

VIDAL SASSOON ACADEMY  
COSMETOLOGY PROGRAM



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VIDAL SASSOON ACADEMY  
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January 1, 2017 through December 31, 2017



SASSOON-ACADEMY.COM

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# APPROVAL DISCLOSURE STATEMENT

The Vidal Sassoon Academy at 321 Santa Monica Boulevard, Santa Monica, California is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. The institution is subject to re-approval every five years.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

Physical Address:

2535 Capitol Oaks Drive  
Suite 400  
Sacramento, CA, 95833

Mailing Address:

P.O. Box 980818  
West Sacramento, CA 95798-0181

[www.bppe.ca.gov](http://www.bppe.ca.gov)

Phone: (916)431-6959

Toll Free: (888)370-7589

Fax Number: (916)263-1897

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.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (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).

Neither Vidal Sassoon Academy nor the Cosmetology course it offers is accredited by an accrediting agency recognized by the United States Department of Education.

# **PROGRAM OFFERED**

1600 Hour Cosmetology Course

Duration | 44 Weeks (includes a two week half-term break)

Job classification Standard Occupational Classification codes for which the Cosmetology Course prepares its graduates: 39-5012 Hairdressers, Hair Stylists, and Cosmetologists. 39-5092 Manicurists and Pedicurists. 39-5091 Makeup Artists. 39-1021 First-Line Supervisors of Personal Service Workers.

Our well-rounded, complete 1600 Hour Cosmetology Course curriculum not only offers a thorough training in the fundamentals of Cosmetology, but is a program of complete orientation, instruction, and promotional steps that prepare you completely for your career and provides you with examination experience, so as to give you the greatest confidence possible to pass your State Board Exam. The course curriculum is set forth below.

At the Vidal Sassoon Cosmetology School, we prepare you for a career in the real world. For this reason, hands on learning with male and female clients are a key part of the curriculum. This includes consultation, cut and color, finish and product recommendation. This course is also designed to train the student in basic manipulative skills, safety judgments, proper work habits, business skills and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field. The knowledge that you gain from this will go far beyond what you learn from textbooks and working with mannequins. With the strong personal attention of our professional teachers, you will fully develop your skills.

## **2017 PROGRAM START DATES**

1/24/2017 through 11/24/2017

3/21/2017 through 1/19/2018

5/16/2017 through 3/16/2018

7/11/2017 through 5/11/2018

9/5/2017 through 7/6/2018

10/31/2017 through 8/31/2018

## **MISSION AND PURPOSES**

Vidal Sassoon Academy seeks to train for a viable and profitable career in cosmetology, any person who successfully completes the Vidal Sassoon Academy application and interview process and exhibits the desire to attend.

The Vidal Sassoon Academy operates on the belief that it is the responsibility of the staff and teachers to offer and maintain the highest standards in education and innovation in the cosmetology industry. The Vidal Sassoon Academy has sought for 50 years to be the example of the finest vocational education within its field.

## **GOALS AND OBJECTIVES**

The primary objective of Vidal Sassoon Academy is to promote the highest level of academic excellence. Each student will have the capability to graduate and pass the California State Board Exam. Our training prepares the successful student to acquire knowledge and skills necessary to form the foundation for a successful career in the cosmetology field. In the process, our secondary objective is to maximize the development and personal goals of each as a total person and to help each student discover their potential. Our prime vocational objective is to train and produce a graduate sufficiently knowledgeable to seek and find employment in the beauty industry. The successful student should be able to function effectively in one of the many specialty areas such as: Hair stylist, Hair Colorist, Haircutter, and Runway model Stylist or a Beauty Salon Manager. These objectives are monitored and attained by the school's continuous attention to evaluation of curriculum and practical training skills as mandated by the state board. Our Staff is dedicated to the premise of providing the best possible vocational training within our abilities and within the scope of the state board's required curriculum. The daily training at the Vidal Sassoon Academy is under the instruction of qualified instructors who bring over 50 years of specialized Instruction to each student. Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the Vidal Sassoon graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

## **LOCATION**

Our Cosmetology class sessions will be held at the Vidal Sassoon Academy, 321 Santa Monica Blvd. Santa Monica, CA 90401.

## **FACILITIES**

Vidal Sassoon Academy is located in a prime area of Santa Monica, CA in a modern, 14,600 square foot, air conditioned, four-story building containing 13 classrooms for theory and practical training, equipped with salon stations in a salon style

setting. The Vidal Sassoon Academy houses the school Administration offices and a reception area for guests. There are also student break rooms/lounges available for mealtimes, and student lockers available for each student to securely store personal belongings. The Vidal Sassoon Academy has an on-site library of industry publications, audio and visual equipment and other learning aids.

## **TEACHING AND LEARNING METHODS**

The Cosmetology program teaching and learning philosophy is immersed in the understanding of the dynamics of hair through the Sassoon proprietary methods; abc cutting and coloring hair the Sassoon way. Vidal Sassoon Academy utilizes our abc | Cutting and abc | Coloring step-by-step DVD's and manuals as essential education tools.

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products meet and often exceed those used in the industry. Vidal Sassoon has many stylist tools which have been developed specifically for the field. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

## **LIBRARY**

Vidal Sassoon Academy has one of the most successful ranges of educational products and tools in the industry. Step-by-step DVD's and books are readily accessible for all students to use on the premises. In addition, there is a library consisting of a wide variety of texts and DVD's covering all phases of cosmetology, including but not limited to: fashion, salon management & practices, product knowledge, salesmanship and affiliated subjects. These materials are available to students upon request during normal business hours.

## **STUDENT KIT**

Each of our students receives a State Board Equipment Kit including a mannequin and clamp, make-up kit, false eyelashes, individual lashes, polish kit, nail tips, sculptured nails, manicure set, blow dryer, diffuser, curling iron, denman brush, tail comb, vent brush, section clips, tint brush, tint comb, all-purpose comb, gloves, magnetic rollers, razor, processing cap, perm rods, end papers (perm), and spray bottle.

The kit includes a State-approved Cosmetology Textbook, a Theory Workbook, a Practical Workbook, The California State Barbering and Cosmetology Act, The California State Rules and Regulations, The California Criteria Booklet, and The Product Education Workbook.

## COURSE CURRICULUM

FRESHMAN SECTION | Students will receive an introduction and orientation in all phases of cosmetology, including written and practical preparation for earning a cosmetology license.

The Cosmetology program is divided into six (6) seven (7) week sections. Students receive orientation on the day before they start to clock hours.

### Section One | Duration 7 Weeks

In this section students will be learning dexterity, while working with the equipment. The students will also visit the Getty Museum, looking at how shapes and architecture relates to hair.

Learning styling techniques that include roller setting, tonging, flat ironing, finger waves and pin curls, and how to combine these skills:

Manicure including nail structure, cutting/filing, mending, hand massage and product application

Make-up and facials, State board exam preparation

Shampooing, head massage, blow drying and finishing with product

Understanding head shape and bone structure

Learning how to conduct a full client consultation

Classic precision cutting skills are introduced and delivered through ABC Cutting the Sassoon Way

A| Lines

B| Graduation

C| Layers

Nuts and Bolts Business Training book #1 Embracing Change

### Section Two | Duration 7 Weeks

Students are introduced to the fundamentals of color through ABC Colouring the Sassoon Way and continued State board once a week. They are also given time to perfect the Sassoon classic haircutting skills before moving on to more advanced techniques.

A| Total Colour



B| Highlights

C| Combination

Understanding Color Formulas

Understanding color charts

Classic color application

Color consultation and hair analysis

Continuation of one length haircuts

Layering

Graduation

Exploration of a variety of lengths

Perfecting Shampooing, head massage, blow drying and finishing with product

Nuts and Bolts Business Training book #2 The Complete retail Experience

### **Section Three | Duration 7 Weeks**

Students will continue to practice the ABC Classic Cutting and Colouring the Sassoon Way. They will also be introduced to ABC Cutting the Sassoon way for MENS Barbering.

Layering

Graduation

Scissor Over Comb

Working on Live clients

Nuts and bolts book #3 Customer Wow

### **Section Four | Duration 7 Weeks**

After returning from the two- week break, students will be introduced to contemporary classics in this stage, working on suitability for clients. They will also be honing in and perfecting cut & colour, blow dry & style, while receiving further training on professional products.

Round graduation

Round and Square Layering

Highlighting and foil work

One day of state board a week in continuation for exam

Nuts and bolts book #4 Build your business

### **Section Five | Duration 7 Weeks**

In this section greater emphasis is given to working on live clients and producing a strong, clean finish. Students will master the fundamentals of contemporary cutting & colouring techniques.

Using clippers as a finishing technique

Customer care and service

Shape and Balance

Contemporary Shapes

One day of state board a week in continuation for exam readiness

Nuts and bolts book #5 The Salon and Spa professional

### **Section Six | Duration 7 Weeks**

The final stage is designed to give the students the coaching and time to perfect the skills they have learned. The program culminates in a Graduation Final Show and Diploma Ceremony where students are working together to stage and produce a class finale. Our experts will guide students through the theme identification, model calls, clothes styling, make-up, music and lighting to help them show the skills they have learned. Graduate Final Shows are attended by Senior Sassoon Creative Staff, and the students' family & cosmetology student body.

Salon Talks and Tour

Interview & resume building class

2 weeks of state board preparation including a mock board day and trip to the kit company in preparation for passing the state board exam and gaining their license.

# **STANDARDS FOR STUDENT ACHIEVEMENT**

## **GRADING PROCEDURES**

The following are the requirements to complete the program and earn a diploma. Students must successfully complete the 1600 clock hours of instruction and practical operations in the required curriculum described above. The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each subject of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (these practical assignments are tracked using the schools SMART system online). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated until a satisfactory grade is achieved.

At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100 EXCELLENT

80 – 89 VERY GOOD

70 – 79 SATISFACTORY

0 - 69 BELOW STANDARDS – UNSATISFACTORY

## **PROBATION AND DISMISSAL**

Students are expected to maintain the following academic progress and are evaluated at the end of each section:

1. A cumulative academic average of “Satisfactory” (70% - 79%) or better at the end of each section.
2. A cumulative attendance average of 85% or better of the scheduled hours at the end of each section.
3. Compliance with the school’s policies, rules, and regulations.

Students who fail to maintain the foregoing satisfactory academic progress will be placed on probation until the next evaluation period. Students who fail to meet satisfactory academic progress at the end of the probation period may be dismissed from the course. Students who are absent for 21 days without written approval will be dismissed from the cosmetology program.

The dismissed student’s tuition obligation will be in accordance with the School’s refund policy.

Student warning notices are issued upon violation of any one or part of the policies, rules, and regulations. Any student receiving three (3) Student Warnings during his/her course will be subject to suspension, for a period to be determined by Management, or immediate dismissal.

## **ATTENDANCE**

Vidal Sassoon Academy is open Monday through Saturday 8:45 AM to 7:45 PM, except on public holidays. Students are expected to attend school for 40 hours per week. The course is completed in 2 sections with a two week mid-term break, over a 44 week period.

Due to the intensive nature of instruction at Vidal Sassoon Academy there is no allowance made for absenteeism or tardiness. Overtime will be charged to any student who has not completed 1600 hours at the end of 44 weeks. Attendance and tardiness are recorded by a time clock on weekly timecards and students' hours are calculated weekly by a supervisor.

On days that student are to arrive at 8:45 AM, there will be an available window to arrive up to 9:15 AM only, unless the student organizes a later arrival on specified day with management. Students must have signed management approval for arriving after 9:15 AM. If there is no written approval for late arrival, student must not attend class that day and not receive credit for hours that day, but may return during regular hours on their next scheduled day.

Students who are absent for 21 days without written approval will be dismissed from the cosmetology program.

## **LEAVE-OF-ABSENCE**

Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA must be requested in writing by the student and must be approved by the school administration. The written request must include the start and end date of the leave of absence. Leaves of Absence may be granted for up to 180 days. Students will not be assessed additional tuition charges while on their leave of absence.

Students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will return to the academic progress status they held. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance. As of the same date, the loan repayment process will be initiated. Students must be reasonably certain of their intent to return. If the student does not return as scheduled, the grace period on any student loan will revert to start counting from the first day of the leave. In these cases the loan payment will be due as stated on the promissory note.

## **STATE LICENSURE REQUIREMENTS**

The course is designed to lead to a position in the cosmetology field, which requires licensure by the state. The curriculum for students enrolled in a Cosmetology course shall consist of 1600 clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology. Technical instruction will be by demonstration, lecture, classroom participation and examination. Practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical operations shall mean the time it takes to perform a practical operation. Such technical instruction and practical operations shall include:

Subject	Minimum Required Hours	Minimum Required Operations
<b>1,100 Hours of Technical Instruction and Practical Training in Hair Dressing:</b>		
Hairstyling:	65	240
Permanent Waving and Chemical Straightening	40	105
Hair Coloring and Bleaching	60	50
Hair Cutting	20	80
<b>200 Hours of Technical Instruction in Health and Safety:</b>		
Laws and Regulations	20	
Health and Safety Considerations	45	
Disinfection and Sanitation	20	
Anatomy and Physiology	15	
<b>200 Hours of Technical Instruction and Practical Training in Esthetics:</b>		
Manual, Electrical and Chemical Facials	25	40
Eyebrow Beautification and Make-up	25	30
<b>100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring:</b>		
Manicuring and Pedicuring	10	25
Artificial Nails and Wraps	25	120

To become a licensed Cosmetologist, a person must pass an examination given by the California Board of Barbering and Cosmetology. Both a written examination and a practical demonstration of the candidate's ability are required.

To qualify for the examination, a candidate must pay the required fee, be at least 17 years of age, completed the 10th grade in public school or its equivalent, committed no act or crimes constituting grounds for denial of licensure under Section 480 of the California Barbering and Cosmetology Act Business and Professions code, and completed the 1600 hour requirements as listed above in an approved California Cosmetology school. A Social Security Number is required to take the Cosmetology Test with the California Board of Barbering and Cosmetology.

State board examinations are given in Fairfield and Glendale and the Board notifies the student of their expected examination date. The candidate for examination must pass the written and practical tests to receive a license. A candidate passing the written and practical examination and Board receipt of a 'Proof of Training' document issued by the school entitles the examinee to issuance of a state license.

## FACULTY

### TRACI SAKOSITS | NORTH AMERICAN CREATIVE DIRECTOR

Traci grew up around the family salon in New Jersey. She began Cosmetology school right after high school and began an apprenticeship program at the Vidal Sassoon Salon in New York. Upon completion of her training program, she transferred to the Beverly Hills Salon as a licensed Stylist and was soon promoted to Assistant Creative Director. Traci has been an instructor at the Academy since 1997 and now holds the role of North American Creative Director.

### CAMILLA HURRELL | PRINCIPAL

Camilla began her Sassoon journey in 2004, knowing from a young age that she wanted to pursue a career in hairdressing and “hasn’t looked back since”. After completing her apprenticeship, she went on to work in various Sassoon Salons in London, where her bubbly personality and outstanding color skills made her a favorite among clients and team members alike.

In 2008, Camilla transferred to Sassoon Academy in London to pursue her next ambition — teaching. She developed an instant rapport with the international hairdressing students and gained a sterling reputation for her creative drive and dedication to the industry.

Camilla relocated to the U.S. in 2013 after accepting the role of Assistant Principal & Color Instructor at the Santa Monica Sassoon Academy. Camilla continued to excel in her career over the next two years, and in January 2015, she was promoted to her current position as Principal.

### LUCUS ETTICITY | SENIOR COLOR DIRECTOR

Lucus teaches students all aspects of color, from theory to application, trends to classic and creative looks. As Creative Director for Color at the Vidal Sassoon Academy, Lucus is constantly on the move, delivering color inspiration in both the Academy and at Shows and Seminars around the globe.

Starting his Sassoon career at the Chicago Salon in 1992, Lucus has worked in London, New York, Scottsdale and Munich before finally settling in at the North American headquarters of the Vidal Sassoon Academy in Santa Monica, California in 2002. Lucus was promoted to Senior Colour Director in January 2016

### RANDALL BROUSSARD | SENIOR CUTTING INSTRUCTOR

With a Sassoon career spanning over 25 years, Randall’s passion for the brand and the industry is evident in each course he leads. He started as a student at the Santa Monica Academy and worked at Sassoon Salon locations throughout the country - Beverly Hills, Chicago, Scottsdale and San Francisco – before returning to Santa Monica in 2001.

Between inspiring his students in Santa Monica, guest teaching at the London Academy and leading seminars throughout North America, Randall’s extensive knowledge combined with his patient teaching style make him one of the most sought after instructors in the company.

### ALLISON LYLE | SENIOR INSTRUCTOR

Scottish born, Allison Lyle grew up in Fort Myers, Florida and worked as a Stylist for 6 years prior to joining the company. Her Sassoon career started in 2002 having been inspired by the iconic precision cut and colour techniques. She attended numerous courses at the academy before she joined the Miami Salon where she began training as a Stylist.

She started teaching in the Miami Academy and Salon in 2004, after two years she moved to Washington DC in 2006 where she became Creative Director. Having been a Stylist helps her to relate to the students she has taught and what they experience in their salons on a daily basis.

Allison is now Senior Instructor at the LA Academy, regularly participating in Shows and Seminars across the country such as International Beauty Show (IBS), NYC and International Salon & Spa Expo (ISSE), LA. She has also

spent time teaching at the Wella Studio in LA and NYC as well as our London Academy. She thoroughly enjoys sharing her knowledge and experience with others. The most rewarding aspect of her career has been 'Being able to share what I've learnt about hair and what I love about hair,' said Allison.

#### NATHAN MANZANO | SENIOR EDUCATOR

Senior Educator, Nathan Manzano, began his career at Sassoon in 1996, shortly after graduating in Cosmetology at Riverside Community College, California. Starting as an Assistant at the San Francisco Salon where he graduated as a Stylist, Nathan's natural flair for teaching was soon recognized. Upon completion of teacher training Nathan remained at the San Francisco salon where his passion for teaching grew before moving to the LA Academy in 2004.

Nathan regularly participates in shows such as the International Salon & Spa Expo (ISSE) and thoroughly enjoys teaching others. The most rewarding aspect of his career to date has been 'Watching students grow and better their careers. The more I give, the more I get,' said Nathan.

#### KARIN INGWERSEN | CUTTING INSTRUCTOR

Karin became a member of the Sassoon Academy team following 14 years in the industry. Taking courses in four different Sassoon Academy locations, she always felt a connection to the Sassoon technique, history and commitment to education.

Karin felt that joining Sassoon Academy would fulfill her career ambitions, and in 2011 started working through the Sassoon Varderer program. Karin went on to train as a teacher and a few months later, achieved the position of Cutting Instructor at the Santa Monica Academy.

Currently, Karin teaches both Cosmetology and Advanced courses, providing an array of students the opportunity to share in her love and admiration of the Sassoon philosophy.

#### COLTON JONES | CUTTING INSTRUCTOR

Colton began her journey with Sassoon taking a Comprehensive Cut course at the Santa Monica Academy in 2008. Upon graduation, she began working and training in the Atlanta Salon, where she qualified as a stylist in 2010 and in 2012, was promoted to Top Stylist.

After realizing her passion for teaching, Colton accepted a position at a beauty school in Atlanta. "I gained valuable teaching experience there, but my heart was with Sassoon," Colton said. Staying true to her heart and her beginnings in the industry, Colton left Atlanta in May 2014 and is now thrilled to be a Cutting Instructor at the Santa Monica Academy.

She is a licensed Cosmetologist with over three (3) years industry experience. Colton holds an Associate's Degree in Cosmetology from Chattahoochee Tech - Marietta, GA.

#### MATTHEW KAZARIAN | CUTTING INSTRUCTOR

Matthew has been with Sassoon since he joined the Costa Mesa Salon as an Assistant in 2009. He trained and qualified in all of the Beverly Hills locations with the salon's Senior Creator Director. Matthew worked in the Beverly Hills Salon as a stylist before accepting a teaching position in the Santa Monica Academy.

His industry and company experience has taken Matthew all over Sassoon's Southern California locations, and he even had the opportunity to take his talents internationally, spending time honing his craft in Sassoon's

London Academy. Matthew has been involved in every Masterclass and trade show Sassoon has held in the greater Los Angeles area in the last five years, and he brings considerable skill and vast experience in the industry as a Cutting Instructor.

#### GINA McCORRMICK | COLOUR INSTRUCTOR

Gina was first inspired to join SASSOON ACADEMY when she enrolled in the Cosmetology program at the Los Angeles Academy in 2008. After graduating, she accepted an apprenticeship at a local salon and began working as a hair professional.

Following her passion for teaching, Gina returned to SASSOON in 2014 as a Color Varderer and quickly worked her way up to Color Instructor.

Gina is inspired every day by her students and her fellow Creative Team members. In addition to her Cosmetology training, Gina holds a Masters of Arts in Sociology from Lordham University, New York, NY. She is a licensed Cosmetologist with over six (6) years industry experience; two (2) years at SASSOON ACADEMY.

#### BEN HERNANDEZ | STATE BOARD INSTRUCTOR

Ben's love affair with hair started at age 13 when he started cutting his own hair and experimenting with his friend's hair in his parent's garage. After leaving high school, he went on to learn special FX make-up. He soon started working in the industry as a make-up artist but was missing out on jobs because he did not have a Cosmetology license. After obtaining his Cosmetology license, Ben started assisting in a salon in Pasadena before working as a stylist and teaching State Board part-time.

As he loved teaching so much he decided to teach full-time. He has been teaching over eight (8) years and has written four (4) books for students on State Board.

Ben received his training from Bellflower Cosmetology – Lakewood, CA and Gower Studios Make-up School – Hollywood, CA. He is a licensed Cosmetologist with over ten (10) years Cosmetology experience; eight (8) years teaching Cosmetology; fifteen (15) years as a make-up artist.

## ADMISSIONS

Admission to Vidal Sassoon Academy is based on the application, an interview, and an assessment test (the Cosmetology Student Aptitude Test). Applicants must be at least 17 years of age, and have a high school diploma, GED, or its equivalent. Applicants are encouraged to schedule a tour of the Vidal Sassoon Academy prior to submitting an application for enrollment. The application must include a letter of recommendation and autobiography. Applicants are evaluated throughout the admissions process. Before enrolling, all students receive an interview with a school administrator to discuss enrollment qualifications, personal goals and occupational plans. Prior to starting classes, students sign an enrollment agreement and attend an orientation.

The Sassoon Academy does not discriminate on the basis of sex, race, color, religion, age, national origin, disabled status or veteran's status. Any applicant or student requesting an accommodation for a disability must follow Sassoon Academy's Policy for Accommodating Students with Disabilities. If you need further information regarding the process,



please contact the Academy Principal. Please be advised that Sassoon Academy reserves the right to change the Course Schedule start date while a reasonable accommodation request is pending.

The Vidal Sassoon Academy accepts ability-to-benefit (“ATB”) students. An ATB student is one who does not have a certificate of graduation from a school providing secondary education (typically a high school diploma or equivalent). Prior to executing an enrollment agreement, the ATB student will need to take and pass an independently administered examination. The admissions requirements for ATB students are otherwise the same as for all other students.

The Vidal Sassoon Academy does not accept or award credits through challenge examinations or achievement tests.

The Vidal Sassoon Academy does not award credit for prior experiential learning.

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

## **ACCEPTANCE OF HOURS EARNED AT OTHER INSTITUTIONS**

Vidal Sassoon Academy accepts hours earned at other licensed and/or accredited institutions and will allow students to complete their training at the Academy to enable them to take the California state licensing test. A student transferring hours to Vidal Sassoon Academy is encouraged to complete a minimum of 800 hours (half of the course) at the Academy. The student will need to supply the Vidal Sassoon Academy with a Proof of Training Document to verify total hours previously completed from a licensed and/or accredited institution. The student is required to go through the admissions process as described above, pay a registration fee, an STRF fee (if they are a CA resident) and a prorated hourly rate for their course. Acceptance is based on space availability. Transfer students are required to purchase the Vidal Sassoon Academy-specified State Board Kit, and the Vidal Sassoon Academy Student Professional Tool Kit. Once a transfer student completes the course, they will receive a diploma and record detailing the hours completed and dates attended with Vidal Sassoon Academy, thereby enabling them to take the California state board test.

## **DISTANCE EDUCATION**

The Vidal Sassoon Academy does not offer distance education.

## **INTERNATIONAL STUDENTS**

The Vidal Sassoon Academy welcomes international students who want to study full time in a professional certificate program. Vidal Sassoon Academy is authorized under Federal law to enroll nonimmigrant alien students. Eligible students will receive an I-20 Visa form for an M-1 Student Visa Status. An additional \$500 processing fee is required with all international student visa applications. Under US Immigration and Naturalization Service (INS) Regulations, individuals on B2 visas are not permitted to enroll as full-time status students. B1/B2 visa holders who wish to study full-time in an approved certificate program must apply for a change of status to M-1 student status. Vidal Sassoon Academy does not vouch for student status.

## LANGUAGE PROFICIENCY

Cosmetology course applicants must have an intermediate level of English proficiency to enable them to understand instruction and participate in the Vidal Sassoon Academy Cosmetology program. Applicants must demonstrate their English language proficiency by passing the TOEFL iBT exam with a minimum score of 65 or the TOEFL PBT exam with a minimum score of 500.

All courses are conducted in English. English language services are not provided. No instruction will occur in a language other than English.

## TUITION AND FEE SCHEDULE

The following is the schedule of total charges for the period of attendance (1600 hours over 44 weeks), which are the total charges for the entire Cosmetology course.

**Tuition Fee:** \$19,400.00

**Cosmetology kit (non-refundable):** \$600.00

**Professional Student Kit (non-refundable):** \$1,585.79

**Registration Fee (non-refundable):** \$75.00

**Foreign Student Application fee (non-refundable):** \$500.00 (not applicable for U.S. Citizens)

**STRF Fee (non-refundable):** \$0.00 (\$0.00 per \$1,000 of institutional charges)

**TOTAL CHARGES:** \$22,160.79 (if Foreign Student Application fee applies)

\$21,660.79(U.S. citizens)

In addition, the student will be responsible for purchasing professional shears (estimated at \$100 to \$500). Students may purchase professional shears at any reputable beauty supply store. Students are not required to purchase shears from the Academy, but may do so if they wish. If purchased from the Academy, the cost of shears is non-refundable.

Vidal Sassoon Academy does not currently participate in federal or state financial aid programs although we do offer payment plan options to make this course available to those wishing to attend. If a student pays in full by the end of the course, then the Academy does not charge any interest or finance charges. The Academy also offers plans with down payments and monthly payment plans of up to ten years. Down payments include a specified down payment amount plus a registration fee of \$75.00 and Professional Student Kit Fee of \$1,585.79. Student has the option of financing the Professional Student Kit. If applicable, the student must pay the Student Tuition Recovery Fund fee, which is added to the initial down payment and not included in the financed amount. At the student's option, the Academy may accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement. If a student chooses to pay in full by the first day of the course, there is a \$2,000 discount on the Total Charges.

If you obtain a loan to pay for the course, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If you have received federal student financial aid funds, you are entitled to a refund of the moneys not paid from federal student financial aid program funds.

Vidal Sassoon Academy does not have any pending petitions in bankruptcy, is not operating as a debtor in possession, has not filed a petition in the preceding five years, and has not had a petition in bankruptcy filed against it in 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).

## **STUDENT TUITION RECOVERY FUND (STRF)**

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 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.

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 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.

#### REQUIREMENTS FOR FILING A CLAIM

A student seeking reimbursement under the Fund shall submit an application to the Bureau, either in English or Spanish, using the Application for Student Tuition Recovery Fund (STRF App Rev. 1/17) or the Solicitud para el Fondo de Recuperación de matrícula estudiantil (STRF App Rev. 2/17). The application is signed under penalty of perjury that the statements the applicant makes in the application are true and correct and all submitted supporting documents are true and correct copies of originals.

The application must be completed and received by the Bureau, with sufficient supporting documents reasonably necessary to the Bureau's evaluation of the application.

- (1) 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.
- (2) 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.

The Bureau may conduct an investigation to verify whether to grant or deny a claim, and may request any additional information or supporting documentation.

## **STUDENT'S RIGHT TO CANCEL**

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later, you will receive 100 percent of the amount paid for institutional charges less a Seventy-Five Dollar (\$75.00) registration fee. Cancellation occurs when you have given written notice of cancellation to the Academy. You may do this by mail, by FAX or by hand delivery to the Admissions Office, Vidal Sassoon Academy, 321 Santa Monica Blvd., Santa Monica, CA 90401, fax no. (310) 393-8947. The Notice of Cancellation, if mailed, is effective when it has been deposited in the mail, properly addressed with postage prepaid. If faxed or hand delivered, it is effective upon receipt by the Admissions Office. This Notice need not take any particular form; it need only state that you wish to cancel the Agreement. You may withdraw from the Course at any time. A notice of cancellation shall be in writing and 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. If you withdraw after the cancellation period, your refund is determined according to the refund policy below.

If the school closes before you graduate, you may be entitled to a refund, and should contact the Bureau for Private Postsecondary Education at the Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA, 95798-0818 by calling (888) 370-7589 for information.

If you obtain a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If you have received federal student financial aid funds, you are entitled to a refund of the money not paid from federal student financial aid program funds.

## **REFUND POLICY**

If notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later, you will receive 100 percent of the amount paid for institutional charges less a Seventy-Five Dollar (\$75.00) registration fee. If you withdraw thereafter and at the time of withdrawal have completed 60 percent or less of

the period of attendance you shall receive a pro rata refund for education services not rendered and unreturned books and supplies. No refund will be made for any portion of your equipment or tool kit, because these supplies cannot be reused due to health and sanitary reasons. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. You are liable for the amount, if any, by which the pro rata or documented cost for books and supplies exceeds the refund amount. If the amount you have paid is more than the amount you owe, then a refund will be made within forty-five (45) days of withdrawal for the difference. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If the amount that you owe is more than the amount that you paid, then you shall make arrangements to immediately pay that amount. If you have completed more than 60 percent of the period of attendance prior to withdrawal, the Academy will not refund any amounts to you. This refund policy applies to student dismissals and failures to return from leaves of absence.

For the purpose of determining the amount of your refund or the amount that you owe, you shall be deemed to have withdrawn from the course when any of the following occurs: (a) You notify in writing the Academy of your withdrawal or the actual date of withdrawal; (b) The Academy dismisses you pursuant to its policies; (c) You fail to return from a leave of absence; in this case, the date of withdrawal shall be deemed to be the last date of recorded attendance; (d) The date you fail to attend classes without approval for twenty-one (21) consecutive days and fail to inform the school that you are not withdrawing.

HYPOTHETICAL REFUND EXAMPLE: The following table outlines the refund due based on percentage of the course completed, assuming you paid the following:

		<u>% COMPLETE</u>	<u>REFUND</u>
Total Contract Price:	\$21,660.79	10	\$17,460.00
Less Fees For Registration:	(\$75.00)	25	\$14,550.00
Less Used Equipment:	(\$600.00)	50	\$9,700.00
Less Used Equipment:	(\$1,585.79)	60	\$ 7,760.00
<u>Less STRF fee:</u>	<u>(\$0.00)</u>	<u>&gt;60</u>	<u>No Refund</u>
Tuition Fees Paid:	\$19,400		

If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.

If the course is cancelled subsequent to a student's enrollment, the Academy shall, at its option, provide a refund of all monies paid or provide for completion of the course. If there is a closure at the Academy, the Student may be entitled to a refund according to the refund policy.

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

The transferability of credits you earn at Vidal Sassoon Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the 1600 Hour Cosmetology Course is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma 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 Vidal Sassoon Academy to determine if your credits or diploma will transfer.

# **STUDENT SERVICES**

## **PLACEMENT**

The Academy does not offer placement services and does not guarantee employment. However, personal recommendations may be given at the discretion of the individual instructor.

## **COUNSELING**

Due to the low student to teacher ratio as well as a commitment to individualized attention for the students, the Sassoon Academy is able to offer academic counseling on an individual basis, as the need arises. This counseling is carried out either at the request of the student or at the request of an Instructor. All counseling is done in the privacy of an office and with the understanding of confidentiality.

## **HOUSING**

Vidal Sassoon Academy has no responsibility to find or assist a student in finding housing.

All housing and accommodations are the responsibility of the student. Vidal Sassoon Academy does not have dormitory facilities under its control. Affordable housing opportunities are available within a close or reasonable distance to the academy location with an estimated cost range of \$1000 - \$2000 per month excluding shared apartment options. No assistance is provided to find housing – however the Vidal Sassoon Academy administration team will be able to recommend resources for locating housing and also collects information left by local property owners seeking to lease properties or information from other students seeking shared apartment options.

## **PARKING**

Monthly and yearly parking passes upon availability are from Central Parking Company; please call (310) 576-4743 for rates and details.



# **STUDENT RIGHTS**

## **STUDENT GRIEVANCE PROCEDURE**

Students are encouraged to settle disputes, misunderstandings, and complaints amicably with the other person involved. Students may file a complaint by communicating verbally or in writing to any teacher or administrator. If a student delivers the complaint verbally and the complaint has not been resolved either within a reasonable period or before the student again complains about the same matter, the institution shall advise the student to submit a written complaint to the Principal or Operations Manager. The institution shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the institution shall provide the reasons for the rejection. The student may also make an appointment with the Principal & Operations Manager for final resolution.

We suggest that the student follow the above process, but a student or any member of the public may, at any time, file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free 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).

## **RIGHT OF PRIVACY**

Vidal Sassoon Academy guarantees to protect the privacy of all student files unless specifically directed by the student (parent or legal guardian if student is a dependent) in accordance with the privacy act of 1974-PL 93.579.

The School guarantees the student access to their cumulative record and to provide proper supervision and interpretation of records when they are being reviewed by students (parent or legal guardian if student is a dependent). The records shall be made available to the student (parent or legal guardian if student is a dependent) upon written request, at a time convenient to the school but no later than five (5) days after the receipt of request. The students are not entitled to inspect the financial records of their parents. Vidal Sassoon Academy provides adequate safeguard of student records by complying with the Family Educational Rights and Privacy Act (FERPA).

## **RETENTION OF STUDENT RECORDS**

Vidal Sassoon Academy maintains records of the name, address, e-mail address, and telephone number of each student enrolled in our Cosmetology course. For students granted a diploma, Vidal Sassoon Academy maintains permanent records of the following:

1. The diploma granted and the date on which that diploma was granted.
2. The courses and units on which the diploma was based.
3. The grades earned by the student in each of those courses.

Vidal Sassoon Academy maintains for a period of not less than five years, at its principal place of business within the state of California, records of the educational programs offered including the curriculum, and the names and addresses of the members of the faculty and records of their educational qualifications.

## **CONTINUING EDUCATION COURSES**

You must be a licensed Cosmetologist to attend a Sassoon continuing education course. Licensed Cosmetologists are not required to take continuing education as a condition of continued licensure in the State of California. Sassoon Academy offers continuing education for the sole purpose of enhancing skills and knowledge in the field of Cosmetology. All courses are conducted for approximately 7 hours a day. Please see the brochure and schedule for the length of the course and for the course start dates.

### **SHORT TERM COURSES**

Salon Creative Cut	5-days
Salon Creative Cut with Traci Sakosits	2-days
Salon Creative Color	5-days
Salon Creative Cut & Color	5-days
abc 1 Cut	5-days / 4-days / 2-days
abc 1 Cut with Traci Sakosits	2-days
abc 2 Cut	5-days
abc 1 Color	5-days / 2-days
abc 2 Color	5-days
abc Men	5-days / 4-days
abc Cut & Color	5-days
abc Foil	3-days
Trilogy	5-days
Sassoon Blondes	3-days

### **LONG TERM**

Comprehensive	6-weeks
Salon Intensive	4-weeks

### **SPECIALIST**

Educator	5-days
Masterclass with Mark Hayes	4 hours
Collection with Mark Hayes	3-days
Masterclass with Traci Sakosits	4 hours
Collection with Traci Sakosits	3-days
1-ON-1 Tuition	Bespoke

Please request a brochure from [admin@sassoonacademy.com](mailto:admin@sassoonacademy.com) for more information or to enroll in our continuing education courses.