

CATALOG

Glo Academy

www.flawlessglogj.com
200 W. Grand Ave., Unit 7B
Grand Junction, CO
970-644-5800

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Approved and Regulated by the
Colorado Department of Higher Education
Private Occupational School Board

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Introduction

Glo Academy offers private one on one course for Permanent Makeup Certification. The school is owned by Theresa Lopez/Owner

Faculty Members

Course is taught by Theresa Lopez

Courses Offered

132 hours of Permanent Makeup Certification

<u>Course Topic</u>	<u>Hours</u>
Cleaning, Disinfection, Sterilization and Safety	12
Skin Analysis	8
Equipment and Supplies	8
Color Theory and Effects	32
Client Consultation	8
Application of Pigment	64
TOTAL	132

Permanent Make-Up Program Cost

	<u>Tuition</u>	<u>Registration Fee/Books-Material*</u>	<u>Total Tuition/Fees</u>
Program A:	\$4,800	\$1000	\$4,800

*Non-Refundable - Subject to Cost Change.

Class Schedule

Full-Time Students: Monday through Friday 8:30am - 5:00pm with one-half hour lunch break.

Some Saturdays & Sundays 8:30am - 5:00pm.

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone and/or radio, and/or TV who provide closure information as a public service. Classes are not held on the following holidays;

New Year's Eve	Labor Day
New Year's Day	Thanksgiving Day & the Friday following
Memorial Day	Christmas Eve
Independence Day	Christmas Day

Entrance Requirements

The school does not discriminate based on race, sex, religion, ethnic origin, or disability. Prospective students must be a Colorado Licensed Esthetician, Cosmetologist or meet your states requirements. If applicants are beyond the age of compulsory school attendance in Colorado and do not possess a diploma or equivalency diploma, they may complete an ability to benefit test approved by the Colorado Department of Higher Education. The school does not administer the test, but will provide information on availability when requested.

Enrollment

Prospective students may enroll anytime. Maximum of 4 Students per month.

Postponement of Start Date

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

- a.) Whether the postponement is for the convenience of the school or 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 forth in the agreement, determined in accordance with the school's refund policy and all the applicable laws and rules concerning the Private Occupational Education Act of 1981.

Placement Assistance

Glo Academy does not offer employment assistance to graduates, consisting of job lead referrals and job skills development. We make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

Attendance Requirements

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 95% is required. Instructor may request your withdrawal from a course or program if absences or tardiness exceed 85%.

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

Progress Policy

Students must maintain an 85% grade point average. Those who do not will be placed on probation for 30 days. During the probation period, students must raise their grade average to passing or higher.

The student may be terminated if grades are not satisfactory at the end of the probationary period. Termination shall be at the schools Director's discretion. The Director has final authority and shall notify the student of the final decision.

Grading System

96 - 100	= A	Excellent
86 - 95	= B	Above Average
76 - 85	= C	Average
66 - 75	= D	Below Average
Under 66	= U	Unsatisfactory

Progress reports with grades will be issued to students throughout the program. Students enrolled in short-term courses will be issued grades at course end.

Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school.

Dismissal

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision.

The Director of Education may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The Director will review each case and decide upon re-admittance.

Facilities

The school is located at 200 W. Grand Ave., Unit 7B, Grand Junction, CO. Classroom is furnished with modern equipment. Computer programs, charts, books and videos are provided to enhance classroom activities are available.

Educational Services - Permanent Make-Up Certification Course includes 132 hours of classroom and hands-on training, (see Course Topic for breakdown of hours) Total cost is \$4,800. Make up hours are subject to student's and instructor's schedule, no additional cost for makeup hours within six weeks of start date.

Previous Credits

Credits from another institution will be evaluated on a case-by-case basis. Glo Academy does not guarantee transferability of hours from another institution unless there is a written agreement with another institution.

Student Grievance Procedure

Any grievance or complaint shall be submitted in writing to Theresa Lopez.

Student Complaints

Complaints, whether or not the complaint can be resolved by direct negotiation between the student and the school, may be filed on-line with the Division of Private Occupational Schools of the Colorado Department of Higher Education, at higher.ed.colorado.gov/dpos, 303-862-3001. All student complaints submitted to the Division must be in writing and "shall be filed within two years after the student discontinues training at the school".

Refund Policy

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within ten (10) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after ten (10) 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 \$1000.00 or 25% of the contract price, whichever is less. In the case of students withdrawing from commencement of classes, the school will retain the cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contract hours attended in the Program/ Stand Alone course, as described in the table below. The refund is based on the official date of termination or withdrawal.

REFUND TABLE

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

1. The student may cancel this contract at any time prior to midnight of the third business day after signing the 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 intention to discontinue the training program; or
 - b. The date on which the student violates published school policy, which provides for termination
 - c. 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 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 & fees paid if the school discontinues a Program/Stand Alone Course 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. The policy for granting credit for previous training shall not impact the refund policy.

Transcript Policy

Transcript/Diploma/Certificate Financial Hold Exemption Policy

Date Adopted: December 2021

Date Revised: August 2024

A. Purpose

This policy is in response to Colorado HB22-1049.

B. Scope

This policy applies to all current and former students, excluding foreign students as defined in C.R.S. 23-1-113.5., who have an outstanding debt for tuition, room and board, or other financial aid funds owed to the school and request a transcript, diploma, or certificate. This policy also describes when a student may be subject to a registration hold.

C. Policy

1. “Full tuition is \$4,950, students must pay half upfront, and the other half at the end of the 132 hour PMU course. Certificates will not be given out if the outstanding balance (\$2,475) is not paid for.” Individuals may be subject to a transcript, diploma, or certificate hold when such individual owes certain debts to the School for tuition, room and board fees, or financial aid funds. Individuals will be subject to such a hold when [include the applicable time frame and amount for which holds are to be used and the lowest amount of debt at which the school will assign the debt to a third-party collection agency]. If an individual is subject to such a hold, their transcripts, diplomas, or certificates will not be released unless an exemption applies as outlined in section 2 of this policy.
2. Exemptions are granted for individuals who can demonstrate that the transcript/diploma/certificate request is required for one of the following reasons:
 - a. Job application
 - b. Transferring to another postsecondary institution
 - c. Applying for state, federal, or institutional financial aid
 - d. Pursuit of opportunities in the military or national guard
 - e. Pursuit of other postsecondary opportunities
3. Process and Procedure for Exemptions: Upon submission of a transcript/diploma/certificate request and documentation to verify an exemption, the School will review the request and make a determination regarding whether or not an exemption exists, as outlined in section 2, above. If it is determined that the individual has a valid exemption, the School will release the requested transcript/diploma/certificate. If the School determines that the individual does not meet the exemption criteria, the School will provide a written explanation of the denial of the request within seven business days.
4. Individuals have the option to establish a payment plan for an outstanding debt. An individual who wishes to establish a payment plan for a debt owed to the School should contact:

Glo Academy
Theresa Lopez
970-366-9042
970-644-5800 (office phone)
www.flawlessglogj.com
theresa@flawlessglogj.com
6. Complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsperson via email to CSLSA@coag.gov