



# *School Catalog*

01/01/2019

to

12/31/2019

**MAIN CAMPUS**

16151 Harbor Blvd

Fountain Valley, CA 92708

Phone: (714) 963-4000 Fax: (714) 963-4884

Additional Classrooms

16165 Harbor Blvd

Fountain Valley, CA 92708

**[www.coastlinebeauty.edu](http://www.coastlinebeauty.edu)**

# Table of Contents

<b>Approval Disclosure Statement</b> .....	<b>4</b>
Approval Programs .....	4
Legal Control .....	5
Non-Discrimination Policy & Title IX Policy.....	5
Students with Disabilities.....	5
Equal Opportunity.....	5
<b>About the College</b> .....	<b>6</b>
Welcome.....	6
Mission Statement.....	6
Educational Objectives.....	6
Facilities .....	6
Hours of Operation .....	6
Academic Calendar .....	6
Health Considerations.....	6
Staff and Faculty .....	7
<b>Admissions</b> .....	<b>8</b>
Pre-enrollment Information and General Rules.....	8
Admission Requirements .....	8
High School Program Completion .....	8
Transferability of Credit .....	8
Credit for Special License.....	9
English as a Second Language .....	9
Students Admitted to Other Schools .....	9
Orientation Class .....	9
Freshmen Class .....	
Textbooks and Supplies .....	9
<b>Tuition Policy</b> .....	<b>10</b>
Tuition Charges .....	10
Collection of Tuition.....	11
The Method of Payments .....	11
Extra Instruction .....	11
Right to withhold Transcripts and Grades for non-payment. ....	11
Scholarship.....	11
Pre-Application for Licensing Exam.....	11
School Closure. ....	11
<b>Withdrawal and Refund Policy</b> .....	<b>12</b>
Student’s Right to Cancel.....	12
Refund Policy .....	12
Return of Title IV Funds .....	13
Hypothetical Refund Example.....	13
Student Tuition Recovery Fund.....	13
Concerning Transferability of Credits and Credential Earned at Our School .....	13
Right to withhold transcripts and grades for nonpayment of tuition .....	13
<b>Satisfactory Academic Progress (SAP) Policy</b> .....	<b>14</b>
Grading System .....	14
Academic Warning & Probation .....	15
Appeal Procedures.....	15
Leave of Absence .....	15
Transfer Hours .....	16
Re-entering Students .....	16
Course Incompleteness.....	16
<b>School Rules and Regulations</b> .....	<b>16</b>
Attendance, Tardy and Make-up Policies .....	16
Clock Hour Policy .....	16
Time Card Credit .....	16

Student Conduct .....	17
Other Rules and Regulations.....	17
Grounds for Disciplinary Action .....	18
Disciplinary Procedure and Dismissal .....	18
Re-Entry .....	18
<b>Student Services .....</b>	<b>18</b>
Job Placement.....	18
Student Records.....	18
Referral Services .....	18
Housing .....	18
Career Counseling.....	19
Grievance Policy/Student Complaint Procedure.....	19
<b>Consumer Information.....</b>	<b>20</b>
Notice of Student Rights .....	20
Notification of Right under FERPA .....	21
Drug and Alcohol Abuse Policy .....	22
Campus Safety Information .....	23
<b>Federal Student Aid .....</b>	<b>27</b>
Financial Aid Mechanism .....	27
General Financial Aid Information .....	27
Compliance Statement .....	27
The U. S. Department of Education Title IV Student Aid Programs .....	27
Student Eligibility Requirements.....	27
Application for Aid, Procedures and Forms .....	28
Determining Need.....	28
Cost of Attendance .....	28
Verification of Information .....	28
Required Verification Items .....	28
Financial Aid Consumer Information .....	30
<b>Academic Courses .....</b>	<b>32</b>
Curriculum for Barbering Course .....	32
Curriculum for Cosmetology Course.....	34
Curriculum for Cosmetician Course .....	36
Curriculum for Manicuring/Nail Care (400 Hours) Course.....	38
Curriculum for Manicuring/Nail Care (600 Hours) Course.....	40
Curriculum for Barber Crossover Course for Cosmetologist.....	42
Curriculum for Cosmetology Crossover Course for Barber .....	44
Curriculum for Massage Therapist Course III.....	46
Curriculum for Massage Therapist Course II.....	48
Curriculum for Massage Therapist Course .....	50
Curriculum for Holistic Health Practitioner Course.....	53

# Approval Disclosure Statement

Coastline Beauty College, a for-profit private corporation was granted institutional approval to operate from the Bureau for Private Postsecondary Education (BPPE) pursuant to California Education Code Section §94802. Approval to operate means compliance with state standards as set forth in this chapter. This approval does not mean that: (1) the institution or its educational programs are endorsed or recommended by the state or by the bureau. Nor that (2) the approval to operated indicates that the institution exceeds minimum state standards as set forth in this chapter.

The following programs are approved:

Program	CIP Code	SOC Code	O NET	Occupational Title	Clock Hours	Months	Inst. Wks.	Award
Barbering	12.0402	39-5011	39-5011	Barber	1500	10-18	40-72	Certificate
Barber Crossover	12.0402	39-5011	39-5011	Barber	400	3-5	10-20	Certificate
Cosmetician	12.0408	39-5094	39-5094	Skin Care Specialists	600	4-8	15-30	Certificate
Cosmetology	12.0401	39-5012	39-5012	Hairdressers, Hairstylist and Cosmetologists	1600	10-20	40-80	Certificate
Cosmetology Crossover	12.0401	39-5012	39-5012	Hairdressers, Hairstylist and Cosmetologists	400	3-5	10-20	Certificate
Holistic Health Practitioner	51.3501	31-9011	31-9011	Massage Therapists	1000	6-12	25-50	Certificate
Manicuring/Nail Care (400 Hours)	12.0410	39-5092	39-5092	Manicurists and Pedicurists	400	3-5	10-20	Certificate
Manicuring/Nail Care (600 Hours)	12.0410	39-5092	39-5092	Manicurists and Pedicurists	600	4-8	15-30	Certificate
Massage Therapy	51.3501	31-9011	31-9011	Massage Therapists	600	4-8	15-30	Certificate
Massage Therapy II	51.3501	31-9011	31-9011	Massage Therapists	300	2-4	8-16	Certificate
Massage Therapy III	51.3501	31-9011	31-9011	Massage Therapists	100	1-2	4-8	Certificate

CIP Codes: US Department of Education regulations as of July 1, 2011, require the institution to identify programs by Classification of Instructional Programs (CIP) Code, with links to the US Department of Labor/Employment and Training Administration's Occupational Information network. For more information for CIP codes please visit web site at [www.nces.ed.gov/ipeds/cipcode](http://www.nces.ed.gov/ipeds/cipcode).

SOC Codes: The SOC system is used by Federal statistical agencies to classify workers into occupational categories. . For more information regarding SOC codes please visit internet web site at [www. Bls.gov/SOC/](http://www.bls.gov/SOC/). Also visit at <http://www.onecenter.org/overview.html> regarding occupational title for course of study.

O NET: The O NET program is the nation's primary source of occupational information. Central to the project is the O\*NET database, containing information on hundreds of standardized and occupation-specific descriptors. Utilizing the SOC Codes, O\*Net provides easy to read career reports that include the most critical on-the-job tasks and skills. Job seekers can also find local salary information and training opportunities. For more information regarding O\*Net please visit the website at <http://www.onetcenter.org/overview.html>

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), phone: (916) 431-6959, toll free: (888) 370-7589 and fax: (916) 263-1897.

At any time, a student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (916) 431-6959 or (888)370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Website ([www.bppe.ca.gov](http://www.bppe.ca.gov)).

**It is Coastline Beauty College's policy to provide prospective students a copy of the school catalog, a general student brochure and School Performance Fact Sheet.**

**As a prospective student, you are encouraged to review this Catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.**

## **Legal Control**

Coastline Beauty College (CBC) is a private, postsecondary institution. It is organized and operated as a California corporation known as Coastline Beauty College, Inc. The Corporation operates under the laws of the State of California, Orange County, and the City of Fountain Valley. The College is in compliance with all local, state, and federal laws and regulations.

## **Non-Discrimination Policy and Title IX Policy**

CBC is committed to providing educational programs to all eligible students regardless of age, race or color, creed, ethnic origin, religion, national origin, sex, disability, or medical condition, except under special circumstances that would constitute either an occupational limitation or a limitation in participation in the program offered. Further, the CBC is required by the Title IX of the Higher Education Act not to discriminate on the basis of sex in such a manner.

## **Students with Disabilities**

CBC does not discriminate on the basis of disability in admission or access to its programs, services, or activities of individuals who meet essential eligibility requirements. The college will provide reasonable accommodations for documented disabilities of individuals who are eligible to receive or participate in college programs, services, or activities.

## **Equal Opportunity Act**

The School complies with Title IX of the 1972 Education Amendments, Equal Opportunity Act of 1972 (Title VII of the Civil Rights Act of 1964), Section 504, Rehabilitation Act of 1973, and the American with Disabilities Act of 1993.

## **Administrative Prerogatives**

The School reserves the right at any time to make changes as necessary in regulations and fees and cancel any course if registration does not justify continuance of the program. Any decision made in these areas would only be performed within the guidelines of federal, state and local agencies.

## **Course Approval by:**

Board of Barbering and Cosmetology (BBC)  
2420 Del Paso Road Suite 100, Sacramento, CA 95834  
(Phone) 800-952-5210, (Fax) 916-575-7281, Web site: [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

Bureau for Private Postsecondary Education (BPPE)  
2535 Capital Oaks Drive, Suite 400, Sacramento, CA 85833  
(Phone) 916-431-6959, (Toll Free) 888-370-7589, (Fax) 916-263-1897  
Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

## **Accreditation by:**

National Accrediting Commission of Career Arts & Sciences (NACCAS)  
3015 Colvin St., Alexandria, VA 22314  
(Phone) 703-600-7600, (Fax) 703-379-2200, Web site: [www.naccas.org](http://www.naccas.org)

US Department of Education 400 Maryland Ave, SW, Washington, D.C. 20202 (Phone) 800-872-5327, Web site: [www.ed.gov](http://www.ed.gov)

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at: One Capitol Mall, Suite 320, Sacramento, CA 95814, [www.camtc.org](http://www.camtc.org), phone (916) 669-5336, or fax (916)669-5337

*Tom Do*

*President*

*Revised on January 1st, 2019*

*\*In the continued efforts to better serve its education purposes in a complex and changing world, Coastline Beauty College reserves the right to modify or to change any or all programs, policies, and procedures described in this publication.*

# About the College

## Welcome to Coastline Beauty College

It is a pleasure to introduce you to Coastline Beauty College (CBC). Our primary focus is to train a student for a successful professional future. We offer courses that address the occupational needs of the industry, utilize modern equipment, and employ a caring staff of professionals. CBC maintains a long-term commitment to its students. The relationship between the College and its students begins with the introduction of intensive classes, which continues throughout the program and after graduation with job placement assistance.

## Mission Statement

Coastline Beauty College is committed to student success by preparing students to pass the Licensure Exam in order to become successful professionals in the fields of the Cosmetology Arts/Science and Massage Therapy.

## Educational Objectives

Our objective is to provide each enrolled student with a high-quality program, in an environment conducive to attaining all the basic skills to pass the licensing exam to become employable in the fields of Cosmetology Arts/Sciences and Massage Therapy. Upon completion of the course of study the graduate student should be able to function effectively and gain entry level employment in one of the many specialty areas: hair stylist, hair colorist, manicurist, make-up artist, esthetician, massage therapist, holistic health practitioner or as a beauty salon operator. Normal progression should move him/her to positions such as beauty salon manager, owner, Cosmetology instructor, supervisor, director or school owner.

## Facilities and Equipment

Coastline Beauty College occupies approximately 7200 sft in a spacious, air-conditioned one story modern facility that is accessible by public transportation. Both facilities consists of adequate classrooms for each program of study offered at CBC and contains equipment and supplies sufficient to meet the needs of the students. CBC is in a well-designed building to assimilate a salon environment for the sole purpose of education. CBC is equipped with modern visual and teaching aids, professional beauty equipment including extensive shampoo facilities and chair hair dryers and blow dryer stations in addition to the workstations provided for students. The school maintains a reference library containing appropriate texts, reference books, videotapes, and computers for use by students, instructors and staff. Instructors and students are to utilize the materials in conjunction with assigned school text books to augment their classes with additional material and in the up-dating and creation of their class lesson plans. Student must sign the materials out and must sign them back in upon their return. Students are responsible for the materials they check out and may be charged for any materials not returned. Administrative and counseling offices are on-site. The reference library is located next to the administrative office. CBC also provides lockers, restrooms and break room areas for use of students. The buildings are equipped with heating and air conditioning systems, well-lit and furnished in a highly professional manner. It is free from distracting noises. Entrances and exits are located so that the building can be cleared quickly and safely in an emergency.

All instruction is provided on campus. Main Campus: **16151 Harbor Blvd, Fountain Valley, CA, 92708** and Additional Classrooms at **16165 Harbor Blvd, Fountain Valley, CA, 92708**. The instructional classrooms are labeled according to each program and contain equipment designed to assist the student's learning in becoming an integral member of the business world. Included Equipment: dermal lights for instruction in skin care and electrical facials, mannequins, time clocks, shampoo bowls, dryers, facial chairs/couches, manicure stations, electrical cap and thermal hair straightener.

## Hours of Operation

Monday through Friday from 9:00 am to 5:30 pm (from 9:00 a.m. to 9:30 p.m. for Massage Therapy courses)

## Academic Calendar

Programs of study begin and end on varying schedules and according to their length. The beginning and end date of each program for which a student enrolls is noted on the enrollment agreement. Programs usually start on every Monday of the week at the main campus and every 1st Tuesday of the month at the branch campus.

## Holidays

CBC observes the following holidays during which the school is closed and there will be no classes. New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas.

## Bankruptcy

Coastline Beauty College has

- a. never filed for bankruptcy petition and does NOT have any pending petition in bankruptcy,
- b. never operated as a debtor in possession,
- c. never filed a petition of bankruptcy within the preceding five years,
- d. never had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## Health Considerations

Generally, the professional in the beauty field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the beauty field there is a great deal of standing, walking, pushing, bending and stretching, sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands.

# Organizational Chart (Main Campus)

## Staff

### ADMINISTRATION

**Tom Do** President  
**Andy Do** Quality and Compliance Director

### ADMISSIONS DEPARTMENT

**Kim Vu** Admissions Representative/ Registrar  
**Hoan Ly** Admissions Representative

### FINANCIAL AID DEPARTMENT

**Paul Tran** Financial Aid Director

### JOB PLACEMENT

**Thao Mang** Job Placement Representative  
**Hoan Ly** Job Placement Coordinator

### BUSINESS OFFICE

**Nina Do** Business Officer

## Faculty

<u>INSTRUCTOR</u>	<u>COURSE TAUGHT</u>	<u>QUALIFICATIONS</u>
<b>Van Nam Chau</b>	Massage Therapy Holistic Practitioner	CAMTC Certified Massage Therapist NCBTMB Licensed Massage Therapist
<b>Nancy Ngan Le</b>	Cosmetology Barbering	<b>License #KK405430</b> (Licensed since 2002) <b>License #B87055</b> (Licensed since 2011)
<b>Cu Van Le</b>	Manicuring/Nail Care	<b>License #M62164</b> Licensed since 1986
<b>Tran Ly</b>	Cosmetician	<b>License #KK455508</b> Licensed since 2005
<b>Duong Nguyen</b>	Manicuring/Nail Care	<b>License #KK236934</b> Licensed since 1991
<b>Rachael Rowland</b>	Cosmetology Barbering	<b>License #KK4523323</b> (Licensed since 2011) <b>License #B99207</b> (Licensed since 2018)
<b>Phuong K. Tran</b>	Cosmetology Cosmetology Crossover	<b>License #KK305879</b> Licensed since 1995
<b>Kimberly Hong Tran</b>	Cosmetology	<b>License #KK45805</b> Licensed since 1981
<b>Dung Kim Vu</b>	Cosmetician	<b>License #KK375176</b> Licensed since 1999

# Admissions

## Pre- Enrollment Information and General Rules

Each prospective student receives a catalog and consumer information. Although general rules are reviewed during orientation, students are individually responsible for knowledge of all College rules and regulations including student conduct, attendance, make-up work, termination, etc. published in this catalog or communicated by the administration via written notices. Students must be aware that criteria for admission and/or graduation may differ depending upon the individual program. Some programs demand more stringent requirements than others. For more detailed information, contact the respective department. Each student receives a syllabus when class starts. The syllabus contains methods and practices used in each of the academic departments in order to facilitate the students' learning process.

### Admission Requirements

Enrollees are admitted as regular students once one of the following criteria has been met.

A) Applicant must provide a copy of his/her High School Diploma, GED or its equivalent, and pass an admissions test, SLE test (Scholastic Level Exam) Form IV. Coastline Beauty College will verify the authenticity of the diploma prior to enrolment. If the diploma cannot be verified, the student may be asked to provide a final high school transcript showing the dates of entrance and graduation and courses completed. If transcript is not available, the student will be required to take and pass GED test prior to enrollment.

B) This policy applies to only **NON-AID (Title IV)** Students lacking the High School Diploma or its equivalent, must be at least 18 years old (Compulsory school attendance in California), must have completed the 10th grade education level or its equivalent as required by the Board of Barbering & Cosmetology and pass an Ability-to-Benefit (ATB) exam prior to admission. Students admitted under this criteria, will be required to pass one of the Ability-to-Benefit tests approved by the US Department of Education administered by an independent proctor. Students subject to these criteria are referred to as students admitted under the Ability-to-Benefit criteria guidelines. Currently, our school is using the CELSA Ability-to-Benefit. The school's admissions personnel will provide applicants with additional information as to how to arrange for the Ability-to-Benefit test. All Ability-to-Benefit students must take and pass the test prior to admissions. If you do not pass the exam, re-testing is available after one week waiting period and the independent proctor will explain and provide you with the re-testing procedures. \*If you enroll by passing an ATB test, you may be eligible to receive Federal Student Aid only if you 1) passed the ATB test before July 1, 2012, 2) were attending a FSA eligible institution and 3) were eligible to receive Federal Student Aid at an eligible institution before July 1, 2012. C) Student must show English language proficiency. A passing score on either the SLE admissions test or the CELSA Ability- to-Benefit test will be acceptable in showing English language proficiency.

### High School Program Completion

It is possible to complete a certificate program without earning a high school diploma. Many individuals, however, may want to obtain a high school diploma or its equivalent for personal employment reasons. The following educational agencies may be contacted regarding obtaining the high school diploma, GED test and/or certificate of proficiency:

#### **Main Campus (Fountain Valley)**

California State University Fullerton (714) 278-2487  
Coastline Community College (714) 241-6184  
Chapman Adult Education Center (714) 663-6520  
Huntington Beach Adult/Alternative School (714) 842-4779  
Santa Ana Centennial Education Center (714) 241-5720

### Transferability of Credits Earned Students

Previously enrolled in an accredited school of Cosmetology may submit their academic records to Coastline Beauty College for review and possible transfer of credit. In lieu of accepting transfer credit, the College may: 1) Accept the transfer credit based upon a review of the official transcript from an accredited institution provided those courses are part of the College's approved curriculum for that program of study and/or 2) Administer a comprehensive exam for each course that measures and affirms the student's previous education. A score of 75% or better is required for each such exam in order to receive credit for that particular course. It may be necessary to administer a series of examinations both in theory and hands-on in order to validate the granting of credit for previous education. If a satisfactory result is achieved, the student's training period may be reduced proportionately. Students who are granted such credit may have their tuition reduced proportionately. In most case school accept a maximum of 50% of a courses total hours. All out of state applicants must furnish the FORM C of credit hours from the California Board of Barbering/Cosmetology and it must be notarized from the previous school you attended. The transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contract hours at the institution. The Coastline Beauty College does not charge for assessment of student's previous training. The College does not offer credit for experiential learning.



**Credit for Special License**

Students who hold a special license (ex. Manicurist or Esthetician) will receive credit towards their new course of study. Students will be required to complete the following hours: Hold Esthetician license and enroll into Cosmetology-1200Hrs, Hold Manicuring license and enroll into Cosmetology-1400Hrs, Hold Esthetician and Manicuring license and enroll into Cosmetology-1100 Hrs

**The college has not entered into an articulation or transfer agreement with any other college or university.**

**English as a Second Language**

The College does not provide instruction for English as a Second Language. College reserves the right to refuse admission to any applicant who does not meet the College's established criteria for admission. The college provides all of its courses in English. A student must prove his/her level of proficiency in either language by providing a high school diploma or its equivalent (i.e. GED, ATB etc.) from a country where the language is an official language

**Students Admitted to Other Schools**

The College does not recruit students who are admitted or attending other schools offering similar program of study.

**Orientation Class**

Orientation classes for students are held each Friday afternoon, from 2:00 p.m. prior to any new class starting. All new students, transfers and re-enrollment students are required to attend an orientation class prior to attending a course.

**Freshmen Class Enrollment**

The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. (See Academic Programs starting on page 35) The freshman class teaches you from the very beginning and introduces the basics for those areas that you will need to know to pass licensing examinations. From this initial introduction, you will learn all fundamentals that are the basics for your future and career. The hours spent in the freshman class are as follows: Cosmetology 200 hrs. Barbering 200 hrs, Esthetician: 80 hrs. Manicuring: 50 hrs. Coastline Beauty College considers the freshman classes to be the foundation for your future.

**Textbooks and Supplies**

Textbooks, if purchased or borrowed from the school, will be issued at the beginning of the freshman class. All required supplies and equipment will be maintained in the freshman classroom. At the beginning of the freshman training, each student will be issued a complete set of supplies with a carrying case. The kit contains the tools and supplies necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's kit, either lost or stolen. Students must learn to be responsible for the tools of their trade.

# Tuition and Fees Policy

Institutional charges for tuition are posted to the student tuition account on the basis of payment period by payment period. However, registration fee, books and supplies for the entire course, will be assessed and posted in the students tuition account within the first payment period. Subsequent charges will be posted as needed.

MAIN CAMPUS (Fountain Valley)									
Program	Tuition 1 <sup>st</sup> PP*	Tuition 2 <sup>nd</sup> PP	Tuition 3 <sup>rd</sup> PP	Tuition 4 <sup>th</sup> PP	Total Tuition	Registration Fee	*Supplies	*STRF Fee	Total Cost
<i>Barbering</i>	\$2,587.50	\$2,587.50	\$1,725	\$1,725	\$8,625	\$100	\$1,000	0.00	\$9,725
<i>Barber Crossover</i>	\$1,150	\$1,150			\$2,300	\$100	\$300	0.00	\$2,700
<i>Cosmetician</i>	\$1,725	\$1,725			\$3,450	\$100	\$600	0.00	\$4,150
<i>Cosmetology</i>	\$2,587.50	\$2,587.50	\$2,012.50	\$2,012.50	\$9,200	\$100	\$1,000	0.00	\$10,300
<i>Cosmetology Crossover</i>	\$1,150	\$1,150			\$2,300	\$100	\$300	0.00	\$2,700
<i>Holistic Health Practitioner</i>	\$2,812.50	\$2,812.50	\$625		\$6,250	\$100	\$300	0.00	\$6,650
<i>Manicuring/Nail Care (400 Hrs)</i>	\$400	\$400			\$800	\$100	\$175	0.00	\$1,075
<i>Manicuring/Nail Care (600 Hrs)</i>	\$1,725	\$1,725			\$3,450	\$100	\$600	0.00	\$4,150
<i>Massage Therapy</i>	\$1,975	\$1,975			\$3,750	\$100	\$300	0.00	\$4,150
<i>Massage Therapy II</i>	\$1,875				\$1,875	\$100	\$300	0.00	\$2,275
<i>Massage Therapy III</i>	\$625				\$625	\$100	\$300	0.00	\$1,025

\***Registration Fee:** Non-Refundable

\***STRF Fee:** As of January 1, 2015, Students who meet the California Student Tuition Recovery Fund criteria are required to pay \$0.00 for every \$1000 rounded to the nearest \$1000. Please see additional information in this catalog.

\***PP** is for payment period.

\* **Supplies:** All applicable sales tax included. Unless in NEW condition, Supplies (kits) received and accepted by the student are Non-Refundable, due to health and sanitary concerns.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

## Collection of Tuition

Students are expected to contribute from their own family resources towards the student's cost of attendance. At the student's option, the college may accept payment in full for tuition and fees after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement for Manicuring course. For students enrolled in Cosmetology, Cosmetician, and Massage Therapy courses, the college charges tuition proportionately according to the payment periods, which shall not exceed more than one term or four months of advance payment of tuition at a time. Federal student financial aid is available to those that qualify to cover educational expenses. Financial aid (Pell grant and FSEOG) is a gift aid that does not need to be repaid. It is the policy of this institution to request from the student whenever possible, to contribute toward their school charges by making monthly or weekly installments in accordance to their means. It is also our policy to discourage students from borrowing loan funds unless it is absolutely necessary. All estimates of available funds from financial aid will be first used to cover institutional charges; if funds remain available, they will be disbursed directly to the student. For information on the aid programs, please contact the financial aid office. The entire educational expenses need to be included in planning the student's ability to meet those expenses. All school charges must be paid in full before graduation.

### **Method of Payments**

Students are expected to contribute from their own family resources toward the student's cost of attendance. Payment plans are available from Coastline Beauty College and/or, private lenders. Federal student financial aid is available to those that qualify to cover educational expenses. Financial aid may be in forms of grants (no repayment required). It is the policy of this institution to request from the student whenever possible, to contribute toward their school charges by making monthly or weekly installments in accordance to their means. All estimates of available funds from financial aid will be first used to cover institutional charges; if funds remain available, they will be disbursed directly to the student. For information on the aid programs, please contact the financial aid office. The entire educational expenses need to be included in planning the student's ability to meet those expenses. All school charges must be paid in full before graduation. Payments can be paid by: cash, money order, check, credit card or Title IV. We do not offer any Federal Loans at this moment.

### **Extra Instruction**

If a student reaches the expected graduation date stated on his/her contract and needs additional time to complete hours and/or operations, Coastline Beauty College will extend a courtesy period of additional training limited to two weeks without assessing additional charges. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: Cosmetology, Cosmetician, Barbering, Cosmetology Crossover, Barber Crossover and Manicuring/Nail Care (600 Clock Hrs): \$5.75/ Hour, Massage Therapy courses and Holistic Health Practitioner: \$6.25/ Hour, Manicuring/Nail Care (400 Clock Hrs): \$2.00/ Hour

### **Right to withhold Transcripts and Grades for Non Payment of Tuition**

An institution may withhold a student's transcript or grades if the student is in default on a student tuition contract. If the course of study consists of only one course, the institution may withhold the grades or the transcript until the tuition or loan obligation is paid in full. CEC. Section 94828 per BPPVE Reform Act January 1, 1998. CBC does not use collection correspondence such as banks, collection agencies, lawyers or any other third parties representing the college. The college does not sell or discount promissory notes or contracts to third parties.

### **Scholarship**

The College does offer private institutional scholarship on a need basis with the discretion of the President.

### **Pre-Application for Licensing Exam**

Students will be allowed to pre-apply for the licensing exam provided they have paid their account in full at the appropriate pre-application clock hours and provided they have maintained a 90% attendance ratio throughout their program of study and have not received any suspensions. Students will be required to pay all costs associated with pre-application for licensing exam. Out of state and transfer students will not be allowed to pre-apply.

### **School Closure**

If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option:

1. Provide a pro-rata refund of all money paid; or
2. Provide for the prompt completion of the course at schools in the neighborhood with no additional charge.
3. The college will notify students individually of the availability of these arrangements or teach-out plans and advertise them as such.
4. Submit the list of all students who were enrolled at the time of closure including the amount of each pro-rata refund to NACCAS and dispose school records in accordance with state laws.

# Withdrawal and Refund Policy

## Withdrawal and Refund Policy

Coastline Beauty College's withdrawal and refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. The college's withdrawal and refund policy complies with all federal and state regulatory agencies such as BPPE, USDE etc.

### STUDENT'S RIGHT TO CANCEL

The student or legal guardian has the right to cancel the enrollment agreement and obtain a refund of charges paid except a **\$100.00** non-refundable registration fee through attendance at the **first class session (first day of classes)**, or the **seventh day after enrollment (seven days from date when enrollment agreement was signed)**, whichever is **later**.

The notice of cancellation shall be in writing and submitted directly to the Registrar Office. A withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including but not necessarily limited to, a student's lack of attendance. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered in person.

### **Determination of Withdrawal from School**

The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

The date you notify the Registrar office of your intent to withdraw. Only the Registrar office would be authorized to accept a notification of your intent to withdraw.
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period (14 days) and fail to inform the school that you are not withdrawing (Unofficial withdrawal). The college monitors attendance at least once every two weeks.
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA. If a student on an approved LOA notifies the college that he or she will not be returning, the date of withdrawal determination is the earlier of the scheduled date of return from LOA or the date the student notifies the college that the student will not return.

### **Return of Title IV Funds**

This formula determines the percentage of time (scheduled hours) that the student completed of the payment period or enrollment period in a course at the time of the student's withdrawal. This percentage is then applied to the amount of Federal Funds from the Title IV programs that the student received or could have received in the same payment period or enrollment period. The result of this calculation is defined as earned funds. If the student received more than the earned amount, the overpayment is called unearned funds and must be returned to the programs in the following order: 1. Pell Grant, 2. Other Recourse and 3. The student.

If the calculation shows that the student owes funds to the grant programs, the liability of the student is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds received by student. A student does not have to repay a grant overpayment of \$50 or less per program. These funds are due from the student within 45 days. If not paid in that time and if the student has not made arrangements with the Department to pay that amount, the student will be referred to NSLDS, a central system that will show the student ineligible for aid until the matter is taken care of by the student.

NOTE: If the institution was required by this calculation to return to the programs some of the funds it has collected as tuition payment, the student's tuition account would be adjusted accordingly. Therefore, if the tuition was paid in full, but if the institution returned funds to the programs, the tuition account will show that the student owes that amount returned by the institution to the programs. Those refunds will be paid to the program funds in accordance to the order listed above, limited to the amount of funds that came from each aid program within 45 calendar days from the determination of withdrawal from school date.

If the student has received federal student financial aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds.

### **Post Withdrawal Disbursement**

If the calculation shows that the student received less aid than what the student earned within the payment period or enrollment period, and then the student would be notified by the institution of the amount of Grant funds used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student for other educational related expenses. If loan funds are involved in this calculation, the institution will notify the student or parent of the loan amount it wishes to utilize to cover educational charges, the financial aid program where the funds are coming from and the student will be reminded of the responsibilities involved in receiving loan funds. The student or parent in the case of PLUS will be given 14 days to respond and accept or reject part or all of the loan funds available. The institution will honor late acceptances only at the institutional discretion.

Once this calculation is finalized, the institution will then perform a **second and different calculation** using the net funds retained (original tuition payments minus amounts refunded) to determine the amount of institutional charges earned by the institution during the payment or enrollment period. That calculation is known as the institutional refund policy calculation.

### Hypothetical Refund Example

The following table outlines the refund due based on percentage of training completed, using **scheduled hours** (including absences), assuming you paid following:

Total Tuition	Less Registration fee	Less Kit/books	Less STRF fee	Tuition Cost
\$10,300	\$100.00	\$1,000.00	\$0.00	\$9,200

  

Tuition Cost	Hours in Course	Hourly charge	Tuition Paid	Hours attended	Tuition owed	Refund due
\$9,200.00	1600 Hours	\$ 5.75/ Hour	\$9,200.00	600 Hours	\$3,450.00	\$9,200 (tuition paid) - \$1,100(supplies/fees) - \$3,450(tuition owed)
						<b>\$4,650 (Refund)</b>

**School Closure:** If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.

**Student Tuition Recovery Fund (STRF): 5, CCR § 76215 (a)** A qualifying institution shall include the following statement on both its enrollment agreement and school catalog: "The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

**(b)** It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the **Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589**. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- 1) The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
- 2) You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
- 3) You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
- 4) The institution has been ordered to pay a refund by the Bureau but has failed to do so.
- 5) The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
- 6) You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
- 7) You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number."

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at **Coastline Beauty College** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the **certificate** you earn in **Cosmetology (1600 Hours), Barbering (1500 Hours) Cosmetician (600 Hours) Holistic Practitioner (1000 Hours), Massage Therapy (600 Hours), Massage Therapy II (300 Hours) Massage Therapy III (100 Hours), Manicuring/Nail Care (400 Hours) Manicuring/Nail Care (600 Hours), Barber Crossover (400 Hours), Cosmetology Crossover (400 Hours)** is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending **Coastline Beauty College** to determine if your **credits, diploma or certificate** will transfer.

**RIGHT TO WITHHOLD TRANSCRIPTS AND GRADES FOR NONPAYMENT OF TUITION:** Academic transcripts will not be released until tuition charges are paid in full.

**Note:**

- + Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC.
- + Applicants for certification shall meet all requirements as listed in California Business and Professions Code sections 4600et.seq

**Placement:** This school does not guarantee employment. However, limited job placement assistance by providing referrals to graduates is available.

# Satisfactory Academic Progress (SAP) Policy

Coastline Beauty College expects all of its students to maintain Satisfactory Academic Progress (SAP) as established by this institution. Any prospective student should read and consider the SAP policy before enrollment. The college's SAP policy is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time).

The student must:

1. Maintain a cumulative academic average of "C" (70%) or better on all tests, work projects (operations) and other required course work.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ( $2/3 \times 30 = 20$ ). Regardless of the average level of attendance, students who have more than two consecutive weeks of absences (14 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 14 or more days up to 180 days are encouraged to request a Leave-of-Absence. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the "School Policies" section of this catalog on pages 17-19.
3. Complete the course within one and one-half times (150%) the length of the course as defined in the catalog. For example, a student who enrolls in a 400 hour/ 20 week long Manicuring program must complete within 30 weeks. For the purpose of determining the maximum time frame, transfer hours from another institution that are accepted toward the student's educational program are counted both as attempted and completed hours.
4. Students must meet minimum academic and attendance requirements for each evaluation period of the course to be considered as making satisfactory academic progress until the next scheduled evaluation.

## Evaluation Periods

SAP evaluation periods are based on actual contracted hours at this school. Students' compliance with the Satisfactory Academic Progress is assessed as follows (all hours are scheduled hours to be completed and based on actual contracted hours at the college):

Barbering: When a student is scheduled to complete 450, 900, 1200 and 1500 hours

Barber Crossover: When a student is scheduled to complete 200 and 400 hours

Cosmetician: When a student is scheduled to complete 300 and 600 hours

Cosmetology: When a student is scheduled to complete 450, 900, 1250 and 1600 hours

Cosmetology Crossover: When a student is scheduled to complete 200 and 400 hours

Holistic Health Practitioner: When a student is scheduled to complete 450 and 100 hours

Manicuring/Nail Care (400Hrs): When a student is scheduled to complete 200 and 400 hours

Manicuring/Nail Care (600Hrs): When a student is scheduled to complete 300 and 600 hours

Massage Therapy: When a student is scheduled to complete 300 and 600 hours

Massage Therapy II: When a student is scheduled to complete 150 and 300 hours

Massage Therapy III: When a student is scheduled to complete 50 and 100 hours

## Grading System

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. All copies of evaluation forms are issued to students upon completion of each increment of the course hours as explained above for students' review. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a minimum of "C" (70%) cumulative grade average or practical evaluation to maintain satisfactory academic progress status. The system detailed below is the system utilized in the school.

### Academic Grading

100% - 90% **A.....Excellent**

89% - 80% **B.....Above Average**

79% - 70% **C.....Average**

69% - 60% **D.....Unsatisfactory**

59% - 00% **F.....Fail**

### Point Grades for Practical Work

(GPA 4) **4 POINTS = A**

(GPA 3) **3 POINTS = B**

(GPA 2) **2 POINTS = C**

(GPA 1) **1 POINTS = D**

(GPA 0) **0 POINTS = F**

### Attendance Status

Full time: Any student scheduled to attend 24 hours or more per week are considered to be full-time students. Half time enrollment requires a minimum of 12 hours per week. Part-time enrollment is defined as more than 12 but less than 24 hours per week. Less than 12 hours per week is less than half time.

### **Academic Warning**

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

### **Academic Probation**

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation. Students who fail to meet SAP standards during a given evaluation period will be placed on satisfactory academic progress probation for one additional evaluation period. If the student prevails upon appeal of a negative progress determination, and if the college determines that SAP can be met by the end of the subsequent evaluation period or the college develops an academic plan for the student, if followed, will ensure that the student is able to meet the college's SAP requirement by a specific point within the maximum timeframe established for the individual student. Students, who are enrolled in Cosmetology and Holistic Health Practitioner courses, on SAP probation, will be eligible to receive one additional Title IV Federal Student Aid. Students, who are enrolled in Cosmetician, Massage Therapy (600 Hours), Manicuring-600, courses, on SAP probation, will be notified by the college that they are no longer eligible to receive additional Title IV Federal Student Aid during the probation period. For the students under SAP probation, satisfactory academic progress and financial aid eligibility will be reinstated only after the student has re-established SAP in accordance with the attendance and grading standards indicated in SAP standards described on page 16 of the school catalog. Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation and will be considered making SAP and eligible to receive further Title IV Federal Student Aid. Probationary students who fail to meet SAP by the conclusion of the probationary period will be deemed not to be making satisfactory academic progress, and may be terminated at the discretion of the institution. In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the institution's refund policy will apply.

### **Appeal Procedures**

Students who wish to appeal the decision that they are not making Satisfactory Academic Progress (SAP) must submit a written request to the institution's administrator. The letter should be received within ten (10) days of college's determination and must describe any circumstances related to the student's academic standing, which the student believes to deserve special consideration, such as but not limited to, an injury or illness of the student, death in the family. The student can attach documentation regarding why the student failed to make SAP and what has changed in the student's situation that will allow the achievement of SAP at the next evaluation period, such as but not limited to doctor's note, death certificate etc. The administrator shall evaluate the appeal within a reasonable time frame (5-10 days) and notify the student in writing of the administrator's decision. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision within a reasonable time frame (5-10 days). The decision of the committee shall be final. All the results of the appeal procedures, student's request and college's decisions will be documented and kept in the student's file.

### **Reinstatement of Financial Aid Eligibility**

Title IV Federal Student Aid (FSA) recipients, who lose their eligibility for FSA due to unsatisfactory progress or to other forms of disciplinary actions, may have their FSA reinstated. Conditions for reinstatement include, but are not limited to, the achievement of academic standing consistent with graduation requirements. The student may request reinstatement by writing a letter documenting the reasons he/she should be reinstated. The school committee reviews such requests after academic advising with the student.

**Leave of Absence:** Occasionally, a Leave of Absence may be granted for students who experience a severe medical or legal issue(s) which may make it difficult for them to attend class. All requests for leaves of absence must be submitted in advance in writing, include the reason for the student's request, and include the student's signature. The LOA must be approved by the school FA Director. The LOA request form must be filled out and the date of leave and return must be stated on the form prior to the Director approving the LOA. We require a student to apply in advance for an (LOA) unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to the school, the student would not have been able to request the LOA in advance. The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. The institution may allow a student under such severe medical or legal circumstances to take a Leave of Absence (LOA) from the program for up to 180 days in a 12 month period. Students on LOA's will not be assessed any additional charges of tuition. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from a LOA will have his/her contract period and *maximum time frame to complete the course extended by the same number of days as the leave of absence*. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave and the refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and will be paid within 30-45 days, depending on the financial source. This policy has been revised and becomes effective December 30th, 2016.



The student's contract period will also be extended by the same number of days as the LOA. The changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

### **Transfer Hours**

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted.

### **Re-entering Students**

All students who withdraw in good standing may re-enter into the course of study without the loss of credit for prior hours and projects earned during the prior enrollment. If the student transferred to other institution before returning to Coastline Beauty College those hours and projects earned at that institution may also be credited to the student for the new re-enrollment. Each re-entry is treated on an individual basis. Coastline Beauty College reserves the right to reject students that had withdrawn from the College before

### **Course Incompleteness**

Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's form of instruction. Thus course incompletes, repetition and non-credit remedial courses have no effect upon the college's SAP standards.

## ***School Rules and Regulations***

### **Diplomas and/or Certificates**

Upon satisfactory completion of the required course hours, and the student has maintained a satisfactory grade on all subjects covered, a Certificate will be given to the student. Also a proof of Training Record will be issued. This record will then become part of the application for examination for your State of California License.

**Neither Diploma nor Certificate of Completion will be issued unless all monies have been paid in full.**

### **Attendance, Tardy and Make-up Policies**

- **Attendance:** Attendance must be maintained at an average of **67** percent of the scheduled attendance if the student is expected to complete the course of study within the 1.5 times of the period of time stated in the enrollment agreement.
- An absence may be excused by calling-in the same day prior to the beginning of class.
- **Tardy:** Frequent tardiness and/or absences are cause for disciplinary action such as probation or dismissal.
- **Make-up:** All lesson assignments which were missed during any period of absence must be made up. Make-up work will not be permitted during class hours. A record of make-up work is maintained for each student who is required to perform this type of work.
- Students with fourteen (14) consecutive days of absences, in any program of study, will be withdrawn by the College.

### **Student Clock Hour Policy**

The Board of Barbering and Cosmetology will only recognize time-clock punched hours of attendance, as a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. You will be given up to seven (7) minutes to clock in and receive credit for the quarter (1/4) hour. This seven minute period applies to starting of the class day. A thirty (30) minute lunch break shall be taken when a student attends a 6 hour class day or more. If you are attending less than a 6 hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break. Once theory classes have been started no one will be allowed to enter the theory classroom. At the completion of the day, your time card is prepared from the current weekly time card. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the weekly time card. The time card must be signed by the student and the instructor daily. Instructors may not sign a student in or out and if a student does not clock in our out at lunch, 30 minutes for lunch will be deducted.

Time cards reflect the student's daily record of hours and operations. It is important that all of your hours and operations are recorded properly and accurately. The attendance personnel must be able to read your time card so that the hours and operations are transferred correctly to the roster. The time cards are the property of the school and must remain in the school at all times. Time cards must be maintained in their entirety for 6 years by the school. After clocking in you are required to maintain applied effort, personnel grooming, leaving the building, reading material not related to your training or activity not related to your training is not tolerated. If this occurs you will be ask to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your termination.

### **Time Card Credit**

The following is a guideline for the instructor to issue credits.

1. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated.
3. The portion of the time card concerning operations is to be applied efforts of the students as they manually perform practical subject.
4. Some practical operations may take longer to perform according to the student. Note the following time frame the Program

gives for each operation: Shampoo/set = 1 1/2 hours, Scalp Treatment = 1/2 to 1 hour, Permanent Wave = 2 to 2 1/2 hours, Facial = 1 1/2 to 2 hours, Manicure = 1/2 hour, Hair cut = 1/2 to 1 hour. Using the above, the Board would understandably not consider a student capable of performing more than 3 permanent waves per day.

### **Student Conduct**

As adults, it is expected that students will conduct themselves in a mature and professional manner, giving the proper respect and courtesy to his/her classmates, the clients, and the staff of the school. Disruptions of class will not be tolerated at any time. Any such conduct will result in termination from the training program in which he/she is enrolled. A student dismissed for misconduct will be permitted to re-enroll and resume training only at the discretion of the school.

### **Other Rules and Regulations**

The school reserves the right to modify these rules and regulations at any time. All students must comply with the school rules and regulations as a condition of enrollment.

1. Personal Calls - Pay phones are available in front of the College and other locations throughout the shopping center as a convenience to students. Students are not allowed to use the College telephones for personal use. If a student receives a call at Coastline Beauty College, a message will be given to the instructor. If the call is an emergency, every effort will be made to find the student and relay the message.
2. Cell phones and pagers are not permitted to be used in the school by students.
3. Breaks - Students are allowed one break every four hours during the school day. Students taking a lunch break must clock out and back in, in accordance with State and school regulations. For this reason students are not allowed to leave the building or go to the break/lunch room, in their lunch break, unless they are clocked out on their time cards.
4. Personal conversations should be kept to a minimum. Personal visitors should wait outside the school.
5. The use of or being under the influence of any intoxicants, drugs, or narcotics is strictly forbidden and is cause for student dismissal. All such substances are not permitted on the premises.
6. Smoking – Coastline Beauty College maintains a smoke-free environment. Smoking areas are designated outside the school premises. No smoking is permitted in front of any doorway or in any other area around the College, except in those specific areas so designated.
7. Food and Drinks - No food or drinks are allowed in any classroom, unless so designated.
8. You will have an assigned locker for personal possessions. Coastline Beauty College is not responsible for any personal items or possessions left in the school.
9. Just as would normally be the case in most salons, every student will be assigned specific daily clean-up duties.
10. Time cards are a matter of strict State regulations and must be accurate. Students are to record on their time card, in the area provided, the activities of their classes, assignments, operations performed, etc. All entries and computations are to be made, in pencil, by the student on his or her own individual card.
11. Students clocking time cards, other than their own, or falsifying time cards are subject to immediate expulsion. Students who leave the building while clocked in are subject to immediate suspension, up to and including expulsion.
12. To thoroughly prepare you for your professional future, we ask that all duties and assignments given to the student by an instructor must be complied with. Should a student refuse any duty or assignment, he/she will be clocked out immediately for at least the balance of the day. If a student is not physically able to perform assignments, he/ she will not be allowed to attend school.
13. Students are not allowed to sell any type of merchandise to anyone on school premises.
14. A student may be suspended or terminated for unsatisfactory progress, misconduct, disrupting classes, or for infraction of the rules. In the event of a problem, a personal conference is held with the student so that there can be an opportunity for discussion and resolution of the problem.
15. Physical altercations, aggressive arguments, threats theft or intentional abuse of another person is grounds for immediate expulsion.
16. Please notify the school registrar immediately in writing of any changes of address or phone number.
17. Tuition payments or processing fees are to be made the first day of attendance of every week unless other arrangements have been made on the date of enrollment. The school is not permitted to have a student attend who is delinquent in tuition or processing fees. Students should get validated receipts for all monies paid to the school for tuitions. The student should verify they received proper credit against their month student status reports.
18. Any student discontinuing, transferring or completing training is requested to check with the school registrar so that appropriate records may be prepared.
19. Theft or Damage to Equipment – Students are required to maintain cleanliness and orderliness in the classrooms. Students who misappropriate or misuse any equipment or instructional devices may be subject to dismissal and may be billed for damaged or stolen equipment. Equipment mishaps must be reported immediately to the respective department.

### **Grounds for Disciplinary Action**

1. Unsatisfactory academic performance,
2. Unsatisfactory attendance,
3. Frequent tardiness or leaving early,
4. Unprofessional behavior such as academic dishonesty and/or conduct that disrupts the learning process in the classroom or reflects unfavorably upon the school and/or its students. Consult your administration department for additional information.

### **Disciplinary Procedure and Dismissal**

All disciplinary matters will come before the Administration, which will review the written complaint, interview the parties involved, and make a determination of the action to be taken. This may result in the dismissal of the charge, probation, suspension for a particular length of time, dismissal of the student, or other appropriate action. Termination may also be the result of a student violating the following policies: a) satisfactory academic progress, b) attendance, and/or c) the student conduct and regulations policy.

**Re-Entry** All students who withdraw may re-enter into the program without the loss of credit hours provided it is within six (6) years from the date of their withdrawal. All records of the student are stored for six (6) years only and it is the responsibility of the student to maintain all documents received from the institution beyond the six year period. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment. If accepted by the college the student will re-enter in the same progress status as she/he left.

## **Student Services**

### **Job Placement**

Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in student registrar and the process of follow-up begins. When students take the licensing examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request. The college assists students in placements as often as needed; however, the college does not guarantee employment to any student.

### **Student Records**

The college maintains a file for each student who enrolls in the college for a period of 6 years from the student's date of completion or withdrawal. These student files are kept in locked fireproof cabinets in a file room inside the school administrative office. Only authorized personnel have access to the file room. Student data are also entered into RGM school management system on a daily basis to back up students' information in electronic format. Student's file consists of admission records, academic records, and financial records as one file. Each student's file shall contain all of the following pertinent student records: (1) Written records and transcripts of any formal education or training, testing that are relevant to the student's qualification for admission to the college or the college's award of credit or acceptance of transfer credits such as: (A) Verification of high school completion or equivalency (GED, Home School) or successful completion of ability-to-benefit test; (B) Records documenting units of credits earned at other institutions that have been accepted and applied by the college as transfer credits; (2) Personal information regarding a student's age, gender and ethnicity if that information has been voluntarily supplied by the student; (3) Copies of all documents signed by the student, including contracts and instruments of indebtedness; (4) Records of the dates of enrollment and, if applicable, withdrawal from the college, leaves of absence and graduation; (5) A transcript showing all of the following: (A) The courses that were completed, or were attempted but not completed and dates of completion or withdrawal; (B) Credit for courses earned at other institutions; (C) The name, address, website address and telephone number of the institution. (6) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received; (7) A copy of documents relating to student financial aid that are required to be maintained by law or by guarantee agency; (8) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity the refund was sent; (9) Copies of any official advisory notices or warnings regarding the student's progress; (10) Complaints received from the student. All students and parents or guardians of dependent minors have the right to inspect information contained in their records. The college observes the "Right to Privacy Act" and will not release any information of any student without the student's written consent. Government agencies and accrediting agencies, including BPPE, BBC and NACCAS may inspect, review and copy the student's records without the student consent. The college maintains, for each student granted a certificate by the college, permanent records of all of the following: (1) The certificate granted and the date on which that certificate was granted. (2) The courses and units on which the certificate was based. (3) The grades earned by the student in each of those courses.

### **Referral Services**

Students are referred to community professionals for personal, non-academic counseling.

### **Housing**

The College does not have a dormitory facility under its control or assist students in finding housing. There are rooms available for rent near the college in Fountain Valley area. The monthly rent starts around \$900 for one bedroom apartments located within 10 mile radius of the college.

### **Career Counseling and Personal Attention**

Students are counseled individually, as often as necessary at least every six weeks to review the student's progress and adjustment. Successful Salon Owners and Stylists are scheduled into the school regularly to give demonstration and discuss career goals, etc. with the students. This activity supplements the daily counseling carried out by the instructors and supervisor. Students may request additional counseling sessions at any time. Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given to preparation for the Board of Barbering & Cosmetology Examination.

### **Voter Registration**

You may register to vote by completing the online voter registration form at [www.sos.ca.gov/nvrc/fedform/](http://www.sos.ca.gov/nvrc/fedform/) and then mailing it to the pre-printed address on the form. You may also register to vote whenever you apply for or renew your driver's licenses or state-issued ID card. For more information, please visit the California Secretary of State website at: [www.sos.ca.gov/elections/elections\\_vr.htm](http://www.sos.ca.gov/elections/elections_vr.htm).

## **Grievance Policy/Student Complaint Procedure**

Coastline Beauty College is dedicated to providing quality education to all of its students. If a conflict should arise for any reason, the college's complaint policy is as follows:

1. Start with the instructor-if your complaint is not resolved:
2. Fill out the grievance form and list all grievances.
3. Deliver all forms to the Instructor in charge.
4. If you are unable to deliver the form to the Instructor you may deliver it to the Owner/President:

**TOM DO at**  
**16151 Harbor Blvd., Fountain Valley, CA 92708**

All grievances regardless of the nature will be turned over to the Owner and reviewed.

5. The President will evaluate the grievance and set an appointment with the person within 5 days from the receipt of the grievance form. If the grievance is an emergency, it will be addressed within 24 hours.
6. **At any time**, a student or any member of the public may file a complaint about this institution by contacting any of the following agencies as applicable:

### **BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)**

2535 CAPITOL OAKS DR. STE 400  
SACRAMENTO, CA 95833  
TELEPHONE (916) 431-6959  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

### **BOARD OF BARBERING AND COSMETOLOGY(BBC)**

2420 DEL PASO RD. SUITE 100  
SACRAMENTO, CA 95834  
TELEPHONE 1-800-952-5210  
[www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

### **NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES (NACCAS)**

3015 Colvin St.  
Alexandria, VA 22314  
TELEPHONE (703) 600-7600  
[www.naccas.org](http://www.naccas.org)

# Consumer Information

## Notice of Student Rights

1. Student's Right to Cancel: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from date when enrollment agreement was signed), whichever is later. The notice of cancellation shall be in writing and submitted directly to the School Director, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.
2. After the end of the cancellation period, you also have the right to stop school at any time, and receive a refund for the part of the course not taken. Your refund rights are described in the contract and school catalog
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and phone number below for information.
4. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement
5. **At any time**, a student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov).
6. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to any of the following agencies::

**Board of Barbering and Cosmetology**

**2420 Del Paso Road Suite 100  
Sacramento, CA 95834**

**Mailing Address :**

**Board of Barbering and Cosmetology  
PO Box 944226 Sacramento, CA 94244-2260  
Toll Free: (800) 952-5210  
Fax (916) 575-7281**

**Bureau for Private Postsecondary Education (BPPE)**

**2535 Capitol Oaks Drive, Suite 400  
Sacramento California, 95833**

**Mailing Address:**

**Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818**

**Phone: (916) 431-6959  
Toll Free: (888) 370-7589  
Main Fax: (916) 263-1897  
Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)**

# Notification of Right under FERPA (The Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The School official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the School official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the School to amend a record should write the School official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

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

(3) The right to provide written consent before the School discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The School discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the School has contracted as its agent to provide a service instead of using School employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.

Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office

**U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901**

## **Drug and Alcohol Abuse Policy**

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services  
United States Department of Education  
400 Maryland Avenue SW.  
Room 3124, GSA Regional Office Bldg. #3  
Washington, DC 20202-4571

The report must be made within 10 days after the conviction. In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties, which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug, related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

**Charter Hospital  
6060 Paramount Blvd.  
Long Beach, CA 90805  
(562) 220-1000**

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol.

# Campus Security Information

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 1/1/2015 and 12/31/2017

## Report Distribution Date: October 1, 2018 Occurrences within the 2015, 2016, and 2017 Calendar Years

Crimes Reported	2015	2016	2017	Location: C=Campus N=Non-campus P=Public	* Hate Crime?
Murder (Includes non-negligent manslaughter)	0	0	0	N/A	N/A
Negligent manslaughter	0	0	0	N/A	N/A
Sex offenses (forcible & non-forcible)	0	0	0	N/A	N/A
Robberies	0	0	0	N/A	N/A
Aggravated assaults	0	0	0	N/A	N/A
Burglaries	0	0	0	N/A	N/A
Motor Vehicle Thefts (on Campus)	0	0	0	N/A	N/A
Arson	0	0	0	N/A	N/A

Number of arrest made for the following crimes	2015	2016	2017	Referred for campus disciplinary action? (Yes) (No)
Liquor Laws	0	0	0	N/A
Drug laws	0	0	0	N/A
Weapons Possession	0	0	0	N/A

**\*Crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.**

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing "911". For non-emergency incident reporting, call (714) 593-4485 for Fountain Valley Police Department.

2. All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911). Annual disclosure of Crime Statistics Report is prepared with the statistics obtained from the city of Fountain Valley Police Department and the institution's "Daily Incident Log."

3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5 PM. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

4. Current policies concerning campus law enforcement are as follows:

- a) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
- b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.



The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.

- a. Do not leave personal property in classrooms.
- b. Report any suspicious persons to your institutional official.
- c. Always try to walk in groups outside the school premises.
- d. If you are waiting for a ride, wait within sight of other people.
- e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving  
a) a room
- f. The "Crime Awareness and Campus Security Act" is available upon request to students, employees (staff and  
b) faculty) and prospective students.
- g. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
- h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.

7. All incidents shall be recorded in the Coastline Beauty College "Daily Incident Log." The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim. 8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.

9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.

10. Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. (Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).

11. Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and /or arrest. Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

**The institution does not maintain any special relationship with State and local police and do not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.**

**This Institution encourage students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies**

**This institution encourage students to immediately report an incident where an emergency evacuation be needed. All students should familiarize with the evacuation procedures posted in several Key places around the campus.**

**This institution does not provide on-campus housing.**

**Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incidents. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911)**

Name of Person to report	Tom Do
Title	President
School Name	Coastline Beauty College
Street address	16151 Harbor Blvd
City, State Zip	Fountain Valley, CA 92708
Phone No.	714-531-1267

The following website provides sex offenders information in our area <http://www.city-data.com/so/so-Fountain-Valley-California.html>

## Federal Student Aid (FSA)

Based on a combination of approvals, authorization, and accreditation, our students at Coastline Beauty College (CBC) are eligible to apply for and receive Federal PELL Grant (FPELL) while attending the college. FPELL is a gift from Federal Government for the students who qualify. Students do not need to pay back the FPELL.

### FINANCIAL AID MECHANISM

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. **Loans usually have low interest rates that a student must repay in accordance to the individual loan program terms.** Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student's termination from the program or if a student's attendance falls below half time. Financial aid is awarded to students who have "need". Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

**If a student obtains a loan to pay for an educational program, the student will be responsible to repay the full amount of the loan plus interest, less amount of any refund, and that, if the student has received federal student aid funds, the student is entitled to a refund of the moneys not paid from federal student aid program funds.**

\*CBC currently is not offering any Federal Student Loan.

### GENERAL FINANCIAL AID INFORMATION

If you wish to apply for FSA or you have questions, or you need sections of the Catalog clarified, contact the Financial Aid Office (FAO) at the school. Additional information regarding the Federal Student Aid programs may be found in "Funding Education Beyond High School" and the "Free Application for Federal Student Aid" published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center at 1 (800) 433- 3243, TTY 1 (800) 730-8913, or logging on to the Internet at <http://studentaid.ed.gov>.

### COMPLIANCE STATEMENT

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

### USDE TITLE IV STUDENT AID PROGRAM

The College is approved for, and does participate in the following USDE Title IV programs intended to defray the costs of attending for those students eligible for financial aid considerations:

**GRANT (FREE) AID** (This aid does not have to be repaid) Federal PELL Grant Program (FPELL) **\$6,095.00** maximum annual limit (Does not require repayment) Federal Supplemental Educational Opportunity Grant Program (FSEOG) (Does not require repayment): **Funds are limited in nature; therefore awards are based on availability of funds at the school.**

For more specific information on each program please refer to the student guides available at Student Guide web site [http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)

### STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

- Complete a FAFSA (Free Application for Federal Student Aid) or apply on line
- Be admitted as a regular student;
- Be enrolled or accepted for enrollment in an eligible program on at least a half time basis;
- Be a citizen or an eligible non-citizen;
- Not owe a refund on a FPELL Grant or FSEOG at any school;
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
- Have financial need;
- Be making satisfactory progress (as defined by the school's policy) in the course of study;
- Be registered for selective service (if a male aged 18 through 25);
- Have a high school diploma (or foreign equivalent); have a GED; have completed home schooling at the secondary level; have completed at least a two-year program that is acceptable for full credit towards a degree.
- Agree to use any federal student aid received solely for educational purposes.

### APPLICATION FOR AID, PROCEDURES AND FORMS

Financial aid application for CBC is Free Application for Federal Student Aid (FAFSA). This form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the FAO. Forms and assistance in completing them are available at CBC during school hours. In addition to the FAFSA, CBC requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

**Federal Pell Grant Program:** Funds received under this program are not subject to repayment from the student.

**Deadline:** FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by August 29, of the award year from which aid is requested from, or your last day of enrollment in 2018 - 2018, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected. More information about the FAFSA application is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

**Renewal Process:** A SAR or ISIR is valid for one award year (from July 1 to June 30 of the following year), and it is not automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the new SAR or ISIR to the financial aid office.

**Disbursement:** They are made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

Funds received under this program are not subject to repayment from the student.

**Deadline:** You may apply during the enrollment process, using the FAFSA form. The school will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award.

**Maximum Annual Award:** \$500.00

**Disbursement:** Made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. If SEOG funds are still available, a second priority will be given to Non-Pell recipient students with the lowest Expected Family contributions enrolled during the last three months.

**\* If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If a student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid funds. \*\* Coastline Beauty College does not offer any Federal students loan, Private loan or institutional loan program**

### **DETERMINING NEED**

The information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution. DE utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report (SAR) with the calculation of the Expected Family Contribution (EFC).

### **COST OF ATTENDANCE**

The total amount it will cost a student to go to school. This institution uses the annual budgets published by the CALIFORNIA STUDENT AID COMMISSION (CSAC).

Elements included in the budget:	Tuition	Actual cost
	Registration Fee	Actual cost
	Supplies	\$1,971 PER ACADEMIC YEAR
Living cost allowance (monthly figures):	Student living with parents	Student Living off campus
Room and board	\$754	\$1,676
Transportation	\$126	\$ 142
Personal/misc.	\$396	\$444

### **VERIFICATION OF INFORMATION**

CBC is required by USDE to verify certain applications that are selected by Central Processing System (CPS). In rare instances, CBC's FAO may elect to verify the application to resolve any questions he/she may have regarding what has been reported on the FAFSA or other documents provided in the student's file.

Verification requirements are applicable only to FSA recipients.

CBC has chosen to verify 100% of its selected applications.

CBC will request the student's/parents' federal income tax return of applicant who is selected for verification by USDE. The applicant must submit a copy of signed tax return(s) if filed in order to complete the verification requirement. The CPS matches the application data to several databases, including the National Student Loan Data System (NSLDS), to flag certain items. Items, which are questioned, must be resolved before disbursing funds to the student. When the USDE processes an application, it uses the applicant's social security number, name and date of birth to perform several edits with federal databases. Certain data match edit can result in comment code, or "C" code, that are indicated on the Institutional Student Information Record (ISIR) and must be researched and cleared prior to federal aid processing. If a "C" code is present on the ISIR, FAO will request documentation from the student to determine eligibility. CBC's FAO is required to resolve any conflicting information for an applicant. Conflicting information is not exempt from verification requirements.

CBC will not disburse FSA funds until the student has completed required verification. No interim disbursement will be made. The student will be advised completion of the verification process.

**VERIFICATION EXCLUSIONS:** Applicants excluded from verification include:

- Death- Applicant dies during the award year or before the deadline for completing the verification.
- Incarceration- Applicant is incarcerated at the time the verification is to be performed.
- Certain spouse/parent status: - Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means, or cannot be located because the address is unknown and cannot be obtained by the applicant.
  - a. Completed verification- If the student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school letter stating that the verification process was completed
  - b. Copy of the application data that was verified, and
  - c. If the student was awarded FPELL Grant, a copy of the signed SAR/ISIR.
  - d. A completed Financial Aid transcript.
- Pacific Island residency status- Legal residents of the Trust Territory of the Pacific Islands, Guam, Samoa, and the Commonwealth of the Northern Mariana Islands. To qualify for this exclusion the parents of a dependent student must also be legal residents of one of these territories. Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau. To qualify for this exclusion the parents of a dependent student must also be citizens of one of these territories. To document the basis for this exclusion, the applicable permanent mailing address
- No funds disbursed- The applicant will not receive federal aid funds,

**REQUIRED VERIFICATION ITEMS:** Examine the data items listed in 34 C.F.R. 688.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used. Data items include:

- Total number of persons in the household.
- The number of members of household enrolled at least half-time students in postsecondary educational institutions.
- Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year (2015).
- U.S. income tax paid for the base year (2015).
- Certain untaxed income and benefits for the base year if certain conditions would apply include:
  - a. Social Security benefits.
  - b. Child support.
  - c. Untaxed payments to IRA or Keogh
  - d. Foreign income f. Earned income credit
  - e. Interest on tax free bonds

The school shall resolve inconsistent application information for all applicants, in agreement with requirements of 34 C.F.R. Part 688.16(f).

**DOCUMENTATION REQUIRED:** Student's, spouse's and/or parents' (as applicable) income tax forms (IRS Tax Return Transcripts). Applicants shall complete the appropriate sections of the Verification Worksheet 2016-2017. Use the worksheets to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The school's financial aid officer may require/provide other appropriate forms.

**TIME PERIOD FOR PROVIDING DOCUMENTATION:**

Applicants must provide the required documentation within 30 days from the date selected for Verification or by August 31, 2017, whichever is earlier. **APPLICANT RESPONSIBILITIES:** To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the data items, as of the date of verification:

- Number of family members in the household
- Number of family members in the household now enrolled as at least half-time students on postsecondary institutions.
- Change in dependency status.

Federal PELL Grant applicants whose dependency statuses change during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage. The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

**CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTING WITHIN THE SPECIFIED TIME PERIOD(S):**

If the student cannot provide all required documentation, the school cannot complete the verification process within 30 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:

- a. The student may continue training on a cash payment basis.
- b. The student may withdraw, and re-enroll at no additional charge. There will be no loss of credit earned, when the student provides all proof, and verification is complete.
- c. The applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.

**INTERIM DISBURSEMENTS:** The school may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.

**TOLERANCES:** If there is no non-dollar item error and if the errors in dollar items total less than \$25, there is no requirement to recalculate the student's EFC

**NOTIFICATION OF RESULTS OF VERIFICATION:** The school shall notify the applicant of the results of the verification process within 30 days of the student's submission.

**REFERRAL PROCEDURE:** The school shall forward to the Secretary of Education, referral of fraud cases. **DEFINITIONS RELATED TO FINANCIAL AID:**

**ACADEMIC YEAR:** A period of not less than 26/30 weeks of instructional time with a minimum of 900 clock hours/24 Semester credit hours/36 Quarter credit hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 13/15 weeks and at least 450 clock hours/12 semester credit hours/36 quarter credit hours. In effect, all students enrolled in courses with an academic year scheduled to be completed in less than 26/30 weeks, regardless of the number of clock hours/Semester credit hours/Quarter Credit Hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

**CLOCK HOUR:** A period of 50 to 60 minutes of supervised instruction during a 60 minute time period.

**COST OF ATTENDANCE:** Institutional charges for tuition, fee, books and supplies in addition to an estimated cost to the student for living allowances as room, board, transportation and personal combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.

**CREDIT BALANCE:** A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education related expenses.

**DEPENDENT STUDENT:** She/he is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents' income and assets data.

**DEPENDENT:** She/he is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) NOT a dependent of the student.

**EXPECTED FAMILY CONTRIBUTION (EFC):** Is the application of the U.S. Congressional formula to the student's family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the student cost of attendance.

**FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN:** You must be one of the following to receive federal student aid:

- a. U.S. Citizen
- b. U.S. National
- c. Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations:
- d. Refugee
- e. Asylum Granted
- f. Parole for a minimum of one year that has not expired
- g. T-Visa holder ( T-1, T-2, T-3etc)
- h. Cuban-Haitian entrant
- i. Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of "Victim of Human Trafficking"

**IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:**

- F1 or F2 student visa
- J1 or J2 exchange visitor visa only
- G series visa (pertaining to international organizations)

**INDEPENDENT STUDENT:** An individual who meets one of the following criteria:

1. Were you born before January 1, 1994?
2. As of today, are you married? (Separated but not divorced)
3. At the beginning of 2017-18 school year, will you be a graduate or professional student?
4. Are you currently serving on active duty in the U.S. Armed Forces for the purposes other than training?
5. Are you a veteran of the U.S. Armed Forces?
6. Do have children who will receive more than half of their support from you between July 1, 2017 and June 30, 2018?
7. Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2018.
8. At any time since you turned age 24, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
9. As determined by a court in your state are you or were you an emancipated minor?

10. As determined by a court in your state of legal residence, are you or were you in legal guardianship?
11. At any time on or after July 1, 2017, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
12. At any time on or after July 1, 2017, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
13. At any time on or after July 1, 2017, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

**PARENT(S):** For the purposes of the financial aid programs, "a parent" is the mother and/or father or adoptive parents, stepparent or legal guardian - not foster parents.

**PAYMENT PERIOD:** 450 clock hours and 13 weeks for courses of 900 hours and 26 instructional weeks or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks.

**NEED:** Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

**WITHDRAWALS:** Students are officially withdrawn on date of notification, date terminated by the institution, date of three consecutive weeks of absences or date when the student failed to return from an approved leave of a

Recoveries: resulting from unearned Title IV funds, are due from the student and must be paid in accordance to the terms stated in the promissory note of the student loans. If funds from the grants programs still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid within 45 days from the student's withdrawal date. Students may make repayment arrangements with the U.S. Department of Education within the 45 days and present proof of such arrangements to the institution. If no repayment is received nor arrangements are presented, the institution will refer the debt to the U.S. Department of Education. The student will no longer be eligible for aid until informed by the U.S. Department of Education.

#### **FINANCIAL AID-CONSUMER INFORMATION:**

In an effort to assist the student in making a more educated decision about enrolling, the CBC provides the following disclosure on either in paper, catalog and web site.

- Institutional Performance Fact Sheet
- How are our students doing
- Gainful Employment
- Admission Disclosure
- Crime statistics report and procedures
- Drug and alcohol abuse policy
- FERPA
- Textbook disclosure
- GED Class availability
- Voting Information

#### **GAINFUL EMPLOYMENT**

The Gainful Employment is available on the CBC web site [www.coastlinebeauty.edu](http://www.coastlinebeauty.edu)

#### **NET PRICE CALCULATOR:**

The Net Price Calculator is available on the CBC web site [www.coastlinebeauty.edu](http://www.coastlinebeauty.edu)

# Academic Courses

## Curriculum for Barbering Course:

(a) The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1500) hours of technical instruction and practical training covering all practices of a barber pursuant to Section 7316 of the Barbering and Cosmetology Act.

(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

<b>Subject of Technical Instruction:</b>	<b>Hours of Technical Instruction</b>	<b>Practical Operations</b>
<b><u>(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing</u></b>		
<b><u>Hairstyling:</u></b> The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.	65	240
<b><u>Permanent Waving and Chemical Straightening:</u></b> The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40	105
<b><u>Hair Coloring and Bleaching:</u></b> The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	60	50
<b><u>Hair Cutting:</u></b> The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
<b><u>Miscellaneous Barbering Subjects:</u></b> Additional subjects including electricity, light therapy, ailments, hair pieces, shampooing, facial techniques, scalp manipulation, curling and business concepts.	60	75
<b><u>(2) 200 Hours of Technical Instruction and Practical Training in Shaving</u></b>		
<b><u>Preparation and Performance:</u></b> The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	100	40
<b><u>(3) 200 Hours of Technical Instruction in Health and Safety</u></b>		
<b><u>Laws and Regulations:</u></b> The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	
<b><u>Health and Safety Considerations:</u></b> Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.	45	
<b><u>Disinfection and Sanitation:</u></b> The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	20	30
<b><u>Anatomy and Physiology:</u></b> The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.	15	
<b><u>Board Approved Health &amp; Safety Course</u></b>	15	15



**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATER:**

Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Barbering field.

**COURSE DESCRIPTION & EDUCATIONAL GOALS:** The barber course is designed to prepare students for the state licensing examination and for profitable employment as a Barber (D.O.T. #332.371-010, CIP #12.0402).

**PERFORMANCE OBJECTIVES:** With the aid of the textbook, the student will study technical instruction and through testing, be able to meet satisfactory progress of 70%. On the clinic floor, the learner will demonstrate practical procedures according to the State Program specifications.

**COURSE FORMAT:** Instruction is given in individual classrooms and on the clinic floor, under instructor supervision. New classes begin every week and students are assigned to classrooms according to the level of instruction of the course. Students receive instruction through demonstrations, lecture, informal handouts and classroom involvement. Occasionally, field trips may be scheduled and guest speakers provided to reinforce the learning process.

**RESOURCES:** Milady textbook for Barbers, class lectures, and supplemental material handed out in classes, school library and demonstrations.

**LEARNING STRATEGY:** Students will read assigned chapters of textbook and other materials in school library, attend scheduled theory classes, lectures, and demonstrations, prepare written procedures on practical operations, perform practical operations on another person and/or mannequin.

**INSTRUCTORS:** As in all phases of any profession each individual has specialties within his/her training and acquired skills. Every attempt is made by the school to best utilize the special skills of each instructor to provide the best education available. Classes are assigned and posted on the appropriate bulletin boards, instructors giving these classes are also posted for the students' benefit.

**ADDITIONAL TRAINING** will be given in the following area: The student will have learned additional information pertaining to professional ethics and personal hygiene to meet the employment standards of the industry. Professional Ethics, Hygiene and Grooming, Salesmanship, Record Keeping, Sanitation Duties, Desk and Lab Assignments, Salon Management and Ethics.

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:** Shall have completed Theory and Operations required by the Bureau of Barbering& Cosmetology with a grade average of "C" (70%) or better.

**GRADUATION REQUIREMENTS:** When a student has completed the required theory hours and practical operations in Barbering with a GPA of "C" (70%) or better he or she is awarded a certificate certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Bureau of Barbering and Cosmetology Licensing Examination.

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade. A Barbering license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passes the Bureau of Barbering & Cosmetology Licensing Exam with and overall average of 75%.

**GRADING SYSTEM:** Students are evaluated on a regular basis on theory, practical and supervisory skills. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a "C" (70%) average or better to maintain satisfactory academic status. The system detailed below is the system utilize in the school.

**GRADING SCALE**

ACADEMIC GRADING	POINT GRADES FOR PRACTICAL WORK	
100%-90%	A...superior performance	(GPA 4) 4 POINTS=A
89%-80%	B...Above Average	(GPA 3) 3 POINTS=B
79%-70%	C....Average	(GPA 2) 2 POINTS=C
69%-60%	D...Unsatisfactory	(GPA 1) 1 POINTS=D
59%-00%	F...Fail	(GPA 0) 0 POINTS=F

**REQUIRED TEXTS FOR BARBERING COURSE**

1, Milady Standard Professional Barbering, 5th Edition, ISBN 97814354975153 \$132.95

## Curriculum for Cosmetology Course:

(a) The curriculum for students enrolled in a cosmetology course shall consist of 1,600 hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.

(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical and practical training shall include the following hours and/or operations:

	Hours of Technical Instruction	Practical Operations
<b><u>(1) 1,100 Hours of Technical Instruction and Practical Training in: Hair Dressing</u></b>		
<b><u>Hairstyling:</u></b> The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.	65	240
<b><u>Permanent Waving and Chemical Straightening:</u></b> The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40	105
<b><u>Hair Coloring &amp; Bleaching:</u></b> The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high- and lowlights, and the use of dye removers.	60	55
<b><u>Hair Cutting:</u></b> The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
<b><u>(2) 200 Hours of Technical Instruction in Health and Safety</u></b>		
<b><u>Laws and Regulations:</u></b> The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	
<b><u>Health and Safety Considerations:</u></b> The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.	45	
<b><u>Disinfection and Sanitation:</u></b> The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	20	
<b><u>Anatomy and Physiology:</u></b> The subjects of Anatomy and Physiology shall include, but is not limited to, the following issues: Human Anatomy, Human Physiology.	15	
<b><u>(3) 200 Hours of Technical Instruction and Practical Training in Esthetics</u></b>		
<b><u>Manual, Electrical and Chemical Facials:</u></b> The subject of manual, electrical and chemical facials shall include, but is not limited to, the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.	25	40
<b><u>Eyebrow Beautification and Makeup:</u></b> The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, the application of false eyelashes, and lash and brow tinting, if a product exists that is not disapproved, prohibited or banned by the U.S. Food and Drug Administration, the Occupational Safety and Health Administration, or the U.S. Environmental Protection Agency.	25	30

<b><u>(4) 100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring</u></b>		
<b><u>Manicuring and Pedicuring:</u></b> The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.	10	25
<b><u>Artificial Nails and Wraps:</u></b> Artificial nails including acrylic, liquid and powder brush-ons, artificial nail tips and nail wraps and repairs	25	120 (nails)
<b><u>Board Approved Health &amp; Safety Course</u></b>	15	15

**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATER:**

Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

**COSMETOLOGY PERFORMANCE OBJECTIVE**

1. Acquire knowledge of laws and rules regulating California’s cosmetology establishment practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
3. Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to cosmetology.

**SKILLS TO BE DEVELOPED:**

Learn the proper use of implements relative to all cosmetology services. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders. You will learn the procedures and terminology used in performing all cosmetology services, learn the application of daytime and evening make-up to include the application of individual and strip eyelashes, learn the proper procedure of manicuring to include water and oil manicure and pedicuring, learn the application of brush-on nails, nail wraps, and nail tips.

**ATTITUDES AND APPRECIATION’S TO BE DEVELOPED:**

Be able to appreciate good workmanship common to cosmetology, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues.

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:**

Shall have completed Theory and Operations required by Board of Barbering & Cosmetology with a grade average of “C” (70%) or better.

**GRADUATION REQUIREMENTS:**

When a student has completed the required theory hours and practical operations in Cosmetology with a GPA of “C” (70%) or better he or she is awarded a certificate certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

**LICENSING REQUIREMENTS:**

Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

**GRADING SYSTEM:** Students are evaluated on a regular basis on theory, practical and supervisory skills. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a “C” (70%) average or better to maintain satisfactory academic status. The system detailed below is the system utilize in the school.

**GRADING SCALE**

ACADEMIC GRADING	POINT GRADES FOR PRACTICAL WORK	
100%-90%	A...superior performance	(GPA 4) 4 POINTS=A
89%-80%	B...Above Average	(GPA 3) 3 POINTS=B
79%-70%	C....Average	(GPA 2) 2 POINTS=C
69%-60%	D...Unsatisfactory	(GPA 1) 1 POINTS=D
59%-00%	F...Fail	(GPA 0) 0 POINTS=F

**REQUIRED TEXTS FOR COSMETOLOGY COURSE**

**Milady Standard Cosmetology, 13th Edition**

## Curriculum for Cosmetician Course

(a) The curriculum for students enrolled in a Cosmetician course shall consist of six hundred (600) hours of technical instruction and practical training covering all practices of an esthetician pursuant to Section 7316 of the Barbering and Cosmetology Act.

(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

<u><i>(1) 350 Hours of Technical Instruction and Practical Training in Facials</i></u>	<b>Hours of Technical Instruction</b>	<b>Practical Operations</b>
<b>Manual, Electrical and Chemical Facials:</b> The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.	70	140
<b>Preparation:</b> The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.	15	
<u><i>(2) 200 Hours of Technical Instruction in Health and Safety</i></u>		
<b>Laws and Regulations:</b> The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	
<b>Health and Safety Considerations:</b> The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.	40	
<b>Disinfection and Sanitation:</b> The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	10	
<b>Anatomy and Physiology:</b> The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.	15	
<b>Board Approved Health &amp; Safety Course</b>	15	15
<u><i>(3) 50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up</i></u>		
<b>Eyebrow Beautification:</b> The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.	25	50
<b>Make-up:</b> The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.	20	40

(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, basic tax information relating to booth renters, independent contractors, employees, and employers.

**Note:** Authority cited: Sections 7312, 7362 and 7364, Business and Professions Code. Reference: Sections 7316(c)(1), 7324(d)(1), 7362, 7364 and 7389, Business and Professions Code.

**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATER:**

Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetician field.

**COSMETICIAN PERFORMANCE OBJECTIVE:** Acquire knowledge of laws and rules regulating California Cosmological establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Esthetics.

**POTENTIAL OCCUPATION AFTER COMPLETION:** Facialist, Licensed Esthetician, Esthetician, Skin Technician,

**SKILLS TO BE DEVELOPED:** Learn the proper use of implements relative to all Esthetician services, acquire the knowledge of analyzing the skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Esthetician services, will learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes and also learn the proper procedure of plain and electrical facials.

**ATTITUDES AND APPRECIATION'S TO BE DEVELOPED:** Be able to appreciate good workmanship common to Cosmetician, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:** Shall have completed Theory and Operations required by Board of Barbering & Cosmetology with a grade average of "C" (70%) or better. All tuition, fees and charges must be paid in full prior to the release of final papers.

**GRADUATION REQUIREMENTS:** When a student has completed the required theory hours and practical operations in Cosmetician with a GPA of "C" (70%) or better he or she is awarded a certificate certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade, A Esthetician license will be granted by the State of California only alter the student has successfully completed and graduated from the Cosmetician course as described above and passed the licensing exam with an overall average of 75%.

**GRADING SYSTEM:** Students are evaluated on a regular basis on theory, practical and supervisory skills. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a "C" (70%) average or better to maintain satisfactory academic status. The system detailed below is the system utilize in the school.

**GRADING SCALE**

ACADEMIC GRADING	POINT GRADES FOR PRACTICAL WORK	
100%-90%	A...superior performance	(GPA 4) 4 POINTS=A
89%-80%	B...Above Average	(GPA 3) 3 POINTS=B
79%-70%	C....Average	(GPA 2) 2 POINTS=C
69%-60%	D...Unsatisfactory	(GPA 1) 1 POINTS=D
59%-00%	F...Fail	(GPA 0) 0 POINTS=F

**REQUIRED TEXTS FOR COSMETICIAN COURSE**

**Milady Standard Esthetics: Fundamentals, 11th Edition**

## Curriculum for Manicuring / Nail Care Course (400 Clock Hours)

(a) The curriculum for students enrolled in a manicuring / nail care course shall consist of not less than four hundred (400) hours of technical instruction and practical training covering all practices of a manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act. This course includes 140 hours of technical instruction (lecture, demonstrations, classroom, and/or examinations).

(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and Practical training shall include the following:

<b><u>(1) 300 Hours of Technical Instruction and Practical Training in Nail Care</u></b>	<b>Technical Instruction (Hours)</b>	<b>Practical Operations</b>
<b><u>Water and Oil Manicures:</u></b> Includes hand and arm massage.	15	40
<b><u>Complete Pedicures:</u></b> Includes foot and ankle massage.	10	20
<b><u>Artificial Nail Application and Nail Analysis:</u></b> (A) Liquid, Gel, Powder brush-ons (B) Nail Tips (C) Nail wrap and repair	15 10 10	80 60 40
<b><u>(2) 100 Hours of Technical Instruction and Practical Training in Health and Safety</u></b>		
<b><u>Laws and Regulations:</u></b> The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	
<b><u>Health and Safety Considerations:</u></b> The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/ Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/ AIDS and Hepatitis B.	25	
<b><u>Disinfection and Sanitation:</u></b> The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.	20	10
<b><u>Bacteriology, Anatomy and Physiology:</u></b> The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.	10	
<b><u>Board Approved Health &amp; Safety Course</u></b>	15	15

**Note:** Authority cited: Sections 7312, 7362 and 7365, Business and Professions Code. Reference: Sections 7316(c)(2), 7326(d)(1), 7362, 7365 and 7389, Business and Professions Code.

**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:**

Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to manicuring / nail care field.

**MANICURING/NAIL CARE PERFORMANCE OBJECTIVE:**

Acquire knowledge of laws and rules regulating California Cosmological establishments’ practices, understand sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed and acquire business management techniques common to manicuring.

**SKILLS TO BE DEVELOPED:**

Use of proper implements relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails

**ATTITUDES AND APPRECIATIONS TO BE DEVELOPED:** Be able to appreciate good workmanship common to manicuring, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

**POTENTIAL OCCUPATION AFTER COMPLETION:**

Manicurist, Nail technician, Pedicurist,

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:**

Shall have satisfactorily completed Theory and Operations required by Board of Barbering & Cosmetology with an average grade of “C” (70%) or better.

**GRADUATION REQUIREMENTS:** When a student has completed the required theory hours and practical operations in Manicuring with a GPA of “C” (70%) or better he or she is awarded a certificate certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

**LICENSING REQUIREMENTS:**

Applicant must be 17 years of age or older and have completed the 10th grade, a manicurist license will be granted by the State of California only after the student has successfully completed and graduated from the Manicuring course as described above and passed the Manicuring Licensing Exam with an overall average of 75%.

**GRADING SYSTEM:**

Students are evaluated on a regular basis on theory, practical and supervisory skills. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a “C” (70%) average or better to maintain satisfactory academic status. The system detailed below is the system utilize in the school.

**GRADING SCALE**

ACADEMIC GRADING	POINT GRADES FOR PRACTICAL WORK	
100%-90%	A...superior performance	(GPA 4) 4 POINTS=A
89%-80%	B...Above Average	(GPA 3) 3 POINTS=B
79%-70%	C....Average	(GPA 2) 2 POINTS=C
69%-60%	D...Unsatisfactory	(GPA 1) 1 POINTS=D
59%-00%	F...Fail	(GPA 0) 0 POINTS=F

**REQUIRED TEXTS FOR MANICURING COURSE**

**Milady Standard Nail Technology, 7th Edition**

## Curriculum for Manicuring / Nail Care Course (600 Clock Hours)

(a) The curriculum for students enrolled in a manicuring / nail care course shall consist of not less than four hundred (400) hours of technical instruction and practical training covering all practices of a manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act. This course includes 195 hours of technical instruction (lecture, demonstrations, classroom, and/or examinations). This course exceeds the minimum requirements for state licensure, which is 400 hours.

(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and Practical training shall include the following:

<b><u>Subject of Instruction</u></b>	<b>Technical Instruction (Hours)</b>	<b>Practical Operations</b>
<b><u>Water and Oil Manicures:</u></b> Includes hand and arm massage.	15	40
<b><u>Complete Pedicures:</u></b> Includes foot and ankle massage.	10	30**
<b><u>Spa Manicure and Pedicure:</u></b> Additional techniques.		25*
<b><u>Artificial Nail Application and Nail Analysis:</u></b> (A) Liquid, Gel, Powder brush-ons (B) Nail Tips (C) Nail wrap and repair (D) Advanced Techniques (Liquid, Gel, Powder) (E) Nail Art	15 10 10 30* 15*	80 60 40 70* 40*
<b><u>Laws and Regulations:</u></b> The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	
<b><u>Health and Safety Considerations:</u></b> The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/ Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/ AIDS and Hepatitis B.	25	
<b><u>Disinfection and Sanitation:</u></b> The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.	20	20***
<b><u>Bacteriology, Anatomy and Physiology:</u></b> The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.	10	
<b><u>Board Approved Health &amp; Safety Course</u></b>	15	15

**Note:** Authority cited: Sections 7312, 7362 and 7365, Business and Professions Code. Reference: Sections 7316(c)(2), 7326(d)(1), 7362, 7365 and 7389, Business and Professions Code.

\* The technical instruction and/or practical operation is not required for minimum state licensure.

\*\* The additional 10 practical operations are not required for minimum state licensure, which is 20.

\*\*\* The additional 10 practical operations are not required for minimum state licensure, which is 10.



**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:**

Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to manicuring / nail care field.

**MANICURING/NAIL CARE PERFORMANCE OBJECTIVE:**

Acquire knowledge of laws and rules regulating California Cosmological establishments’ practices, understand sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed and acquire business management techniques common to manicuring.

**SKILLS TO BE DEVELOPED:**

Use of proper implements relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

**ATTITUDES AND APPRECIATION’S TO BE DEVELOPED:** Be able to appreciate good workmanship common to manicuring, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

**POTENTIAL OCCUPATION AFTER COMPLETION:**

Manicurist, Nail technician, Pedicurist,

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:**

Shall have satisfactorily completed Theory and Operations required by Board of Barbering & Cosmetology with an average grade of “C” (70%) or better.

**GRADUATION REQUIREMENTS:** When a student has completed the required theory hours and practical operations in Manicuring with a GPA of “C” (70%) or better he or she is awarded a certificate certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

**LICENSING REQUIREMENTS:**

Applicant must be 17 years of age or older and have completed the 10th grade, a manicurist license will be granted by the State of California only after the student has successfully completed and graduated from the Manicuring course as described above and passed the Manicuring Licensing Exam with an overall average of 75%.

**GRADING SYSTEM:**

Students are evaluated on a regular basis on theory, practical and supervisory skills. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a “C” (70%) average or better to maintain satisfactory academic status. The system detailed below is the system utilize in the school.

**GRADING SCALE**

ACADEMIC GRADING	POINT GRADES FOR PRACTICAL WORK	
100%-90%	A...superior performance	(GPA 4) 4 POINTS=A
89%-80%	B...Above Average	(GPA 3) 3 POINTS=B
79%-70%	C....Average	(GPA 2) 2 POINTS=C
69%-60%	D...Unsatisfactory	(GPA 1) 1 POINTS=D
59%-00%	F...Fail	(GPA 0) 0 POINTS=F

**REQUIRED TEXTS FOR MANICURING COURSE**

**Milady Standard Nail Technology, 7th Edition**

## Curriculum for Barber Cross-over (Cosmetology to Barbering)

### (Main Campus Only)

The curriculum for students enrolled in a barber crossover course for cosmetologist shall consist of a minimum of two hundred (400) clock hours of technical instruction and practical operations covering those barber practices that are not a part of the required training or practice of cosmetologist. This course exceeds the minimum requirements for state license, which is 200 hours.

For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation or examination, practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Upon completion of the 400 hours course the school shall provide a completion notice to the student who completes the course and proof of training document pursuant to Section 950.8.

<u>SUBJECT</u>	<b>TECHNICAL INSTRUCTION (HOURS)</b>	<b>PRACTICAL OPERATIONS</b>
<b>Health and Safety:</b> The subject of Health and Safety shall include, but is not limited to the following: Updated rules and methods regarding Health and Safety considerations.	5*	5*
<b>Disinfection and Sanitation:</b> The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician.	5*	5*
<b>Shaving Preparation and Performance:</b> The subject of preparation and performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	120**	125 ***

\* The technical instruction and/or practical operation is not required to meet minimum state licensure.

\*\* The additional 20 hours of technical instruction are not required to meet minimum state licensure, which is 100

\*\*\* The additional 85 practical operations are not required to meet minimum state licensure, which is 40.

### ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATER:

Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Barbering field.

**COURSE DESCRIPTION & EDUCATIONAL GOALS:** The Barber Crossover Course for Cosmetologist is designed to prepare students for the state licensing examination and for profitable employment as a Barber (D.O.T. #332.371-010, CIP #12.0402).

**PERFORMANCE OBJECTIVES:** With the aid of the textbook, the student will study technical instruction and through testing, be able to meet satisfactory progress of 70%. On the clinic floor, the learner will demonstrate practical procedures according to the State Program specifications.

**COURSE FORMAT:** Instruction is given in individual classrooms and on the clinic floor, under instructor supervision. New classes begin every week and students are assigned to classrooms according to the level of instruction of the course. Students receive instruction through demonstrations, lecture, informal handouts and classroom involvement. Occasionally, field trips may be scheduled and guest speakers provided to reinforce the learning process.

**RESOURCES:** Milady textbook for Barbers, class lectures, and supplemental material handed out in classes, school library and demonstrations.

**LEARNING STRATEGY:** Students will read assigned chapters of textbook and other materials in school library, attend scheduled theory classes, lectures, and demonstrations, prepare written procedures on practical operations, perform practical operations on another person and/or mannequin.

**INSTRUCTORS:** As in all phases of any profession each individual has specialties within his/her training and acquired skills. Every attempt is made by the school to best utilize the special skills of each instructor to provide the best education available. Classes are assigned and posted on the appropriate bulletin boards, instructors giving these classes are also posted for the students' benefit.

**ADDITIONAL TRAINING** will be given in the following area: The student will have learned additional information pertaining to professional ethics and personal hygiene to meet the employment standards of the industry. Professional Ethics, Hygiene and Grooming, Salesmanship, Record Keeping, Sanitation Duties, Desk and Lab Assignments, Salon Management and Ethics.

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:** Shall have completed Theory and Operations required by the Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better.

**GRADUATION REQUIREMENTS:** When a student has completed the required theory hours and practical operations in Barbering with a GPA of "C" (70%) or better he or she is awarded a certificate certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Bureau of Barbering and Cosmetology Licensing Examination.

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade. A Barbering license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passes the Bureau of Barbering & Cosmetology Licensing Exam with an overall average of 75%.

**GRADING SYSTEM:** Students are evaluated on a regular basis on theory, practical and supervisory skills. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a "C" (70%) average or better to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

#### GRADING SCALE

ACADEMIC GRADING	POINT GRADES FOR PRACTICAL WORK	
100%-90%	A...superior performance	(GPA 4) 4 POINTS=A
89%-80%	B...Above Average	(GPA 3) 3 POINTS=B
79%-70%	C...Average	(GPA 2) 2 POINTS=C
69%-60%	D...Unsatisfactory	(GPA 1) 1 POINTS=D
59%-00%	F...Fail	(GPA 0) 0 POINTS=F

#### REQUIRED TEXTS FOR BARBER CROSSOVER FOR COSMETOLOGY COURSE

- 1, Milady Standard Professional Barbering, 5th Edition , ISBN 97814354975153 \$132.95
- 2, Exam Review \$52.95

## Curriculum for Cosmetology Cross-over (Barbering to Cosmetology)

### (Main Campus Only)

The curriculum for students enrolled in a cosmetology crossover course for barber shall consist of a minimum of four hundred (400) clock hours of technical instruction and practical operations covering those cosmetology practices that are not a part of the required training or practice of barber. This course exceeds the minimum requirements for state license, which is 300 hours.

For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation or examination, practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Upon completion of the 400 hours, the school shall provide a completion notice to the student who completes the course and proof of training document pursuant to Section 950.9.

<u>Subject of Instruction</u>	<b>TECHNICAL INSTRUCTION (HOURS)</b>	<b>PRACTICAL OPERATIONS</b>
<b>Laws and Regulations:</b> The subject of Laws and Regulations shall include, but is not limited to, the following issues: Updated Rules and Regulations of The Barbering and Cosmetology Act.	10*	0
<b>Health and Safety:</b> The subject of Health and Safety shall include, but is not limited to the following: Updated rules and methods regarding Health and Safety considerations.	5*	5*
<b>Disinfection and Sanitation:</b> The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician.	5*	5*
<b>Manual, Electrical and Chemical Facials:</b> The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.	25	45**
<b>Eyebrow Beautification and Make-up:</b> Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.  Skin analysis, complete and corrective makeup, the application of false eyelashes, and lash and brow tinting.	25	30
<b>Manicuring and Pedicuring:</b> The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.	10	25
<b>Artificial Nails and Wraps:</b> Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.	25	120 Nails

\*The technical instruction and/or practical training is not required for minimum state licensure.

\*\* The additional 5 practical operations are not required for minimum state licensure, which is 40.

**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATER:**

Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

**COURSE DESCRIPTION & EDUCATIONAL GOALS:** This course covers all aspects of Cosmetology, Skin care, Manicuring and Pedicuring. Successful completion of this course and successful completion for the State Program Examination and Licensure, will allow the graduate Cosmetologist to perform all skills as a Hair Stylist, Chemical Applications, Skin Care, Manicuring and Pedicuring service: (D.O.T. # 332.271-010,CIP # 12.0403, SOC code 39.5012)

**PERFORMANCE OBJECTIVES:** With the aid of the textbook, the student will study technical instruction and through testing, be able to meet satisfactory progress of 70%. On the clinic floor, the learner will demonstrate practical procedures according to the State Program specifications.

**COURSE FORMAT:** Instruction is given in individual classrooms and on the clinic floor, under instructor supervision. New classes begin every week and students are assigned to classrooms according to the level of instruction of the course. Students receive instruction through demonstrations, lecture, informal handouts and classroom involvement. Occasionally, field trips may be scheduled and guest speakers provided to reinforce the learning process.

**RESOURCES:** Milady textbook for Cosmetology, class lectures, and supplemental material handed out in classes, school library and demonstrations. **LERNING STRATEGY:** Students will read assigned chapters of textbook and other materials in school library, attend scheduled theory classes, lectures, and demonstrations, prepare written procedures on practical operations, perform practical operations on another person and/or mannequin.

**INSTRUCTORS:** As in all phases of any profession each individual has specialties within his/her training and acquired skills. Every attempt is made by the school to best utilize the special skills of each instructor to provide the best education available. Classes are assigned and posted on the appropriate bulletin boards; instructors giving these classes are also posted for the students’ benefit.

**ADDITIONAL TRAINING:** Salon Management, communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:** Shall have completed Theory and Operations required by the Bureau of Barbering& Cosmetology with a grade average of “C” (70%) or better.

**GRADUATION REQUIREMENTS:** When a student has completed the required theory hours and practical operations in cosmetology with a GPA of “C” (70%) or better he or she is awarded a certificate certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Bureau of Barbering and Cosmetology Licensing Examination.

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade. A cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the cosmetology course as described above and passes the Bureau of Barbering & Cosmetology Licensing Exam with and overall average of 75%.

**GRADING SYSTEM:** Students are evaluated on a regular basis on theory, practical and supervisory skills. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a “C” (70%) average or better to maintain satisfactory academic status. The system detailed below is the system utilize in the school.

**GRADING SCALE**

ACADEMIC GRADING	POINT GRADES FOR PRACTICAL WORK	
100%-90%	A...superior performance	(GPA 4) 4 POINTS=A
89%-80%	B...Above Average	(GPA 3) 3 POINTS=B
79%-70%	C....Average	(GPA 2) 2 POINTS=C
69%-60%	D...Unsatisfactory	(GPA 1) 1 POINTS=D
59%-00%	F...Fail	(GPA 0) 0 POINTS=F

**REQUIRED TEXTS FOR COSMETOLOGY CROSSOVER FOR BARBER COURSE Crossover**

**Milady Standard Cosmetology, 13th Edition**

# Curriculum for Massage Therapy Course III (100 HOURS)

## (Main Campus Only)

The student enrolled in massage therapy III course shall consist of one hundred (100) clock hours of technical instruction and practical operations covering all practices of a massage therapist specialist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person.

Total Theory Hours: 50  
 Total Practical Hours: 50  
 Total Hours: 100

### Minimum Specified Practical Operations (Minimum number of Hands-on Practices needed):

25 Procedure for complete body massage  
 10 Basic of Foot massage  
 10 Basic of Chair side massage

Subject of Technical Instruction:		Hours of Technical Instruction:
1.	Historical overview of massage.	10
2.	Disinfection & Sanitation	10
3.	Law, Rules, Regulation, Limitation	10
4.	Procedure for complete body massage	05
5.	Basic of Foot massage	05
6.	Basic of chair side massage.	05
7.	Effects, benefits, indication & contradictions of massage	05
8.	Introduction to other systems of massage	05

### Additional training will be given in the following subjects matters:

Salon management, communication skills, that includes professional ethics, salesmanship, decorum, record keeping, client service record cards, Preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to the field.

### Massage Therapy performance objective:

Acquire knowledge of laws and rules regulating California establishment's practices and understand procedures. Acquire the knowledge of general theory relative to anatomy, physiology, chemistry, and theory relative to practical procedures and perform and acquire business management techniques common to massage therapists.

### Potential Occupations after Completion:

Massage Therapist Specialist, product representative and company demonstrator.

### Skills to be developed:

Use of Proper implements relative to all massages procedures. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders.

### Attitudes and appreciation's to be developed:

Appreciate good workmanship common to massage therapists, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

### Requirements for satisfactory completion of course:

Student shall have satisfactorily completed Theory and Operations with an average grade of "C" (70%) or better.

### Graduation requirements:

When a student has completed the required theory hours and practical operations in Manicuring with a GPA of "C" (70%) or better he or she is awarded a certificate certifying his or her graduation.

### Licensing requirements:

In order to obtain CAMTC Certification as a Certified Massage Therapist, students have to successfully complete the curriculum in massage and related subjects totaling a minimum of 500 hours, and pass one of the following CAMTC approved exams: Massage and Bodywork Licensing Exam (MBLEx), or Board Certification Exam in Therapeutic Massage and Bodywork (BCETMB).

**GRADING SYSTEM:**

Students are evaluated on a regular basis on theory, practical and supervisory skills. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a "C" (70%) average or better to maintain satisfactory academic status. The system detailed below is the system utilize in the school.

**GRADING SCALE**

ACADEMIC GRADING	POINT GRADES FOR PRACTICAL WORK	
100%-90%	A...superior performance	(GPA 4) 4 POINTS=A
89%-80%	B...Above Average	(GPA 3) 3 POINTS=B
79%-70%	C....Average	(GPA 2) 2 POINTS=C
69%-60%	D...Unsatisfactory	(GPA 1) 1 POINTS=D
59%-00%	F...Fail	(GPA 0) 0 POINTS=F

**REQUIRED TEXTS FOR MASSAGE THERAPY COURSE**

1, Theory & Practice of Therapeutic Massage, 5th Edition, ISB-13: 97814354985235 \$122.00

**Note:** Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code sections 4600et.seq

# Curriculum for Massage Therapy Course II (300 HOURS)

## (Main Campus Only)

The student enrolled in massage therapy II course shall consist of three hundred (300) clock hours of technical instruction and practical operations covering all practices of a massage therapist specialist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person.

Total Theory Hours: 150  
 Total Practical Hours: 150  
 Total Hours: 300

### Minimum Specified Practical Operations (Minimum number of Hands-on Practices needed):

60 Classification of massage movements  
 90 Procedure for complete body massage

Subject of Technical Instruction:		Minimum Hours of Technical Instruction:
1.	Historical overview of massage	10
2.	Disinfection & Sanitation	20
3.	Law, Rules, Regulation, Limitation	15
4.	Human, Anatomy, Physiology, Cell, Tissue	10
5.	Human, Anatomy, Physiology, Term	10
6.	Human Anatomy, body system	35
7.	Effects, Benefits, indication of Massage	10
8.	Classification of massage movement	10
9.	Procedures of complete body massage	25
10.	Introduction system of massage	5

### Additional training will be given in the following subjects matters:

Salon management, communication skills, that includes professional ethics, salesmanship, decorum, record keeping, client service record cards, Preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to the field.

### Massage Therapy performance objective:

Acquire knowledge of laws and rules regulating California establishment's practices and understand procedures. Acquire the knowledge of general theory relative to anatomy, physiology, chemistry, and theory relative to practical procedures and perform and acquire business management techniques common to massage therapists.

### Potential Occupations after Completion:

Massage Therapist Specialist, product representative and company demonstrator.

### Skills to be developed:

Use of Proper implements relative to all massages procedures. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders.

### Attitudes and appreciation's to be developed:

Appreciate good workmanship common to massage therapists, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

Requirements for satisfactory completion of course: Student shall have satisfactorily completed Theory and Operations with an average grade of "C" (70%) or better.

### Graduation requirements:

When a student has completed the required theory hours and practical operations in Massage Therapy II with a GPA of "C" (70%) or better he or she is awarded a certificate certifying his or her graduation.

### Licensing requirements:

In order to obtain CAMTC Certification as a Certified Massage Therapist, students have to successfully complete the curriculum in massage and related subjects totaling a minimum of 500 hours, and pass one of the following CAMTC approved exams: Massage and Bodywork Licensing Exam (MBLEX), or Board Certification Exam in Therapeutic Massage and Bodywork (BCETMB).



**GRADING SYSTEM:** Students are evaluated on a regular basis on theory, practical and supervisory skills. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a “C” (70%) average or better to maintain satisfactory academic status. The system detailed below is the system utilize in the school.

**GRADING SCALE**

ACADEMIC GRADING	POINT GRADES FOR PRACTICAL WORK	
100%-90%	A...superior performance	(GPA 4) 4 POINTS=A
89%-80%	B...Above Average	(GPA 3) 3 POINTS=B
79%-70%	C....Average	(GPA 2) 2 POINTS=C
69%-60%	D...Unsatisfactory	(GPA 1) 1 POINTS=D
59%-00%	F...Fail	(GPA 0) 0 POINTS=F

**REQUIRED TEXTS FOR MASSAGE THERAPY COURSE**

1, Theory & Practice of Therapeutic Massage, 5th Edition, ISB-13: 97814354985235 \$122.00

# Curriculum for Massage Therapy Course (600 HOURS)

## (Main Campus Only)

The student enrolled in massage therapy course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a massage therapist specialist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person:

Total Theory Hours: 360  
 Total Practical Hours: 240  
 Total Hours: 600

### Minimum Specified Practical Operations (Minimum number of Hands-on Practices needed):

05	DISINFECTION & SANITATION	20	FACE AND SCALP MASSAGE
25	CHAIR AND REFLEXOLOGY	30	SHIATSU APPLICATION
40	CLASSIFICATION OF MASSAGE MOVEMENT	20	BUSINESS PRACTICE/MESSAGE BUSINESS
30	APPLICATION OF MASSAGE TECHNIQUE		
70	PROCEDURE FOR COMPLETED BODY MASSAGE		

Subject of Technical Instruction:		Minimum Hours of Technical Instruction:
1.	Historical overview of Massage	10
2.	Disinfection/Sanitization	20
3.	Laws, Rules, Regulation & Limitation	20
4.	Human Anatomy, Physiology/ Terminology	120
5.	Ethics	20
6.	Effects, Benefits, Indication of Massage	10
7.	Indications, and Contraindications of massage	20
8.	Classification of Massage Movement	10
9.	Shiatsu Application & Sport Massage	15
10.	Chair and Reflexology	10
11.	Procedure for Complete Body Massage	25
12.	Pathology	60
13.	Kinesiology	20
14.	Application of Massage Technique	10
15.	Introduction Holistic Therapy	10
16.	Business Practice/Massage Business	10

### Theory Subjects:

**HISTORICAL OVERVIEW OF MASSAGE:** An elementary knowledge of how the history connects today's massage therapist with generations of healers from many cultures.

**DISINFECTION AND SANITATION:** Practicing sanitation and safety means protecting yourself and your clients against disease and injury. It is the massage therapist's responsibility to provide a safe and sanitary facility.

**LAWS, RULES, REGULATIONS AND LIMITATIONS:** Being technically well trained, massage practitioners must understand the laws, rules, regulations, limitations, and obligations regarding the practice of therapeutic massage.

**HUMAN ANATOMY, PHYSIOLOGY AND KINESIOLOGY:** A basic knowledge of anatomy, physiology, and kinesiology is necessary in mastering the theory and practice of therapeutic massage. The massage practitioners study the structures, functions, and mechanics of the body movements.

**EFFECTS, BENEFITS OF MASSAGE:** Massage is a natural and ancient way to relieve minor aches, pains, tension and fatigue. Massage has direct psychological and physiologic benefits. Physically, massage increases metabolism, hastens healing, relaxes and refreshes the muscles, and improves the functions of the lymphatic system. Psychologically, massage relieves fatigue, reduces tension and anxiety, calms the nervous system, and promotes a sense of relaxation and renewed energy.

**INDICATION AND CONTRAINDICATION OF MASSAGE:** The massage practitioner must know when massage is advised and when is not, or when certain strokes or movements should not be used.

**SWEDISH MASSAGE:** Swedish massage is fundamental manipulations and also a foundation of most massage styles practiced today. The practitioner must understand the indications for and effects of the manipulations, and also can combine one or more of the movements.

**SHIATSU APPLICATION:** Shiatsu is to increase circulation of ki and restore energy balance in the body, and also aid in soothing the nervous system, relieve sore and stiff muscles and disorders such as constipation. Shiatsu recognizes strategic points (called tsubo) or energy pathways situated on the meridians. The shiatsu practitioner uses the ball of the thumb, the forearm, the palm, the heel of the hand, the elbow, the knee, or the foot to apply pressure.

**AROMATHERAPY:** Aromatherapy is the use of essential oils processed from herbs, flowers, fruits, stems, spices, and roots in massage, inhalation, or other modalities to affect mood and improve health and well-being.

**PATHOLOGY:** A basic knowledge of pathology provides massage therapists with an understanding of disease processes so that they can make decisions as to which massage services they can safely provide or refer clients to appropriate medical professionals.

**KINESIOLOGY:** Kinesiology is study of muscular activity and the anatomy, physiology and mechanics of body movement, the massage therapist can better identify which specific structures are involved in the areas of pain or dysfunction.

**ETHICS:** Ethics is the study of the standards and philosophy of human conduct and is defined as a system or code or morals of an individual person, a group, or a profession. Good ethics is to be concerned about the public welfare, the welfare of individual clients, your reputation, and the reputation of the profession you represent.

**ATHLETIC/SPORT MASSAGE:** The application of massage techniques that combine the anatomic and physiologic knowledge, an understanding of training and conditioning, and specific massage skills to enhance athletic performance.

**HOLISTIC THERAPY:** Holistic therapy is treatment which aims to treat a client as a whole, rather than as a being separated into different parts which do not interconnect. Treat the individual's body, spirit, and mind as a whole.

**BUSINESS PRACTICE IN MASSAGE:** In massage business, a massage therapist has an option to be employed by spa business or become independent contractor is known as self-employed as an owner, organizer, manager, bookkeeper, sales staff and advertising executive as well as maintenance person and janitor.

### **Practical Subjects:**

**SWEDISH MASSAGE:** Students practice the basic foundation of massage techniques and combine with six major categories like: touch, gliding movements, kneading movements, friction, percussion movements and joint movements. All hands-on therapies use physical contact as their primary modality and also combine movements according to each client's needs.

**DISINFECTION/SANITIZATION:** Class practices decontamination extensively in the massage is sanitation and disinfection. Keep the massage work area and equipment in a sanitary condition, universal precautions and self-clean. Safety is an attitude put into practice that is concerned with the prevention and elimination of conditions that could lead to injury.

**CLASSIFICATION OF MASSAGE MOVEMENT:** The student must understand the movements to be applied to particular part of the body and hands-on practices: light movement is applied over thin tissues, heavy movement is indicated for thick tissues, and gentle movement is applied with a slow rhythm and is soothing and relaxing, and vigorous movement is applied in a quick rhythm and stimulating.

**SHIATSU APPLICATION AND SPORT MASSAGE:** Students practice hands-on by applying pressure to the points, the natural recuperative powers of the body are generated, and also students practice pre-event massage, intra-event massage, post-event massage and restorative massage (neuromuscular, myofascial techniques, deep friction, trigger points and active joint stretches).

**PROCEDURE FOR COMPLETE BODY MASSAGE:** The students are hands-on performing a massage session. Prepare client with preliminary interview, clearly states the services and policies and contraindication for massage. Assisting client on and off the table, draping client for comfort and secure, contact with a quality of touch. Apply procedure for a general body massage.

**APPLICATION MASSAGE TECHNIQUE:** Students practice building strength and flexibility of the hands, body mechanics, posture and stances, exercises for strength, balance, and body control.

**FACE AND SCALP MASSAGE:** Students practice hands-on the face and scalp by applying massage techniques or can combine with shiatsu techniques depending on individual client need.

**BUSINESS PRACTICES:** Students practice employed and self-employed, attitude, self-image, business marketing, and bookkeeping for massage business.

### **Additional training will be given in the following subject matter:**

Salon management, communication skills, that includes professional ethics, salesmanship, decorum, record keeping, client service record cards, Preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to the field. Massage Therapy performance objective: Acquire knowledge of laws and rules regulating California establishment's practices and understand procedures. Acquire the knowledge of general theory relative to anatomy, physiology, chemistry, and theory relative to practical procedures and perform and acquire business management techniques common to massage therapists.

### **Potential Occupations after Completion:**

Massage Therapist Specialist, product representative and company demonstrator.

**Skills to be developed:**

Use of Proper implements relative to all massages procedures. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders. Attitudes and appreciation’s to be developed: Appreciate good workmanship common to massage therapists, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

**Requirements for satisfactory completion of course:**

Student shall have satisfactorily completed Theory and Operations with an average grade of “C” (70%) or better.

**Graduation requirements:**

When a student has completed the required theory hours and practical operations in Massage Therapy I with a GPA of “C” (70%) or better he or she is awarded a certificate certifying his or her graduation.

**Licensing requirements:**

In order to obtain CAMTC Certification as a Certified Massage Therapist, students have to successfully complete the curriculum in massage and related subjects totaling a minimum of 500 hours, and pass one of the following CAMTC approved exams: Massage and Bodywork Licensing Exam (MBLEx), Board Certification Exam in Therapeutic Massage and Bodywork(BCETMB).

**GRADING SYSTEM:**

Students are evaluated on a regular basis on theory, practical and supervisory skills. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a “C” (70%) average or better to maintain satisfactory academic status. The system detailed below is the system utilize in the school.

**GRADING SCALE**

ACADEMIC GRADING	POINT GRADES FOR PRACTICAL WORK	
100%-90%	A...superior performance	(GPA 4) 4 POINTS=A
89%-80%	B...Above Average	(GPA 3) 3 POINTS=B
79%-70%	C....Average	(GPA 2) 2 POINTS=C
69%-60%	D...Unsatisfactory	(GPA 1) 1 POINTS=D
59%-00%	F...Fail	(GPA 0) 0 POINTS=F

**REQUIRED TEXTS FOR MASSAGE THERAPY COURSE**

- 1, Theory & Practice of Therapeutic Massage, 5th Edition, ISB-13: 97814354985235 \$122.00

# Curriculum for Holistic Health Practitioner Course (1,000 Clock Hours)

## (Main Campus Only)

The Holistic Health Practitioner course shall consist of one thousand (1000) clock hours of technical instruction and practical operations covering all practices of a massage therapist specialist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person:

Total Theory Hours: 520  
 Total Practical Hours: 480  
 Total Hours: 1000

### Minimum Specified Practical Operations (Minimum number of Hands-on Practices needed):

80	Laws, Rules, Regulation & Limitation	50	Application of Massage Techniques
50	Procedure Complete Body Massage	40	Face and Scalp Massage
100	Shiatsu Application & Hydrotherapy	110	Health Care & Acupressure
40	Business Practices	10	Disinfection/Sanitation

Subject of Technical Instruction:		Minimum Hours of Technical Instruction:
1.	Historical overview of Massage	20
2.	Disinfection/Sanitization	30
3.	Laws, Rules, Regulation & Limitation	30
4.	Human Anatomy, Physiology, Kinesiology	160
5.	Effects, Benefits, indication of massage	20
6.	Classification of Massage Movement	20
7.	Application Massage Technique	20
8.	Procedure complete Body Massage	20
9.	Face and Scalp Massage, Health Care	10
10.	Shiatsu application and Hydrotherapy	40
11.	Pathology, Kinesiology/ Ethics	120
12.	Sports Massage and Acupressure	20
13.	Business Practice	10

### Theory Subjects:

**HISTORICAL OVERVIEW OF MASSAGE:** An elementary knowledge of how the history connects today's massage therapist with generations of healers from many cultures

**DISINFECTON AND SANITATION:** Practicing sanitation and safety means protecting yourself and your clients against disease and injury. It is the massage therapist's responsibility to provide a safe and sanitary facility.

**LAWS, RULES, REGULATIONS AND LIMITATIONS:** Being technically well trained, massage practitioners must understand the laws, rules, regulations, limitations, and obligations regarding the practice of therapeutic massage.

**HUMAN ANATOMY, PHYSIOLOGY AND KINESIOLOGY:** A basic knowledge of anatomy, physiology, and kinesiology is necessary in mastering the theory and practice of therapeutic massage. The massage practitioners study the structures, functions, and mechanics of the body movements.

**EFFECTS, BENEFITS OF MASSAGE:** Massage is a natural and ancient way to relieve minor aches, pains, tension and fatigue. Massage has direct psychological and physiologic benefits. Physically, massage increases metabolism, hastens healing, relaxes a refreshes the muscles, and improves the functions of the lymphatic system. Psychologically, massage relieves fatigue, reduces tension and anxiety, calms the nervous system, and promotes a sense of relaxation and renewed energy.

**CLASSIFICATION OF MASSAGE MOVEMENT:** As a massage therapist, the more mastery you have of the movements, the better you can create a work of art each time that you choose and combine movements according to each client's needs. There are six major categories like touch, gliding, kneading, friction, percussion movements and joint movements.

**APPLICATION MASSAGE TECHNIQUE:** Focus on techniques and exercises that the practitioner can use to increase the strength and endurance specific to the practice of massage. Exercises to improve mobility and posture stance, good body mechanics increase the strength and power available in a movement while reducing the risk of potential injury.

**PROCEDURE FOR COMPLETE BODY MASSAGE:** Prepare client for preliminary interview, clearly state contraindication, explanation the services and clear instruct client for better effective massage is with all clothing remove. Assisting client on and off the table, draping client for comfort and secure, contact with a quality of touch. Apply procedure for a general body massage.

**FACE AND SCALP AND HEATH CARE:** Manual therapies and massage-like procedures have been considered part of medical practice since ancient times. The reemergence of massage in the United States happened outside of allopathic medicine. Classic Swedish massage was joined by

reflexology, shiatsu, acupressure, and other alternative practices.

**SHIATSU APPLICATION AND HYDROTHERAPY:** Shiatsu is to increase circulation of ki and restore energy balance in the body, and also aid in soothing the nervous system, relieve sore and stiff muscles and disorders such as constipation. Shiatsu recognizes strategic points (called tsubo) or energy pathways situated on the meridians. The shiatsu practitioner uses the ball of the thumb, the forearm, the palm, the heel of the hand, the elbow, the knee, or the foot to apply pressure. Hydrotherapy is the application of water in any of it forms to the body for therapeutic purposes. The contrast therapy, which is the alternate application of heat and cold and contraindication for hydrotherapy

**PATHOLOGY:** A basic knowledge of pathology provides massage therapists with an understanding of disease processes so that they can make decisions as to which massage services they can safely provide or refer clients to appropriate medical professionals.

**KINESIOLOGY:** Kinesiology is study of muscular activity and the anatomy, physiology and mechanics of body movement, the massage therapist can better identify which specific structures are involved in the areas of pain or dysfunction.

**ETHICS:** Ethics is the study of the standards and philosophy of human conduct and is defined as a system or code or morals of an individual person, a group, or a profession. Good ethics is to be concerned about the public welfare, the welfare of individual clients, your reputation, and the reputation of the profession you represent.

**ATHLETIC/SPORT MASSAGE:** The application of massage techniques that combine the anatomic and physiologic knowledge, an understanding of training and conditioning, and specific massage skills to enhance athletic performance.

**BUSINESS PRACTICE IN MASSAGE:** In massage business, a massage therapist has an option to be employ by spa business or become independent contractor is known as self-employed as an owner, organizer, manager, bookkeeper, sales staff and advertising executive as well as maintenance person and janitor.

### **Practical Subjects:**

**DISINFECTION/SANITIZATION:** Class practices decontamination extensively in the massage is sanitation and disinfection. Keep the massage work area and equipment in a sanitary condition, universal precautions and self-clean. Safety is an attitude put into practice that is concerned with the prevention and elimination of conditions that could lead to injury.

**CLASSIFICATION OF MASSAGE MOVEMENT:** The student must understand the movements to be applied to particular part of the body and hands-on practices: light movement is apply over thin tissues, heavy movement is indicate for thick tissues, and gentle movement is apply with a slow rhythm and is soothing and relaxing, and vigorous movement is apply in a quick rhythm and stimulating.

**PROCEDURE FOR COMPLETE BODY MASSAGE:** The students are hands-on performing a massage session. Prepare client with preliminary interview, clearly states the services and policies and contraindication for massage. Assisting client on and off the table, draping client for comfort and secure, contact with a quality of touch. Apply procedure for a general body massage.

**SHIATSU APPLICATION AND SPORT MASSAGE:** Students practice hands-on by applying pressure to the points, the natural recuperative powers of the body are generated, and also students practice pre-event massage, intra-event massage, post-event massage and restorative massage (neuromuscular, myofascial techniques, deep friction, trigger points and active joint stretches.

**APPLICATION MASSAGE TECHNIQUE:** Students practice building strength and flexibility of the hands, body mechanics, posture and stances, exercises for strength, balance, and body control.

**FACE AND SCALP MASSAGE:** Students practice hands-on the face and scalp by applying massage techniques or can combine with shiatsu techniques depending on individual client need.

**HEALTH CARE AND ACUPRESSURE:** Students practice hands-on client with variety techniques such as neuromuscular therapy, trigger point therapy, muscle energy technique, position release, myofascial massage, craniosacral therapy, deep tissue massage, and practices acupressure can refer to any of several treatment systems that incorporate various manipulations of the acupoints.

**BUSINESS PRACTICES:** Students practice employed and self-employed, attitude, self-image, business marketing, and bookkeeping for massage business.

### **Additional training will be given in the following subject matter:**

Salon management, communication skills, that includes professional ethics, salesmanship, decorum, record keeping, client service record cards, preparing a resume, employment development, modeling, desk and reception, and other subjects relating to the field.

### **Holistic performance objective:**

Acquire knowledge of laws and rules regulating California establishment's practices and understand procedures. Acquire the knowledge of general theory relative to anatomy, physiology, chemistry, and theory relative to practical procedures and perform and acquire business management techniques common to massage therapists.

**Potential Occupations after Completion:**

Massage Specialist, Practitioner in Holistic Massage and product representative and company demonstrator.

**Skills to be developed:**

Use of Proper implements relative to all massages procedures. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders.

**Attitudes and appreciation's to be developed:**

Appreciate good workmanship common to massage practitioners, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

**Requirements for satisfactory completion of course:**

Student shall have satisfactorily completed Theory and Operations with an average grade of "C" (70%) or better.

**Graduation requirements:**

When a student has completed the required theory hours and practical operations in **Holistic health practitioner** with a GPA of "C" (70%) or better he or she is awarded a certificate certifying his or her graduation.

**Licensing requirements:**

In order to obtain CAMTC Certification as a Certified Massage Therapist, students have to successfully complete the curriculum in massage and related subjects totaling a minimum of 500 hours, and pass one of the following CAMTC approved exams: Massage and Bodywork Licensing Exam (MBLEx), Board Certification Exam in Therapeutic Massage and Bodywork (BCETMB).

**GRADING SCALE**

ACADEMIC GRADING	POINT GRADES FOR PRACTICAL WORK	
100%-90%	A...superior performance	(GPA 4) 4 POINTS=A
89%-80%	B...Above Average	(GPA 3) 3 POINTS=B
79%-70%	C....Average	(GPA 2) 2 POINTS=C
69%-60%	D...Unsatisfactory	(GPA 1) 1 POINTS=D
59%-00%	F...Fail	(GPA 0) 0 POINTS=F

**REQUIRED TEXTS FOR HOLISTIC PRACTITIONER COURSE**

Theory & Practice of Therapeutic Massage, 5th Edition, ISB-13: 97814354985235 \$122.00