



*Puts Your Future On The Right Course*

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**APPROVING AGENCY**

**Approved and Regulated by the Colorado Department of Higher Education,  
and Private Occupational School Board  
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### **THE SCHOOL GOALS AND MISSION STATEMENT**

MJM Institute of Cosmetology (MJM) of Grand Junction, Colorado was founded in 1995. The School has as its principal objective the training of qualified Cosmetologists, Manicurists, and Estheticians; to prepare them to take the Examination for Licensure, to render service to patrons, and to conscientiously prepare them to be an asset to their future employers/career. To present an organized approach to students and patrons by consistently endeavoring to improve the operation of the school by encouraging staff to attend clinics, seminars, etc., and to keep abreast with the ever-changing developments and techniques in all phases of this industry.

A quality beauty technician is always in demand. If you love working with people and are willing to devote your time and energy necessary for success. then this is the professional field for you.

### **CAREER CONSIDERATIONS**

The assets of businesses seeking referrals for students applying for jobs, is: Attendance on the job, which can mean long hours, learning strong business skills applicable to the position. self-discipline, and have a commitment to the education and professionalism of the job. The practice of safety and sanitation is essential for effective and successful performance within the industry. Prospective students need to be conscious that the work of a licensed professional in the cosmetology industry can be strenuous and physically demanding. There can be long hours of standing with arms at shoulder level, and bending for shampooing. Estheticians will spend a significant amount of time standing to complete facial services and body treatments, waxing, and or make-up services.

### **NON-DISCRIMINATION POLICY**

MJM in its admission, instruction and graduation policies does not unlawfully discriminate on the basis of race, color, gender, sexual orientation, religion, age, national origin, handicap MJM complies with all Colorado state laws in its admission, treatment, student needs and employment in its educational programs or activities as required by Federal and State statutes Section 504,34 Code of Federal Regulations. *Inquiries may be referred to **The School Director.***

### **OUR FACILITIES**

MJM is located 533 Bogart Lane, Grand Junction Colorado, occupying Suites A & B with approximately 3,400 square feet of floor space, which consists of a classroom, dispensary and offices.

The Theory Classroom consists of visual aids such as charts, an extensive library, instructional videos, a VCR, television, and a computer to assist students in learning the theory and practices of Cosmetology, Manicuring, and Esthetics.

The Lab Classroom is furnished with working stations for students to practice the techniques of their chosen course. MJM's equipment includes 16 styling chairs, 5 sinks, 9 dryers, 30 styling stations, 6 shampoo chairs, 12 customer chairs, and 6 manicure stations, facial beds, 2 facial machines, 1 microdermabrasion machine. A computer room is also available for students use. Student learning materials are available in the desk in the instructor's office. A private office is also available for interviewing and guidance for students if needed.

### **THOSE DEDICATED TO YOUR SUCCESS**

***OWNER: MJM IOC, Inc.***

#### **ADMINISTRATION**

**DIRECTOR:** GARY (Tom). SIESS

**AGENT:** DEANNA F. SIESS

Agents are Licensed by the Colorado Department of Higher Education,  
Division of Private Occupational School Board.

#### **FACULTY**

**LEAD INSTRUCTOR:** DEANNA SIESS

**INSTRUCTORS** BECKY TENORIO / CHARLOTTE PRINTY

**SPECIAL INSTRUCTOR:** KATHY ZIEGLER

**OFFICE MANAGER:** RONDA JOHNSON

#### **ADVISORY COMMITTEE**

GARY (Tom) SIESS DEANNA SIESS

BECKY TENORIO LINDA COX

RON JOHNSON SUE JOHNSON

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### **PRIVACY ACT STATEMENT**

As a student of the Institute, your records are under the Privacy Act and you have the right to access your cumulative records and if a minor, the parents/guardians also have this right. Proper supervision and interpretation of student's records will be provided when they are being reviewed. To review files, students must request an appointment two days in advance with Director of the Institute. All student records will be maintained for a minimum of 6 years. Information on a student will be released upon signature from the student on specific release forms or in the case of a minor, the student and parent/guardian signature are required. Students are to sign the release forms only in the case of an individual requesting the student's information. Student records may also be reviewed by regulatory agencies, ie. The Division of Private Occupational School and Colorado Department of Higher Education.

### **ENROLLMENT AND TRANSFER POLICY**

Depending on course availability classes normally begin on the first Wednesday of each month. Starting dates maybe subject to change due to holidays. For all classes, students must enroll 14 days prior to the starting date. You must make an appointment for a tour and personal interview. Late starts for courses **WILL NOT** be permitted . MJM does not solicit Transfer Students from other Cosmetology schools. MJM's policy is to interview transfer students only if they submit a copy of their formal withdrawal from another school. The policy of MJM phone inquiries regarding information on students transferring from another school follows the same procedure. MJM does not guarantee the transferability of its credits to any other institution unless there is a written agreement with the other institution. Students having previous training at another school may apply those credits to their total credits for licensure if MJM accepts them, however MJM reserves the right to accept which credits they will or will not allow towards training at MJM. Students reentering after a temporary withdrawal may do so if they are in good standing and have made satisfactory arrangements with their accounts.

### **MJM'S POLICY REGARDING POSTPONEMENT OF STUDENT(S) STARTING DATE AND THE EFFECTS ON STUDENT'S RIGHTS TO A REFUND:**

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the School Director. The agreement must set forth:

- a.) Whether the postponement is for the convenience of the school or the student and:
- b.) A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set for in the agreement, determined in accordance with the school's refund policy (pg.13-14) and all applicable laws and rules concerning the Private Occupational Act of 1981.

### **MJM INSTITUTE of COSMETOLOGY RULES AND REGULATIONS MARCH, 2008**

We want to make your educational experience an exciting and worthwhile opportunity. In order to achieve this, the following Rules and Regulations have been put into effect. We hope that any question or any concerns you may have are brought to our attention.

#### **ADMISSION REQUIREMENTS**

MJM admits only student's having a High School Diploma or GED, and are beyond the age of compulsory school attendance in the State of Colorado (age 17). If a person is beyond the age of compulsory school attendance desires to attend but does not have a High School Diploma or GED they may be admitted only after taking and passing Ability to Benefit Test in accordance with the schools Ability to Benefit policy. ***Inquiries may be referred to The School Director.***

For applicants who need/want to "refresh" themselves for the Colorado State Office Examination; the cost is \$10.00 per hour and \$25.00 for the PROMISSOR Test Booklet and the School Code Number needed to take the Exam.

#### **SCHOOL SCHEDULES**

##### **FULL TIME**

Minimum 40 hours per week. 9:00 a.m. to 5:30 p.m. with a one half hour lunch period Monday through Friday. We have an organized theory hour Monday through Friday from 9:00 a.m. to 10:00a.m. Class schedules may vary from week to week but will be posted and/or announced each Monday morning.

##### **PART TIME**

Minimum 30 per week. Available hours are 9:00 a.m. to 3:00 pm. with a one half hour lunch period Monday through Friday. We have an organized theory hour Monday through Friday. Part time students may attend various times and days but must attend the hour of theory on days they select to attend. Class schedules may vary from week to week but will be posted and/or announced each Monday morning.

**\*All students must remain in school at all times during class hours unless otherwise designated\***

**ORIENTATION**

1. The students will receive a thorough understanding of the Laws Governing the Practice of Barbering/Cosmetology in the State of Colorado, and the State Office of Barber/Cosmetology Rules and Regulations.
2. The student will also receive a thorough understanding of the Rules and Regulation of MJM Institute of Cosmetology.

**PAYMENT**

Payment of tuition, etc., will be agreed upon and outlined in each student’s Enrollment Agreement (Contract) and must be adhered to. Payments scheduled are to be made in the School Office. Transcripts (a.k.a. Record of Completion) and Diplomas will not be issued until all monies owed to MJM as stated on the student’s contract are paid in full.

**GRADES**

Course progress is determined by periodic testing throughout the course of instruction. Students review tests with the instructor after taking the test and are then informed of their grade. Scores on tests are recorded in the students computer file, and tests are kept in a folder that the students may view by appointment with the Director.

SCALE:	90 - 100	A	EXCELLENT
	80 - 89	B	GOOD
	70 -79	C	PASSING
	Below 70	F	FAILING

**WEEKLY & MONTHY REPORTS**

After students complete exams, they are to be filed in the test completion file and housed in the Record Room. All freshmen, junior and senior requirement sheets must be completed and filed in the student’s file prior to a student beginning Senior Review. Freshman requirement sheets are to be completed with the required amount of credits and in folders prior to going in the patron service area. Monthly reports will be completed by the 7th of each month and students will then discuss any necessary concerns they may have on their progress with an Instructor at this time.

**CHECKING IN & OUT**

Students are to clock in on the time clock upon arrival, clock out for lunch, and then clock back in when turning from lunch. Upon departure for the day students must then clock out. Unless departing from school for the day, students must notify the Director or an Instructor. No student may clock in or out for another student. This could possibly be grounds for dismissal.

**PERSONAL CALLS**

Students will not be called from any scheduled activity unless it is an emergency. Students are not allowed to use the business phones for personal calls.

**CELL PHONE**

Cellular Phones and/or pagers cannot be used during school hours.. If found doing so it will result in confiscation of the phone until the end of the day when the student may then pick it up in the office. They may be used during breaks and lunch periods only

**HOLIDAYS**

The following Holidays are the only days the school will be closed:  
New Years Day, Fourth of July, Thanksgiving Day and the Friday following Thanksgiving and Christmas Holiday (Dec. 24 through Jan.1,

**UNEXPECTED SCHOOL CLOSURES**

When unexpected closures occur due to extenuating circumstances students will be notified by school personnel via telephone, or broadcast over several posted radio stations. Any additional closures must be approved by a unanimous vote of the students.

### **TARDINESS**

Students are expected to attend classes as scheduled and be prepared with proper materials. Chronic tardiness for any Course (5 in one month) constitutes grounds for dismissal at the Directors Discretion.. Anything over 3 requires a Dr's note or has director pre-approval. Students more than 10 minutes late for the theory class will not be allowed to interrupt or enter until a break is given, unless the reason for tardiness is 1) a documented doctor/dentist visit, or 2) a documented court appointment or unexpected emergency to be determined by the School Director .Continued tardiness may result in probation, other disciplinary action, or ultimately expulsion from the school.

### **ABSENCES AND ATTENDANCE**

Attendance must be regular. Students, who are enrolled on a full time basis, per his/her contract, will be expected to have a review by the Director whenever one of the following unsatisfactory attendance conditions exists:

- More than 3 days of absence in any calendar month
- More than 6 days of absence in any 2 calendar months
- More than 30 days of absence in a 10 month period

Students may be excused from attending scheduled classes for the following reasons.

#### **EXCUSED ABSENCES**

- Family Emergencies
- Illness or Injury with Documentation
- Doctors Appointment with Documentation
- Illness or injury,
- Absence due to physical disability
- Absence caused by court or law enforcement

#### **UNEXCUSED ABSENCES:**

- Student is absent without notifying the school
- Illness without Documentation
- Any appointments without proper documentation

Students who miss 5 consecutive school days without communicating with the School Director/designee may be terminated on the 6<sup>th</sup> consecutive school day. Students who have excessive absences may be terminated; re-enrollments will be at the discretion of the school with a re-enrollment fee of \$75.00. **All students are expected to call the school each day they are absent.** You must speak with an instructor or the administrative staff.

Any student absent from class must report reasons to the Director. Students are required to make up work missed. If unable to be in school, student is required to call or send notice for each absence by 8:30 a.m. on the day of absence. Upon withdrawal, all students will be subject to new tuition charges if allowed to return to school. Any re-entry must be decided by the Director, and arrangements must be made for the return prior to leaving.

In granting all excused absences, students must submit the request in writing. For absences one week or longer, a student must come in for a review and request additional time in writing in weekly increments, listing current address, home phone number, and work phone number. All absence requests are to be turned into the Director for record keeping purposes. As stated in the contract, all absences, excused or unexcused, including leave of absences is time added to the length of your course.

### **LEAVE OF ABSENCE MEDICAL CONDITIONS**

When health reasons or special situations force a withdrawal from the school the effected student must apply to the Director for a leave of absence. A Leave of Absence Form is available from the School Director. A student must request a leave of absence in writing and may be for a minimum of five (5) days and a maximum of thirty (30) days. Leaves of absence cannot exceed 60 calendar days in a 12-month period .Exceptions may be approved at the discretion of the Directors for documented medical circumstances or documented jury duty of 6 or more consecutive school days, not to exceed federal guidelines. If the student is unable to return to school within the maximum time frame for a leave of absence, their enrollment will be terminated.

If a student fails to return from a leave of absence, the student is considered to have withdrawn from the school as of the first day of the leave of absence. The school has thirty days after the last day of an approved, documented leave of absence to calculate and return the refund.

**REQUIREMENTS FOR GRADUATION & EXAMINATION FOR LICENSURE**

After completion of training, students are required to take the Examination for Licensure which is given by PROMISSOR testing agency. The examination is held throughout the year. The following must be must be completed and recorded prior to being allowed to register for the Colorado Office of Barbers & Cosmetologists Licensing Exam. The examination consists of practical skills and a written test on related theory. Our Institute prepares you for this exam. Upon completion of the state required amount of hours, the students are thoroughly tested both in practical and theory. Minimum credits required in each subject as set forth by the Colorado Office of Barber and Cosmetology Rules and Regulations, must be met, attendance requirements met, taking and passing MJM's final examinations in each subject in the practical examination (baby boards) with a 90% grade or better, and having financial obligations met prior to the students being issued a Diploma / Record of Completion (Transcript) and also before registering to take the Examination for Licensure.

Students are to have a thorough understanding of the Laws governing the Practice of Barber/Cosmetology in the State of Colorado and the State Barber/Cosmetology Rules and Regulations. There is a fee for taking the examination that varies from year to year and is announced by PROMISSOR. The applicants must provide their own supplies for the examination.

**STANDARDS OF CONDUCT**

Any behavior that disrupts class, is disrespectful, insubordinate, willfully damaging, or detrimental to any instructor, staff member, customer, or student of MJM shall be cause for immediate termination at the discretion of the Director.

**PERSONAL PROBLEMS**

Students unable to assume their responsibility to the curriculum because of physical injury will be required to take an extended leave of absence.

**DRESS CODE/ UNIFORMS:**

Students **MUST** wear a plain black or white blouse or shirt

Students **MAY** wear the following

- Docker Pants - clean, neat, & pressed
- Jeans - must be clean, and without holes
- Dressy Walking Shorts (culottes)
- Backless Shoes

Open-toed Shoes may be worn only with pantyhose

Shirts must be tucked in if it has a shirttail

Skirts & Dresses (may not be shorter than 4" above the middle of the knee)

Sleeveless Tops or Dresses may be worn only if arm pits are shaven.

Students **MAY NOT** wear the following

Revealing or Provocative Clothing:

- No Midriff Showing
- No Hip Hugger Pants
- No Knit Stretch Pants
- No Leather Pants

No Athletic or Canvas Shoes - Hiking Boots - Cowboy Boots

**\*\*\* If you are uncertain about a type of clothing being acceptable, please contact the Director\*\*\***

**SMOKING, GUM, ETC**

You may receive two breaks during school hours. Smoking is permitted only during the breaks, outside in the back of the building. Please use the receptacles provided for disposal. Gum chewing is allowed. Please also dispose of properly in the receptacles provided. The instructor may ask you to dispose of your gum if annoying to others. Lunch is to be eaten in the area provided. No food will be allowed in the work area or classroom area. All trash is to be disposed of in containers provided.

**LOST & FOUND**

Report all losses immediately. Return found items to an Instructor or the Director. The school is not responsible for any lost items.

### **PERSONAL ITEMS**

Items loaned to another, must be recovered by the student. The School will not be liable for any student's lost or stolen items. Any items belonging to the school and found in a student's possession will be added to that student's tuition costs.

### **APPOINTMENTS**

The student must provide services to any patron assigned to them. You must complete service tickets which are numbered and accounted for after performing services for the patron. Students are responsible for having Permanent Wave and Tint cards filled out completely and must have an instructor sign the ticket after completing the service. In addition, Instructors are required to Initial & Grade each service after completion. **Students WILL NOT be given credit for a Service they neglect to have Initialed & Graded by an Instructor.**

### **SUPPLIES**

The kit and books are issued to you after you begin class and at that time they become the student's responsibility. The kit contains all the instruments necessary for satisfactory completion of your course. Students are expected to maintain the kit by replacing lost or broken articles in order that they may continue with their practice and their work suitably. The complete kit is to remain at the Institute while enrolled at MJM. Unclaimed kits, books and all other items become the property of MJM after 30 days from the date of termination/withdraw. Your Kit and Textbooks are non-refundable.

### **PERSONAL SERVICES, ETC.**

The first Wednesday of every Month is set aside for personal student services providing they are in good standing. The school does have an incentive program for these services that is explained in Orientation.

### **GENERAL SANITATION**

It is the obligation and responsibility of each student to keep their work area neat and clean order at all times including at the end of the day. All students must observe all rules and regulations on sterilization and sanitation. Assignments for sanitations must be completed at the end of each day to obtain sanitation credits, required by State of Colorado for licensure. Combs, brushes, etc., must be cleaned and sterilized and kept sterile after use. Only sterile implements will be used on patrons or other students. Shampoo bowls must be cleaned and sterilized after usage for each patron. Applicator bottles, dishes, shampoo bottles, etc., must be properly cleaned and returned to the commissary upon completion of use. All supplies are to be dispensed in proper containers also, refer to the State Board of Health Rules and Regulations and the Colorado Office of Barber/Cosmetology Rules and Regulations. Soiled towels must be placed immediately in the covered container provided for each area of service. Soiled towels need to be washed and dried throughout the work day. All students are responsible for keeping up the laundry throughout the day. In addition, students will be assigned specific sanitation duties.

### **EQUIPMENT**

Special electrical items kept at the desk must be signed in and out by the student and is the student's responsibility while using. Students are responsible for maintaining their kit with the required items to perform services or practice and in the student's possession at all times while in school.

### **SAFETY REQUIREMENTS**

Many chemicals are used in the Cosmetology Industry. To protect yourself, clients, and others around you, you must take safety precautions. For example, Rubber Gloves must be used when performing hair coloring services, waxing, pedicures, etc. Aside from chemicals, sharp implements, or tools such as razors, shears, clippers, nippers, etc. are also used. When using tools, proper footwear and/or eye protection must be worn to safely perform a service.

### **DISMISSAL**

A student is subject to dismissal for violating any covenant or condition of the enrollment agreement or any of the listed School Rules and Regulations. In addition, a student is subject to dismissal for the following:

1. Theft from the school, a client, a member of the faculty or a fellow student.
2. Use, possession, dispensation or distribution of a controlled substance (illicit drugs and alcohol) of any kind or amount while on MJM campus.
3. Disrespect shown to any employee or owner of the school.
4. Lack of proper attitude in working with fellow students.
5. Lack of proper attitude in performing patron service.
6. Refusal to provide assigned client services.
7. Foul language to any person on the premises.
8. Fighting or rough behavior.
9. Non-payment on contract.

All students dismissed from school will be charged a re-entry fee of \$150.00.

All privileges will be denied to any students on suspension or that may have been dismissed. Any student not completing the course in the specified time, (See Contract) will be subject to additional tuition charges.

### **RE-ENTRY POLICY**

If a student returns for any reason, the Director or Lead Instructor will inform the Business Office so that recalculations of tuition can be made as well as a general updating of the student's file.

Leaves of absences, official interruptions, course incompletes, and repetition on-credit remedial courses have no effect on Satisfactory Progress Policy.

### **CHANGE OF STATUS**

If a student wishes to change their course, they must do so in writing to the office manager for approval. The following fees will be applied:

0-25%	complete \$ 50.00,
26-50%	complete \$100.00,
51-74%	complete \$150.00
75% or higher	complete \$200.00.

### **Examples of Employment Opportunities**

Cosmetology	Esthetician
Cruise Lines	Cruise Lines
Permanent Waving Technician	Salon Owner
Nail Technician	Make-up Artist
<b>Hair Straightening Specialist</b>	<b>Instructor</b>
<b>Platform Artist</b>	<b>Manufacturer's Representative</b>
Scalp & Hair Specialist	Movie or TV Artist
Hair Color Technician	Manicurist

Demand for grooming services by women and men in all walks of life have increased tremendously. There is a demand that provides the opportunity to earn high income and establish a profitable career in Cosmetology. Age is no barrier, thus the field of beauty culture is excellent as a lifetime occupation. In addition, the possibility of part-time work in a salon, whether as an owner or an employee, is particularly attractive to the married woman who wants to increase her income but cannot devote all of her time to the job. Cosmetology is the choice of many persons who wish to go into business for themselves. It is a promising field for men and women of all ages. Since the great majority of beauty salons are small establishments, ownership of a business is within reach of almost everyone.

**PLACEMENT**

MJM Institute of Cosmetology **cannot** guarantee job placement. Current job openings are posted on the bulletin board in the student lounge. In addition several franchise salons conduct classes in the school, giving students the opportunity to gain further education in the area job market. The school also maintains a listing of local salons in the school office. This list is available to any student who wishes to see it.

**LICENSURE COURSES, DESCRIPTIONS AND UNITS OF CREDIT**

**Effective July 1, 2006, an applicant for licensure must show the number of hours of course completion measured in credit hours as established by the Office of Barber & Cosmetology Licensing. An applicant on or after July 1 2006 shall furnish proof of training in the subject areas in which the applicant seeks licensure with the following minimum number of credit hours:**

**1. BARBER**

Full Time Course length is approximately 187.5 days, 50 Credits and 1500 Hours

Part Time Course length is approximately 250 Days, 50 Credits and 1500 Hours.

This course gives students the skills necessary to pursue a career as a Barber. Upon completion of this course the student will receive a Certificate of Graduation. The student will then be required to pass the Examination for Licensure before they can legally be employed as a Barber.

A student shall spend a minimum of 1500 hours in the study of Barbering, which is designed for learning the science of beautifying and improving the complexion, skin, and hair of the human body. Hours beyond 1500 are available at \$10.00 per hour.

To graduate the student must complete the hours required by the State of Colorado. All required written exams must be passed with a score of 90% or better. All practical requirement sheets must be completed and returned to the office. The student must pass the practice Examination for Licensure with a 90% or better. All tuition, fees, fines and any other expenses must be paid. All required paper work must be in the students file.

<b><u>Course Subjects</u></b>	<b><u>Credit</u></b>	<b><u>Clock Hours</u></b>
Treatment of Hair & Scalp	2	60
Facial Massage & Treatments	3	90
Shaving	3	90
Haircutting	9	270
Hairstyling	9	270
Permanent Waving & Chemical Hair Relaxing	8	240
Hair Coloring	8	240
Law, Rules & Regulations	1	30
Management, Ethics, Interpersonal Skills & Salesmanship	1	30
Disinfection, Sanitation & Safe Work Practices	6	180
<b>TOTAL</b>	<b>50</b>	<b>1500</b>

- (a) Safety, Sanitation, and Sterilization shall be taught in each subject as it pertains to that course.
- (b) The required hours may vary up to 25% in each subject, but still must total 1500 Hours.

## 2. COSMETOLOGIST

Full Time Course length is approximately 225 Days, 60 Credits, and 1800 Hours

Part Time Course length is approximately 450 Days, 60 Credits, and 1800 Hours.

This course gives students the skills necessary to pursue a career as a Cosmetologist. Upon completion of this the student will receive a Certificate of Graduation. The student will then be required to pass the Examination for Licensure before they can legally be employed as a Cosmetologist.

A student shall spend a minimum of 1800 hours in the study of Cosmetology, which is designed for learning the science of beautifying and improving the complexion, skin, hair, and nails of the human body. Hours beyond 1800 are available at \$10.00 per hour. The maximum hours available for the Cosmetology course are 2200.

To graduate the student must complete the hours required by the State of Colorado. All required written exams must be passed with a score of 90% or better. All practical requirement sheets must be completed and returned to the office. The student must pass the practice Examination for Licensure with a 90% or better. All tuition, fees, fines and any other expenses must be paid. All required paper work must be in the students file.

<u>Course Subjects</u>	<u>Credit</u>	<u>Clock Hours</u>
Shampooing, Rinsing & Conditioning	2	60
Hair Coloring	8	240
Haircutting	8	240
Hairstyling	7	210
Chemical Texture Services	4	120
Manicuring & Pedicuring	7	210
Application of Artificial Nails	5	150
Facials & Skin Care	7	210
Facial Makeup	1	30
Hair Removal	3	90
Law, Rules & Regulations	1	30
Management, Ethics, Interpersonal Skills & Salesmanship	1	30
Disinfection, Sanitation & Safe Work Practices	6	180
<b>TOTAL</b>	<b>60</b>	<b>1800</b>

(a) Safety, Sanitation, and Sterilization shall be taught in each subject as it pertains to that course.

(b) The required hours may vary up to 25% in each subject, but still must total 1800 hours.

## 3. ESTHETICIAN

Full Time Course length is approximately 75 Days, 20 Credits, and 600 Hours

Part Time Course length is approximately 100 Days, 20 Credits, and 600 Hours.

This course gives students the skills necessary to pursue a career as an Esthetician. Upon completion of this course the student will receive a Certificate of Graduation. The student will then be required to pass the Examination for Licensure before they can legally be employed as an Esthetician.

A Student shall spend a minimum of 600 hours in the study of Esthetics designed for only the Estheticians, which is learning the artful care of the face, skin, and body. hour.

To graduate the student must complete the hours required by the State of Colorado. All required written exams a score of 90% or better. All practical requirement sheets must be completed and returned to the office. The student must pass the practice Examination for Licensure with a 90% or better. All tuition, fees, fines and any other expenses must be paid. All required paper work must be in the students file.

(Esthetician continued)

<u>Course Subjects</u>	<u>Credit</u>	<u>Clock Hours</u>
Facials & Skin Care	7	210
Facial Makeup	1	30
Hair Removal	3	90
Law, Rules & Regulations	1	30
Management, Ethics, Interpersonal Skills & Salesmanship	1	30
Disinfection, sanitation & safe work practices	7	210
<b>TOTAL</b>	<b>20</b>	<b>600</b>

- (a) Safety, Sanitation & Sterilization shall be taught in each subject as it pertains to that course.
- (b) The required hours may vary up to 25% in each subject, but still must total 600 hours.

#### 4. HAIRSTYLIST

Full Time Course length is approximately 150 Days, 40 Credits, and 1200 Hours

Part Time Course length is approximately 200 Days, 40 Credits, and 1200 Hours.

This course gives students the skills necessary to pursue a career as a Hairstylist. Upon completion of this course the student will receive a Certificate of Graduation. The student will then be required to pass the Examination for Licensure before they can legally be employed as a Hairstylist.

A student shall spend a minimum of 1200 hours in the study of Hairstyling, which is designed for learning the science of beautifying and improving the hair of the human body. Hours beyond 1200 are available at \$10.00 per hour.

To graduate the student must complete the hours required by the State of Colorado. All required written exams must be 90% or better. All practical requirement sheets must be completed and returned to the office. The student must pass the practice Examination for Licensure with a 90% or better. All tuition, fees, fines and any other expenses must be paid. All required paper work must be in the students file.

<u>Course Subjects</u>	<u>Credit</u>	<u>Clock Hours</u>
Shampooing, Rinsing & Conditioning	2	60
Hair Coloring	8	240
Haircutting	8	240
Hairstyling	7	210
Chemical Texture Services	4	120
Law, Rules & Regulations	1	30
Management, Ethics, Interpersonal Skills & Salesmanship	1	30
Disinfection, Sanitation & Safe Work Practices	9	270
<b>TOTAL</b>	<b>40</b>	<b>1200</b>

- (a) Safety, Sanitation, and Sterilization shall be taught in each subject as it pertains to that course.
- (b) The required hours may vary up to 25% in each subject, but still must total 1200 hours.

**5. MANICURIST**

Full Time Course length is approximately 75 Days, 20 Credits, and 600 Hours

Part Time Course length is approximately 100 Days, 20 Credits, and 600 Hours.

This course gives the student the skill necessary to pursue a career as a Manicurist. Upon completion of this course the student will receive a Certificate of Graduation. The Student will then be required to pass the Examination for Licensure before they can legally be employed as a Manicurist.

<u>Course Subjects</u>	<u>Credit</u>	<u>Clock Hours</u>
Manicuring & Pedicuring	7	210
Application of Artificial Nails	5	150
Law, Rules & Regulations	1	30
Management, Ethics, Interpersonal Skills & Salesmanship	1	80
	<b>20</b>	<b>TOTAL 600</b>

(a) Safety, Sanitation & Sterilization shall be taught in each subject as it pertains to that course.

(b) The required hours may vary up to 25% in each subject, but still must total 600 hours.

**DIPLOMA / CERTIFICATE STAND ALONE COURSES**

**MICRODERMABRASION**

**15 HOUR**

**\$425.00**

**Specific Course Objective:** To educate the licensed cosmetologist /esthetician student in all necessary elements relating to Microdermabrasion procedures.

**ELECTRIC FILE CERTIFICATION**

**8 HOURS**

**\$125.00**

**Specific Course Objective:** Train manicurists and cosmetologists to use the electric file in accordance with the rules and regulations set by the Colorado Office of Barber and Cosmetology.

**ADVANCED PEELS**

**24 HOURS**

**\$1,000.00**

**(Cosmetic Resurfacing Exfoliating Substances)**

**Specific Course Objective:** To train and educate the student in all necessary elements relating to Cosmetic Resurfacing Exfoliation..

**WAXING FOR MANICURISTS**

**6 HOURS**

**\$ 50.00**

**Specific Course Objective:** Teaching students the proper protocols for hair removal and the limitations performing the service for manicurists.

**PERMANENT MAKE-UP**

Must have a minimum of 8 models or 1 per day for training. There will be \$50.00 model charge. The course is a 3 day introduction and then return after 2 weeks for 5 day course. All home study material must be turned in by end of course.

64 Hours –Class Room      68 Hours Home Study

<u>Course Subjects</u>	<u>Credit</u>	<u>Clock Hours</u>
Sanitation ,Sterilization, and Safety	.04	12
Skin Analysis	.03	8
Equipment & Supplies	.03	8
Color Theory and Effects	.68	32
Client Consultation	.03	8
Application of Pigment	<u>2.13</u>	<u>64</u>
	<b>3</b>	<b>TOTAL 132</b>

- (a) Safety, Sanitation & Sterilization shall be taught in each subject as it pertains to that course.
- (b) The required hours may vary up to 25% in each subject, but still must total 600 hours.

**600 HOUR ADVANCED ESTHETICS COURSE**

This Course introduces advanced treatments in skin care. for licensed Cosmetologists or Estheticians. Advanced training includes electricity and light energy and cutting edge spa treatments as well as expanded information in financial and business skills.

<u>Course Subjects</u>	<u>Credit</u>	<u>Clock Hours</u>
1. Orientation	.3	8
2. General Sciences	4.6	139
3. Skin Sciences	5.3	158
4. Esthetics	4.0	120
5. Spas	1.2	35
6. Medical	3.3	100
7. Business Skills	<u>1.3</u>	<u>40</u>
	<b>20</b>	<b>TOTAL 600</b>

- (a) Safety, Sanitation & Sterilization shall be taught in each subject as it pertains to that course.
- (b) The required hours may vary up to 25% in each subject, but still must total 600 hours.

**TUITION - Effective November 2007\*All prices are subject to change without notice\***

**A percentage of Tuition for all courses is due and payable upon enrollment.**

	<b><u>BARBER COURSE</u></b>	<b><u>\$10,200.00</u></b>	
Tuition			\$9,000.00
Kit and Textbooks			\$1,000.00
Registration Fee			\$ 200.00

An initial payment of \$1200.00 is due at the start of enrollment (the signed contract date). This price includes the registration fee, your kit, and your textbooks. Any student not completing the course in the specified time according to your enrollment agreement will be subject to a \$10.00 per hour tuition charge for every hour it takes to complete the required hours for contractual course.

**COSMETOLOGY COURSE \$12,400.00**

Tuition	\$11,000.00
Kit and Textbooks	\$ 1,200.00
Registration Fee	\$ 200.00

An initial payment of \$1200.00 is due at the start of enrollment (the signed contract date). This price includes the registration fee, your kit, and your textbooks. Any student not completing the course in the specified time according to your enrollment agreement will be subject to a \$10.00 per hour tuition charge for every hour it takes to complete the required hours for contractual course.

**ESTHETICIAN COURSE \$5,900.00**

Tuition	\$4,700.00
Kit and Textbooks	\$1,000.00
Registration Fee	\$ 200.00

An initial payment of \$1,200.00 is due at the start of enrollment (the signed contract date). This price includes the registration fee, your kit, and your textbooks. Any student not completing the course in the specified time according to your enrollment agreement will be subject to a \$10.00 per hour tuition charge for every hour it takes to complete the required hours for contractual course.

**HAIRSTYLING COURSE \$8,600.00**

Tuition	\$7,200.00
Kit and Textbooks	\$ 1,200.00
Registration Fee	\$ 200.00

An initial payment of \$1,400.00 is due at the start of enrollment (the signed contract date). This price includes the registration fee, your kit, and your textbooks. Any student not completing the course in the specified time according to your enrollment agreement will be subject to a \$10.00 per hour tuition charge for every hour it takes to complete the required hours for contractual course.

**MANICURING COURSE \$4,600.00**

Tuition	\$3,600.00
Kit and Textbooks	\$ 800.00
Registration Fee	\$ 200.00

An initial payment of \$ 1000.00 is due at the start of enrollment (the signed contract date). This price includes the registration fee, your kit, and your textbooks. Any student not completing the course in the specified time according to your enrollment agreement will be subject to a \$10.00 per hour tuition charge for every hour it takes to complete the required hours for contractual course.

**PERMANENT MAKE-UP COURSE \$3300.00**

Tuition	\$ 2200.00
Kit and Textbooks	\$ 900.00
Registration Fee	\$ 200.00

An initial payment of \$1100.00 is due at the start of enrollment (the signed contract date). This price includes the registration fee, your kit, and your textbooks. Any student not completing the course in the specified time according to your enrollment agreement will be subject to a \$10.00 per hour tuition charge for every hour it takes to complete the required hours for contractual course.

**TITLE IV FUNDING (FINANCIAL AID) IS NOT AVAILABLE**

**DETAILS, CONDITIONS & METHODS OF PAYMENT**  
*(For Fulltime Students)*

**BARBER**

Cash Price	\$10,200.00
Less Initial Payment	\$ 1,200.00
Unpaid Balance of Cash Price	\$ 9,000.00

Students with an unpaid balance agree to pay MJM Institute of Cosmetology in the school office shown hereon as follows: 9 monthly installments of 1000.00, starting one month after starting date, and all subsequent installments on the same day of each consecutive month until paid in full. Any accrued charges or fees shall be payable with the last installment. See Rules and Regulations.

**COSMETOLOGY**

Cash Price	\$12,400.00
Less Initial Payment	\$ 1,400.00
Unpaid Balance of Cash Price	\$ 11,000.00

Students with an unpaid balance agree to pay MJM Institute of Cosmetology in the school office shown hereon as follows: 11 monthly installments of \$1,000.00 starting one month after starting date, and all subsequent installments on the same day of each consecutive month until paid in full. Any accrued charges or fees shall be payable with the last installment. See Rules and Regulations.

**ESTHETICIAN**

Cash Price	\$5,900.00
Less Initial Payment	\$1,200.00
Unpaid Balance of Cash Price	\$4,700.00

Students with an unpaid balance agree to pay MJM Institute of Cosmetology at their offices shown hereon as follows: 4 monthly installments of \$1525.00 starting one month after starting date, and all subsequent installments on the same day of each consecutive month until paid in full. Any accrued charges or fees shall be payable with the last installment. See Rules and Regulations.

**HAIRSTYLIST**

Cash Price	\$ 8,600.00
Less Initial Payment	\$ 1,400.00
Unpaid Balance of Cash Price	\$ 7,200.00

Students with an unpaid balance agree to pay MJM Institute of Cosmetology in the school office shown hereon as follows: 7 monthly installments. 6 of \$1,028.00 and on the 7<sup>th</sup> month \$1,032, starting one month after starting date, and all subsequent installments on the same day of each consecutive month until paid in full. Any accrued charges or fees shall be payable with the last installment. See Rules and Regulations.

**MANICURING**

Cash Price	\$4,600.00
Less Initial Payment	\$ 1,000.00
Unpaid Balance of Cash Price	\$ 3,600.00

Students with an unpaid balance agree to pay MJM Institute of Cosmetology in their school office shown hereon as follows: 4 monthly installments of \$900.00 starting one month after starting date, and all subsequent installments on the same day of each consecutive month until paid in full. Any accrued charges or fees shall be payable with the last installment. See Rules and Regulations.

**PERMANENT MAKE-UP**

Cash Price	\$3200.00
Less Initial Payment	\$1100.00
Unpaid Balance of Cash Price	\$2100.00

Students with an unpaid balance agree to pay MJM Institute of Cosmetology in their school office shown hereon as follows: 4 monthly installments of \$525.00 starting one month after starting date, and all subsequent installments on the same day of each consecutive month until paid in full. Any accrued charges or fees shall be payable with the last installment. See Rules and Regulations.

**REFUND POLICY**

Students not accepted by the school are entitled to a full refund of monies paid.

Students who cancel this contract in writing within three (3) business days are entitled to a full refund of all tuition and fees paid, provided that the student has not commenced training.

Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of contract price whichever is less.

In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge of \$150.00 plus a percentage of tuition and fees, which is based on the percentage of total days enrolled divided by the total number of days in the program as described in the table below. The refund is based on the last date of enrollment.

*Enrollment Time is defined as the time elapsed between the actual starting date and the date of the withdrawal notice given in writing or in person to the school. In the case of a leave of absence, the documented date of return. If a student fails to attend class, their withdrawal notice, they will be charged \$10 per hour for available hours until notice is received or school dismisses the student.*

**REFUND TABLE**

<b>Student is entitled to upon withdrawal/termination</b>	<b>Refund</b>
<i>Within first 10% of program</i>	<i>90% less cancellation charge</i>
<i>After 10% but within first 25% of program</i>	<i>75% less cancellation charge</i>
<i>After 25% but within first 50% of program</i>	<i>50% less cancellation charge</i>
<i>After 50% but within first 75% of program</i>	<i>25% less cancellation charge</i>
<i>After 75% (If paid in full, cancellation charge is not applicable)</i>	<i>NO refund</i>

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
  - a. The date on which the school receives notice of the student’s intent to discontinue the training program; or  
The date on which the student violates published school policy, which provides for termination.
  - b. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date of the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. **Complaints, which cannot be resolved by direct negotiation between the student and the school, may be filed with the Division of Private Occupational Schools of the Colorado Department of Higher Education at [higher.ed.colorado.gov/dpos](http://higher.ed.colorado.gov/dpos) - Phone (303)866-2723. There is a two-year limitation on the Division taking action on student complaints.**  
\*\*

(Refunds continued)

5. The policy for granting credit for previous training shall not impact the refund policy.
6. In case of students illness or disabling accident, death in the immediate family or other medical circumstances beyond the control of the student, the School will make a settlement which is reasonable and fair to both if authorized medical documentation is presented by the Student, or are in the Student's file, and payment arrangements have been made by the student with the corporate offices prior to the collection proceedings being initiated.
7. All items, including Tuition, books, supplies, equipment, etc. are subject to cost change without notice.
8. Stand Alone Courses are paid in advance of class in full, by check, cash or credit card.

**C.R.S.: 12-59-115, LAW 20; concerning a school that ceases operation:**

(7)(a) In the event that a private occupational school ceases operation, the division shall be authorized to make demand on the surety of such school upon demand for a refund by a student or the implementation of a train-out for the students of such school, and the surety shall pay the claim due in a timely manner. To the extent practicable, the division shall use the amount of the bond to provide train-out for students of the private occupational school cease operation through a contract with another approved private occupational school, or any other training arrangement acceptable to the division. The train-out

**C.R.S.: 12-59-115, LAW 20;** provided to a student shall replace the original enrollment agreement or contract between the student and the private occupational school ceasing operation; except that the tuition and fee payments shall be made by the student as required by the original enrollment agreement or contract. (7)(b) Any student enrolled in a private occupational school ceasing operation who declines the train-out required to be offered pursuant to paragraph (a) of this subsection (7) may file a claim with the division for the student's prorated share of the prepaid, unearned tuition and fees paid by each student subject to the limitations of paragraph (c) of this subsection (7). No subsequent payment shall be made to a student, unless proof of satisfaction of any prior debt to a financial institution is submitted in accordance with the department of education rules and regulations concerning the administration of this section.

(7)(c) If the amount of the bond is less than the total prepaid unearned tuition and fees which have been paid by students at the time the private occupational school ceased operation, the amount of the bond shall be prorated among such students. (7)(d) The provisions of this subsection (7) shall be applicable only to those students enrolled in the private occupational school at the time it ceases operation, no new students shall be enrolled therein. (7)(e) The division shall be designated as the trustee for all prepaid, unearned tuition and fees, student loans, Pell grants, and other student financial aid assistance in the event that an approved private occupational school ceases operation. (7)(f) The division shall determine whether the offering of a train-out for students enrolled in an approved private occupational school ceasing operation is practicable without federal government designation of the division as trustee for student loans, Pell grants, and other student financial aid assistance pursuant to paragraph (e) of this subsection (7).

**LEVELS OF CORRECTIVE ACTION**

A student may be advised by MJM administration regarding attendance, academic grades or conduct by any of the following actions:

**VERBAL WARNING:** A student will be verbally informed of the violation they committed. The violation will be discussed and discontinuance will be required. The student will be briefed about further repercussions should the behavior continue.

**PROBATION:** A written warning, involving a designated period of time, not more than 30 days. Further violations during such time will result in suspension and /or termination

**SUSPENSION:** A defined period of time to be no longer than 30 days. During suspension the student is still considered enrolled.

**TERMINATION:** Termination of a student is defined as no longer clocking hours by the student's voluntary withdrawal or dismissed by the school.

MJM INSTITUTE OF COSMETOLOGY

Please complete this form and mail or bring to the school at 533 Bogart Lane Suites A & B Grand Junction, CO 81505; with following information:

- A. Copy of your high school Diploma or G.E.D.
B. Copy of your Driver's License
C. Copy of current resume

Enrollment is limited (inquires may be referred to the Director), if you wish to assure space in the course of your choice, enclose a registration fee of \$200.00 with this application. Upon enrollment, after a three-day period, the registration fee will not be refunded, unless the student is terminated, dismissed, or transfers to another institution.

APPLICATION

Date of application \_\_\_\_\_

Entrance application for the month of (circle one):

Jan. Feb. March April May June July Aug. Sept. Oct. Nov. Dec.

1. Please print your name in full: Mr. Miss Mrs. Ms.

Last First Middle Maiden

2. Home Address Street City County

State Zip Code Phone Number

3. Birth Date Month / Date / Year Place of Birth

4. Sex Age Social Security Number

Driver License Number

5. You are: Single Married Divorced Number of Children Ages

6. Your place of employment Phone Number

7. If married, spouse's name and place of employment

8. Name and address of person to be contacted in case of an emergency

9. Name of Parent(s) or Guardian(s) \_\_\_\_\_

Home Address of Parent(s) or Guardian(s) \_\_\_\_\_  
Street City County

State Zip Code Home Phone Number

Father's place of employment \_\_\_\_\_ Mother's place of employment \_\_\_\_\_

10. High school attended \_\_\_\_\_ Year of Graduation/G.E.D. \_\_\_\_\_

College attended/attending \_\_\_\_\_ Year(s) attended \_\_\_\_\_ Year Graduated \_\_\_\_\_

11. How do you plan to finance your education? (Title IV Funding "Financial Aid" is not Available)

Cash \_\_\_\_\_ In-House Financing \_\_\_\_\_ Bank Loan \_\_\_\_\_

Credit Card \_\_\_\_\_ Other \_\_\_\_\_

12. Persons who can provide you with a character reference (employer, teacher, etc.)

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

13. Where did you obtain the information which led you to enroll at MJM Institute of Cosmetology?

\_\_\_\_\_ MJM Graduate \_\_\_\_\_ Radio \_\_\_\_\_ Salon Owner

\_\_\_\_\_ Newspaper \_\_\_\_\_ Friend \_\_\_\_\_ Phone Book

\_\_\_\_\_ Career Day \_\_\_\_\_ MJM Rep. \_\_\_\_\_ Other: \_\_\_\_\_

14. Write a brief statement for your reasons for wanting to attend MJM Institute of Cosmetology.

15. In the space provided below, tell us about yourself. What are your interests, hobbies, or things you enjoy most?

16. CONSENT TO BE SIGNED BY PARENT OR GUARDIAN IF STUDENT IS UNDER 18 YEARS OF AGE:

In the event of emergency illness or injury, permission is hereby granted to the staff of MJM Institute of Cosmetology to refer the named student to a local physician.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

17. I hereby apply for acceptance in the course of study checked below:

\_\_\_\_\_ Cosmetology    \_\_\_\_\_ Manicuring    \_\_\_\_\_ Esthetics    \_\_\_\_\_ Hairstylist    \_\_\_\_\_ Barber  
FULL TIME \_\_\_\_\_    PART TIME \_\_\_\_\_    REFRESHER COURSE \_\_\_\_\_  
(\$10.00 per hour)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian Signature (if under 18 years of age) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Admission Representative \_\_\_\_\_ Date \_\_\_\_\_

18. Return Completed Form to:

MJM Institute of Cosmetology  
533 Bogart Lane Suites A & B  
Grand Junction, CO 81505

970-241-7566    970-241-9060