.S. Department of Education charges an origination fee to make a Direct loan, meaning the student will receive less than the amount borrowed to pay educational costs. Both Subsidized and Unsubsidized Direct loans have a fixed interest rate on the principal amount borrowed; have a six (6) month grace period before mandated repayment begins; are eligible for certain deferment, forbearance and cancellations rights; have a variety of repayment plans to choose from; and may be paid off early without penalty.

More detail on federal loan types, terms and conditions, repayment plans and sample repayment schedules can be found at https://studentaid.gov/h/manage-loans.

To apply for a Subsidized or Unsubsidized Direct loan, a student must submit a FAFSA. Loan eligibility requires signing a Master Promissory Note (MPN), promising to repay the loan, and completing mandated loan counseling prior to disbursement. Completing the MPN and counseling can be done at https://studentaid.gov/mpn/.

The amount of the student loan is based upon loan type, Cost of Attendance (COA), Student Aid Index (SAI), the length of the program, dependency status, federal loan history, and grade level. The Financial Aid Department is responsible for determining loan awards. For general information on loan limits please visit https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized.

The annual maximum loan amounts for Grade Level One (hours 1 through 900) are $5,500 for dependent students and $9,500 for independent students; proration may be necessary.

The annual maximum loan amounts for Grade Level Two (hours 901 through 1800) are $6,500 for dependent students and $10,500 for independent students; proration may be necessary.

These are the combined Subsidized and Unsubsidized Direct loan annual maximums set by Congress and the U.S. Department of Education. As stated in the above paragraph, the amount a student receives at Douglas J Institute is contingent on many factors. The Financial Aid Department will determine each student's loan eligibility.

Loans must be paid back to the U.S. Department of Education to avoid severe consequences of going into default.

As required by federal regulation, Douglas J Institute will report to the National Student Loan Data System (NSLDS) the borrower's federal student loans whereby such information may be accessed by authorized agencies, servicers, lenders, and institutions.

For more information on federal student loans, please visit https://studentaid.gov/sites/default/files/direct-loan-basics-students.pdf.

Federal Direct Parent Loans for Undergraduate Students (PLUS)

The PLUS loan is a loan that must be paid back. Borrowers are restricted to biological or adoptive parents of eligible dependent students, or a stepparent if income information was reported on the FAFSA. PLUS loans are credit based which require the parent to provide authorization for a credit check. Once approved, the PLUS borrower must sign a Master Promissory Note (MPN) and provide the Financial Aid Department with a loan amount request. A parent may submit the credit authorization through the Financial Aid Department or online. Both the credit authorization and MPN can be accessed at https://studentaid.gov/plus-app/parent/landing.

The U.S. Department of Education charges an origination fee to make a PLUS loan, meaning the parent will receive less than the amount borrowed to pay educational costs. The PLUS loan has a fixed interest rate on the principal amount borrowed; does not have a six (6) month grace period before mandated repayment begins but may be eligible for deferment; is eligible for certain deferment, forbearance and cancellations rights; has a variety of repayment plans to choose from; and may be paid off early without penalty.

For more information on PLUS loans and PLUS loan eligibility, please visit https://studentaid.gov/sites/default/files/direct-loan-basics-parents.pdf.

The maximum PLUS loan is determined by subtracting all anticipated aid for the student from the Cost of Attendance budget. The PLUS loan is not need based. Provided a parent is otherwise eligible, he or she may borrow a PLUS loan regardless of income.
As required by federal regulation, Douglas J Institute will report to the National Student Loan Data System (NSLDS) the borrower's parent Direct PLUS loan whereby such information may be accessed by authorized agencies, servicers, lenders, and institutions.

Disbursement of Financial Aid

Federal funds are received electronically from the U.S. Department of Education. By federal regulation, financial aid is divided and disbursed in payment periods. First disbursements from each aid program are paid as soon after starting as is possible. Most of the first disbursements of financial aid are credited to the student's account within 40 days of the program's start. Subsequent disbursements occur after the

student completes the payment periods listed below, attends the next scheduled payment period, and demonstrates Satisfactory Academic Progress (SAP) as discussed elsewhere in this catalog. Completion of payment periods is determined in actual clock hours attended.

Payment period end dates for financial aid eligible programs are as follows, assuming the student has successfully completed the hours, weeks, and coursework.

Program	Location	Payment Period End Dates
Cosmetology Master Barber	MI, TN TN	450, 900, and 1200 actual hours or as otherwise determined if the hours needed to complete the program are less than the normal program length
Esthiology	MI, TN	At the halfway point of the total hours in the program
Massage Therapy	MI	At the halfway point of the total hours in the program
Barber	MI	450, 900, and 1350 actual hours or as otherwise determined if the hours needed to complete the program are less than the normal program length

Financial Aid Credit Balance

A Federal Student Aid credit balance occurs when the amount of the student's financial aid received exceeds the student's tuition and fees owed to the institute for each payment period. A credit balance check payable to the student is written and mailed within a timely manner to the institute then hand delivered to the student. PLUS loan credit balance checks are made payable to the parent and mailed to the parent's address.

On occasion, student checks may be mailed to the student's mailing address on file. Students and parents must keep their addresses current with the institute.

Other Sources of Financial Assistance

Scholarships

Douglas J Institute occasionally holds scholarship events for prospective students. A scholarship winner is responsible for paying all charges incurred during his or her program otherwise not paid by the scholarship, including application and kit fees. A student is encouraged to seek scholarships from outside sources. For more detailed information please contact the Financial Aid Department or the Institute Director.

Veterans Benefits

Douglas J Institute is approved to accept Veterans Education Benefits. The institute will work with the student and U.S. Department of Veterans Affairs to process benefits for students. Eligibility is determined by the U.S. Department of Veterans Affairs.

Tuition Waiver for Second Program

Douglas J Institute offers a $1,000 waiver on tuition for students who enroll in a second program.

CANCELLATION AND REFUND POLICY

The cancellation and refund policies are used to calculate the refund of institutional charges. A separate Return to Title IV (R2T4) calculation is performed to determine the amount of Federal financial aid that must be returned by the institute and student. The tuition refund and return of unearned federal financial aid calculations may not be based on the same period of time.

Cancellation Policy

Douglas J Institute has developed the following cancellation and refund policies in compliance with state and accrediting agency requirements. The following institutional refund policies apply to all program terminations for any reason, by either party, including student or institute decision, course or program cancellation, or institute closure.

1. An applicant not accepted by the school is entitled to a refund of all money paid.
2. To officially cancel the Enrollment Agreement, a student must notify the Admissions Coordinator in writing within five (5) business days after signing the Agreement. The student should complete the official cancellation process to ensure any refund due is processed in a timely manner.
3. Any refund due is paid within 45 calendar days of the cancellation date.
4. The cancellation date is the postmark on written notification received via the U.S. Postal Service, the date written notification is delivered to the school in person, or the date notification is received via electronic communication. The school processes verbal cancellation requests but encourages the student to provide written notification.
5. If a student cancels enrollment within five (5) business days after signing the enrollment agreement regardless of whether or not training has actually started, all money paid is refunded.
6. If a student cancels enrollment after the fifth business day following the signing of the enrollment agreement but before the first day of class, the student is entitled to a refund of any tuition paid. The school keeps the application fee of $100.

Refund Policy

This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. A student who begins classes, remains enrolled beyond the cancellation period and later withdraws or is dismissed may be entitled to a refund of charges in accordance with the following refund policies:

1. To officially withdraw from the school, a student must notify the school's Student Services Coordinator or Institute Director in writing. A student should complete the official withdrawal process to ensure any refund due is processed in a timely manner.
2. The school shall mail a written acknowledgement of a student’s cancellation or withdrawal to the student within 15 calendar days of the date of notification. Written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.
3. Any refund due is paid within 45 calendar days of the date of determination, i.e., the date the institute determines the student is withdrawn.
4. The date of determination:
    - for an official withdrawal, is determined by the postmark on written notification received via the U.S. Postal Service, the date notification is delivered to the school in person, or the date notification is received via electronic communication.

- for an unofficial withdrawal, is the date the school determines the student is no longer enrolled. Unofficial withdrawals are identified by monitoring daily attendance. If a student is absent for nine (9) consecutive class days he/she is withdrawn.
- is the date the student fails to return as scheduled from an approved leave of absence or the date the student notifies the school that he/she will not be returning from the leave of absence, whichever is earlier.
- is the date the school dismisses the student.

5. A refund calculation is done any time a student begins but fails to complete the hours in the billing period regardless of the reason. Any tuition refund due is credited to the student's account ledger. A student that withdraws may owe the school money if all or a portion of the financial aid received must be returned. No tuition is assessed for billing periods subsequent to the one in which the student withdraws or is dismissed.
6. The tuition refund is calculated using scheduled hours through the student's last date of attendance.
7. To calculate the percentage of scheduled hours in the Billing Period, divide the number of clock hours scheduled through the last date of attendance by the number of hours scheduled in the entire billing period.

   The following Minimum Tuition Adjustment Schedule is applicable to the billing period in which the withdrawal occurs.

Minimum Tuition Adjustment Schedule		
Percent of Scheduled Hours in the Billing Period	Percent of Tuition Owed Institute	Percent of Tuition To Refund to Student
00.01% - 04.99%	10%	90%
05.00% - 09.99%	30%	70%
10.00% - 14.99%	40%	60%
15.00% - 24.99%	45%	55%
25.00% - 49.99%	70%	30%
50.00% and Over	100%	0%

8. Except as provided under the Cancellation Policy, the application fee is non-refundable. Any books, kit, or materials that have been issued by the institute are non-refundable.
9. Contact the Financial Aid Department for sample refund calculations.
10. The institute will attempt to make a reasonable settlement whenever a student must withdraw due to mitigating circumstances that make it impossible to continue enrollment.
11. Program or Course Cancellation. If a program is cancelled after a student signs the Enrollment Agreement but before instruction begins, the school shall provide a full refund of all monies paid within 45 days of notice of course and/or program cancellation. If a program is cancelled after instruction has begun, the school shall at its option, provide a pro rata refund to the student within 45 days of notice to the student, provide completion of the course and/or program within 30 days of notice to the student, participate in a Teach-Out agreement allowing the student to finish their program at another school, or provide a full refund of all monies paid, less the non-refundable application fee.

12. School Closure. If the school permanently closes after a student's instruction has begun, it will provide a pro rata refund of tuition or will participate in a teach-out arrangement allowing the student to complete his/her program at another school.

Return To Title IV (R2T4) Federal Financial Aid Policy

Throughout this policy, withdrawal applies to all voluntary (i.e., student request) or administrative (i.e. school initiated) withdrawals.
To officially withdraw from the school, a student must notify the school's Student Services Coordinator or Institute Director in writing. The school processes verbal withdrawal requests but encourages the student to provide written notification. A student should complete the official withdrawal process to ensure any refund due is processed in a timely manner.

Title IV aid (i.e., Federal Pell Grant, Direct Subsidized Loan, Direct Unsubsidized Loan and Direct PLUS Loan) is awarded to a student assuming attendance for the entire payment period for which the aid is awarded. When a student withdraws, he or she may no longer be eligible for the full amount of Title IV funds awarded. A student is considered to have withdrawn from a payment period if he or she does not complete all of the clock hours and weeks of instructional time.

Title IV aid is usually posted to the student's account at the start of each payment period, the student earns funds as he or she completes the payment period. If a Title IV recipient withdraws from institute after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned to the U.S. Department of Education. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she may be eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

The Refund Policy, used to determine the charges a student will owe after withdrawing, will not affect the amount of Title IV aid earned under the Return to Title IV (R2T4) Policy.

The institute determines the earned and unearned portions of Title IV aid as of the last date of attendance based on the number of clock hours the student was scheduled to be in attendance. The percentage of the period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period, as of the last date of attendance, by the total number of clock hours in the payment period.
Up through the 60% point in each payment period, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. The amount of Title IV aid earned by the student is determined by multiplying the percentage of Title IV aid earned by the total of Title IV aid disbursed plus the Title IV aid that could have been disbursed to the student or on the student's behalf.

If the student received more Title IV aid than the amount earned, the institute, the student, or both must return the unearned funds. The amount of Federal Student Aid to be returned is determined by subtracting the amount of earned Title IV aid from the amount of Title IV aid that was actually disbursed to the student. The institute will return unearned aid no later than 45 days after the date the institute becomes

aware the student is no longer enrolled, i.e., the date of determination. The institute will notify the student if he or she is required to return grant funds. A student who fails to return grant aid as instructed is considered to be in overpayment and becomes ineligible for any additional Title IV aid at any school until that amount is repaid or satisfactory repayment arrangements are made. Loan funds are returned by the student according to normal loan repayment terms.
Unearned Title IV aid must be returned in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct PLUS Loan
4. Federal Pell Grant

If the student received less Title IV aid than the amount earned, the institute will offer a disbursement of the earned aid that was not received if the student is eligible. This is called a post-withdrawal disbursement. A post-withdrawal disbursement of Pell will be made before making loan post-withdrawal disbursements. If the post-withdrawal disbursement includes loan funds, the institute must get the borrower's permission before funds can be disbursed. The borrower may choose to decline some or all of the loan funds to avoid incurring additional debt. The institute will automatically use all or a portion of the post-withdrawal disbursement of grant funds toward outstanding tuition and fee charges. The institute needs the student's permission to use the post-withdrawal grant disbursement for all other institute charges. Any financial aid not credited to the student's account will be disbursed to the student. However, it may be in the student's best interest to allow the institute to keep the funds to reduce any debt owed the institute.

Student and parent loan borrowers will be notified if the institute returns funds to the lender. Student borrowers are required to complete exit loan counseling concerning repayment options, debt management strategies, avoiding default, etc.

The Return to Title IV (R2T4) aid calculation is performed to determine the amount of Federal Student Aid that must be returned to the U.S. Department of Education. It is not used to calculate the amount of tuition and fees a student owes the institute upon withdrawal. A separate institute refund policy is provided to assist students in determining the amount of tuition and other charges owed the institute. The institute will also charge the student for any Title IV program funds that the institute is required to return. The institute will send an invoice to withdrawn students if a balance is owed to the institute.

Additional information on the Return to Title IV (R2T4) calculation procedures and requirements, including examples, may be obtained by contacting the Financial Aid Department.

Non-Title IV funds received will be returned to other financial aid programs in accordance with the funding source's refund policies.

COLLECTIONS POLICY

Withdrawal. When a student fails to complete his or her program for any reason, the institute performs an institutional refund calculation to determine the portion of charges it must refund to the student and a Return to Title IV (R2T4) calculation to determine the portion of financial aid received that must be

returned to the U.S. Department of Education. After performing the refund and R2T4 calculations it is possible that the withdrawn student will owe the institute for outstanding charges.

Douglas J Institute is committed to using ethical business practices in connection with any collection efforts. Delinquent accounts may be turned over to an outside collections agency and additional collection

fees may be charged to the student. The student is responsible for all collections agency, court and attorney fees incurred in attempting to collect any unpaid debt owed to Douglas J Institute. If a withdrawn student has been turned over to an outside collections agency for non-payment, the student will need to contact the Finance Department to make payment arrangements before he or she can be considered for re-enrollment.

Graduates. Transcripts and diplomas will be held until all financial obligations are complete. Documents necessary to apply for licensure will not be issued until the balance due is paid or other satisfactory payment arrangements are made.

Re-Enrollment. A former student seeking re-enrollment to Douglas J Institute must have the financial obligations from his or her previous enrollment resolved before re-enrollment. The institute will make reasonable payment arrangements with the former student. The former student is responsible for payments until the account is paid in full.

GRADUATION, LICENSURE AND PLACEMENT RATES

Accreditor

The following graduation, placement and licensure outcome rates are for students scheduled to graduate in the calendar year 2024. They were submitted to the National Accrediting Commission of Career Arts and sciences (NACCAS) in the 2025 (2024 Data) Annual Report.

All MI and TN locations	Overall	Cosmetology	Esthiology	Massage Therapy	Barber
Graduation Rate	91%	87%	94%	90%	93%
Licensure Rate	96%	96%	97%	100%	79%
Placement Rate	70%	81%	62%	63%	87%

Ann Arbor, MI	Overall	Cosmetology	Esthiology	Massage Therapy	Barber
Graduation Rate	92%	90%	93%	90%	*
Licensure Rate	95%	91%	97%	100%	*
Placement Rate	59%	72%	52%	63%	*

East Lansing, MI	Overall	Cosmetology	Esthiology	Massage Therapy	Barber
Graduation Rate	92%	84%	98%	*	92%
Licensure Rate	92%	97%	94%	*	75%
Placement Rate	74%	81%	65%	*	89%

Grand Rapids, MI	Overall	Cosmetology	Esthiology	Massage Therapy	Barber
Graduation Rate	91%	89%	94%	*	*
Licensure Rate	99%	99%	99%	*	*
Placement Rate	75%	86%	64%	*	*

Knoxville, TN	Overall	Cosmetology	Esthiology	Massage Therapy	Master Barber
Graduation Rate	83%	71%	89%	*	100%
Licensure Rate	100%	100%	100%	*	100%
Placement Rate	68%	77%	62%	*	80%

Royal Oak, MI	Overall	Cosmetology	Esthiology	Massage Therapy	Barber
Graduation Rate	93%	92%	93%	*	*
Licensure Rate	95%	93%	96%	*	*
Placement Rate	71%	84%	65%	*	*

**Program not offered at this institute.*

Student Right to Know (IPEDS)

Below are the completion/graduation rates for first-time, full-time students who started July 01, 2023, through June 30, 2024, as reported in the IPEDS Data Collection.

The data included is based on a cohort of full-time, first-time degree/certificate-seeking undergraduate students and tracks their completion status at 150% of the normal time. This information meets the requirements of the Student Right-to-Know Act.

	Number of Completers	Graduation Rate
Gender:	855	83%
Male (40)		
Female (815)		
Race:		
U.S. Non-Resident (0), Hispanic/Latino (18), American Indian or Alaska Native (10), Asian (5), Black or African American (38), Native Hawaiian or Other Pacific Islander (1) White (291), Two or More Races (16), Race and Ethnicity Unknown (3)		
Pell Grant and Loans:		
Recipients of a Pell Grant (within entering year): 655		
Recipients of a Direct Subsidized Loan (within entering year) that did not receive a Pell Grant: 107		
Did not receive either a Pell Grant or Direct Subsidized Loan (within entering year): 39		

POLICIES

Academic Policy

Preparedness and Participation

Students must participate in all theoretical and practical portions of training. It is essential that students come to class (theory or classroom-clinic) each day with all supplies necessary, and willing to fully participate in all practical work. Many practical assessments consist of performing and receiving a service to ensure that each learner knows how it will feel from a guest's point of view and how to properly execute the service as the service provider.

In addition to gaining theoretical knowledge, students at Douglas J Institute provide services to clients as part of the practical training. Students may also discuss and recommend products to clients as part of their theoretical and practical training.

Written assessments and practical work are to be completed on the day they are administered, unless pre-arranged with the educator.

Progress Report

A student will receive a Satisfactory Academic Progress (SAP) Evaluation at each evaluation point that includes the cumulative grade, attendance percent, and a determination of the student's SAP status.

Missed Coursework

A student will be assigned a grade of 0 percent for any missed coursework. Missed coursework due to absence or a leave of absence must be made up upon return within the same number of missed days.

Make-up Hours

Douglas J Institute does not offer make-up hours.

Student Activities

Contests are an excellent professional experience and help to build confidence in acquired skills. Each student is encouraged to participate in competitions sponsored by cosmetology and other industry related associations, beauty supply companies, etc. Competition is an optional, enhanced curricular activity.

Determination of whether or not a student will receive credit for preparation or participation in enhanced curricular activities is at the discretion of the Institute Director. In order for a student to receive credit they must be accompanied by a licensed instructor and the event must be pre-approved by the Institute Director.

Guest speakers and specialist demonstrators are invited to the institute as often as possible. Guest demonstrations of current fashions and techniques broaden student exposure to cosmetology arts and sciences.

Resource Materials

A student may request reference materials, videos, and other resource items from the Education faculty to supplement their educational training. These materials can enhance the quality of education. The local library and internet are also an excellent source of research materials.

Reporting of Hours to State

Douglas J Institute reports hours completed by students to the state.

Satisfactory Academic Progress Policy

Satisfactory academic progress (SAP) is the minimum academic standards a student must maintain throughout his or her program. The satisfactory academic progress standards include a Qualitative Requirement or Grade, a Quantitative Requirement or Pace (program completion rate), and Maximum Time Frame. Satisfactory academic progress standards apply to all students regardless of enrollment status, program, or financial aid eligibility. Satisfactory academic progress standards are cumulative for all periods of enrollment.

Evaluation Periods

Satisfactory academic progress is determined at the end of each evaluation period based on actual hours of attendance. An evaluation period is equal to the length of payment periods used to award Federal Student Aid, whether or not the student receives Federal Student Aid. For a student enrolled for the normal program length, satisfactory academic progress will be evaluated after a student attends the clock hours in each program as outlined in the Academic Years and Evaluation Periods chart.

A student will receive a Satisfactory Academic Progress (SAP) Evaluation form at each evaluation point that includes the cumulative grade point average, attendance percent, an indication the student can complete the program within the maximum time frame, and a determination of the student's SAP status.

The first evaluation will occur no later than the mid-point of the academic year or program, whichever occurs first. Subsequent evaluations occur as outlined in the Academic Years and Evaluation Periods chart.

All evaluations will be completed within seven (7) class days following each established evaluation period.

A student will receive a Satisfactory Academic Progress (SAP) Evaluation at each evaluation point. A student who fails to meet minimum satisfactory academic progress requirements at any official evaluation is not making satisfactory academic progress.

Academic Years and Evaluation Periods

Program	Location	Hours	First Academic Year		Second Academic Year
Cosmetology Master Barber	MI, TN TN	1500	900 Clock Hours Hours 1-900 Day Program: 26 Weeks Evening Program: 36 Weeks		900 Clock Hours Hours 901-1500 Day Program: 18 Weeks Evening Program: 24 Weeks
			First Evaluation	**Second Evalulation**	**Third Evaluation**
			450 Clock Hours Day Program: 13 Weeks Evening Program: 18 Weeks	900 Clock Hours Day Program: 26 Weeks Evening Program: 36 Weeks	1200 Clock Hours Day Program: 35 Weeks Evening Program: 48 Weeks
Esthiology	MI, TN	750	750 Clock Hours Hours 1-750 Day Program: 22 Weeks Evening Program: 30 Weeks		
			First Evaluation		
			375 Clock Hours Day Program: 11 Weeks Evening Program: 15 Weeks		
Massage Therapy	MI	625	625 Clock Hours Hours 1-625 Day Program: 18 Weeks Evening Program: 25 Weeks		
			First Evaluation		
			312.50 Clock Hours Day Program: 9 Weeks Evening Program: 13 Weeks		
Barber	MI	1800	900 Clock Hours Hours 1-900 Day Program: 26 Weeks Evening Program: 36 Weeks		900 Clock Hours Hours 901-1800 Day Program: 26 Weeks Evening Program: 36 Weeks
			First Evaluation	**Second Evalulation**	**Third Evaluation**
			450 Clock Hours Day Program: 13 Weeks Evening Program: 18 Weeks	900 Clock Hours Day Program: 26 Weeks Evening Program: 36 Weeks	1350 Clock Hours Day Program: 39 Weeks Evening Program: 54 Weeks

If a student does not need to complete all the hours in a program because he or she is transferring hours or is re-enrolling after having been out of school for at least 180 days, the evaluation periods may be different than those outlined in the Academic Years and Evaluation Periods chart.

Qualitative Evaluation- Grade

The cumulative grade average measures the quality of a student's coursework. A student must have a cumulative grade average of 80% at each evaluation point.

Grades are based on practical assessments, examinations, written knowledge assessments, homework, and projects.

Quantitative Evaluation- Pace

Pace measures a student's progress in completing the program within the Maximum Time Frame. Pace is calculated by dividing the number of clock hours attended by the number of clock hours scheduled at each evaluation point. A student must have cumulative attendance of 88% at each evaluation point.

Maximum Time Frame

A student must complete his or her program within 112% of the normal program length. Time spent on leave of absence is not used in this calculation. A leave of absence will extend the student's program completion date and maximum time frame by the same number of days that are in the leave of absence.

Maximum time frame is measured in clock hours scheduled and expressed in weeks. For example, if the program is 1500 clock hours in length, the Maximum Time Frame is 1680 hours (1500 x 112%) or 48 weeks for day students based on the 88% attendance requirement. This means a student cannot be scheduled for more than 1680 clock hours of coursework over 48 weeks in which to earn the 1500 clock hours needed to complete the program.

Maximum Time Frame					
Program	**Location**	**Program Hours**	**Hours**	**Weeks (Days)**	**Weeks (Evenings)**
Cosmetology Master Barber	MI, TN TN	1500	1680	48	68
Esthiology	MI, TN	750	840	24	34
Massage Therapy	MI	625	700	20	28
Barber	MI	1800	2016	58	81

Students with Transfer Hours or Re-Enrolling

The maximum time frame for a transfer student or a student re-enrolling is adjusted based on the number of clock hours the student needs to complete the program. The Maximum Time Frame is calculated by multiplying the hours needed to complete the program by 112%, and then dividing it by the number of hours the student is scheduled to attend each week. For example, if the program is normally 1500 clock hours, and the student transfers in 500 hours, he or she only needs to complete 1000 clock hours to finish the program. The Maximum Time Frame for the student is 1120 clock hours (1000 x 1.12), expressed as 32 weeks (1120 total scheduled hours / 35 hours per week = 32 weeks).

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. SAP evaluation periods are based on actual contracted hours at the institution.

A student who reaches or exceeds 112% of the normal program length will be withdrawn. Students may apply for reenrollment after 180 days under the Re-Enrollment Policy.

Warning

A student who fails to meet the cumulative grade average, attendance requirements, or maximum time frame requirements at any evaluation is not making satisfactory academic progress and will be placed on Warning until the next scheduled evaluation point. The student cannot appeal the Warning status.

A student may receive Federal Student Aid while enrolled and making satisfactory academic progress during the Warning period.

A student who fails to meet the cumulative grade average, cumulative pace percent requirements, and/or maximum time frame at the end of the Warning period may be dismissed from the institute and/or lose eligibility for Federal Student Aid. A student must appeal to have his or her Federal student aid reinstated. Alternatively, the student may make other payment arrangements, if permitted, to remain in school.

Appeal Procedures

If a student is dismissed from the institute and/or loses eligibility for Federal Student Aid, he or she may appeal. The student must appeal the determination to the Institute Director within ten calendar days of the date on the notification from the Institute.

Reasons for which a student may appeal include:

- death of a relative,
- an injury or illness of the student, or
- any other special circumstances.

The student must submit a written appeal to the Institute Director describing why he or she failed to meet satisfactory academic progress standards, along with supporting documentation of the reason(s) why the Institute's determination should be reversed. This information should include what has changed about the student's situation that will allow him/her to achieve satisfactory academic progress by the next evaluation point. The request should demonstrate that special circumstances had a negative impact on the student's satisfactory academic progress.

Appeal documents will be reviewed, and a decision will be made and reported to the student within 10 calendar days of receiving the appeal. The results of the appeal will be recorded on the Satisfactory Academic Progress Appeal form and retained in the student file with the SAP Evaluation Form. If the student prevails upon appeal, the student remains enrolled and/or his or her Federal Student Aid will be reinstated. The student will be placed on probation with a prescribed academic plan.

Probation

A student who prevails upon appeal will be permitted to remain in school and continue receiving Federal Student Aid, assuming all other eligibility requirements are met.

The school and student will develop an academic plan that, if followed, will ensure that the student is able to meet the school's SAP standards by the time the student completes the program.

A student is on probation for the first evaluation period under the academic plan; thereafter, a student making progress under that plan may remain in school and/or is considered an eligible student for Federal Student Aid purposes. SAP will be evaluated at the end of each evaluation period included in the plan. The academic plan will end when the student meets all SAP requirements which may occur prior to completing the program.

Incomplete Grades

Incomplete grades are not given and do not impact satisfactory academic progress.

Non-credit and Remedial Coursework

Non-credit and remedial coursework are not provided and do not impact satisfactory academic progress.

Course Repetition

In general, course repetition is not permitted.
Under unusual circumstances, it may be necessary for a student to repeat coursework (e.g., a student re-enrolling after a significant amount of time has lapsed). In this case, the most recent grade(s) will be used to calculate the grade average.

Withdrawals

A student may not withdraw from an individual or subject, only the program.

A student who withdraws, is administratively withdrawn, or takes a leave of absence from the program will return to the same satisfactory academic progress status as at the time of withdrawal or at the start of a leave of absence.

Rounding of Grade Point Average and Attendance Percentage

The grade point average and attendance percentage are rounded to the second decimal place using conventional rounding (e.g., 82.749834% will be 82.75%). For example, a student with a 79.58% grade average is not meeting the 80% grade average requirement.

Federal Student Aid Ramifications

A student who meets the minimum grade, pace, and maximum time frame requirements outlined in this policy is making satisfactory academic progress until the next scheduled evaluation. A student is eligible for Federal Student Aid while meeting satisfactory academic progress standards.

A student who does not meet the minimum requirements is no longer eligible for Federal Student Aid unless the student is on Warning or has prevailed upon appeal. See the sections on Warning and Probation for additional information.

The Financial Aid Department will notify Federal student aid recipients who are placed on warning and/or probation of the possible loss of Federal student aid for continued failure to meet satisfactory academic progress requirements.

In addition to meeting the criteria in the Satisfactory Academic Progress Policy, a student must successfully complete the hours, weeks, and coursework in the prior payment period to receive the next disbursement of aid.

Reinstatement of Financial Aid Eligibility

If a student loses eligibility for Federal Student Aid, it can be reinstated in one of two ways:

1. Aid will be reinstated when the student meets satisfactory academic progress requirements, or
2. Aid may be reinstated upon successful appeal of the loss of Federal Student Aid.

Attendance Policy

Douglas J Institute is dedicated to providing the highest level of professional training in the field of cosmetology, parallel to industry expectations after graduation. It is essential that a student entering the salon and spa industry understand and embrace the importance and value of being in attendance, in order to learn and hone the necessary skills to become a reliable service provider. Douglas J Institute's standards are established to reflect the amount of time a student can be absent and still achieve high quality skills necessary in the workplace.

Douglas J Institute has established the following attendance policy and reserves the right to make changes throughout the student's enrollment to eliminate any abuse. Non-compliance with the attendance policy may result in termination from the program.

Class Schedules for Programs

Day (AM) Students	Tuesday – Saturday	8:45 a.m. – 4:30 p.m., 35 hours per week
Day (AM) Students (Knoxville Master Barber Only)	Monday – Friday	8:45 a.m. – 4:30 p.m., 35 hours per week
Evening (PM) Students	Monday – Friday	4:45 p.m. – 10:00 p.m., 25 hours per week

Attendance Requirements

A student is expected to be at school ready for class in the classroom or on the clinic floor as scheduled. A student may not receive more hours on a daily, weekly, or programmatic basis than is allowed by state law.

Tracking Attendance

Students record their daily attendance electronically using an app or time clock. Students are expected to clock in and out daily and for lunch (day students) and breaks (evening students), as scheduled.

Students who do not clock in or out may lose hours as they cannot be verified by an educator. Failure to clock in and out daily can result in warnings, suspension, or administrative withdrawal.

As required, Douglas J Institute reports attendance and hours completed to state boards of cosmetology and barbering.

Tracking Applications and Services

Douglas J Institute provides students with a Minimum Practical Application (MPA) worksheet which is used to track all services performed while in attendance. Students are expected to record services on the worksheet and have it signed by their educator.

Attendance Bank

For each program, a bank of hours has been established to reflect the amount of time a student can be absent. The bank of hours is customized for each program in relation to its length. The bank must last a student through his or her entire course of study. Absences in excess of the bank of hours will result in the student's dismissal.

ATTENDANCE BANK (ALL SCHEDULES)			
Program	**Hours**	**Location**	**Total Absences in Hours**
Cosmetology Master Barber	1500	MI, TN TN	105
Esthiology	750	MI, TN	52
Barber	1800	MI	126
Massage Therapy	625	MI	43

Proration of Attendance Bank. Students transferring hours from another school, or re-enrolling after 180 days of absence, will have a prorated attendance bank of hours. This proration will be based on the number of hours remaining to be completed in the program. For more information, please see the Student Services Coordinator.

Make-up Hours

Douglas J Institute does not offer make-up hours. Absences are always considered as part of the attendance bank.

Additional Hours

Douglas J Institute defines additional hours as time in which students attend approved events or have guests in the clinic that may cause them to stay late. Additional hours count towards the total number of hours needed to complete the program. Additional hours are not make-up hours and therefore, have no effect on the attendance bank.

Absences

Absences must be pre-arranged by the student. This can be done by filling out a pre-arranged absence slip or calling the institute by the specified call-in time noted in the chart on the next page. Hours are not earned for absent time. Excessive tardiness and/or absences in excess of the bank of hours may result in dismissal from Douglas J Institute.

Late Arrivals and Early Leaves

Students are expected to be ready to participate in class activities in the classroom or on the clinic floor by the time class is scheduled to start.

Late arrivals. Late arrivals to school must be called in or arranged according to the *Time Frames for Calling in An Absence, Late Arrival and/or Request to Leave Early* chart.

Early Leaves. A time off request slip must be completed and submitted with an educator's signature prior to leaving early for the day. Students are encouraged to leave no earlier than the time shown in the *Time Frames for Calling In An Absence, Late Arrival and/or Request to Leave Early* chart.

Time Frames for Calling in An Absence, Late Arrival and/or Request to Leave Early			
Schedule	Call In or Pre-Arrange No Later Than	Latest Arrival Time	Earliest Departure Time
Day Students	8:00 a.m.	10:45 a.m.	2:30 p.m.
Evening Students	2:45 p.m.	5:45 p.m.	9:00 p.m.

Written Attendance Warnings

Students not meeting the attendance policy will receive written attendance notifications or warnings. Continued negative behavior in the following areas puts students at risk of administrative withdrawal for violation of the Attendance Policy or Professional Ethics Code of Conduct Policy:

- Tardiness
- Failure to pre-arrange an absence, early leave, or late arrival
- Missing time clock punches

Military Duty

A student actively serving in the armed forces will not suffer any negative impact if called to military action. Any time off, with written proof, will not impact the student's bank of hours, satisfactory academic progress, or cost.

Attendance Related Administrative Withdrawals

A student will be administratively withdrawn due to attendance for missing nine (9) consecutive class days or exceeding the allowable absences in the attendance bank.

Institute Closures

Holidays

Because Douglas J Institute recognizes the following days as observed holidays for 2026, the institutes will be closed.

New Years Day:	Thursday, January 1, 2026
Memorial Day:	Monday, May 25, 2026
Independence Day:	Saturday, July 4, 2026
Labor Day:	Monday, September 7, 2026
Thanksgiving:	Thursday, November 26, 2026
Christmas:	Thursday, December 24 through Saturday, December 26, 2026
New Years Eve:	Thursday, December 31, 2026 (schools will close at 4:30 p.m.)

Inclement Weather

If an Institute is closed due to inclement weather, students will be notified as early as possible. Scheduled hours will be adjusted to reflect the hours closed.

If classes are not cancelled and a student feels that traveling to school is not safe, the student may use hours from the attendance bank. Students not planning on attending class are required to call in an absence.

Emergency

If an emergency occurs which requires the closure of the institute, students will be notified as early as possible. Scheduled hours will be adjusted to reflect the hours closed.

Leave of Absence Policy

Douglas J Institute realizes there are times when a student may need to interrupt his or her education for an extended period of time. For these situations, there are three types of leaves of absence:

1. Academic related. This leave of absence may be requested when a change in the schedule will result in the student being absent more than nine (9) consecutive class days.
2. Medical, serious hardship and/or emergencies. A student may request a leave of absence for a period not less than 10 or more than 180 days due to medical reasons, serious hardships, or emergencies.
3. Military. A student may request a leave of absence for military reasons of a minimum of 3 consecutive calendar days.

Douglas J Institute may grant a student a leave of absence as long as the reason for the leave is in compliance with the policy.

Douglas J Institute will not grant a leave of absence if the leave of absence, together with any additional leaves of absence previously granted, exceed a total of 180 calendar days in any 12-month period.

We reserve the right to deny a leave of absence that is not within policy or if the policy is not followed in requesting the leave of absence.

Douglas J Institute will not charge the student additional tuition or fees for the repetition of all or a portion of the unit upon return from the leave of absence. However, students on a leave of absence should continue to make tuition payments as scheduled. Direct Subsidized loans, Direct Unsubsidized loans, and Direct PLUS loans will not be disbursed and credited to a student's account while on a leave of absence.

The request for leave must be in writing and contain the following information:

- The first day of the leave of absence (first calendar date of non-attendance);
- The date the student will return to class;
- An explanation and supporting documentation if available detailing the reason for the leave such that the institute can make a reliable determination that the student intends to return as scheduled; and
- The student's signature and date of request.

All leaves of absence must be documented prior to the first date of the leave unless unforeseen circumstances do not allow a student to request a leave or complete the leave form before the leave begins. The student is expected to complete and sign the leave of absence request form and submit supporting documentation, if applicable at the earliest possible date. Pending receipt of the verbal

request, the institute will document the approval as well as the reason for the request. The start date of the approved leave of absence is the first date of non-attendance.

A student granted a leave of absence that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.

An approved leave of absence extends the student's enrollment agreement end date and maximum time frame by the same number of calendar days taken in the leave of absence. Upon return, an enrollment agreement addendum, which contains a new anticipated completion date, will be signed and dated by all parties.
The number of days in the leave of absence may have to be extended if it is not feasible to obtain the knowledge and skills that will be missed during the leave. For example, a student who takes a 10-day leave of absence in the third week of the Intro Unit may have to return during the third week of the next Intro Unit in order to accommodate missed assignments during the leave.

A student that goes on a leave of absence will return in the same academic and attendance standing. For example, if the student was given an attendance warning at the time of the leave of absence, he or she will be on attendance warning upon return.

A student who fails to return to class on the scheduled date will be administratively withdrawn effective the date he or she fails to return as scheduled. For the purpose of calculating a refund, the withdrawal date is the student's last date of attendance. For students who have a Direct Unsubsidized loan and/or Direct Subsidized loan, the number of days in the leave of absence are considered the beginning of the grace period should the student not return from the leave of absence.

A student who takes an unapproved leave of absence will be withdrawn in accordance with the Attendance Policy.

Graduation Policy

A student must complete all of the following in order to graduate from Douglas J Institute:

1) Successfully attend the number of hours required,
2) achieve satisfactory attendance,
3) meet service quota requirements,
4) earn satisfactory academic grades for exams, projects, and other coursework as required, and
5) pay all charges in full or otherwise make satisfactory payment arrangements.

Early Graduation

Should the student complete the program earlier than the calculated completion date in the enrollment agreement, his/her financial aid package will be recalculated. This may result in the loss of Federal Student Aid and the student owing the school a balance.

Incomplete Graduates

Students who have met the hours requirement for graduation but have not met one or more of the other graduation requirements will have nine (9) consecutive class days to satisfy the requirements. On the 10th day, the student will be administratively withdrawn from the institution.

On Time Graduation

On time, or normal time, graduation is defined as the calculated completion date on the enrollment agreement.

On-Time Graduation				
Program	**Location**	**Program Hours**	**Weeks in Program (Days)**	**Weeks in Program (Evenings)**
Cosmetology Master Barber	MI, TN TN	1500	43	60
Esthiology	MI, TN	750	22	30
Massage Therapy	MI	625	18	25
Barber	MI	1800	52	72

Diplomas

Students graduating from Douglas J Institute will receive a diploma indicating his or her successful completion of their program of study after all graduation requirements have been met. Diplomas will be mailed within 45 days of the last date of attendance.

Transcripts

Douglas J Institute will provide an official transcript to each student upon graduation. The official transcript will be mailed within 45 days along with the diploma.

Upon request, the institute will provide additional transcripts at the cost outlined in the Enrollment Agreement and on the website at https://douglasj.edu/transcripts. Transcript requests should be made to the Student Services Coordinator and will be processed within 30 business days.

Licensure

Students must meet all graduation requirements in order to obtain the school's attestation of completion for licensure. In addition, federal student loan borrowers must complete exit counseling in order for licensure exam applications to be processed.

Admission and graduation from Douglas J Institute does not guarantee licensure in the state the student wishes to provide professional services. A student must pass a licensure examination and apply for a license with the state board of cosmetology, barbering, or massage therapy. Specific information on licensure requirements can be found on the state board of cosmetology, barbering, or massage therapy's website.

State Board Examination Assistance after Graduation

A graduate of Douglas J Institute may return to the institute for review and re-testing in preparation for the state board examination. Assistance is contingent upon educator availability.

Placement Assistance

Douglas J Institute provides placement support to its graduates. Douglas J Institute cannot guarantee employment for graduates.

A student can receive placement counseling concerning job skills, interviewing techniques, resume writing, etc. from a lead educator or the Institute Director. Job opportunities are posted within the institute. They are also available upon request from the Student Services Coordinator and may be periodically sent to students' email.

Career fairs are held yearly to provide students and salon owners an opportunity to interact and share information regarding their professional needs.

Standards Of Student Conduct

Part of the education earned at Douglas J Institute is learning the importance of professionalism when working in a salon. The following guidelines have been put in place to hone students' professional development including work and professional ethics, behavior, appearance, language, and overall conduct. Students are expected to follow these standards while in attendance at Douglas J Institute. A staff member may provide coaching or counseling if he or she believes the student needs more direction and guidance in meeting the rigors of these written guidelines and expected behaviors.

Student Conduct Suspension Policy

If allegations are brought against a student for violation of one or more of the Standards of Student Conduct, the student may be suspended so that an investigation can be conducted. The student is advised not to discuss the allegations with other students or staff so that a fair and impartial investigation can be conducted.

If the student is administratively withdrawn as a result of the investigation, the student will receive notice of the administrative withdrawal and should refer to the Refund Policy. The student may also refer to the Grievance Policy.

Professional Ethics Code of Conduct Policy

Professional ethics are the day-to-day expectations Douglas J Institute has of its students to foster the professional growth of all students.

Classroom and Clinic

Students are expected to be fully prepared for their day in school. Students must come prepared with their tablet or laptop, books, kits and supplies and be able to participate fully in all classes or on the clinic floor.

Students must be prepared to take guests at the appropriate time and in a professional manner. Students are not allowed to refuse to participate in class, refuse a guest, or switch a service with a fellow classmate.

If a student has a concern about an assignment, guest or clinic activity, the student must communicate with the educator or institute director. A student who refuses to participate in a theory, workshop, or clinic activity will be sent home for the day. The absent hours will be deducted from the attendance bank, which may put the student at risk of dismissal.

Safety and Sanitation

Each student will follow guidelines for salon safety, sanitation, and patron protection as set for by the state board of cosmetology, massage therapy, or barber for each state, e.g., daily sanitation of student

equipment and workstations. Food and beverages (including gum and candy) can only be consumed in the student lounge or other areas designated by the Institute Director.

Professional Equipment/Station Appearance

Students will keep their stations clean and presentable at all times. Only items from the kit can be placed on the students' stations. Students cannot place any personal items on their stations. This includes, but is not limited to, pictures, equipment storage (e.g. caboodles and plastic storage bins), birthday decorations, or purses and/or bags. Special accommodations may at the educator's discretion be made when a student graduates or receives a floral delivery; however, it must be removed by the end of that school day.

Institute Access to Student Property Policy

In order to provide a safe and secure school and work environment, Douglas J Institute will conduct random cart, coat, and package inspections on all students as deemed necessary.

Douglas J Institute reserves the right to randomly inspect carts, lockers, and other storage units containing student's personal possessions, located on Douglas J Institute property. If the item to be inspected is locked or inaccessible to the Douglas J Institute employee conducting the inspection, the employee has the right to gain access to the item or have the lock removed from the item to carry on with the inspection.

Professional Image Code of Conduct Policy

Students must arrive at school professionally groomed and ready to participate in the classroom or clinic environment. Professional image standards are subject to approval by any member of the institute staff.

Students are expected to abide by the following image principles:

- Solid black top or a black school issued shirt.
- Colored Institute tops may be worn only during special activities with institute approval.
- Solid black pants or denim jeans of professional nature.
- When incorporating jeans into professional attire, an enhanced polished image is expected with the following guidelines:
    - Jeans should be blue or black only.
    - Jeans should have minimal distress.
    - Jeans should not have rips, holes, or fraying.
- Jeans should be paired with a professional-looking top, blouse, sweater, or jacket.
- Solid black shoes or boots of professional nature.
- Solid black or flesh-tone socks or hosiery.
- Douglas J Institute issued chemical apron (Cosmetology and Barber students only) or smock (Esthiology and Massage Therapy students only).
- Name tag.

Students are not allowed to wear yoga pants, athleisure, or similar attire.

Professional Tools Code of Conduct Policy

Each student must have a kit every day and all supplies needed to complete assignments and/or services. In the event that a student needs to purchase replacement tools for his or her kit, items must be similar to the style and quality as what was originally received.

All professional tools must be kept in proper working order and are the responsibility of the student to maintain.

Professional Behavior Code of Conduct Policy

Douglas J Institute trains students to be industry professionals. To that extent, students will engage with instructors, students, staff and clients, and should adhere to the policies outlined in the Standards of Student Conduct and throughout the catalog.

The following behaviors are unacceptable and may result in suspension and/or administrative withdrawal. The list is non-exhaustive.

- possession of a weapon, or any item that can be deemed as a weapon, on campus
- alcohol possession on campus
- drug possession on campus
- falsification of documents
- fraud and/or deceptive behavior
- theft of property of Douglas J Institute, staff, students, or guests
- insubordination to staff
- interference with the education of students or ability of educators to teach
- threats or threatening behavior, verbal abuse, fighting and/or physical harm to others
- harassment and bullying, including the usage of social media to harass, bully or threaten staff, students, and/or guests
- disruptive behavior in the classroom or on the clinic floor
- defacing or destroying property of Douglas J Institute, staff, students, or guests
- violation of local, state, or federal laws

Personal Calls. A student is permitted to make telephone calls only during scheduled breaks and only in designated areas, i.e., the student lounge or outside of the building.

Smoking/Vaping. Students will refrain from smoking or vaping in, or around, the institute. This includes the sidewalks surrounding the campus and inside the crosswalk to any parking structure.

Professional Social Media & Conduct Policy

Douglas J Institutes recognize social media as a valuable platform for students to share their educational journey, creative work, and professional development while enrolled in its programs.

Students are expected to conduct themselves in a professional and respectful manner when posting content that references Douglas J Institutes, its programs, facilities, guests, students, or staff.

Social media activity—whether occurring on or off campus—that negatively impacts the educational environment, compromises safety, or violates institutional policies may be reviewed under the Student Code of Conduct.

Examples of prohibited conduct include, but are not limited to:

- Harassment, bullying, threats, or discriminatory behavior
- Content that harms, insults, or targets guests, fellow students, instructors, or staff

- Misrepresentation of Douglas J Institutes, its curriculum, services, or policies
- Unauthorized sharing of private, confidential, or sensitive information
- Posting images, video, or identifying information of minor students or guests without documented consent from a parent or legal guardian

Nothing in this policy is intended to limit a student's rights to lawful expression or to restrict the reporting of concerns, complaints, or grievances through appropriate institutional or external channels.

Douglas J Institutes is committed to maintaining a professional, respectful, and safe learning environment while supporting students' individual expression and educational growth.

Copyright Infringement Policy

Unauthorized distribution of copyright material, including unauthorized peer-to-peer file sharing, may subject the individual to civil and criminal liabilities.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (title 17 of the US Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or 'statutory' damages affixed at not less than $750 and not more than $30,000 per work infringed. For 'willful' infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, US Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the US Copyright Office at www.copyright.gov.

Students found in violation of the copyright infringement policy are subject to termination.

Family Education and Rights to Privacy (FERPA) Policy

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 and details exemptions permitted to educational institutions. FERPA affords students certain rights with respect to their education records, e.g. inspection of their education records, request correction of information in their education record which they believe to be inaccurate or misleading, and to request non-disclosure of Directory Information.

Procedure for Request of Student to Inspect

- A student must submit a written request to the Student Services Coordinator identifying the education records the student wishes to inspect.

- The Student Services Coordinator will make arrangements for access and notify the student of the time and location where the records may be inspected.
- Access to the requested records will be provided within 45 days of the date the request is received, in accordance with FERPA requirements.
- Institute staff will be present during the inspection of education records.

Procedure for Student Request for Amendment/Revision to Education Records

A student must submit a written request to the Student Services Coordinator to amend education records. The request must include:

- Identification of the specific record(s) the student believes are inaccurate, misleading, or otherwise in violation of the student's rights under FERPA;
- A clear description of the amendment requested; and
- Supporting documentation or evidence substantiating the request.

The Student Services Coordinator will review the request and supporting documentation and consult with the Institute Director. The Institute Director will make the final determination and notify the student of the decision in writing. If the request to amend the record is denied, the student will be informed of the right to a hearing and provided with information regarding the applicable procedures.

Hearing Procedures

Upon request, a student will be provided the opportunity for a hearing to challenge the content of their education records on the grounds that the information is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

If, as a result of the hearing, the information is determined to be inaccurate, misleading, or in violation of the student's privacy rights, the education record will be amended accordingly, and the student will be notified of the amendment in writing. If the information is determined not to be inaccurate, misleading, or otherwise in violation of the student's privacy rights, the student will be informed of the right to place a statement in the record commenting on the contested information and/or stating the reasons for disagreement with the decision. This statement will be maintained as part of the student's record for as long as the record is maintained. In addition, whenever the contested portion of the record is disclosed, the statement will also be disclosed.

FERPA Release Form & Directory Information

The Family Educational Rights and Privacy Act (FERPA) permits the disclosure, without a student's prior written consent, of certain personally identifiable information designated as "Directory Information." Douglas J Institute has designated the following items as Directory Information: student name, honors and awards, and dates of attendance. Students have the right to withhold the disclosure of their Directory Information by completing the Douglas J Institute **Privacy of Directory Information Form**.

In addition, students may authorize the release of non-directory information by completing a **FERPA Release Form**, which specifies the individual(s) to whom information may be disclosed. This authorization may be submitted or updated at any time by contacting the Student Services Coordinator at any campus or the Compliance Office at compliance@douglasj.com.

Other Disclosures and Disclosures Not Requiring Consent

Douglas J Institute may disclose education records without prior written student consent in accordance with the exceptions permitted under the Family Educational Rights and Privacy Act (FERPA). Such disclosures may be made to school officials with a legitimate educational interest, as well as to third-party service providers acting on behalf of the Institute, provided they are subject to FERPA requirements.

The Institute may also disclose education records to officials of another institution in which a student seeks or intends to enroll, or is enrolled, for purposes related to enrollment or the administration of Federal Student Aid.

Certain disclosures permitted under FERPA cannot be restricted by the student, including disclosures to authorized representatives of federal, state, and local educational authorities for audit, evaluation, or enforcement purposes, and disclosures required for compliance with the Student and Exchange Visitor Information System (SEVIS). The Institute also provides access to records to its accrediting agency as required.

Douglas J Institute provides access to student records to parents and/or legal guardians of dependent students, as defined in Section 152 of the Internal Revenue Code. Under FERPA, schools may disclose education records, including any and all personally identifiable information (PII), to the parent and/or guardian of a dependent student without the consent of the eligible student; however, schools are not required to make such disclosures. Generally, if either parent has claimed the student as a dependent on the parent's most recent federal income tax return, the school may disclose the student's education records to either parent and/or guardian without the eligible student's consent.

Douglas J Institute will comply with judicial orders or lawfully issued subpoenas and will make a reasonable effort to notify the student in advance, unless prohibited by law or permitted under 34 CFR §99.31(a)(9)(ii).

In the event of a health or safety emergency, the Institute may disclose information from education records to appropriate parties if necessary to protect the health or safety of the student or others, as determined by the Institute Director or designee.

Documenting Disclosure of Information

Except for Directory Information or use by Institute officials, Douglas J Institute shall maintain a record of each request for access and each disclosure of personally identifiable student information, the parties who requested and their legitimate interest in the information for as long as the educational records themselves are kept.

Complaints

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Student Grievances and Complaints

Douglas J Institute takes great pride in its academic programs and student success. Students are encouraged to express any concerns they have regarding their educational experience as follows:

1. Problems and/or complaints should be addressed to the Institute Director using the Student Challenge and Solution Form. The Institute Director will provide a response to the student within 14 calendar days of receiving the form.
2. If the student is not satisfied with the Institute Director's response, the student may file a complaint via email to

Wendy Cole, Director of Compliance and Student Services
grievance@douglasj.com
517-853-3910

A response will be provided within 14 calendar days unless informed otherwise.

Students may always contact the following state and/or accrediting agencies to voice concerns or complaints.

Accreditation

National Accrediting Commission of Career Arts and Sciences (NACCAS)
3015 Colvin St.
Alexandria, VA 22314
(703) 600-7600

State Agencies

State of Michigan

Department of Licensing & Regulatory Affairs
Bureau of Professional Licensing
Board of Cosmetology
P. O. Box 30670
Lansing, MI 48909
(517) 241-0199

Department of Licensing & Regulatory Affairs
Corporations, Securities and Commercial Licensing Bureau
Massage Therapy Program
P. O. Box 30018, Lansing, MI 48909
(517) 241-0199

Department of Licensing & Regulatory Affairs
Bureau of Professional Licensing

Board of Barber Examiners
P. O. Box 30670
Lansing, MI 48909
(517) 241-0199

Complaints can be filed online at:
https://www.michigan.gov/lara/0,4601,7-154-89334_72600_73836_93200-498824--,00.html

State of Tennessee

Tennessee Higher Education Commission
Division of Postsecondary School Authorization
Parkway Towers, Suite 1900
404 James Robertson Parkway
Nashville, TN 37243-0830
(615) 741-5293

Tennessee Department of Commerce & Insurance
Board of Cosmetology and Barber Examiners
500 James Robertson Parkway
Nashville, TN 37243-0565
(615) 741-2515

Any person claiming damage or loss as a result of any act or practice by Douglas J Institute that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization, after exhausting the grievance process at the institution.

Non-Discrimination Policy

Douglas J Institute is committed to maintaining an environment that is safe and that supports the education and career advancement of all members of its community.

Douglas J Institute has a policy of non-discrimination on the basis of race, color, national or ethnic origin, sex, age, disability, sexual orientation, gender identity and expression, financial status, veteran status, religion, or any other protected characteristics in the operations of the school, including but not limited to admissions, education, financial aid, and student services.

Reports of discriminatory behavior should be made to the Institute Director.

Title IX Policy

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. Sex discrimination includes sexual harassment and sexual assault. Title IX applies to all areas of Douglas J Institute.

Reports of Title IX violations should be made to:

Jenny Perzanowski
Executive Director of HR & Compliance
Douglas J Institute
331 East Grand River Ave., Suite 255
East Lansing, MI 48823

TitleIX@douglasj.com
517-853-6967

Title IX Sexual Misconduct Grievances

Sexual misconduct under this policy is sex discrimination, sexual harassment and retaliation that may violate Title IX of the Education Amendments of 1972 ("Title IX").

Douglas J Institute does not discriminate on the basis of sex in its education programs or activities and is precluded from engaging in such discrimination by Title IX and its implementing regulations, 34 CFR Part 106. This prohibition also extends to Douglas J Institute's admission and employment processes.

Douglas J Institute encourages students to promptly report incidents of sexual misconduct. A report or complaint may also concern retaliation for filing a complaint or participating in an investigation. We expect that all complaints will be filed in good faith.

Reporting does not have a statute of limitations. You can report that an incident occurred at any point after the incident to the Institute Director, and it will be addressed within the ability of Douglas J Institute.

Anyone can make a report by calling or sending an email to the Title IX Coordinator:

Jenny Perzanowski
Executive Director of HR & Compliance
Douglas J Institute
331 East Grand River Ave., Suite 255
East Lansing, MI 48823

TitleIX@douglasj.com
517-853-3910

Anonymous Reports

Anyone wishing to make an anonymous report of sexual misconduct can do so by calling the Title IX Coordinator at 517-853-3910. Depending on the extent of information provided by the anonymous report about the incident or the individuals involved, Douglas J Institute's ability to respond may be limited.

The Title IX Coordinator will receive the anonymous report and determine any appropriate steps in light of the available information. Where there is sufficient information, Douglas J Institute will ensure that anonymous reports are reviewed and included for compliance with the Clery Act.

The Title IX Coordinator will notify a student who reports having experienced sexual misconduct by another student, an educator, or a staff member, that he/she has the option to report the matter to law enforcement, to Douglas J Institute, to both, or to neither, as the student may choose.

Reporting - Mandatory

The staff and educators at Douglas J Institute are considered Responsible Employees and are obligated to promptly report incidents of sexual misconduct to the Title IX Coordinator. Consistent with Douglas J Institute's obligations under federal law, it is required to notify a student who reports having experienced sexual misconduct by another student, an educator or a staff member, that the student has the option to report the matter to law enforcement, to Douglas J Institute, to both, or to neither, as the student may choose.

Douglas J Institute's educators and staff who know of or have received information about a sexual misconduct or potential sexual misconduct incident that occurred on campus, in a program, or at a school-

sponsored event, must promptly report that incident to the Title IX Coordinator so that Douglas J Institute can fulfill its institutional obligations. When in doubt, report it.

Douglas J Institute educators and staff know that sexual misconduct is a traumatic experience, causing a mixture of emotions (fear, anxiety, anger, depression, guilt), and are expected to respond with kindness and support.

Confidentiality and Privacy

In light of the mandatory reporting requirement, Douglas J Institute staff cannot promise confidentiality and will inform the student that we are required to report the incident to the Institute's Title IX Coordinator. Once reported, for the privacy of the parties involved, it will not be discussed with anyone else.

Reports and information regarding an incident will only be shared with the necessary parties involved in the Title IX investigation process. Investigators are not legally bound to confidentiality; however, they are required by Douglas J Institute to remain discreet and to respect the privacy of any and all individuals involved in the Title IX process.

Investigation

Douglas J Institute is still obligated to investigate even where the student chooses not to report to the Title IX Coordinator or where the student is unwilling or reluctant to participate in an investigation. Douglas J Institute will proceed in a way that takes into account the concerns of the student victim and its responsibility to provide a safe and non-discriminatory environment to the entire campus community.

Confidential Resources

Confidential resources are available for those involved in a Title IX investigation and/or hearing. These individuals are required by either law or their own governing body to keep shared information confidential.

Some individuals who act as confidential resources in their roles are:

- Medical providers
- Mental health providers (e.g. counselors, therapists, and clinical psychologists)
- Ordained clergy/pastoral ministers (or similar)
- Rape crisis counselors and advocates

These confidential resources will not share this information with anyone unless they believe the person is a threat to themselves, to those around them, or if they are suspected of abuse of children under the age of 18. Otherwise, they are prohibited from breaking confidentiality without written permission from the individual seeking services.

Supportive Measures

Supportive measures are non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge, to the complainant or the respondent involved in an alleged incident of sexual misconduct, before or after the filing of a complaint or where no complaint has been filed.

Supportive measures are designed to restore or preserve access to a party's education without unreasonably burdening either party; to protect the safety of all parties and Douglas J Institute's educational environment, and to deter sexual misconduct.

Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, increased security and monitoring of certain areas of campus, and other similar measures.
In fairly assessing the need for a party to receive such measures, Douglas J Institute will not rely on fixed rules or operating assumptions that favor one party over another, nor will it make such measures available only to one party.

The measures needed by each student may change over time, and the Title IX Coordinator will communicate with each student to ensure that any supportive measures are necessary and effective based on the students' evolving needs.

Title IX Coordinator

The Title IX Coordinator at Douglas J Institute is:

Jenny Perzanowski
Executive Director of HR & Compliance
Douglas J Institute
331 East Grand River Ave., Suite 255
East Lansing, MI 48823

TitleIX@douglasj.com
517-853-3910

RESOURCES

Student Services Coordinators

A Student Services Coordinator is on site at each institute and can provide access to both internal and external resources.

In addition to providing academic information, leave of absence processing, guidance on licensure applications, and attendance counseling, student services coordinators can provide assistance in the areas that are outlined in this Resources section.

For information on resources that may be available, students should contact the Student Services Coordinator at their institute.

Accommodation for Disabilities

Persons with disabilities, as defined in paragraph 104.3(j)(1)(i) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The Institute will work with the applicant or student to provide necessary academic adjustments and auxiliary aids and services unless a particular adjustment would alter or waive essential academic requirements; fundamentally alter the

nature of a service, program or activity; or result in undue financial or administrative burdens considering the Institute's resources as a whole.

Students seeking accommodation must submit a written request to the Institute Director, who is also the coordinator for disability services. You may request academic adjustments or auxiliary aids at any time; however, the request is not retroactive.

Dispute Resolution and Appeal Procedure

Accommodation is determined on an individual basis. In the event there is a dispute, students are encouraged to use the following process for dispute resolution and appeal:

1. Discuss the concerns with the Institute Director, who is also the Section 504 Coordinator.
2. If a resolution is not reached, you may submit a written appeal to the Director of Compliance and Student Services at grievance@douglasj.com. The appeal should include:
    - The date of the complaint,
    - The complainant's name,
    - Details of the complaint,
    - The reason for the appeal and any supporting documentation, and
    - Recommended resolution.

3. The Director of Compliance and Student Services must receive the appeal within fourteen (14) calendar days of the date the issue was discussed with the Institute Director. A response will be provided within 14 days of receipt of the appeal.

Students who are dissatisfied with the appeals process may contact the Chief Operating Officer.

Housing

Although Douglas J Institute does not own or operate housing facilities, the Student Services Coordinator can provide information on housing resources.

Parking

Students are responsible for parking charges incurred while attending school. Douglas J Institute can assist students in finding available parking.

Counseling and Advising

Douglas J Institute offers academic, financial, attendance, and career advising. These services are provided by the administrative and instructional staff at no additional charge.

Information regarding personal, social, and professional counseling agencies within the community is available in the designated student lounge area. A student may also contact the Student Services Coordinator or Institute Director for assistance in seeking professional help.

Health Care and Wellness

Douglas J Institute does not provide health care or insurance to its students.

Vaccinations

Douglas J Institute does not require students to obtain, nor does it provide its students, any type of vaccinations. In the interest of promoting student wellness, students are encouraged to have vaccinations recommended by state, national, and health agencies.

Drug and Alcohol Abuse Prevention

Douglas J Institute has a comprehensive Drug and Alcohol Abuse Prevention Policy, including institute policies prohibiting the use of alcohol or illegal drugs while at the institute and during institute sponsored activities; state and federal legal sanctions for the illegal use, possession or distribution of drugs or alcohol; health risks associated with the abuse of alcohol or illegal drugs; and treatment centers and services available to students and staff. For the entire policy and treatment services visit the institute's website or see the Institute Director.

Information on drug abuse counseling programs and services is available in student lounges, student bulletin boards, and other designated areas.

Campus Security & Crime

Douglas J Institute has developed an *Annual Security Report: Campus Security & Crime Report and Policy*. This policy contains information regarding the frequency of certain types of crimes on its campuses and procedures to follow in reporting a crime or other emergency. To request a copy or review the entire policy, visit the website (https://douglasj.edu/students/consumer-information/) or contact the Institute Director.

VETERANS BENEFITS

Douglas J Institute is approved to accept veterans' education benefits, also known as VA benefits, for qualifying students. The institute will work with the student and the U.S. Department of Veterans Affairs (VA) to process benefits for eligible students. Eligibility is determined by the U.S. Department of Veterans Affairs.

It is the student's responsibility to contact the U.S. Department of Veterans Affairs to determine under which VA program the student is entitled to receive benefits.

Helpful Information About Veterans Benefits from the U.S. Department of Veterans Affairs

The following websites provide information on veterans' benefits:

- https://www.va.gov/education/
- https://www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/non-college-degree-programs/
- https://www.benefits.va.gov/GIBILL/resources/benefits_resources/rates/ch33/ch33rates080122.asp

VA Educational Benefits Liaison

In general, a student will work with the staff at each institute when accessing VA educational benefits. If additional information is needed, contact Courtney Hooper, VA Educational Benefits Liaison, at courtney.hooper@douglasj.com.

Admissions

All applicants to Douglas J Institute must pay the $100 application fee. VA benefits cannot be used to pay the application fee.

Applicants using U.S. Department of Veterans Affairs (VA) Post 9/11 GI Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits won't be prevented from starting class as long as the applicant:

- Produces the VA's Certificate of Eligibility by the first day of class; or
- Provides written request to be certified; or
- Provides additional information needed to properly certify the enrollment as described in other institutional policies.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).
More information about education benefits offered by the VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

Application for VA Benefits

A student must file an application with the VA when he/she first starts school before they can receive benefits. A student should contact the U. S. Department of Veterans Affairs for the appropriate application. A VA student can submit an application online at https://www.va.gov/education/how-to-apply/. If a student doesn't have access to apply online, he/she can call 1-888-442-4551 and ask that an application be mailed to him/her. The student should contact his/her VA representative with questions.
The student will receive a Certificate of Eligibility upon approval by the VA. The Certificate of Eligibility should be given to the Financial Aid Officer at the campus in order to complete a Financial Plan and determine the amount of eligible funds to be received.

Transferability of Credits

VA students that have attended any prior schools, and received credit, must submit an academic transcript for each school attended regardless of the nature of the training prior to starting the program at the institute.

The transcript will be reviewed to evaluate prior credit, grant credit as appropriate, notify the student of the evaluation, and certify the program length based on accepted hours.

Attendance

VA students are required to attend class as scheduled in accordance with the attendance policy as approved by the VA. The VA will not pay benefits after the originally scheduled graduation date on the student's signed Enrollment Agreement.

The VA pays benefits to students based on the clock hours of attendance each week as long as the absences are allowed within the school's approved attendance policy. VA benefits will not be paid to students who extend enrollment and need additional hours because of absences.

While the institute is not involved in VA housing benefits, students should be aware they are required to self-certify their enrollment/attendance monthly to the VA to continue receiving housing benefits. The VA will notify the student when it is time to self-certify their continued enrollment/attendance.
A student actively serving in the armed forces will not suffer any negative impact if called to military action. Any time off, with written proof, will not impact the student's bank of hours, satisfactory academic progress, or cost.

Leave of Absence

When the institute approves a student's request for a leave of absence, it will report the change in enrollment status to the VA. The VA will extend benefits through the revised scheduled graduation date based on the length of the leave of absence. Students should be advised that a leave of absence may impact the housing allowance received. The student should contact his/her VA representative with questions.

Satisfactory Academic Progress

VA students are required to meet academic standards and requirements of DJAI's Satisfactory Academic Progress (SAP) policy in order to continue receiving VA benefits. A VA student who fails to meet SAP standards for two consecutive evaluations becomes ineligible for VA benefits. A student may appeal the loss of eligibility. If the appeal is approved by the Director of Financial Aid, VA benefits will remain unchanged.

The institute must notify the VA when a student fails to meet the SAP standards unless the student prevails on appeal.

Late and Non-Payment

Payments are due according to the student's payment schedule. Financial delinquency may result in suspension until the account is brought current. Students suspended for nine (9) consecutive calendar days may be dismissed.

The institute will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31, Chapter 33, or any other VA chapter.

Withdrawal

As indicated in the institute's Refund Policy, a refund calculation is done any time a student begins but fails to complete the hours in the billing period, regardless of the reason. Any tuition refund due is credited to the student's account ledger. No tuition is assessed for billing periods subsequent to the one in which the student withdraws or is dismissed.

When a Chapter 31 or Chapter 33 VA student withdraws from his/her program, the institute will notify the VA to terminate his/her enrollment. The institute will receive documentation from the office of Veteran's Affairs of the calculation for any incurred debt on behalf of the student as it pertains to possible unearned

tuition money received. Once this calculation is received from the VA, the institute will mail the student refund calculation documentation and information pertaining to any balance due to the school.

Graduation

When a VA student graduates from his/her program, the institute will notify the VA to terminate his/her enrollment.

CATALOG PUBLICATION AND UPDATES

Douglas J Institute publishes its Catalog on an annual basis. In addition, the Institute reserves the right to make updates to policies, procedures, program information, or disclosures as required by regulatory, accreditation, or operational changes.

When material changes occur between annual publications, updated information is published on the Institute's website and communicated to students through official school communication channels. All updates are tracked in accordance with institutional compliance requirements.

The most current version of the Catalog and required consumer information is always available at https://douglasj.edu/students/consumer-information/.

MODIFICATIONS OF OPERATION AND CERTIFICATION

Modifications of Operation

Douglas J Institute reserves the right to make modifications in the specific content of any course (meeting state requirements), make substitutions in books and supplies, make personnel changes as the Institute deems necessary, and cancel classes based on inadequate enrollment.

Certification

This is to certify that this catalog is true and correct in policy and content.

The information in this catalog was accurate at the time of its printing.

The information contained in this catalog is subject to change at any time.

The catalog cannot be considered as a contract between individual students and Douglas J Institute or its administrators.

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