

JOHN JAY BEAUTY COLLEGE

CONSUMER  
DISCLOSURES

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ANNUAL SECURITY REPORT

2022

# INDEX

School Catalog .....	1
List of Faculty.....	1
School Accreditation and Licensing .....	1
Information on Programs Offered.....	1
Instructional, Laboratory and Facilities.....	1
School Policy on Transfer of Credit.....	1
Financial Aid Available and Who to Contact for Information.....	2
Financial Aid Procedures and Eligibility Requirements.....	2
Rights and Responsibilities of Students Receiving Financial Aid.....	3
Terms and Conditions of Any Employment in the Financial Aid Package.....	4
Satisfactory Progress Requirements.....	4-6
Cost of Attending John Jay.....	6
Return of Title IV Funds.....	6
Requirements for Official Withdrawal.....	6
FERPA (Family Educational Rights and Privacy Act).....	7
Completion, Retention and Graduation Rates.....	7
Placement and Types of Employment Obtained by Graduates.....	7
Student Body Diversity.....	7
Accessibility, Facilities & Services Available for Disabled Students & Intellectual Disabilities....	8
Policies and Sanctions Related to Copyright Infringement.....	8
Vaccination Policy.....	8
Drug and Alcohol Abuse Policy.....	8-9
Campus Security – Jeanne Clery Act.....	9-10
Constitution Day.....	1
Voter Registration.....	11

## **School Catalog**

Our school catalog is available on our website, <http://www.johnjaybeautycollege.com> . A copy may be obtained by a request in writing to the school administrative office.

## **List of Faculty and Instructional Staff**

A complete list of our school faculty and staff is available in our catalog on our website at <http://johnjaybeautycollege.com>.

## **School Accreditation and Licensing**

John Jay Beauty College is licensed by the State of Louisiana and accredited by the National Accrediting Commission of Career Arts and Sciences. Our letter of accreditation and state license are available for review upon written request. Additional information regarding these approvals is in our school catalog, <http://johnjaybeautycollege.com>.

## **Programs offered**

A complete description and information regarding all courses offered is available in our school catalog, <http://johnjaybeautycollege.com>.

## **Instructional and Laboratory Facilities**

Information regarding our school facilities is in our school catalog, <http://johnjaybeautycollege.com>.

## **School policy on Transfer of Credit**

We accept transfer students with previous credit from a licensed school. We accept up to 500 hours for cosmetology and 250 hours for all other courses. Tuition, equipment and book charges are prorated as to student's need. An administrative fee is also required; not to exceed 15% of the tuition and no more than \$100.00.

## **Financial aid available and who to contact**

John Jay Beauty College is an eligible institutions approved by the U.S. Department of Education to participate in the Federal Financial Aid Programs. Financial Aid Programs available to our students are as follows:

### **PELL GRANTS**

Pell grants are awarded to help under-graduate students pay for their education after high school. Unlike student loans, grants do not have to be paid back.

Any information regarding Financial Aid may be requested by contacting the Financial Aid Director in the school administrative office by calling 504 467-2774 x 13.

State and Local Government and private funding sources available are as follows:

Veterans Administration

TOPS

Louisiana Rehabilitation Services

John Jay Beauty College does not participate in the Federal Loan Program.

## **Financial Aid Procedures and Eligibility Requirements**

Students interested in applying for financial aid need to complete an application on the federal aid website <http://www.fafsa.ed.gov/>. Enter the appropriate school code; John Jay Beauty College, 016002, and your information will be forward to the school. You may contact the Financial Aid Director for further information regarding your available aid.

Whether or not you are awarded financial aid will be determined by your “financial need”. Your “need” is the difference between what it costs to attend a particular school and what you and your family can contribute.

This is determined as follows:

### **COST OF ATTENDING SCHOOL**

(Tuition, fees, books, supplies, room and board and personal expenses).

Minus -

### **YOUR FAMILY CONTRIBUTION**

(The amount that you and your parents should be able to contribute)

1. You must be a U.S. citizen, a permanent resident, or in the U.S. for other than temporary purposes.
2. Be enrolled in an eligible program.
3. Be scheduled to attend at least twelve clock hours per week.

4. Not in default on any Federal Loan or owe a refund on any grant.
5. Be making satisfactory academic progress.
6. Register with the Selective Service if you are a male who is at least 18 yrs old & born after 01.01.60.
7. For the Federal Pell Grant, you may not have previously received a bachelor's degree or have reached 600 percent lifetime eligibility usage.
8. For all Title IV programs, you may not currently be enrolled in high school.

## **Rights and Responsibilities of Students Receiving Financial Aid**

### STUDENT RIGHTS

1. You have the right to know what financial aids programs are available.
2. You have the right to know the deadlines for submitting application for financial aid programs available.
3. You have the right to know how financial aid will be distributed, how decisions on that distribution are made, and the basis for those decisions.
4. You have the right to know how your financial need was determined.
5. You have the right to know how much of your financial need as determined by the institution has been met.
6. You have the right to know your school's verification policies and procedures and how your application will be affected if you fail to meet established requirements and/or deadlines.
7. You have the right to know your school's refund policy.
8. You have the right to know how the school determines whether you are making satisfactory progress and what happens if you are not.

### STUDENT RESPONSIBILITIES

1. You must complete all application forms accurately and submit them on time and to the appropriate entity.
2. You must provide correct information. In most instances, misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense which could result in indictment under the US Criminal Code.
3. You must promptly submit additional documentation, verifications, corrections, and/or new information requested by either the financial aid office or the agency to which you submitted your application.
4. You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them.
5. You must accept responsibility for all agreements that you sign.
6. You must be aware of and comply with the deadlines for application or reapplication for aid.
7. You must be aware of your school's refund policy and procedures.

## Terms and Conditions of any Employment in the Financial Aid Package

Students are not employed by our school and we have no work programs.

### Satisfactory Progress Requirements

Each student who receives financial aid and those who do not are required to maintain satisfactory progress. For Cosmetology (1500 hours), satisfactory progress shall be evaluated and student will be informed of their progress at the completion of 450, 900 and 1200 actual hours during their course study as well as their completion of study. For Esthetician, Teachers Training and Manicuring (750 hours), the evaluation period will be at 375 actual hours. To be considered to be making satisfactory progress towards a diploma a student must maintain a specific grade point average and proceed through the course at a pace leading to completion within the maximum time frame. The school notifies students of any evaluation that impacts the student's eligibility for financial aid. The school defines satisfactory progress as:

156928256.	Attendance:	A minimum attendance of 70% of scheduled hours offered to date.
156928257.	Academic:	A minimum grade point average of 70% on theory test and practical performance

To be considered making satisfactory progress towards a diploma a student must maintain the above specified grade average as well as proceed through the course at a pace leading to completion within the maximum time frame.

### ATTENDANCE AVERAGE CALCULATION

The attendance average is calculated on a 30 hour per week basis for all courses offered as indicated in the following chart:

		IN HOURS	COURSE PROGRAM LENGTH WEEKLY HRS
John Jay			
Beauty College	Cosmetology	1500	30
	Teachers Training	750	30
	Manicuring	750	30
	Esthetician	750	30

To remain in satisfactory progress, students must complete their program within 143% of the actual maximum time frame as follows:

Students who exceed 143% of the actual maximum time frame no longer are eligible for financial aid.

COURSE	PROGRAM LENGTH IN HOURS	MAXIMUM TIME FRAME
Cosmetology	1500	18 months
Teachers Training	750	9 months
Manicuring	750	9 months
Esthetician	750	9 months

Students must meet satisfactory progress in both attendance and academic at each evaluation. Mid-point of a 900 academic year or program "whichever comes sooner" of the courses offered are as follow:

Cosmetology	450 mid- point or /900 academic year
Teachers Training	375 mid-point or/900 academic year
Manicuring	375 mid-point or /900 academic year
Esthetician	375 mid-point or/ 900 academic year

Students who meet the minimum requirements for attendance and academic progress shall be considered to be making satisfactory progress until the next scheduled evaluation.

### **ACADEMIC: GRADING POLICIES AND REQUIREMENTS**

Students receive a numeric grade in both their theory and clinic/practical work. An overall academic average of 70% is required for graduation. The following represents the equivalencies of the grade assigned:

90 -100	A	Excellent
80 -89	B	Good
70 -79	C	Average
69 - Below	F	Failing

### **MAKE UP WORK**

Makeup work can be assigned to students giving each student the opportunity to maintain satisfactory progress. Each student is responsible for requesting makeup work for his/her instructor. Credit cannot be given for work that is incomplete. "I" will be inserted for the day. Incomplete status remains until work is made up. If work is not made up, then "I" will be change to "O". If a student is present and refused to do assigned work, he/she will automatically be dismissed and receive "O". This grade will not be allowed to be made up. Makeup work must be completed prior to issuance of the scheduled report card. Makeup work and absenteeism can be done on Tuesdays and Thursdays by scheduling with authorized personnel.

### **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academic and attendance at the evaluation point are considered to be making Satisfactory Academic Progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of Probation.

### **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making Satisfactory Academic Progress while during the warning Period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will be ineligible and the student will not be eligible to receive Title IV funds.

### **APPEAL PROCEDURE**

If a student is determined to be making unsatisfactory academic progress, the student may appeal the determination within 10 calendar days, Reasons for which students may appeal a negative progress determination include death of a relative, and injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation of the reason why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 15 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and the student will be placed on probation and / or may be placed on an academic plan and federal financial aid will be reinstated, if applicable.

### **PROBATION**

Students who fail to meet attendance or academics after warning period may appeal and if the student received an approval appeal decision they are then considered to be on probation but eligible for Title IV funds. Only students who have the ability to meet Satisfactory Academic Progress policy standards by the end of evaluation period may appeal. If the student has not met satisfactory progress by the end of the probation period they are ineligible for Title IV funding. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress.

### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

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

### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

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

### **NONCREDIT AND REMEDIAL COURSES**

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

### **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and completed 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.

I acknowledge receiving a copy of the Satisfactory Academic Progress Policy prior to enrollment.

## **Cost of attending John Jay Beauty College**

All costs and fees associated with attending our school can be found on our website,

<http://johnjaybeautycollege.com>.

## **Return of Title IV Funds**

Information regarding Return of Title IV Fund can be found in our catalog, <http://johnjaybeautycollege.com>.

## **Requirements for Official Withdrawal**

If a student elects to withdraw from enrollment from the school, the student must notify the Financial Aid Director or the Admissions Director.



# John Jay Beauty College

## Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

- The right to inspect and review the student's education records within 45 days after the day the John Jay Beauty College (“School” or “Institution”) receives a request for access. A student should submit to the Financial Aid Director a written request that identifies the record(s) the student wishes to inspect. The Financial Aid Director will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask John Jay Beauty College to amend a record should write the Financial Aid Director, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the School decides not to amend the record as requested, the School will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before the School discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

John Jay Beauty College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the School in an administrative, supervisory, academic, research, or support staff position; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the School who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.

- 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 is:

Family Policy Compliance Office  
U.S. Department of Education

400 Maryland Avenue, SW  
Washington, DC 20202

### Directory Information

FERPA requires that the School, with certain exceptions, obtain student written consent prior to the disclosure of personally identifiable information from education records. However, the School may disclose appropriately designated “directory information” without written or authorized electronic consent, unless you have advised the School to the contrary in accordance with School procedures. John Jay Beauty College has designated the following information as directory information:

- student’s name
- telephone number
- email address
- program of study
- honors and awards
- dates of attendance.
- enrollment status

Requests to have directory information about you withheld should be submitted in writing to the Financial Aid Director.

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within the School whom the School has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the School has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by

them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the School has designated as “directory information” under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

### **Completion, Retention and Graduation Rates**

The schools rates are reported on the following website.

<http://nces.ed.gov/collegenavigator/?q=john++jay+beauty+college&s=all&id=159319#general>

### **Placement and Types of Employment Obtained by Graduates**

Available on our website, <http://johnjaybeautycollege.com>.

### **Student Body Diversity**

Available at <http://nces.ed.gov/collegenavigator/?q=john++jay+beauty+college&s=all&id=159319#general>

## **Accessibility, Facilities & Services Available for Disabled Students & Intellectual Disabilities**

John Jay Beauty College makes every effort to comply with the American with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Anyone in need of special requirements may make those requests in writing to the Admissions Director.

## **Policies and Sanctions Related to Copyright Infringement**

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 United States Code). These rights include the right to reproduce or distribute a 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” damaged affixed at not less than \$750 and nor more then \$30,0000 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, United States 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 U.S. Copyright Office at <http://www.copyright.gov>.

## **Vaccination Policy**

Our school does not have any vaccination requirements. There are no criteria set forth by the Louisiana State Board of Cosmetology regarding vaccinations.

## **Drug and Alcohol Abuse Policy**

Drug abuse can affect a person’s physical and emotional health and social life. Alcohol is the most abused drug in the United States. Drugs can be highly addictive and injurious to the body. People tend to lose their sense of responsibility and coordination. Not only does the person using drugs subject himself to all sorts of health risks, drug use can and, in many instances do, cause grief and discomfort to innocent people.

## **John Jay Beauty College participate s in the federal Drug-Free Schools and Campuses Act and maintain drug free and alcohol free campuses.**

Our purpose is to maintain school facilities that are safe and secure. Students and members of our faculty have the right to know the dangers of drug abuse and our organization’s policy.

Our policy is that any person found to be in possession of, under the influence of, using, selling, offering for sale or trading drugs or alcohol on our campuses will be disciplined appropriately, with possible termination from our school or employment. If any drug-related criminal activity occurs on school campus authorities will be notified immediately.

Drug and alcohol abuse have serious consequences. Violators may face suspension or loss of driver’s license and possible imprisonment. Your property may be seized for drug law violations. Students could lose eligibility for financial aid. Conviction of drug laws can result in loss of federal benefits. The Alcoholism and Drug Abuse Hotline is open 24 hours daily and may be reached at 1 800 252-6465. There are many listings for local agencies in the yellow pages. For additional information on drug abuse penalties, treatment facilities, local resources and substance abuse statistics visit <http://nationalsubstanceabuseindex.org/louisiana/legal.php>.

## **Annual Security Report**

### **John Jay Beauty College**

#### **ARRESTS**

	<b>2020</b>	<b>2021</b>	<b>2022</b>
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0

#### **CRIMINAL OFFENSES**

	<b>2020</b>	<b>2021</b>	<b>2022</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	–	–
Rape	–	0	0
Fondling	–	0	0
Sex offenses - Non-forcible (incest and statutory rape only)	0	–	–
Incest	–	0	0
Statutory rape	–	0	0
Robbery	0	0	0
Aggravated assault	0	0	1
Burglary	0	0	0
Motor vehicle theft	0	0	1
Arson	0	0	0
Hate Crimes – Any of the above mentioned offenses, and any incidents of Larceny/ Theft, Simple assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias	0	0	0

**The above statistics include Campus, Non-Campus and Public Areas immediately adjacent to the Campus**

## Policies and Procedures

Should a student or staff member be a victim of a crime, witness a crime or become aware of a potential criminal activity including threats, a report should be immediately filed with the school director or his/her designee. Full details will be recorded and maintained in the campus security file and action will be taken including notification of police authorities. Students and staff members providing the report will be expected to cooperate with any further investigation, arrest and disciplinary action.

Should a dangerous situation arise on our campus, classrooms will be immediately notified and appropriate action taken, including lockdown if deemed necessary to secure our campus. Local authorities will be immediately notified. If evacuation is deemed necessary, all students should move to the closest exit and go to the furthest point on our parking lot. They will be accompanied by instructors and kept at a safe distance until it is safe for to reenter. John Jay Beauty College does not have campus security officers.

Crime awareness and prevention starts with being informed. As part of our class orientation, our local police department conducts an on-site class with students and staff regarding campus security procedures, crime prevention and personal safety tips.

Sex offenses, whether forcible or not forcible must be reported to local law enforcement promptly. It is important to preserve physical evidence of the offense. Sex offenses include any intimate partner violence, stalking, dating violence, sexual violence and domestic violence offenses. School personnel will assist a student with notifying local authorities if the student requests such assistance. A victim of an on campus sex offense may request a change of their academic situation in writing to the school director. In the case of an alleged sex offense, the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. If you are a victim of a sex offense or are aware of an occurrence of a sex offense, you may seek assistance by contact the school Director and/or the sexual assault hotline at 800 656-4673. The following are links to worldwide programs that will assist in the awareness, education and prevention of sex offenses and other intimate partner violence.

<http://www.cdc.gov/violenceprevention/sexualviolence/prevention.html>

<http://www.nsvrc.org/organizations/sexual-violence-specific-organization>

For information on registered sex offenders, please visit <http://www.lsp.org/socpt/default>

To comply with the Department of Education Annual Reporting requirements and the Jeanne Clery Act, our school collects crime statistics annually. These crime statistics are provided from the Kenner Police Department. This Annual Report can be viewed at any time in the administration office and is available through our website using the College Navigator or by accessing the website directly at <http://nces.ed.gov/collegenavigator/?q=john+jay+beauty+college&s=all&id=159328>.

Crime statistics for the previous three year period are available.

## **Constitution Day**

On September 17<sup>th</sup> of every year, John Jay Beauty College will dedicate the day to the Constitution of the United States of America, commemorating the September 17, 1787 signing of the Constitution.

## **Voter Registration**

Any student needing to register to vote may access the direct link on our website, <http://johnjaybeautycollege.com>.





