



Precision School of Electrology, LLC  
1834 W Foster Avenue, #1E  
Chicago, IL 60640  
P: (773) 654-1132  
[precisionschoolofelectrology.com](http://precisionschoolofelectrology.com)  
[info@precisionschoolofelectrology.com](mailto:info@precisionschoolofelectrology.com)

# **2024-25 Catalog**

## **Program: Electrology**

**600 Clock Hours**

Dear Prospective Student,

Thank you for your interest in Precision School of Electrology. I hope that this catalog will answer many of your questions and that you will feel free to contact the School for any additional information you may need.

Precision School of Electrology LLC is dedicated to providing electrology-focused training through excellence in education and the personal and professional development of our students, so that graduates may find gainful employment in the industry.

**Electrology** is the science of permanent hair removal. **Electrolysis** is the process of permanent hair removal. Using state-of-the-art technology, a minute amount of energy is gently applied to the base of the hair follicle. This process destroys the hair growth tissue. Therefore, the regenerative ability of the hair follicle is permanently eliminated.

An electrologist inserts a very fine needle into the natural opening of the hair follicle alongside the hair shaft. A minute amount of energy is then applied to destroy the hair growth cells. Professional electrolysis devices destroy the hair growth cells with chemical or heat energy. All modalities equally destroy hair growth cells that causes hair growth. The modality used is the preference of the professional electrologist.

Electrologists have the opportunity to open their own business or to work for an established practice. Whichever path you choose, you can enjoy a rewarding career as you help your clients with their hair removal journey.

We hope you take advantage of this great opportunity to become an electrologist. If you wish to visit our School or if you have any questions about our program, please contact us at (773) 654-1132 or visit our website at [www.precisionschoolofelectrology.com](http://www.precisionschoolofelectrology.com).

Thank you again for your interest.

Sincerely,

*Irina Cardos*

Irina Cardos, LE, CPE  
School Director

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This version of the Catalog supersedes all previous versions of the Catalog issued by Precision School of Electrology LLC. Precision School of Electrology LLC reserves the right to modify its policies and procedures based on its understanding and interpretation of state or federal laws and regulation, or for any reason at its discretion.

### **Student Responsibility**

It is the student's responsibility to read and understand the provisions of this catalog. Any questions regarding the School's policies should be addressed and satisfied prior to starting class.

### **Program Description**

The electrology program will prepare individuals to permanently remove hair from the human scalp, face, and body using specialized charged solid needle probes, and to function as licensed electrologists and electrolysis technicians. The program includes instruction in direct current electrolysis, alternating current/high frequency thermolysis, blend/dual modality treatments, equipment theory and operation, safety and sanitation, client evaluation and care, laws and regulations, and business practices.

### **Program Objectives**

- Prepare students for entry-level positions in the field of electrology.
- Students complete hands-on practice to develop their skills prior to graduation.
- Students will gain the necessary theoretical knowledge and develop the practical skills needed to successfully perform: direct current electrolysis, alternating current/high frequency thermolysis, blend/dual modality treatments; client consultation, evaluation, and retention practices; equipment maintenance; infection control procedures; sanitation, disinfection, and sterilization; electrology business operation and marketing; new developments in the electrology field.
- Graduates will understand the electrologists' scope of practice, American Electrology Association *Standards of Practice for Electrologists*, and related laws and regulations in Illinois.
- Graduates will understand and be able to implement infection control protocols for the electrologist that meet or exceed industry standards to protect the patient and the practitioner.
- Graduates qualify to take the International Board of Electrology Certification exam which is required to apply for electrologist licensure in the State of Illinois.

### **Program Length**

The electrology program is 8 months in length and is 600 clock hours.

### **Physical Demands**

Your future career in Electrology has physical requirements that you must understand, along with safety concerns. Below is a list of these physical demands and safety concerns that will help you decide if a career in Electrology is appropriate for you.

**Body Positioning and Physical Stress:** Long workdays may impact your posture and cause strain. Good eyesight is required to practice electrolysis and annual eye exams are highly recommended. As an electrologist you will be required to sit, stand, or lean for extended periods of time which may cause strain of the back and other areas. Please consult your physician if you have experience back pain in the past.

**Product Exposure:** During your course of work as an Electrologist you will be required to work with many different types of products. If you have any allergies or sensitivities to certain products or ingredients you should discuss this with your physician

**Electricity Exposure:** As an Electrologist you will work with electrical equipment. Some electrical equipment may affect or impair the function of pacemakers or other implants or devices. It is important that you consult your physician prior to beginning School or receiving electrolysis so that you understand any dangers or safety rules related to this topic. Please contact the School if you have any conditions susceptible to electrical interference.

**Safety and Sanitation:** As an Electrologist you will work with sharp implements such as forceps, probes, scissors, etc. You must be able to appropriately handle such tools. Students and instructors are recommended to discuss appropriate vaccinations with their physician. It will be important to follow appropriate decontamination and hygiene procedures to avoid the spread of communicable disease. Exercise caution and common sense at all times to avoid abrasions, cuts, chemical or heat related burns, or any physical injury while attending School or working as an electrologist.

### **Tuition and Fees**

The student agrees to pay tuition and fees in full according to the terms described and agreed to on the *Enrollment Agreement*.

### **Financial Assistance**

Precision School of Electrology LLC does not participate in federal or state financial aid programs. The School is not affiliated with, nor does it endorse, any private loan providers.

**Payment Policies**

The Student agrees to follow the payment plan option selected, as described on the Enrollment Agreement.

**Full Payment option:**

The Student will pay the full amount of tuition and fees prior to the start of class.

**Monthly Payment Plan option:**

The Student will pay a deposit of at least \$1000.00 before being issued online access to the theoretical portion of the program and will make payments according to the Schedule of Payments outlined on the Enrollment Agreement. The Monthly Payment Plan includes an additional fee of \$300.00. To qualify for the Monthly Payment Plan, the Student must receive approval from the Director at least five business days prior to the start of the class.

**A fee of \$25 will be applied to all late monthly payments.**

**Accepted payment methods:**

- Major credit cards including Visa, MasterCard, American Express, and Discover
- Cash
- Cashier’s check (made payable to Precision School of Electrology LLC)
- Money order (made payable to Precision School of Electrology LLC)

Sorry, no personal checks accepted.

**A 3.5% convenience fee will be added to all credit/debit card payments.**

**Refund, Cancellation, and Withdrawal Policies**

If the student is not accepted into the training program, all monies paid by the student shall be refunded.

Withdrawing from the School may have both academic and financial consequences. You are encouraged to understand the consequences before you decide to withdraw. If you decide to withdraw, you must follow the established withdrawal procedures for the School.

Should the Student’s enrollment be terminated, or should the Student withdraw for any reason, all refunds will be made according to the following refund schedule:

- A student who withdraws before the first class and after the 5-day cancellation policy shall be obligated for the registration fee.

<b>Percentage of Program Clock Hours Completed</b>	<b>Tuition Amount Owed</b>
0.01% to 15%	25% of the tuition and refundable fees plus registration fee
15.1% to 25%	50% of the tuition and refundable fees plus registration fee
25.1% to 40%	75% of the tuition and refundable fees plus registration fee
40.1% to 100%	100% of the tuition and refundable fees plus registration fee

The School shall make the appropriate refund within forty-five days of the date the School is able to determine that a student has withdrawn or has been terminated from the program. Refunds shall be based upon the last date of a student’s attendance or participation in an academic School activity.

**Student’s Right to Cancel**

The Student has the right to cancel the initial *Enrollment Agreement* until midnight of the 5<sup>th</sup> business day after the Student has been admitted. If the right to cancel is not given to any prospective Student at the time the agreement is signed, then the Student has the right to cancel the agreement at any time. By signing this agreement, the Student has been notified and given the right to cancel. If a Student cancels said agreement, the Student shall receive a refund on all monies paid to date within 10 business days of cancellation. Cancellation should be submitted to the authorized official of the School in writing.

If cancellation is not delivered pursuant to the above paragraph, this right to cancel shall be waived. To cancel the *Enrollment Agreement* with the School: Mail or deliver a signed and dated written notice to Precision School of Electrology LLC, 1834 West Foster Ave, #1E, Chicago, IL 60640.

**School’s Right to Cancel**

The School has the right to cancel the *Enrollment Agreement* upon grounds of misrepresentation, prior convictions, failure to

perform according to the School's Standards, and/or violations of student policies as specifically detailed in this Catalog. The cancellation procedures initiated by the student for refunds are also applicable to the refund procedures initiated by the School due to cancellation.

### **Accreditation and Approvals**

Precision School of Electrology LLC is not accredited by a U.S. Department of Education recognized accrediting body and is not seeking accreditation at this time. Precision School of Electrology LLC is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education.

### **Transfer of Credits**

Transfer of credit from Precision School of Electrology to another institution is entirely dependent on the receiving institution. Precision School of Electrology does not guarantee that any School will accept any of its credits. Precision School of Electrology will provide academic information, in the form of a transcript, to the receiving School at the written request of the student. Students wishing to transfer credits to another School must contact that School to determine its policy of accepting credits from Precision School of Electrology.

Precision School of Electrology does not accept any credits from other institutions.

### **Ownership and Legal Control**

Precision School of Electrology LLC is a private company incorporated in Cook County, Illinois. The principal and controlling shareholder are Irina Cardos, who serves as School Director.

### **Officers**

Irina Cardos, CPE, LE; President

### **School Location**

Precision School of Electrology is located at 1834 West Foster Ave #1E, Chicago, IL 60640. The nearest cross-streets are Foster Ave. and Wolcott Ave. Ample street parking is available at no charge. A Chicago Transit Authority bus stop is located just outside the School at the corner of Foster Ave. and Wolcott Ave.

### **Facility**

Precision School of Electrology provides students with a modern, well-lit, climate-controlled facility. The School is setup with an electrology practice/spa atmosphere and layout so that students can better experience what working as an electrologist will be like after graduation and licensure. The School facility encompasses approximately 1200 square feet and has a student lounge with refrigerator, coffee maker, microwave, and dishwasher.

### **Equipment**

The School has state-of-the art Dectro Apilus xCell electrolysis machines and a Dectro Apilus Platinum electrolysis machine capable of thermolysis and blend modalities. The School also has state-of-the-art electric treatment beds and high-quality magnifying lamps to allow for appropriate ergonomics and visual acuity. In addition, we have portable treatment beds for additional practical use, as needed. A portable exam light is also available.

### **Faculty**

The faculty members are the keystone of the School's quality. Members of the faculty have industry experience and bring a high degree of professionalism to the classroom. The School's faculty are dedicated to academic achievement, professional education, individual attention, and to the preparation of students for their careers in electrology.

Our instructors are state licensed electrologists (LE) and most also possess an additional board-certification known as Certified Professional Electrologist (CPE) from the International Board of Electrologist Certification (IBEC) and American Electrology Association (AEA). Instructors are members of national and local industry organizations and regularly complete continuing education to update their skills and keep in step with the changing demands of the electrology profession.

*Irina Cardos, LE, CPE*

School Director and Instructor

As the School director, Irina oversees all School operations and is also an instructor and teaches classes for all program curricula. Irina is a licensed and board certified electrologist as well as a licensed esthetician. Irina is a member in good standing of the American Electrology Association and Electrology Association of Illinois

*Daniel Rutkowski, LE, CPE*

Admissions Advisor and Instructor

Daniel is a licensed and board certified electrologist as well as a licensed esthetician. Daniel is a member in good standing with the American Electrology Association, Electrology Association of Illinois and Associated Skin Care Professionals. Daniel currently serves on the Advisory Board to the Electrology Association of Illinois.

*Ivana Proscurov, LE*  
Instructor

Ivana is a licensed electrologist and licensed esthetician. Ivana is a member in good standing with the American Electrology Association and Electrology Association of Illinois.

### **Entry Level Skills of an Electrologist**

Electrologists may find employment at electrology practices, medical offices, day spas, or wellness centers. Many electrologists become self-employed and run their own electrology practice.

Entry level skills for the electrologist will include:

- Fundamental understanding of human anatomy and physiology
- Thorough understanding of the integumentary system
- Ability to perform the techniques of thermolysis and blend modalities appropriately and effectively
- Ability to perform cataphoresis and other appropriate after treatment care
- Appropriate client positioning and draping
- Understanding of client confidentiality and boundaries
- Fundamental understanding of medical terminology
- Ability to maintain client records
- General understanding of business procedures

### **Admissions Requirements**

- Applicants must complete and submit a signed *Application for Admission* form.
- Applicants must complete and submit a signed *Enrollment Agreement* form.
- Applicants must be at least 18 years of age and supply legal proof of age.
- Applicants must pay a \$100.00 registration fee.
- Applicants must possess a high School diploma or the recognized equivalent (G.E.D.). A copy of the high School diploma, official transcript, or G.E.D. must be submitted to the School.
- Applicants must have a good working knowledge of the English language including oral, reading, and written.
- Due to the nature of the training, all applicants must be in good health and capable of effectively meeting the physical demands of performing electrolysis. Prior to acceptance, the Applicant is required to provide a signed *Statement of General Health*.

In addition to the *Admissions Requirements* listed above, the School considers the applicant's character, readiness, and commitment to successfully complete the coursework and to work effectively in the occupation(s) for which the coursework is intended. If an applicant has a criminal record and is enrolled, Precision School of Electrology LLC makes no guarantee that the criminal record will not be an impediment to licensure and/or employment.

We reserve the right to deny admission to any applicant who does not meet the *Admissions Requirements* and/or is determined not to be qualified to succeed in or benefit from enrollment based on background, statements, and conduct.

### **Academic Standards**

Academic standards have been established which are to be met by the student for satisfactory progress throughout the educational program.

For courses graded on the basis of Pass or Fail, the minimum standard is "Pass". In addition, a minimum grade of "C" is required to successfully pass each course. Students must repeat courses in which a grade of "D", "F", "I" or "W" are earned.

Attendance is vital to academic progress. Students are expected to attend all classes and clinical learning experiences. The student must adhere to the Attendance Policy. In order to earn a satisfactory grade in a course, the student must complete 85% of the hours of instruction offered in all theory, laboratory and clinical coursework. Refer to the Attendance Policy for additional information.



## Grading System and Scale

Percentages	Letter Grade	G.P.A.	Description
90% - 100%	A	4.00	Excellent
80 - 89%	B	3.00	Good
70 - 79%	C	2.00	Average
65% - 69%	D	1.00	Unsatisfactory
64% - Below	F	0.00	Failure
	P		Pass
	I		Incomplete
Failed courses must be repeated	W		Withdrawal
	TC		Transfer Credit

For certain clinical/technique performance evaluations, a Pass or Fail grading system is used.

A student who fails to achieve a passing grade in the clinical or laboratory course, cannot progress to the next course level of clinical or laboratory.

- **Satisfactory (Pass)** - The student has met the clinical objectives based on course requirements.
- **Unsatisfactory (Fail)** - The Student has not met clinical objectives based on course requirements. Students must demonstrate overall satisfactory performance during the clinical assignments for each content area

The instructor has the final authority for determining the student's grade for a course. Grades may not be changed by anyone other than the instructor. A student may appeal a final grade to his/her instructor. The scholastic progress of the student is reported at the end of each course and grades are recorded on the student's permanent record (transcript).

Performance evaluations in clinical and laboratory courses are based on evidence of student achievement in meeting the competencies of the course. Clinical objectives will be measured, in part, through direct observation of actual performance. Students have the opportunity to practice clinical skills and behaviors prior to being evaluated.

### Graduation Requirements

The Student understands that in order to obtain a Diploma, the Student must:

- Complete all 600 clock hours of the program within the maximum timeframe allowed (12 months), maintaining at least 85% attendance of all scheduled classes;
- Complete a minimum of 300 practical training clock hours;
- Complete and pass all assignments and exams with a grade of 75% or higher;
- Make up all incomplete assignments and examinations;
- Satisfy all financial obligations to the School and pay tuition and fees in full;
- Return all borrowed books, equipment and supplies;

The School may suspend the Student in the event the Student fails to comply with the rules and regulations as stated in the current Catalog. The Student may also be suspended for failure to maintain a satisfactory grade point average, failure to maintain attendance as required, failure to pay tuition and fees, and other reasons as stated in the Catalog.

Student timecards (i.e. biometric timeclock system) shall be used as proof of completed clock hours and satisfactory completion of the minimum required hours.

### State Licensure Requirements

To qualify for Electrologist licensure in Illinois, individuals must successfully complete a 600-clock hour Electrology program, such as the program offered by Precision School of Electrology LLC. Individuals must also successfully complete the International Board of Electrology Certification examination.

Other state or local governments may have different requirements. Should you have questions, we recommend that you contact these entities directly.

Precision School of Electrology LLC cannot guarantee state licensure.

### **Retention of Student Records**

Precision School of Electrology maintains all records at its primary administrative location for a minimum of three years. The School shall maintain student transcripts indefinitely. After three years, student transcripts may be retained onsite or may be moved to another location and may take a longer period to access.

### **Transcripts**

Current and former students may request one free copy of their official transcript by submitting a written request to the School with the name and address where the transcript is to be mailed. A fee of \$10.00 will be assessed for additional copies and must be paid in advance before the transcript request is processed. Transcripts sent directly to the student will be marked to indicate that they are unofficial copies. Official transcripts will not be released to students who have past due accounts with the School.

### **Attendance Policy**

- Students are expected to attend theory, clinical, and laboratory classes as scheduled. Each student is expected to maintain a level of attendance, which is at or above 85% of all scheduled hours.
- Students should call the School at least 90 minutes before class to report any absence.
- Tardiness is defined as any time a student is not in the School and ready to study as scheduled. Students are expected to be ready to commence and end School on schedule. Accordingly, arriving late or leaving early in connection with starting, ending, meal, and break times is considered tardiness. Incidents of tardiness which exceed the School's standards will result in disciplinary action.
- When a student is at 10% absence (unscheduled time off), a written warning will be issued. Continued absence above the 15% level will result in progressive disciplinary action up to and including termination.
- Students absent from theory or clinical/laboratory classes are responsible for obtaining missed materials and information, and for meeting the course objectives.
- Excessive absences can result in the student being unable to satisfactorily demonstrate required achievement of the course objectives; if such a result occurs, the student will not be allowed to advance to a higher level in the program.
- The School may require medical clearance for any communicable disease, health condition and pregnancy.
- Students who are absent for seven (7) consecutive class days without prior notice may be dropped from the program, at the Director's discretion.
- Termination from the program will occur for any student with absences in excess of 20% in each course the student is currently enrolled.

### **Tardiness Policy**

- Students arriving late for a class or leaving early are considered tardy. Tardiness disrupts the learning environment and is discouraged. Continued excessive tardiness or absences in any class could lead to disciplinary action up to and including expulsion.
- Students who arrive late for an exam may be admitted at the instructor's discretion, but the grade earned on the exam may be marked down by up to 10%.
- Students who arrive more than 15 minutes late to a scheduled clinical or laboratory class will not be admitted and will be marked absent.

### **Leave of Absence**

The School does not offer Leaves of Absence. If a student must interrupt their training, they must withdraw from the program and re-enroll upon return.

### **Re-Enrollment**

Re-enrollment is not guaranteed and is not available to students terminated for violating the Student Conduct policies. Persons seeking re-enrollment must meet all requirements of a new student.

### **Definition of a Clock Hour**

A "clock hour" is defined as 50 minutes of class, lecture, or clinical session, with a ten-minute break between sessions.

### **Maximum Program Length**

Students are allowed up to 12 months in which to satisfactorily meet the program requirements.

### **Job Placement Assistance**

The School offers lifelong job placement assistance to all eligible graduates. An eligible graduate is any student who has

successfully completed all requirements as listed in the Graduation Requirements section of this catalog. Many students desire self-employment and establish an independent practice. The School will provide any job postings that it receives from businesses in Illinois.

The School does not guarantee job placement upon completion of the program. Each student acknowledges Precision School of Electrology LLC, its agents and/or employees, make no representations or warranties that successfully completing our classes or programs will make the student eligible for employment or any municipal, county, state or other government license which may be required for employment.

Each student acknowledges that they are aware that some municipalities, counties or states require that their own testing procedures and other requirements be completed to their satisfaction as a prerequisite to obtaining a license to be employed in electrology and related fields in their jurisdiction. Please note that Electrologist is a licensed profession in the State of Illinois and it requires additional examination and/or certification for employment.

### **Housing**

Precision School of Electrology does not have on-campus housing, nor does it assist students in locating housing. Tuition does not include any housing or transportation expenses.

### **Dress Code and Personal Hygiene Policy**

To prepare for a career in Electrology, students are expected to maintain high standards of personal hygiene and cleanliness, both in the classroom and when working with clients.

- Students must wear a clean, white lab coat and clean shoes (open-toe shoes and sandals are not permitted). Lab coats shall be free of any logos or graphics. Shoes should have non-slip soles. High-heels are not permitted.
- Clean, black scrub tops and bottoms may be worn as an acceptable uniform in lieu of a lab coat. Scrubs shall be free of any logos or graphics.
- Students must wear full-length pants. Jeans are not permitted.
- Students should limit jewelry.
- Hair shall be clean and maintained. Hair that is shoulder length or longer must be pulled back off the shoulders.
- Perfume and cologne should be avoided; if worn, they should be subtle. Some clients, students, or staff may be allergic.
- Nails must be clean and trimmed short.
- Good personal and oral hygiene is expected of each student.

Instructors will advise the student of inappropriate dress or appearance. When there is a difference of opinion related to appropriateness of dress, the final decision is the responsibility of the Director.

Failure to comply with the dress code will lead to progressive disciplinary action.

### **Student Conduct**

The conduct guidelines are designed to protect the interests of the School, its students, clients, faculty, and staff. All students at the School are expected to conduct themselves in a professional manner suitable to the employment field they intend to enter. Students must act in a manner that is non-disruptive and is conducive to their learning and the learning of others.

The School reserves the right to suspend or dismiss any student whose conduct, in the opinion of the Administration, is disruptive or in any way interferes with the learning process of other students. The School further reserves the right to terminate the enrollment of any student not abiding by the policies and regulations in this Catalog or as set forth in writing by the School.

Since there are a wide variety of unpredictable and individual situations, the following is a list of examples of unacceptable conduct. This list is not meant to be all-inclusive:

- Insubordination.
- Willful abuse of the School site's building, equipment or other property.
- Smoking in unauthorized areas.
- Excessive absenteeism or tardiness.
- Absence without proper notification or adequate explanation.
- Engaging in horseplay.
- Failure to report an accident involving a client, visitor, student or self.

- Theft, regardless of value.
- Dishonesty in dealing with the School.
- Reporting to the School under the influence of drugs or alcohol.
- Possessing or using drugs or alcohol while at the School.
- Use, sale, solicitation, unauthorized possession of, or being under the influence of illegal drugs, including narcotics and/or controlled substances, on the School's campus or property.
- Falsification of information on the *Application for Admission* or other records.
- Discourteous treatment or abusiveness toward fellow students, associates, clients, staff, or visitors.
- Physical violence or threats toward any students, client, visitor.
- Unauthorized possession of firearms, explosives, knives or other lethal weapons on the School's campus or property.
- Conviction of any crime which renders a student unsuitable for employment in the field.
- Gambling on School property.
- Failure to conform to dress and appearance standards.
- Failure to notify the School when absent from either clinical or theory.
- Removal of School equipment for personal use without approval.
- Violation of the School's sexual harassment policy. Sexual advances, repeated innuendoes, or sexual activity on School premises or any electrology setting regardless of location. Refusal to cooperate in an investigation of suspected wrongdoing when cooperation is requested, and the request is a reasonable one.
- Misusing the availability of, or the access to, confidential information.
- Cheating on any given examination.
- Violation of draping standards or violation of appropriate touch as taught in class.

The following are some examples of actions which constitute cause for immediate termination:

- Endangering life, safety or health of others.
- Deliberate damage to client, other students, associate, School or clinical site's materials and/or property.
- Falsifying personal records, including School application and physical or examination questionnaire.
- Unauthorized possession of the School's property.
- Unauthorized possession, use, or being under the influence of alcohol, narcotics, hypnotics, hallucinogens or other chemical agents while on the premises of the School.
- Unauthorized possession of any firearms or weapons (pistol, revolver, rifle, shotgun, ammunition, explosives, incendiary devices, knife, etc.) on School.
- Conviction of a criminal offense committed on School property.
- Willful or repeated violation of School policies and procedures.
- Willful disregard of the School's welfare; interference with operations or relationships with patients or associates.
- Unauthorized disposition of School assets or equipment.
- Failure to comply with the Attendance Policy.
- Sexual Harassment.
- Fighting or use of foul language.
- Violation of any conditions as set forth in the *Enrollment Agreement*.
- Failure to meet all financial obligations.

### **Disciplinary Action and Termination**

It is the policy of the School to engage all its representatives in the process of monitoring student conduct. This combined effort is designed to provide continuous, consistent and supportive services that are intended to inform and guide the student in all aspects of their educational experience.

Through well-established professional standards of conduct for its representatives, the School holds equally high expectations of its students.

Procedures regarding *Disciplinary Action and Termination* are uniformly administered based on the degree of seriousness and nature of the misconduct.

In all cases, the Director will participate in the review and decision-making process of all incidents of unacceptable conduct and will take the appropriate action.

Students who engage in misconduct are subject to a verbal warning with a memo placed in their academic file. The student may be placed on disciplinary probation for the second offense which will require the student to be monitored for the remainder of their academic career at the School. The Director reserves the right to terminate the student immediately if the offense is severe. Based on the severity of the misconduct, the student may not receive a written warning. If, after receiving a third written warning, student's behavior is not corrected (misconduct is repeated), the student will be terminated.

*Note: Multiple infractions of different School policies may also constitute grounds for termination. In such instances, the student may be terminated immediately or will be advised of his/her immediate suspension pending investigation.*

### **Grievance Procedures**

It is the policy of the School to have a procedure and operational plan for handling student complaints, including decisions regarding suspension and termination.

### **Informal Complaint Process**

1. Students with grievances should first meet with the Instructor. If the complaint is not related to the educational program, the Instructor will advise the student to contact the appropriate School representative.
2. After meeting with the Instructor, if the student believes that the concern has not been appropriately resolved, the student should then contact the School Director. If the School Director is the Instructor for the course, the student can contact the School Owner.

### **Formal Complaint Process**

If, after following the above policy, the student still has concerns, they are directed to continue the *Grievance Procedure*:

1. Prepare a written statement of complaint, that is signed, dated, and includes a clear and concise statement of the facts including pertinent dates and times.
2. Submit the written statement of complaint to the Director within 10 working days of the incident.
3. The student may be required to meet with School representatives to discuss the grievance.

The student may appeal a grievance decision, made by the School if they believe it to be unsatisfactory.

1. The student must request an appeal in writing and submit it to the Director.
2. The Director may consult with the School Representatives and the student, and a decision will be made within 30 days.
3. The Director will inform the student of the appeal decision within 30 days of receipt of appeal. Notice will be in writing.

If the dispute is not solved by the Director, the student has the right to file a complaint with the Illinois Board of Higher Education.

### **COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE BOARD OF HIGHER EDUCATION:**

Illinois Board of Higher Education  
Division of Private Business and Vocational Schools  
1 N. Old State Capitol Plaza, Suite 333  
Springfield, Illinois 62701-1377  
Fax Number: (217) 782-8548  
Phone Number: (217) 782-2551

### **Equal Opportunity Statement**

Precision School of Electrology does not discriminate on any basis, including sex, age, race, national origin, creed, religion, disability, or sexual orientation.

### **Health & Safety Policies**

Classrooms, labs and other School facilities comply with all requirements of federal, state and local safety codes and regulations. Please seek the assistance from a faculty member or the Administration if you wish to report a hazard or accident. All students and others are directed to immediately notify a School employee of any crimes that are witnessed, or that the student has been made aware of.

Students must take responsibility for their own security and safety. Consideration of the security and safety of others is also expected. The School is not responsible for personal belongings, which are lost, stolen or damaged on campus or during an off-campus activity.

Students must notify a School employee of any injury or illness either experienced or witnessed. In addition, students are to advise a faculty member or other School employee, if they have seen or are aware of any compromises in security.

In case of an emergency, students are directed to immediately notify a School employee. Employees have been instructed in how to obtain the services of the appropriate professional help in the most expedient manner.

### **Controlled Substance Abuse and Awareness Policy**

As a matter of policy, Precision School of Electrology prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any School activity. Any violation of these policies will result in appropriate disciplinary action up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities.

### **Sexual Harassment Policy**

It is the intent of Precision School of Electrology to provide an environment that is free from sexual harassment and from the fear that it may occur. Sexual harassment in this organization will not be allowed and is against state and federal law. Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances.

Should a student feel that they have been sexually harassed; the student should immediately inform the Director. Any complaint of sexual harassment will be taken seriously, promptly and fairly investigated, and appropriate action taken if warranted. Corrective action may involve probation and/or termination, depending upon the seriousness of the offense.

### **Infectious Condition Policy**

The School strongly advises anyone with an infectious condition to consult with the School Director and with a physician for the purpose of clarifying the personal risk(s) and special precautions to assess the risk to the School community.

### **Recruitment Policy**

Precision School of Electrology LLC does not recruit students already attending or admitted to another School that offers a similar program of study.

### **Language Statement**

All courses are taught in English only. Textbooks and other course materials are offered only in English.

### **School Closure Statement**

In the case of inclement weather, Precision School of Electrology may close if government offices or city colleges are closed or as it sees fit to ensure the safety of students and staff. The School personnel may also choose to open late or close the School early in this situation. If there is any doubt, students may call the School. Please note that cancellation of daytime classes does not automatically extend to evening classes. Closure announcements will be made exclusively through text messaging.

### **Catalog Statement**

This Catalog is not a contract. The contractual agreement made at Precision School of Electrology LLC with students is in the form of an *Enrollment Agreement*. This Catalog is published once per year, with frequently updated supplements. This Catalog is a guideline for students of Precision School of Electrology LLC.

**Academic Calendar  
2021-2022**

<b>Term</b>	<b>Schedule</b>	<b>Start Date</b>
1	March - November	TBD
2	August - April	TBD

**Holiday Schedule**

The School will be closed for major holidays including Christmas eve and day, New Year's eve and day, Good Friday, Easter, Memorial Day, Independence Day, Labor Day, Yom Kippur, and Thanksgiving. The holiday schedule is subject to change and the most current version shall be posted in the School and given to students. All changes are announced.

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## CONSUMER INFORMATION

### Institutional Disclosures Reporting Table July 1, 2021 through June 30, 2022 (past fiscal year) Per Section 1095.200 of 23 Ill. Adm. Code 1095:

**Institution Name: Precision School of Electrology, LLC**

*The following information must be included with the enrollment agreement, catalog, and posted on the institution's website.*

Disclosure Reporting Category	Program Name	Electrology				
	CIP*	12.0404				
	SOC*	39-5094				
A) For each program of study, report:						
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		7				
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:						
	a) New starts	0				
	b) Re-enrollments	0				
	c) Transfers into the program from other programs at the school	0				
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		7				
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:						
	a) Transferred out of the program or course and into another program or course at the school	0				
	b) Completed or graduated from a program or course of instruction	6				
	c) Withdrew from the school	1				
	d) Are still enrolled	0				
5) The number of students enrolled in the program or course of instruction who were:						
	a) Placed in their field of study	6				
	b) Placed in a related field	0				
	c) Placed out of the field	0				
	d) Not available for placement due to personal reasons	1				
	e) Not employed	0				
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.		3				
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.		3				
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		1				
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		\$45/hour				

\*CIP--Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

\*SOC--Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/classification.htm>

\*A course of instruction is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation; or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

*} In the event that the school fails to meet the minimum standards, that school shall be placed on probation.*

*} If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.*



