

Johnny Matthew's

Hairdressing Training School



17th Edition School Catalog
(With August 29, 2023 addendum)

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www.JohnnyMatthews.com

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“GI Bill® is a registered trademark of the United States Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the Official U.S. government website at <https://www.benefits.va.gov/gibill>.”

Our Mission Statement

Johnny Matthew's Hairdressing Training School (JM) is committed to high quality education by equipping our students with the tools needed to become successful in their careers. We are student-focused and dedicated in providing each student the knowledge, training and confidence needed to meet the present and future demands of the industry. The schools proven instruction techniques and curriculum, plus the expertise of the schools highly qualified and dedicated instructors help students reach their highest abilities as Hair Designers or Barbers



About Johnny Matthew's Hairdressing Training School

Johnny Matthew's Hairdressing Training School uses a system that has been taught and developed over the past twenty years by Johnny Rawlins and Matthew Nolan in their professional careers as Hair Designers and Barbers. Their program teaches students how to navigate through any hair type and create hair designs by applying Milady standards, then uniquely enhancing them with the geometric science of hair crafting.

Johnny Matthew's Hairdressing Training School's classroom and teaching salon uses the latest instructional and technical manuals and the traditional staple of the Milady standard alongside JM's geometric hair design techniques and teaching tools. JM's students will be able to take full advantage of technology in the classroom using Cengage and a student shared drive to enhance their creative learning experience.

Location and Campus Description

Johnny Matthew's Hairdressing Training School is in the heart of downtown Salem at 255 Liberty St NE. JM is housed in a location that has been specifically designed as a training facility for Hair Designers and Barbers. The facility is 4100 sq, has 15 Barbering Stations, 32 Hair Design stations, 6 shampoo bowls, a dispensary, 2 bathrooms, and a classroom.

Johnny Matthew's Hairdressing Training School can be contacted by phone at 503-902-5288, by email at admissions@johnnymatthews.com, or visiting our website at www.johnnymatthews.com.

Our School Faculty and Administrative Staff



Matthew has an English background, European style, and a local reputation in the Salon industry. Matthew learned his craft in London's West End, completing a training apprenticeship with London's top hairdressers that launched him into a career internationally. His experience has taken him from Beverly Hills to Seattle, before landing in Portland's Pearl District, and finally in Salem. Matthew Nolan is highly respected by his clients as his hair designs, please the eye and flatter the specific individual. His craftsmanship is in high demand by his salon guests. Matthew has developed a training system known for its technical precision, teaching students about the latest looks and how to style hair perfectly to suit personality and lifestyle. The demand for a Hairdressing Training System that teaches dexterous, precise, and versatile handywork is in high demand. Johnny Matthew's Hairdressing Training School meets that need and enables students to launch themselves into an exciting career

Matthew Nolan – Owner, School Director, Registered and Licensed Hair Design and Barbering Instructor by the State of Oregon

Licensed in Hair Design, Esthetics, Barbering, and Nail Technology



Johnny has built a successful career that began in 1972 when he established himself as one of the communities leading Hair Stylist. Over the years, Johnny has owned a hair school, and multiple salon locations. His training in San Francisco equipped him to become a leading stylist and embarked on the adventure with Matthew Nolan to open an education training center in the heart of Salem. As a personal stylist, Johnny has worked with an entire generation of the communities most fashionable faces. His career has spanned over 45 years, and he continues to be known by many as one of the best in the business. Johnny's enthusiasm for the industry is stronger than ever as he spends much of his time on the salon floor doing what he loves most.

Johnny Rawlins – Registered and Licensed Hair Design Instructor by the State of Oregon

Licensed in Hair Design



Tamara has more than 40 years experience in the beauty industry starting her career at the young age of 18. She loves the industry today as much as she did when she first started. She keeps up on new trends and enjoys sharing her knowledge and experience with others. The last 14 years she has had the pleasure of owning her own salon and learning the pivot point system. Tamara's real life experience and education has given her the ability to work with and educate salon staff. All her knowledge and passion are a great addition to assist with growing both staff and students of Johnny Matthew's Hairdressing Training School.

Tamara Salerno - General Manager, Floor Director

Registered and Licensed Hair Design Instructor by the State of Oregon. Licensed in Hair Design



Cathy was born and raised in Oregon. She has over 30 years of experience managing businesses and helping people achieve their goals. Her Master's degree in business administration, along with her teaching experience give her the skills necessary to develop relationships with the students at Johnny Matthew's Hairdressing Training School. Cathy is excited to support them on their journey to becoming hair designing professionals.

Cathy Holmes - Financial Aid Director



Joshua recently moved from Arizona where he had been involved in his family's salon business for most of his life. There he also practiced martial arts studio onboarding new students and assisting with other administrative responsibilities. This experience helps Joshua guide potential students confidently through the application process. He is able to knowledgeable answer questions that new applicants may have and set their minds at ease. His understanding of the hairdressing industry makes him a valuable asset to Johnny Matthews Hairdressing Training School. In his free time Joshua loves to play the saxophone, explore the outdoors, and enjoy new experiences.

Joshua Salerno - Admissions Representative



Madison attended and graduated Johnny Matthew's Hairdressing Training School , and is dually licensed in Hair Design and Barbering. She is also certified in Lash Extensions. She has lived in Oregon for 10 years, loves the outdoors, and is a staunch supporter of the Golden Knights! Her heart lies with teaching the next generation of Hair Stylists and Barbers, and loves seeing students grow their skills and succeed in their careers!

Madison Eastin - Registered and Licensed Hair Design and Barber Instructor



Dante was born and raised in Salem, Oregon. He graduated the Barbering program from Johnny Matthew's Hairdressing Training School in record time in 2018. Since graduating, he has been cutting hair all over the Salem and Keizer area. He joined Johnny Matthew's in September of 2022 and is excited to help students fall in love with the barbering industry. As an avid lover of all things movies, sports, and hip hop, he strives to have great conversations and memorable experiences with every student and person who sits in his chair.

Dante Garibay - Registered and Licensed Barber Instructor



Tanika, a Willamette Valley native, joined Johnny Matthew's in March 2023. She attended Paul Mitchell The School for cosmetology and Beau Monde Academy for barbering. She is dedicated to always learning and has done apprenticeships with both Magnum Opus in Portland and the Robert Cromeans salon in Las Vegas.

Tanika is also a national platform artist for Danger Jones and is very passionate about sharing techniques and knowledge about the industry, Tanika strongly believes that in order to succeed in this industry you must always keep learning. She is excited to help ignite the same passion in her students.

Tanika Maguire - Registered and Licensed Hair Design and Barber instructor.

“IT IS A BEAUTIFUL
thing when a career
AND
a passion
COME TOGETHER”

Program Details – Hair Design

Hair Design Program

1150 Hours

455 Practical Operations

Estimated 9-10 Months to Complete

Johnny Matthew's Hairdressing Training School has not made a determination for other states, so please check with that state prior to transfer.

Tuition and Fees	
Application Fee*	\$50.00
Enrollment Fee*	\$150.00
Tuition	\$14,500.00
Student Tool Kit*	\$2,250.00
Classic Eyelash Extension Training and Certification**	\$950.00
Books and Digital Content*	\$525.00
Total Tuition and Fees	\$18,425.00

*Non-Refundable

Additional Terms

1. Application and Enrollment Fee must be paid in full prior to the start date of the program.
2. Payment plans require a non-refundable \$150 set up fee.
3. Books, Digital Content and Student Tool Kits are non-refundable once received.
4. Johnny Matthew's Hairdressing Training School accepts payments in the form of cash, check, Visa, Mastercard, PayPal, Scholarships, Third Party, and Title IV Funding.
5. Any payment plan that is canceled after 6 months of non-payment or needs to be rewritten may be subject to a \$50 re-write fee.
6. Classic Eyelash Extension Training and Certification is a requirement of the Hair Design program at Johnny Matthew's Hairdressing Training School. The training fee is refundable if training was not provided. This fee is non-refundable if instruction of training has been provided.
7. Overages: In the event a student needs additional time beyond their contract end date to complete hours or course work, they will be allotted 70 additional hours at no additional charge. If more time is needed beyond 70 hours, a rate of \$13 per hour will be charged to the student ledger.
8. Tuition portion of charges to be discounted by 10% for payment in full on or before the first day of class.

Course Descriptions – Hair Design

Microbiology - Safety and Sanitation

Students will acquire the skills needed to maintain compliance with Oregon Laws and Rules, Centers for Disease Control and Prevention guidelines (CDC), universal precautions, and other safety and sanitation regulations required while working as a licensed Hair Designer. Students will learn to arrange a salon dispensary, arrange their own workstation, and prepare a salon safety check list from OHLA guidelines. (Oregon Health Licensing Authority)

The Skin (Structure, Disorders & Diseases)

This course will provide students with the skills to recognize skin, hair and scalp disorders most commonly encountered in a salon setting. Students will learn to describe the structure and composition of the skin and list the six functions. Students will be able to identify the food groups and the dietary guidelines recommended by the U.S. Department of Agriculture (USDA). Students will be able to promote nutrition and skin health along with the vitamins that can help the skin.

The Scalp (Structure, Disorders & Diseases)

This course will introduce students to the properties of the hair and scalp. Students will be able to discover the structure of hair and will learn about the chemical composition of hair, the truth about hair growth, and understand hair loss and the potential causes and treatments. Students will be able to recognize the disorders of the hair and scalp and learn how to perform a hair and scalp analysis.

Treatment of the Hair and Scalp

This course will have students understand the reason for studying, scalp care, shampooing, and conditioning. Students will be able to safely and effectively use massage in scalp care and learn the benefits of proper hair brushing, provide a proper and effective shampoo service and recommend specific conditioners. Students will recognize the benefits of the three-part procedure and how to perform the procedures of a salon shampoo service.

Anatomy & Physiology

This course will prepare students to be able to explain and understand the importance of Anatomy and Physiology. Students will be able to identify and understand the 11 main body systems, functions, and the major organs. Students will be able to locate the bones of the skull, cranium, face, neck, chest, shoulders, back, arm, and hand. Students will understand the muscular system and the structure. Students will learn the nervous system, the circulatory system, and the immune system that are all related to the hair design profession.

Chemistry

During this course students will focus on the difference between organic and inorganic chemistry, define matter, identify PH levels, and discuss the PH scale and explain the characteristics of emulsions, suspensions and solutions. Students will understand how the PH level of hair products will affect the hair and the scalp. We will discuss the cosmetic preparations used such as shampoos, conditioners, and rinses.

Electricity and Light Therapy

Students will learn to identify and define the common electrical terms, recognize electrical safety devices and explain the different electrical modalities and their uses. Students will be able to explain the effects of ultraviolet and infrared light on the skin.

Implements, Tools and Equipment

Students will learn how to identify the principal tools and implements used in the practice of hair design. Students will be able to identify the parts of shears, clippers and razors. Students will be able to demonstrate the correct techniques for holding combs, shears, clippers and razors.

Principals of Hair Design

This course will teach Hair Design students to discover the philosophy of Design. Students will define the elements of hair design and understand the principals. Students will recognize the influence of hair types, texture, and different styles.

Shaving and Facial Hair Design

Students will discuss sanitation and safety precautions associated with straight razor shaving. Students will demonstrate the ability to perform a straight razor shave while focusing on the holding position and cutting strokes. Students will learn to identify the 14 shaving areas of the face and how to perform a mustache and beard trim.

Haircutting

This course will provide students with an understanding of why we study haircutting. Students will be able to identify the basic principles of haircutting and conduct an effective client consultation. Students will demonstrate the proper use of haircutting tools and recognize the proper posture and body positions used while haircutting. Students will learn how to maintain safety in haircutting and understand the specific techniques while using clippers, trimmers, shears, and razors.

Hairstyling

This course will provide students with the skills needed to perform styling services in a salon setting. The curriculum will add thermal hair styling, shampoo sets, draping, braiding, pin curls, and finger waving.

Chemical Services and Hair Coloring

This course will teach Hair Design students to understand how chemical services affect the structure of hair and how to demonstrate the proper techniques for various chemical services. Students will learn how to provide efficient services to clients who wish to enhance their look with color or chemically changing their hair texture.

Wigs and Hair Additions

This course prepares students with the skills needed to fit, order, clean and style wigs, hairpieces, and artificial hair.

Career Development

This course introduces students with the tools needed to develop a successful and professional career, gain employment, and develop a client base after licensure as a Hair Designer. By the completion of the course, students will have created a resume, an employment portfolio, and a personal marketing plan. Students will also complete a business plan that includes the basics of tax preparation, marketing, insurance coverage, budgeting, creating a mission statement, and understand the basic foundation of beginning a business in the Hair Design industry.

Product Knowledge

Introduces Hair Design students to products commonly used and sold in a salon for different hair and skin types, as well as their application and sale. Students will learn to select and recommend products in a hair salon.

Program Details – Barbering

Barbering Program

786 Hours

465 Practical Operations

Estimated 6-7 Months to Complete

Johnny Matthew's Hairdressing Training School has not made a determination for other states, so please check with that state prior to transferring.

Tuition and Fees	
Application Fee*	\$50.00
Enrollment Fee*	\$150.00
Tuition	\$11,200.00
Student Tool Kit*	\$2,250.00
Master Barber Camp Certification**	\$950.00
Books and Digital Content*	\$525.00
Total Tuition and Fees	\$15,125.00

*Non-Refundable

Additional Terms

1. Application and Enrollment Fee must be paid in full prior to the start date of the program.
2. Payment plans require a non-refundable \$150 set up fee.
3. Books, Digital Content and Student Tool Kits are non-refundable once received .
4. Johnny Matthew's Hairdressing Training School accepts payments in the form of cash, check, Visa, Mastercard, PayPal, Scholarships, Third Party, and Title IV Funding.
5. Any payment plan that is canceled after 6 months of non-payment or needs to be rewritten may be subject to a \$50 rewrite fee.
6. Master Barber Camp Certification is a requirement of the Barbering program at Johnny Matthew's Hairdressing Training School. The training fee is refundable if training was not provided. This fee is non-refundable if instruction of training has been provided.
9. Overages: In the event a student needs additional time beyond their contract end date to complete hours or course work, they will be allotted 70 additional hours at no additional charge. If more time is needed beyond 70 hours, a rate of \$13 per hour will be charged to the student ledger.
7. Tuition portion of charges to be discounted by 10% for payment in full on or before the first day of class.

Course Descriptions – Barbering

Microbiology - Safety and Sanitation

Students will acquire the skills needed to maintain compliance with Oregon Laws and Rules, Centers for Disease Control and Prevention guidelines (CDC), universal precautions, and other safety and sanitation regulations required while working as a licensed Barber. Students will learn to arrange a salon dispensary, arrange their own workstation, and prepare a safety check list from OHLA guidelines. (Oregon Health Licensing Authority)

The Skin (Structure, Disorders & Diseases)

This course will provide students with the understanding on why we study the skin, the structure of the skin and the disorders and diseases. Students will know the anatomy of the skin and be able to identify all the disorders and diseases of the skin. Students will be able to recognize pigment disorders and hypertrophies of the skin. Students will know how to maintain the health of skin and understand skin cancer.

The Scalp (Structure, Disorders & Diseases)

This course will provide students with an understanding on why we study the properties and disorders of the hair and scalp. Students will learn about the chemical composition of hair and how to discuss and understand hair loss. Students will recognize the disorders of the hair and scalp and how to perform a hair and scalp analysis.

Treatment of the Hair and Scalp

This course will provide students with an understanding on why we study the treatment of the hair and scalp. Students will discuss the shampoo service and how to properly drape their clients. Students will understand the shampoo service and learn about scalp and hair treatments.

Anatomy & Physiology

This course will prepare students to be able to explain and understand the importance of Anatomy and Physiology. Students will be able to identify and understand the 11 main body systems, functions, and the major organs. Students will be able to locate the bones of the skull, cranium, face, neck, chest, shoulders, back, arm, and hand. Students will understand the muscular system and the structure. Students will learn the nervous system, the circulatory system, and the immune system that are all related to the barbering profession.

Chemistry

This course will focus on the difference between organic and inorganic chemistry, define matter, identify PH levels, and discuss the PH scale and explain the characteristics of emulsions, suspensions and solutions. Students will understand how the PH level of hair products will affect the hair and the scalp. We will discuss the cosmetic preparations used such as shampoos, conditioners, and rinses and tonics.

Electricity and Light Therapy

Students will learn to identify and define the common electronic terms, recognize electrical safety devices and explain the different electrical modalities and their uses. Students will be able to explain the effects of ultraviolet and infrared light on the skin.

Implements, Tools and Equipment

Students will learn how to identify the principal tools and implements used in the practice of barbering. Students will be able to identify the parts of shears, clippers and razors. Students will be able to demonstrate the correct techniques for holding combs, shears, clippers and razors.

Facial Massage and Treatments

Students will learn the benefits of facial massage and treatments in the barbershop. Students will identify the location of facial muscles and facial nerves that are affected by massage. Students will demonstrate massage manipulations and discuss the proper products to be used in a facial treatment.

Shaving and Facial Hair Design

Students will discuss sanitation and safety precautions associated with straight razor shaving. Students will demonstrate the ability to perform a straight razor shave while focusing on the holding position and cutting strokes. Students will learn to identify the 14 shaving areas of the face and how to perform a mustache and beard trim.

Haircutting

This course will provide students with an understanding of why we study haircutting. Students will be able to identify the basic principles of haircutting and conduct an effective client consultation. Students will demonstrate the proper use of haircutting tools and recognize the proper posture and body positions used while haircutting. Students will learn how to maintain safety in haircutting and understand the specific techniques while using clippers, trimmers, shears, and razors.

Hairstyling

This course will provide students with the skills needed to perform styling services in a barbershop setting. The curriculum will add thermal hair styling, shampoo sets, draping, braiding, pin curls, and finger waving.

Wigs and Hair Additions

This course prepares students with the skills needed to fit, order, clean and style wigs, hairpieces, and artificial hair.

Career Development

This course introduces students with the tools needed to develop a successful and professional career, gain employment, and develop a client base after licensure as a barber. By the completion of the course, students will have created a resume, an employment portfolio, and a personal marketing plan. Students will also complete a business plan that includes the basics of tax preparation, marketing, insurance coverage, budgeting, creating a mission statement, and understand the basic foundation of beginning a business in the barbering industry.

Product Knowledge

Introduces Hair Design students to products commonly used and sold in a salon for different hair and skin types, as well as their application and sale. Students will learn to select and recommend products in a hair salon.

Oregon Licensing Requirements**Hair Design Oregon Licensing Requirements**

Prior to taking the Hair Design licensing exam, the State of Oregon requires that students attend a program that includes a minimum of 1,150 hours which include Hair Design, Haircutting, Hair Styling, Chemical Services, and Shaving. The Hair Design program at Johnny Matthew's Hairdressing Training School provides opportunities to meet all of these requirements.

Barbering Oregon Licensing Requirements

Prior to taking the Barbering licensing exam, the State of Oregon requires that students attend a program that includes a minimum of 786 hours which include Barbering, Hair and Scalp Treatments, Facial Massage and Treatments, Haircutting, Hair Styling, Shaving (full face and head), Mustache and Beard Design and Detail. The Barbering program at Johnny Matthew's Hairdressing Training School provides opportunities to meet all of these requirements.

Additional Certifications**Classic Eyelash Extension Training and Certification**

Hair Design Students will learn the best techniques to become a Lash Artist and get certified in the Classic Single-Layer application process with our comprehensive and hands-on course. Under our trainer's supervision, students will learn about theory, tools, supplies, safety and contraindications, consultation and the application process. Students will receive a Johnny Matthew's Eyelash Extension Training certificate upon completion of the course.

Master Barber Camp Certification

Barber students will receive an extensive three-day barber camp with LA's premier shop owner and Hattori Hanzo top tier educator, "Leche" from Long Beach, California.

Master techniques that will take your trade toward stardom with our very own celebrity barber where you will implement the L.E.A.R.N process focusing on business solutions, the barber culture, building a clientele, professionalism, the art of shaving, fades and shear work – all part of the Johnny Matthew's experience!

Student Tool Kit

- Babyliss Volar Blow Dryer
- Hattori Hanzo 6" Student Shears
- Wahl 5 Star Cordless Magic Clip Clippers
- Three Mannequin Heads
- Round Brush
- Denman Brush
- Cutting Comb
- Clipper Comb
- Hair Clips
- Straight Razor with blades
- Pintail Comb (Hair Design Students Only)
- Eyelash Extension Curved and Straight Tweezers (Hair Design Students Only)
- Eyelash Extension Magnifying Glasses (Hair Design Students Only)
- Neck trimmers

Parking in Downtown Salem

Students are recommended to purchase a monthly parking permit from the City of Salem prior to the first day of class. The closest parking garage to the school is the Chemeketa Parking Garage located between Chemeketa St NE and Commercial St NE. Parking permits can be accessed through the City of Salem's website at www.cityofsalem.net/parking or by calling Parking Services at 503-588-6311. Johnny Matthew's Hairdressing Training School is not responsible if students obtain parking tickets. Students will not be allowed to move their car unless on scheduled breaks or lunch.

Program Outcomes

Hair Design (2021)

2021 Starts: 26

Graduated Program: 21

Number of Students who passed all portions of their licensing exam: 13

Barbering (2021)

2021 Starts: 46

Graduated Program: 21

Number of Students who passed all portions of their licensing exam: 4

Admission Requirements

Applicants must be at least 18 years of age and have graduated high school or hold a Graduate Equivalency Diploma (GED) by the time of enrollment. Applications are due 15 days before start dates (exceptions made as space allows). Late applications will be accepted on a case-by-case basis. Late applications are not guaranteed acceptance into the current program.

If applicant's high school information appears to be questionable (age and date of graduation are not reasonable, or the documentation doesn't look official, etc.) an official transcript will be requested and evaluated by the school's Director or Admissions Director prior to student enrolling. If the information cannot be verified, the student must take and pass a GED test prior to enrollment.

If the student has a diploma from another country, it will need to be evaluated and translated into English. Foreign High School Diploma Translation can be completed at www.jsilny.com or through other approved services. If information cannot be verified, the student must take and pass a GED test prior to enrollment.

Students who voluntarily withdraw from the program while meeting all academic and performance measures may re-enroll within 180 days. A \$150 re-enrollment fee will be charged to all students who chose to re-enroll. After 180 days, students will be reviewed on a case-by-case basis. Students looking to re-enroll after 180 days, may be required to submit a new application and pay an additional \$50 non-refundable application fee. Former students who were terminated for behavioral reasons may not re-enroll. When a new application is received, the Admissions Director may review a re-admitted student's records and work with the student to develop a program completion agreement. Failure to comply with a program completion agreement, may result in termination of a re-admitted student's enrollment. The school reserves the right to not readmit any student. Changes in tuition and fees may apply to any student who re-enrolls or is readmitted after 180 days.

Applications are considered complete after all requirements below have been received and accepted:

1. Application (completed and signed)
2. Paid application fee of \$50 (non-refundable)
3. Copy of Official Diploma, GED, or an Official Transcript
4. Copy of Driver's License or Government Issued ID (for age verification)
5. Transfer Transcripts, if applicable

Once all materials above have been completed and received and an application is completed, an appointment will be scheduled for an admissions interview to review the program and identify any potential barriers to students' success. Interviews may be scheduled over the phone. Candidates will be considered for admission after receipt of all admissions material, and a successful admissions interview. If there are more applicants than the program can accommodate, students will be accepted on a first come, first serve basis determined by the date their enrollment agreement is signed and received by Johnny Matthew's Hairdressing Training School.

Any student receiving GI Bill® education benefits while attending Johnny Matthew's Hairdressing Training School is required to obtain an updated Certificate of Eligibility as well as transcripts from military training and all previously attended schools and submit them to the school for evaluation of prior credit and shortening of the program proportionately. Johnny Matthew's Hairdressing Training School does not recruit students already attending or admitted to another school offering a similar course of study.

Ability to Benefit Policy

At this time, Johnny Matthew's Hairdressing Training School does not offer Ability to Benefit (ATB) testing or other processes to accept students without a GED or High School Diploma.

Enrollment Procedure

Once the application process is completed, an enrollment agreement is sent to the student to review and sign. When the enrollment agreement is completed and the \$150 enrollment agreement fee has been paid, the student is enrolled, and their space is reserved. Enrollments will continue until classes are full. Students who are accepted for enrollment after a course is to capacity will be enrolled in the next available session. Johnny Matthew's Hairdressing Training School will consider late enrollment on an individual basis, if space allows. Late enrollments will be allowed only if it can be determined that the student can make up work in a timely fashion. Enrollment is on a first-come, first-served basis.

Non-Discrimination Policy

Johnny Matthew's Hairdressing Training School does not discriminate against any student on the basis of gender, race, sex, color, religion, sexual orientation, national or ethnic origin, marital status, age or disability. Students are encouraged to first use the student grievance policy to resolve any perceived discriminatory action by other students, faculty or staff. Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 695A.820 with the Commissioner of the Bureau of Labor and Industries.

Any Faculty member or administrator found to have engaged in discriminatory behavior will be subject to discipline as outlined in the school's instructor policy manual.

Transfer Hours Policy

Student applicants applying to transfer hours from another institution shall include a sealed official transcript at time of application. Hours to be transferred will be determined at the sole discretion of the School Owner or Admissions Director, prior to signing an Enrollment Agreement.

Scholarships Policy

Johnny Matthew's may accept the award of certain scholarships in the payment of a student's cost of attendance. A list of what scholarships may be available to the student is available in the Financial Aid Office. Many of the scholarships have different requirements in order to qualify, so please check with the Financial Aid office for that list, and the associated requirements for each.

It is important for students to recognize that it should always be free to apply for a scholarship. If you are being asked for a payment, it is recommended you refrain from applying or check with your Financial Aid office before proceeding. Below are some recommended resources for scholarship searches:

Fastweb – <https://fastweb.com>

OSAC (Office of Student Access and Completion – <https://oregonstudentaid.gov/scholarships.aspx>)

Johnny Matthew's Scholarships

Johnny Matthew's gladly offers the following scholarships exclusively for eligible non-citizens and non-permanent resident students:

Hair Design Non-Resident Scholarship	\$3,000.00 towards tuition
Barbering Non-Resident Scholarship	\$2,000.00 towards tuition

Reapplication Policy for Denied Applicants

Denied applicants will be allowed to re-apply.

Refund Policy

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due, the applicant or student shall be refunded within 40 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded.
3. If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the published enrollment fee. Such fee shall not exceed 15% of the tuition cost, or \$150, whichever is less.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 days.)
6. In type 2, 3, 4, or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

Refunds to be computed as follows:

For students who enroll and begin classes but withdraw prior to course completion (after five business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

- If enrollment is canceled within five business days of enrollment: 100% refund
- If enrollment is canceled after five business days, but prior to onset of program: the school may retain only the published enrollment fee. Such fee shall not exceed 15% of the tuition cost, or the \$150, whichever is less.
- If enrollment is canceled after the program has begun: If less than 50% of the program has been offered, a

tuition refund is prorated and determined by percentage of program offered in scheduled hours.

- If 50% or more of the program has been offered, there is no refund, and the student is responsible for the entire tuition amount as agreed upon in the enrollment contract.

In the case of disabling illness, injury, or death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid, or completion of the course at a later time.

Vaccinations and Immunizations

Johnny Matthew's Hairdressing Training School does not require students to have immunizations or vaccinations to enroll.

Schedule and Scheduled Holidays

Students are required to enroll and commit to a full-time schedule of 35 hours weekly. The School's hours are Monday-Thursday 9:00am to 5:30pm and Friday 9:00am to 4:00pm. There are no part-time options available.

Holidays observed in 2023 are:

Memorial Day 5/29/2023, Independence Day Observed 07/05/2023, Labor Day 09/04/2023, Thanksgiving Break 11/23/2023 and 11/24/2023, and Winter Break 12/25/2023 and 12/26/2023.. A "special" holiday may be declared for emergencies or other reasons.

Johnny Matthew's Hairdressing Training School's new cohorts start on the first Monday of every other month beginning on February 6, 2023. Exceptions may apply due to holidays or other events.

Enrollment Calendar	Barbering Cohort Start Date	Barbering Estimated Grad Date	Hair Design Cohort Start Date	Hair Design Cohort Estimated Grad Date
February Cohort	2/6/2023	7/14/2023	2/6/2023	09/27/2023
April Cohort	4/10/2023	09/18/2023	04/10/2023	11/29/2023
June Cohort	6/5/2023	11/10/2023	6/5/2023	01/30/2024
August Cohort	8/7/2023	1/18/2024	8/7/2023	04/01/2024
October Cohort	10/2/2023	3/13/2024	10/2/2023	05/24/2024
December Cohort	12/4/2023	5/13/2024	12/4/2023	7/29/2024

Constitution Day

Johnny Matthew's Hairdressing Training School recognizes Constitution Day on September 17th of each year. When Constitution Day falls on a weekend or on another school holiday, Johnny Matthew's School will observe the holiday on an adjacent school day. For more information visit www.constitutionday.com. Constitution Day falls on a Sunday in 2023, so Johnny Matthew's Hairdressing Training School will recognize Constitution Day on Monday, September 18th.

Voter Registration

Every Oregonian who is at least 16 years old, a U.S. Citizen, and an Oregon resident can register to vote. To participate in an election a voter must be registered at least 21 days before the election. Voter Registration information for Oregon residents and Election Date information can be found at <https://secure.sos.state.or.us/orestar/vr/register.do>.

Student Right to Know

For updated information regarding student diversity, graduation rates, and retention, and other school outcome measures, please visit <https://www.johnnymatthews.com/student-right-to-know/>.

Financial Aid Programs

For those students who qualify, Johnny Matthew's School participates in the Federal Pell Grant and Direct Loan Programs (subsidized and unsubsidized), and Parent PLUS loans (unsubsidized). Subsidized loans are need based and based on the school's Cost of Attendance (COA) and the Student's Expected Family Contribution (EFC) which is a determination made concerning need or lack thereof. Unsubsidized loans are not need based. Financial Aid Staff counsels each student about their eligibility and availability of funding. The Pell Grant is a grant to those who qualify. The Pell Grant does not have to be repaid except in cases where a student fails to complete a specified percentage of a payment period of which they are currently attending. In cases where a student withdraws before completing 60% of the specified payment period, a portion of the grant may become the student's liability and as such may create a greater liability on the student in terms of balance owed to the school.

Our School works with students in determining loan amount need(s). School's Awards Staff must certify loans. All student loans are binding Agreements between the student and the U.S. Department of Education and as such must be repaid. Failure to repay student loans by student and/or parents of the student (PLUS Loan) to the U.S. Department of Education as scheduled on the promissory note will have adverse effects on the individual's credit history. Students are apprised of expected federal funds for a specified award on or before the first day of class based on financial and/or other pertinent information the student provides to the school when filing or verifying FAFSA information. Federal funds are disbursed in payment periods. Disbursement of federal funds is contingent on the student making satisfactory progress at the scheduled disbursement date. Failure to maintain satisfactory progress as defined in the school's satisfactory progress policy will cause a student's federal funds to be withdrawn.

Entrance and Exit Counseling

All financial aid students are advised of loan responsibilities during the Entrance Loan Counseling and Exit Loan Counseling. Entrance and Exit Interviews are required online educational sessions that are completed at <https://studentloans.gov> by all students who are taking out Stafford Loans. Johnny Matthew's completes a scheduled in-house Exit Interview to review repayment obligations and educate each student about their Federal Servicer on an individual basis. Students are given the contact information of their lender, current balances, and a copy of their school account ledger during the Exit Interview. All students who took out a Stafford Loan during their enrollment with Johnny Matthew's are required to complete an Exit Counseling session at <https://studentloans.gov>

Rights and Responsibilities of Students Receiving Financial Assistance

- All federal, institutional, and private student financial assistance programs available, including both need and non-need-based programs.
- The cost of attending school, how the Cost of Attendance (COA) is calculated, how the Expected Family Contribution (EFC) is determined, and how a student's financial need is calculated using these numbers.
- Procedures, forms, deadlines, and eligibility requirements to apply for financial assistance. How financial aid will be disbursed, including an explanation of Johnny Matthew's refund policy.
- What portion of financial aid is a loan, which must be repaid, and what portion is a grant. If a loan has been received, you have the right to know the interest rate and loan repayment options and procedures. Sample repayment schedule is available through Entrance Counseling at <https://studentloans.gov>.
- The Satisfactory academic progress (SAP) requirements to maintain eligibility for financial assistance, how to appeal a loss of financial assistance due to failure to meet SAP requirements, and how to regain eligibility for financial assistance after failing to meet the standards without an appeal.
- Policies regarding confidentiality of financial aid records. Johnny Matthew's complies with the Family Educational Rights and Privacy Act of 1974. Information can be found at: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.
- Who to contact and how to contact the appropriate Johnny Matthew's personnel regarding student financial assistance.
- Exit Counseling information which is required upon transfer from or completion of your program at Johnny Matthew's. Information is available at: <https://studentloans.gov>.
- The general conditions and terms applicable to any employment provided to a student as part of the student's financial assistance package.

Cost of Attendance

The cost of attendance for a student is an estimate of that student's educational expenses for the period of enrollment. It is typically determined by annual surveys given to our students to determine the average costs of Tuition and Fees, Room and Board, Transportation, Books and Supplies, and Personal Expenses. A Student's cost of attendance is the sum of these listed categories.

2022-2023	Living with Parents – No Dependents				All Others			
Cost of Attendance	Room & Board	Transportation	Supplies & Books	Personal	Room & Board	Transportation	Supplies & Books	Personal
Barbering	414	317	1904	243	1706	490	1904	410
Hair Design	414	317	1904	243	1706	490	1904	410

Definition of an Academic Year

An academic year for a clock-hour program is defined by the Department of Education of at least 26 weeks of instructional time.

Pell Grant Formula

Both Hair Design and Barbering are clock hour programs and therefore use Pell Formula 4 for determining eligibility.

Clock-hour programs and credit-hour programs without terms, residential portion of non-term correspondence programs.

Step 1: Determine Enrollment status.

At least half-time or less-than-half-time.

Step 2: Calculate Pell COA.

Full time, full academic year costs.

Cost for program or period not equal to academic year prorated. Two fractions compared:

Hours in program's definition of academic year/Hours to which the costs apply

Weeks of instructional time in the program's definition of academic year /Weeks of instructional time in the enrollment period to which the cost applies.

The entire cost is multiplied by the lesser of the two fractions to determine Pell COA.

Step 3: Determine Annual Award.

Always taken from full-time payment schedule (equal to Scheduled Award). Does not mean students are always considered full-time.

Step 4: Determine Payment Periods.

Length of payment period measured in credit or clock-hours. Minimum of 2 equal payment periods required for programs shorter than an academic year, or 2 equal payment periods in each full academic year (or final portion longer than half an academic year) for programs longer than or equal to an academic year.

Step 5: Calculate Payment for a Payment Period

Annual award multiplied by the lesser of:

The number of credit or clock-hours in the payment period

The number of credit or clock-hours in the program's academic year

OR

The number of weeks of instructional time in the payment period

The number of weeks of instructional time in the program's academic year

Note: A single disbursement can't exceed 50% of the annual award.

Verification Policies and Procedures

Johnny Matthew's has developed the following policies and procedures for the verification of information provided by applicants for Federal Title IV student financial aid.

1. Only those students selected for verification by the U.S. Department of Education (ED) or those with conflicting information in their records will be required to submit supporting documentation. In most cases, the required documentation consists of a completed Verification Worksheet and if the IRS DRT is not used, then a Federal Tax Return Transcript (and an IRS Form 1040X if an amended tax return was filed) from the prior, prior year (2020 calendar year for the 2022-23 processing year, 2021 calendar year for the 2023-24 processing year, etc.). Any conflicting information in the student's file must be resolved before any financial aid may be disbursed, regardless of the student's verification status.
2. No Federal Pell Grant, Campus-Based aid, or Subsidized Direct Stafford Loan funds will be disbursed prior to the completion of verification.
3. A Direct Stafford Loan will not be originated until all verification has been completed.
4. Students eligible to receive a Pell Grant, Campus-Based aid or a Subsidized Direct Loan will have until 120 days after their last day of attendance or by the deadline published in the Federal Register each year (deadline is usually around the end of September) whichever is earlier, to complete verification. However, in the interim, the student must have made arrangements with the school for payment of all tuition and fees due, or risk termination from the school. After the aforementioned period, all financial aid that might have been due is forfeited.
5. All students will be notified on a timely basis if they were selected for verification and what supporting documentation is required. At that time, the student will be informed of the time parameters and the consequences of not completing the verification process. The institution will notify the student of the results of the verification process and any other documentation needed. The institution will assist the student in correcting any information that is inaccurate and will notify the student via award letter if an award changes. The institution will use as its reference the most recent Verification Guide supplied by Ed.
6. If the institution suspects that a student may have engaged in fraud or other criminal misconduct in connection with his or her application for Title IV, HEA program assistance, the school will refer the case to the Office of Inspector General (OIG) (1-800-MISUSED) for resolution. The school will consult with an attorney prior to referring the case to the OIG. Common misconduct includes false claims of independent student status, false claims of citizenship, use of false identities, forgery of signature of certifications, and false statements of income. Remember that fraud is the intent to deceive as opposed to a mistake.
7. The financial aid file must be documented with the date the verification is completed.

Professional Judgement Policies and Procedures

A Professional Judgement is a process that is determined by the school to evaluate the special circumstances of a student that caused a change of information than what was originally reported on the FAFSA. Special circumstances may include but are not limited to: Financial hardship, a decrease of household income, loss of a job, permanent reduction of hours at work, etc. Please talk with the Financial Aid office if you feel your situation may qualify for a Professional Judgement. Specific documentation is oftentimes required and there are no guarantees that a professional Judgement will be approved.

Dependency Override Policies and Procedures

In rare occurrences, special circumstances could warrant a student to file for a Dependency Override. A Dependency Override, if approved by the school, allows a student who would normally be determined as a dependent student to file a FAFSA without required parental information or a parent signature. Special circumstances could include but are not limited to parents who are deceased, incarcerated, estranged, a harm or danger to the student, or cannot be reached by normal means. Dependency Overrides typically do not include students who are financially self-sufficient or parents who do not wish to divulge information or signatures for FAFSA purposes. Please see the Financial Aid Department about more information if you feel your situation may qualify for a Dependency Override. Each Dependency Override will be evaluated by the school, and there are no guarantees that a Dependency Override will be approved.

Credit Balance Policies and Procedures

If a credit balance exists after the disbursement of Title IV aid, the student/parent is given the choice to apply the credit balance funds to the next payment period's tuition (as long as it occurs in the same academic year) or to have a check issued to pay back on the principal balance of the loan or a refund to the student and/or parent (for PLUS loans). If the student or parent chooses a refund from the credit balance, the FA office notifies the school Director of the amount and to whom the check is to be written. The School Director then issues the appropriate credit balance check to the student. If the student/parent requests loan money be paid back on the principal balance of a Federal Direct loan, the Owner will deposit the credit balance amount of the student/parents requested loan funds into the Direct Loan Bank Account and notify the SERVICER of the student/parent's request. SERVICER will administer repayment to the Direct Loan Servicing Center and provide documentation for the student's file. If the student/parent requests the excess funds for living expenses, the student will be issued the excess funds check within 14 calendar days

Satisfactory Academic Progress (SAP)

Students are evaluated for Satisfactory Academic Progress as follows:

Hair Design Program (1,150 Hours): 450, 900, and 1025 actual hours

Barbering Program (786 Hours): 393 actual hours

Attendance Progress Evaluation (Quantitative)

Students are required to attend a minimum of 75% of the scheduled hours possible in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued (clocked by student), by total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that given the same attendance rate, the student will graduate within the maximum time frame allowed.

Academic Progress Evaluation (Qualitative)

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams, and practical tests. If the exam performance does not meet satisfactory requirements and it is repeated prior to the end of the SAP period, the passing grade will be used. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 75% and pass FINAL written and practical exams prior to graduation. Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for scheduling and grading make-up work, in-completes, and repetitions. Individual student academic records are kept by the school and furnished to the student.

Students will be notified of any evaluation that impacts their financial aid eligibility, if applicable. Numerical grades are computed according to the following scale:

90-100	A
80-89	B
75-79	C
74 and BELOW	Not Passing

Warning and probation Statuses

Warning Status – 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 placed on probation and if applicable, students may be deemed ineligible to receive Title IV funds.

Probation Status – Students who fail to meet minimum requirements for attendance or academic progress after the warning period, will be placed on probation and considered to be making satisfactory Academic Progress while during the probationary period if the student appeals the decision and prevails upon appeal. Additionally, only students who can meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be able to appeal. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and if applicable, students will not be deemed eligible to receive Title IV funds.

SAP Appeal Procedure

If a student is determined to not be making Satisfactory Academic Progress, the student may be offered the opportunity to appeal the determination. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet Satisfactory Academic Progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Process by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student in writing, within 7 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the Satisfactory Academic Progress determination will be reversed, and federal financial aid will be reinstated if applicable.

Maximum Timeframe

The maximum time (which does not exceed 133% of program length) allowed for students to complete each course, satisfactory academic progress, is outlined below. Students who have not completed the course within the maximum time frame, may continue at Johnny Matthew's school on a cash pay basis.

Hair Design, 1150 Hours (Full-Time, 35 hrs/wk, 1529 Scheduled Hours, up to 43.6 weeks)

Barbering, 786 Hours (Full-Time 35hrs/wk, 1045 Scheduled Hours, up to 29.8 weeks)

Leave Of Absence (LOA)

A Leave of Absence is defined as an approved interruption of training for extenuating circumstances. An LOA has no effect on Satisfactory Academic Progress standards and the student will return to school in the same progress status as prior to the LOA. All requests for an LOA must be submitted in writing to the school's School Director or Financial Aid Director. The Leave of Absence will extend the student's contract period and maximum time frame by the same number of days as taken in the Leave of Absence. If a student fails to return from an LOA, he/she will be dismissed from the program. For more information, please see the Leave of Absence Policy.

Return of Title IV Calculation

The Federal Return of Title IV funds formula (R2T4) determines the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period. The R2T4 only applies to students who are Title IV eligible and have posted attendance and been dropped from their program.

Official Withdrawal Process: If a student wishes to withdraw from school, they must notify one of Johnny Matthew's School's Directors or the school Owner. The notification may be in writing, via email, or verbally to one of the school's Directors. The date the notification is received is the date of determination. The school's Director must begin the withdrawal process. For an unofficial withdrawal, a student's withdrawal date from a school that is required to take attendance is their last day of physical attendance. The student's date of determination is 14 days after they cease attendance.

The federal formula requires a Return to Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell grants, Direct Loans, or Direct PLUS Loans, FSEOG, TEACH, and Iraq Afghanistan Service Grants (IASG) during the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. After 60% point of the payment period (Or period of enrollment depending on what your school uses) the student is considered to have earned 100% of the aid for the period. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

Johnny Matthew's School and the State of Oregon's refund policy deems tuition earned after 50% of the program's scheduled hours are complete. Therefore students federal and institutional refund computation may differ.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due at the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell Grant funds must be released to the student without the student having to take any action. The funds must be released as soon as possible but no more than 45 days after the date of determination. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account.

The following Title IV return distribution is used for all FSA students:

1. Unsubsidized Direct Loan

2. Subsidized Direct Loan
3. Direct PLUS Loan (Parent)
4. Federal Pell Grant
5. Iraq Afghanistan Service Grant

Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination.

The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

Student Right to Information/FERPA

Any student is permitted to review the contents of their file in the Administrative Office of the school. Review must be in the presence of a School Director, at a time compatible to both the student and the school. The school requires written consent signed by the student before releasing individual student information to a third party. Parents or guardians of a dependent minor student may have access to the records of the dependent minor student. The school requires written consent signed by the parents of a dependent minor student before releasing individual student information regarding the dependent minor student. The school can not disclose to a parent if the student is an independent student under IRS laws without the student's written permission. Student records may be released to the Federal Government, State Education Department, and NACCAS without the student's consent.

These policies and procedures are in place, in accordance with the Family Educational Rights to Privacy Act (FERPA).

Tuition Options Payment Plans

Johnny Matthew's works with Tuition Options to service our in-school payment plans. Tuition Options allows students the ability to track and monitor their balance online as well as make payments and set up auto-pay online. All Tuition Options payment plans require a \$150 payment plan setup fee that is added to a student's ledger. All of Johnny Matthew's payment plans are 0.0% interest while a student is enrolled, and 7.0% after the student's contract graduation date. Johnny Matthew's may require a \$50 rewrite fee for any contracts that have been canceled due to non-payment. There are no prepayment penalties with any of our payment plans. Please visit <https://www.tuitionoptions.com> or consult the Financial Aid Office if you have any further questions.

Johnny Matthew's Collections Policy

Johnny Matthew's reserves the right to employ collection agencies if payments are not made as agreed, as allowed by ORS46.608, ORS345.325 and OAR715-045-0018. Student and/or Parent/Guardian agrees to pay any allowable collections fees assessed by a third party agency, as allowed by law, as a result of any such transfer.

New Student Information

On a student's first day of school, it is required that a student arrive no later than 9:00am. Students should review the dress code and parking in the downtown Salem sections of this catalog prior to the first day of school. Students will not need to bring any tools, but it is recommended that a student bring a notepad and writing utensil.

Course Language

All courses are taught in English.

Class Size

Student-teacher ratios are never less than 1 teach for every 15 students unless the class size exceeds 30 in attendance. After 30 students, an additional teacher will be added for every 20 additional students in attendance, or part thereof.

Dress Code

Students are required to wear solid black tops and bottoms, including but not limited to shirts, sweatshirts, sweaters, pants, shorts, skirts, and dresses. Students are expected to use their best judgement and refrain from revealing clothing in the chest, mid-drift, back, legs, or buttocks areas. Students should refrain from wearing hats and beanies. Students are expected to maintain respectful hygiene, without excessive foul orders or excessive perfumes or cologne. Students must wear closed toed shoes. Students who are out of dress code may be sent home for the day.

Industry Requirements

Students must have an understanding that working in this industry requires physically demanding hours and physical postures. Licensed Hair Designers and Barbers must maintain professional public demeanor and seek continuing education throughout their career.

Job Placement Assistance

Johnny Matthew's Hairdressing Training School does not and cannot guarantee employment. The school's Career Development course assists students in creating cover letters, professional resumes, career portfolios, and marketing plans which are designed to enhance graduates' job search. The Johnny Matthew's Hairdressing Training School classroom will contain a job posting board. Instructors frequently serve as personal and professional references for students who have graduated and are seeking employment.

Student Housing

Students are responsible for their own housing. It is strongly recommended that those wanting to rent housing in Salem conduct their rental search as soon as possible, after enrollment.

Client Responsibilities

By enrolling, students have agreed not to refuse to perform client services on any client or other program requirements, unless otherwise permitted by an instructor or other Johnny Matthew's staff. Students who refuse to

perform services on a client without a sufficient reason and instructor/staff approved reason, may be considered for a conduct violation. Students who are uncomfortable with performing a client service are encouraged to discuss the matter with an instructor prior to beginning the service.

Sanitation Responsibility

As part of a student's program requirements, it is the responsibility of students to complete the sanitation duties they are assigned to each day. Sanitation duties are not only important for the safety and cleanliness of your workstation for clients, but it also helps to prepare students for sanitation expectations for working in salons and barbershops. Failure to complete sanitation duties may result in a write-up and/or suspension.

Attendance Expectations

Students are expected to attend all courses and maintain an active and consistent attendance of at least 35 hours per week. It is the student's responsibility to make-up for missed course work. Students must maintain 75% cumulative attendance in all courses, and for the entirety of the program, and to have satisfactory attendance, according to the school's Standard Academic Progress Policy.

Tardiness and Clocking-out

Johnny Matthew's Hairdressing Training School expects all students to assume diligent responsibility for their attendance and promptness. Regular and prompt attendance is essential to the success of the student and completion of our training program. It is important for all students to report to school on time and to return from lunch and breaks in a timely manner. Doors open at 8:45am, **Classes start at 9:00am each day Monday – Friday, and doors lock at 9:15am each morning; students arriving after 9:15am will not be admitted that day** and are welcome to return the following school day. Students are required to be punctual and clock in with the biometric time clock. It is the expectation of Johnny Matthews that students remain clocked-in and actively engaged with their program requirements until 4pm each day. If a student must leave before 4pm, it is mandatory that students notify a Johnny Matthew's staff member prior to clocking out to ensure safety and accountability for our students.

Graduation Requirements

In order to graduate, a student must have completed all of the following:

- Required Hours Completed
- Completed All Practical Operations required for the program
- Completed All Classroom Assignments
- Completed All Program Essays
- Passed Final Practical

In order for transcripts to be sent to the Health Licensing Office for licensure testing, a student must have their school balance paid in-full.

Transcript Ready Program (TRP)

The Transcript Ready Program is available to all students who have exhausted all resources to pay off their school ledger, but still have a balance once graduated. For more information, please see the Transcript Ready Program Policy.

State Licensing

When the student passes the State Hair Design or Barbering exam and pays the State-licensing fee, they will be issued a license by the State of Oregon. Their license must be renewed with the Oregon Health Licensing Association, according to the current renewal guidelines of that agency. For more information about getting licensed to practice Hair Design or Barbering in Oregon, and licensing fees visit <http://www.oregon.gov/OHLA/COC/pages/howtogetlicensed.aspx>.

Upon graduation and application for Oregon State licensing, students should understand that pursuant to ORS181.534, 676.612 and OAR33-030-005, the Oregon Health Licensing Association may require an applicant to complete a fingerprint check through the Oregon State Police. The office may also conduct a criminal background check of convictions to determine whether the applicant has been convicted of a crime that may affect the applicant's fitness to practice in accordance with ORS 670.280.

Anti-Hazing Policy

The imposition or use of any conduct or initiation activities that willfully or recklessly endanger the physical or mental health of any person is prohibited. Violation of this policy will result in disciplinary actions against the violator, including counseling and possible termination from Johnny Matthew's School.

Social Networking Policy

Johnny Matthew's School respects the rights of students to use social media during their personal time. Social media includes all forms of publicly accessible communications which include but are not limited to; written and verbal communications (including podcast and video uploads) and all forms of electronic communication including discussion groups, forums, news groups, e-mail distribution, blog postings, and or social networking site (such as Facebook, Twitter, You Tube, Instagram, etc.). Students are personally responsible for the content they publish on social networking sites. Students are expected to treat each other with fairness and respect, consistent with the Johnny Matthews School's culture. Johnny Matthew's does not permit ethnic slurs, personal insults, obscenity, and intimidation, cyber bullying or engaging in conduct that would be unbecoming of a Johnny Matthew's Future

Professional and misrepresent Johnny Matthew's culture. Johnny Matthew's reserves the right to request the removal of any posts at its discretion and take necessary disciplinary action as appropriate.

Behavioral Conduct Policies

All students are to maintain a professional attitude and appearance; students should treat clients, instructors, staff, and other students with courtesy and respect at all times. No profanity, vulgarity, inappropriate contact with students/staff/clients, or non-professional behavior will not be tolerated in the school. Students may not eat or sit on the salon floor. Full cooperation and attention shall be given to the teachers, staff and guests/presenters at Johnny Matthew's Hairdressing Training School. It is imperative that cell phones and electronic devices are put away unless they are being used to access program curriculum or for personal or family emergencies, in which the student is expected to temporarily excuse themselves from class. The following violations will be grounds for suspension or dismissal:

- Alcohol and controlled substances are not permitted in the school or on the property; any student arriving with these substances or under the influence of these substances may be dismissed.
- Theft of any sort may result in permanent termination; this includes taking salon supplies off school property, without written permission from staff.
- Intentional abuse or unauthorized use of equipment.
- Malicious gossip and inappropriate conversation on the clinic floor or school premises will not be tolerated and may result in termination.
- Bullying, Hazing, and/or cyberbullying will not be tolerated and may result in termination.
- Insubordination to any staff member is grounds for suspension and may result in termination.
- Inappropriate interruptions, conversations, or outbursts in the classroom, during presentations, on the clinic floor, or anytime during school hours on school premises that disrupts the educational or professional environment or other students and guests.
- Bringing any type of weapon or facsimile of a weapon to the facility.
- Threats, harassment, violence, or any other behavior conduct that is deemed significant could also result in grounds for dismissal.
- Any student who misses school for fourteen consecutive days without notifying the school **will** be terminated.

Student Suspensions

Any student, at the discretion of any instructor or Director, can be required to take a one-day leave from the school for any behavior deemed counterproductive to creating a safe, calm, respectful learning environment. Students are required to leave immediately upon such verbal request, and not return until after they have remained off school premises for the remainder of that day and the entire following school day. Students are both welcome and encouraged to return to school after their one-day suspension is completed. The student must arrange to make up lost time in the class or on the salon floor. Before returning to school, the student may sign a corrective action plan.

Student Behavioral Probation

Behavioral Probation may be invoked after a student has received a one-day suspension and the student's behavior continues to be clearly disruptive to the educational environment or the student's behavior has been deemed to be significant enough to warrant a Behavioral Probation without a prior suspension. Terms of behavioral probation may vary but will be specifically clarified in a document provided to the student. A suspension while on behavioral probation will not exceed 10 calendar days and must allow for a student to return within 14 calendar days from the student's Last Date of Attendance (LDA). Before returning to school the student may sign a corrective action plan. If a student breaks the terms of a written Behavioral Probation, he/she may be automatically terminated.

Student Behavioral Dismissals

Violation of terms of behavioral conduct policies and/or written Behavioral Probation may result in the immediate termination/dismissal of the student. Notification of dismissal will be sent by certified mail, email, or given in writing personally to the student. Refunds for dismissed students are made in accordance with the school's refund policy.

Non-Credit, Remedial Courses, Repetitions

Non-credit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's Satisfactory Academic Progress Policy.

Make-Up Work

If a student fails, does not complete, or falls below 75% on any written or practical exam, the student will be allowed to retake the exam one time and the higher of the two grades shall be used. This policy applies to both make-up work and low score work.

Withdrawal and Incomplete Status

An official withdrawal is when a student notifies the school in any manner, written, verbally, email, etc., of their intent to cease attendance and no longer continues in their program. For documentation purposes, the school requests that the student notify the school in-writing, so the notification can be filed. The date the student notified the school is considered the Date of Determination for R2T4 purposes. An unofficial withdrawal is when a student has not posted attendance for 14 consecutive calendar days. The 14th day is considered the DOD for R2T4 purposes.

Students who meet their hours but still have academic obligations to complete are considered to be in "incomplete" status. Students who are incomplete have 60 days to submit or perform all outstanding assignments, services, and tests or they must be withdrawn.

Transferring Programs within Johnny Matthew's School

Students who are transferring programs within Johnny Matthew's may be able to transfer any applicable hours, services, and/or coursework as determined by the School Director or General Manager. Students must meet with the

Admissions and Financial Aid Director prior to transferring to determine the number of transfer hours and pro-rated charges of the new program. Students must also pay a \$150 program change fee in order to complete an enrollment agreement for the new program.

Transcripts

Once a student has met all graduation requirements, Johnny Matthew's will complete and send transcripts to the health Licensing Office. Students who would like to request a copy of their transcripts, must request in writing and such request must be accompanied by a \$15 fee, which will include any mailing charge. Transcripts are not released to students unless ledger balance is fully paid off.

Annual Security Report

All students are provided materials regarding the Jeanne Cleary Act, Drug and Alcohol Abuse Prevention Program, and Security and Crime Statistics at every new student orientation. All students and staff are also provided updated Annual Security Report Material as it becomes available October 1st of each year.

Drug & Alcohol Abuse Prevention Program

This policy applies to all students, staff and contractors of Johnny Matthew's Hairdressing Training School.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or the unlawful possession and use of alcohol is wrong, harmful and prohibited by Johnny Matthew's Hairdressing Training School while at school or during any school related activities or while wearing the school uniform.

A violation of this policy may result in requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension from the school.

A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy. Violations of applicable local, state, and federal laws may subject a student or employee to a variety of legal sanctions including but not limited to fines, incarceration, imprisonment and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities.

Health Risks

Health risks generally associated with alcohol and drug abuse can result in but are not limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders. The use of alcohol and other drugs represents a serious threat to health and the quality of life. More than 25,000 people die each year from drug-related accidents or health problems. With most drugs, it is possible that users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows:

Alcohol

Produces short-term effects that include behavioral changes, impairment of judgement and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain; ulcers; gastritis; malnutrition; delirium tremens; and cancer. Alcohol combined with barbiturates and other depressants can prove to be a deadly mixture.

Amphetamines/Stimulants

(Speed, uppers, crank, caffeine, etc.) speed up the nervous system and can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleeplessness, anxiety, hallucinations, paranoia, depression, convulsions, and death due to a stroke or heart failure. Anabolic steroids seriously affect the liver, cardiovascular and reproductive systems and can cause sterility in males and females as well as impotency in males.

Barbiturates/Depressants

(Downers, quaaludes, valium, etc.) slow down the central nervous system and can cause decreased heart and breathing rates, lowered blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma, and death. Depressants combined with alcohol can be lethal.

Cocaine/Crack

Stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures, and death due to cardiac arrest or respiratory failure.

Hallucinogens

(PCP, angel dust, LSD, etc.) interrupt the functions of the part of the brain that controls the intellect and instincts. It may result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart/lung failure.

Cannabis

(Marijuana, hashish, hash, etc.) impairs short-term memory comprehension, concentration, coordination, and motivation. It may also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked – deeply inhaled and held in the lungs for a long period – enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

Narcotics

(Heroin, morphine, Demerol, Percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea, and vomiting. An overdose may result in convulsions, coma, and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

Tobacco/Nicotine

Causes death among some 170,000 people in the United States each year due to smoking-related coronary heart disease. Some 30 percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas, and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are 10 times more likely among smokers.

Federal Financial Aid Penalties for Drug Violations

Federal guidelines focus strongly on illicit drug use and distribution. The Higher Education Opportunity Act states students convicted of an illicit drug violation can be denied federal financial aid for a specific period, in addition to other legal penalties. The Free Application for Federal Student Aid (FAFSA) asks students if they have been convicted of a drug-related offense: "Have you ever been convicted of possessing or selling illegal drugs?" If you answer "yes" the school will send a worksheet in the mail to determine if your conviction affects your eligibility for aid. Failure to answer the question automatically disqualifies students from receiving federal financial aid. Answering this question falsely could result in fines up to \$20,000, imprisonment or both,

Help Resources

For a full list of resources in the Salem area, please visit

https://www.co.marion.or.us/CS/CFC/Documents/salemresoucelist_111314.pdf

Domestic Violence, Dating Violence, Sexual Assault and Stalking

Center for Hope and Safety Advocacy Office

Location: 605 Center St. SE

Salem, OR 97301

Hotline: 503-399-7722

Toll Free: 866-399-7722

English & Spanish speaking advocates always available

Drug and Alcohol Abuse Prevention and Counseling

BRIDGEWAY

Location: 3325 Harold Dr. NE

Salem, OR 97305

Contact: 503-363-2021

SEASONS COUNSELING

Location: 730 Hawthorne Ave. NE

Salem, OR 97301

Contact: 971-205-1982

SERENITY LANE

Location: 1885 Fisher Rd. NE

Salem, OR 97305

Contact: 503-588-2804

Suicide Prevention Resources

National Suicide Prevention

Lifeline: 1-800-273-TALK(8255)

Suicidepreventionlifeline.org

Homelessness Resources

UNION GOSPEL MISSION OF SALEM

Location: 345 Commercial St. NE

Salem, OR 97301

Contact: 503-362-3983

ARCHES DROP-IN DAY CENTER

Location: 1164 Madison St. NE

Salem, OR 97301

Contact: 503-399-3080

WOMEN AT THE WELL GRACE HOUSE

Location: 1243 Peace St. SE

Salem, OR 97302

Contact: 971-600-3627

Food/Clothing

SALVATION ARMY

Location: 1977 Front St.

Salem, OR 97301

Contact: 503-585-6688

MANO a MANO FAMILY CENTER

Location: 2921 Saddle Club St. SE – Suite 1009

Salem, OR 97317

Contact: 503-315-2290

Emergency Response and Evacuation Procedures – Statement of Policy

Johnny Matthew's Hairdressing Training School's campus consists of one building. If an emergency evacuation is required, you will be notified by your instructor and follow the emergency plan posted in the classroom area on the large bulletin board. Johnny Matthew's Hairdressing Training School conducts an emergency evacuations drill, no less than annually. Please make yourself familiar with post school evacuation procedures. Johnny Matthew's Hairdressing Training School uses a text emergency response system to alert staff and students of onsite emergencies and tests this system no less than annually and updates its text database when each new cohort or student enrollment begins. All staff are trained in emergency evacuation procedures.

Johnny Matthews Hairdressing Training School is not subject to **Annual Safety and Fire Report Fire Safety Log**, as it has no on campus student housing facilities.

Johnny Matthew's Internal Grievance Policy:

Students believed to have been aggrieved by action of the school or that have general complaints, should attempt to resolve these problems with their instructor(s). If the student is dissatisfied with the instructor's response or decision, they are advised to further reach out to the school's director and follow the steps listed below, accordingly.

Step 1: Student shall contact any of the directors listed with the school, at the contact information provided to the student. If this step leaves the student still feeling dissatisfied, the student shall proceed to Step 2.

Step 2: Student shall submit written internal grievance, subject titled "Student Grievance" to the following email address: matthew@johnnymatthews.com

Once the school receives the time stamped student grievance from the student, the school will have 15 days to conduct an investigation and provide the student with their time stamped written determination.

Students should exhaust the school's internal complaint process before submitting the complaint to the school's accrediting agency, and state licensing agency, if applicable. Should the process fail, students may contact the Higher Education Coordinating Commission, Private Career Schools, 255 Capitol St NE., Salem, OR 97301. After consultation with appropriate Commission staff and, if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 715-045-001 through 715-045-0210, the Commission will begin the complaint investigation process as defined in the OAR 715-045-0023 Appeals and Complaints.

School's Salon Tips

Johnny Matthew's Hairdressing Training School does not employ students on the salon floor and no tips are collected by the school for the students.

Regulatory and Accreditation Agencies

Johnny Matthew's Hairdressing Training School is a private career school owned by Johnny Matthew's Company, an Oregon Corporation (Matthew Nolan, sole owner.) Johnny Matthew's Hairdressing Training School is licensed by the Oregon Higher Education Coordinating Commission.

They can be contacted in person or by mail at:

Higher Education Coordinating Commission

3225 25th St. SE

Salem, OR 97302

Or by phone at:

503-947-5751

Johnny Matthew's Hairdressing Training School is accredited by the National Accrediting Commissions of Career Arts & Sciences, Inc. (NACCAS.) The National Accrediting Commission of Career Arts and Sciences (NACCAS) is recognized by the United States Department of Education as a national accrediting agency for postsecondary school and departments of cosmetology arts and sciences and massage therapy.

NACCAS is physically located at:

3015 Colvin St.

Alexandria, VA 22314

And can be contacted by phone at:

703-600-7600

If you are interested in reviewing or receiving a copy of the school's state license/approval or a copy of the school's letter of accreditation, please contact the school's director, Matthew Nolan. In order to comply with Oregon Administrative Rules associated with Private Career School licensure (OAR 715-045-0018 and OAR 715-045-0064) and ODA Authorization (OAR 583-030-042,) the Higher Education Coordinating Commission (HECC) requires Private Schools in the state to collect and report student level information to them. They will use the reported data to evaluate institution performance. All personal information collected from you will be kept secure in accordance with Oregon Identity Theft Protection Act (http://www.dracs.oregon.gov/identitytheft/safeguard_data.html). It will not be shared with anyone other than the State of Oregon, National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) or the United States Department of Education.

Veterans Student's Policies and Procedures

VA Educational Benefits

Johnny Matthew's is thankful for the service of our students and their families who have served in our military.

Students who are eligible for VA Educational Benefits must provide the school with an up to date Certificate of Eligibility in order to determine the details of the student's eligibility. In some cases, a DD214 may also be requested.

For further information regarding VA Educational Benefits, students are encouraged to go to www.gibill.va.gov or www.benefits.va.gov or call (888)442-4551.

Veteran's Refund Policy

Students who are receiving VA Educational Benefits and must withdraw or drop from their program shall refer to the refund policy on page 22 for details on how refunds are computed. Eligibility of VA Educational Benefits are determined by the VA and unearned awards are subject to be returned to the VA.

Veteran's Academic Progress Policy

Students who are receiving VA Educational Benefits must maintain the qualitative and quantitative expectations for Satisfactory Academic Progress, as detailed on page 15. Students are monitored at specific scheduled hours progress points.

If a VA Student fails to meet SAP after two consecutive evaluation points, the student's VA Educational Benefits will be terminated. Students may be eligible to submit an appeal to the school, in which an approved appeal would allow the student to maintain eligibility for their VA Educational Benefits.

If a VA Student has been terminated from VA Educational Benefits due to not meeting Satisfactory Academic Progress, the student may submit a written request to the school to have their VA funding re-certified once they are meeting qualitative and quantitative requirements of SAP.

Barbering and Hair Design Curriculum Schedule

Please refer to the color coordinated schedule at the end of this School Catalog. Schedule indicates the class week, subject to be covered and the chapter it relates to in the students Milady Education Workbooks. A calendar is also attached to reference a student's entire program from March 1st, 2023– March 1, 2024.) A new calendar will be published in April 2024. The student calendar will display the start date of each new cohort, the start date in which each new subject will be implemented and the days that testing will occur. Please reach out to your instructor if any clarification is needed at any time.

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Johnny Matthew's Hairdressing Training School

255 Liberty Street NE, Salem, OR 97301 - 503.902.5288

www.JohnnyMatthews.com

School Catalog Acknowledgment

I received a Johnny Matthew's Hairdressing Training School's 17th Edition school catalog and have been advised that I can request another copy at any time by emailing admissions@johnnymatthews.com

Printed Student Name: _____

Student Signature: _____

Date: _____



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www.JohnnyMatthews.com

Catalog Addendum

Addendum published on August 29, 2023

Sections revised or added to 17th Edition Catalog:

Overage Calculation

Section Page(s)

8,11

Add December 2023 Cohort

Section Page(s)

19

By signing below, I acknowledge that I have received a copy of the Catalog Addendum published on

August 29, 2023.

Student Printed Name

Student Signature
