

Lawrence & Company
College
of
Cosmetology

School Catalog

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Lawrenceandco.net

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APPROVAL DISCLOSURE STATEMENT

Lawrence & Company College of Cosmetology was granted institutional approval from the Bureau for Private Postsecondary Education 2535 Capitol Oaks Drive. Suite 400. Sacramento, CA 95833 or PO BOX 980818, West Sacramento, CA 95798-0818 Phone No. (916) 431-6959 Toll Free No. (888) 370-7589 Fax. No. (916) 263-1897, pursuant to California Education Code Section 94915.

This institution 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 currently approved course and curriculum are:

Cosmetology: 1600 Clock hours (D.O.T. #332.271-010, CIP #12.0499)
Manicuring: 400 Clock hours (D.O.T. #331.674-010, CIP #12.04099)
Teacher Training: 600 Clock Hours (D.O.T. #075,127-010 CIP #12.9999)

All instruction is provided on campus. California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact.

The following are state boards, bureaus, departments or agencies which set minimum standards for our program of studies in accordance with Education Code Section 94315.12.

CALIFORNIA STATE BOARD OF BARBERING AND COSMETOLOGY

P.O. Box 944226 Sacramento, CA 94244-2260

800-952-5210

This Institution is accredited by:

National Accrediting Commission of Career Arts and Sciences (NACCAS)

3015 Colvin Street

Alexandria, VA 22314

Phone # (703) 600-7600

*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

Phone 1-888-370-7589 or by fax (916) 263-1897

www.bppe.ca.gov

- 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.bbp.ca.gov
- All information and contents of this school catalog is current and correct and it is so certified on this date of January 2018 by: Joni Marciano, President

This institution is recognized as an eligible institution to participate in Federal Financial Aid Programs by:

The United States Department of Education (ED)

400 Maryland Ave., SW

Washington DC, 20202

A MESSAGE FROM THE PRESIDENT

Dear Student,

Welcome to **Lawrence & Company College of Cosmetology**, and thank you for selecting us to assist you in obtaining your desired cosmetology training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the Cosmetology Industry.

At **Lawrence & Company College of Cosmetology**, we offer you the training to pass the State Board of Cosmetology Licensing Examination. Our training includes a mock-board examination that will help assure your success at the State Board Exam. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication, and practice on your part. You will practice shop management, business concepts, and the psychology of personal success.

It is a pleasure to have you join us at **Lawrence & Company College of Cosmetology**. Our goal is to help you discover your ability to transform your life and other's lives by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

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 signed an enrollment agreement.

Mrs. Joni Marciano
President/CEO

Updating Policy

The catalog is updated in at the beginning of every year or when updates or changes occur throughout the year. **LAWRENCE & COMPANY COLLEGE OF COSMETOLOGY RESERVES THE RIGHT TO CHANGE THESE POLICIES AND PROCEDURES AT ANY TIME WITHOUT NOTICE BY POSTING SUCH CHANGES ON THE COLLEGE BULLETIN BOARD.**

MISSION STATEMENT

It is the mission of Lawrence & Company College of Cosmetology to provide an opportunity to achieve a quality education that prepares the graduate for licensure and job entry-level skills.

History and Ownership

- Lawrence & Company College of Cosmetology is a California corporation. The institution was established in July of 1994. Joni Marciano, President.
- Lawrence & Company has No pending petition in bankruptcy, is operating as a debtor in possession, has not filed a petition within the preceding five years, or has 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.)

EDUCATIONAL GOALS AND OBJECTIVES

Our prime vocational objective is to train and produce graduates sufficiently knowledgeable to seek and find employment in the beauty industry.

The resultant educational program, the teaching and training at **Lawrence & Company College of Cosmetology** represents the spectrum of cosmetology knowledge and experience. **Lawrence & Company College of Cosmetology** presents a challenging teaching and learning environment designed to maximize the student's preparation and opportunity for success in one of today's most exiting career fields...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, Manicurist, Make-up Artist** or as a **Beauty Salon Operator**. Normal progression should move him or her to positions such as **Beauty Salon Manager, Beauty Salon Owner, Cosmetology Teacher, Supervisor Director, or School Owner**.

The quality of **Lawrence & Company College of Cosmetology** faculty is exhibited daily in the classroom and in the clinic. This core staff is supplemented on a regular basis through the use of guest artists, lecturers, and trainers with proven expertise from virtually all cosmetology, manicuring.

Students gain skill and confidence from training on quality equipment in comfortable surroundings. The strict observance of high professional standards enhances their future opportunities for higher paying vocational employment. The constant utilization helps develop skills to their fullest capacities. Lawrence & Company College of Cosmetology welcomes all persons interested in a beauty career. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staff and consider the many advantages for our serious student. We will be pleased to answer all of your questions.

FACILITY, EQUIPMENT

Lawrence & Company College of Cosmetology a spacious 4560 square foot air conditioned single story air-conditioned, well ventilated facility with a well equipped classroom and clinic areas to benefit our staff and students. The College atmosphere provides an ideal environment for learning the profession of Cosmetology/Manicuring and its related fields. School simulates salon conditions with modern cosmetology equipment and tools to simulate a salon environment to better help our students through actual hands on experience. The facility accommodates 85 students any given time. Classrooms for theory and demonstration are separate from the main clinic. Audio-visual equipment is used to enhance daily lectures. Demonstrations are periodically given by industry leaders and guest speakers. A library is provided to help students research the newest techniques, as well as techniques of the past. The library is available to all students at all times. A student lounge is provided for students for breaks and lunch. The spacious clinic floor has 50 salon type stations. Equipment includes dryers, shampoo bowls, work stations, manicuring stations and facial bed. Additionally, we provide students training on manning a desk operation where they acquire valuable training such as: Customer greeting, phone and appointment management. There are several administrative offices and teachers' offices.

ADMINISTRATIVE BUSINESS HOURS

CAREER PLANNING OFFICE: Applicants may secure information on Tues. - Sat. From 8:00 a.m. - 4:30 p.m.

FINANCIAL AID: Applicants or students may secure Financial Aid information Tues. through Fri. between 8:00 a.m. and 4:30 p.m. Contact Financial Aid Office for an Appointment.

JOB PLACEMENT ASSISTANCE: Tuesday through Friday between 8:00 a.m. and 4:30 p.m. All placement assistance is done by appointment only. Lawrence & Company College of Cosmetology administrative offices can be reached at 559-584-1192.

SCHOOL POLICY ON THE HANDICAPPED

Lawrence & Company College of Cosmetology complies with the provisions of Section 504 of the Rehabilitation Act of 1973, and does not deny admission of a qualified handicapped person by reason of their handicap. Lawrence & Company College of Cosmetology admits those handicapped individuals whose handicaps would not create a safety hazard to themselves or other students, and would not interfere with their ability to benefit from the training offered through their classroom performance capabilities and have reasonable placement potential following graduation from this academy.

STATEMENT OF NON-DISCRIMINATION

Lawrence & Company of Cosmetology does not discriminate on the basis of gender, ethnic origin, race, color, religion, sex, handicap, financial status, age, area of origin or residence in its admissions, graduation, instruction, nor any other rights and privileges.

SCHOOL POLICY ON SEXUAL HARASSMENT

As defined by the Fair Employment and Housing Commission regulations, sexual harassment is any unwanted sexual advances, or visual, verbal or physical conduct of sexual nature. This definition includes many forms of offensive behavior including, but not limited to:

- a. Unwanted sexual advances
- b. Offering benefits in exchange for sexual favors
- c. Visual conduct: Making sexual gestures, leering, display of sexually suggestive objects, pictures, posters, or cartoons.
- d. Verbal conduct: Making and/or using derogatory comments, slurs or jokes
- e. Verbal sexual advances or propositions
- f. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual, suggestive or obscene letters, notes or invitations
- g. Physical conduct: Touching, assault, impeding or blocking movement

FRESHMAN CLASS ENROLLMENT

The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations and student practice. See Curriculums. Hours required to successful completion the freshman portion of each training class is as follows:
COSMETOLOGY – 210 hours - Freshman Level

Classes for theory and application are conducted daily for six weeks. The freshman class teaches you from the very beginning and introduces the basis for those areas that you will need to know to pass the State Board Examinations. From this initial production, you will learn all fundamentals that are the basics for your future and career. Students are shown the skills and the intricacies are explained; then the student practices and is evaluated. In order to progress to the next level, the student must: complete a minimum of 210 hours, pass all performance evaluations and pass the 200 hour exit exam.

Freshman Attendance Policy: We have found that a thorough and complete Freshman training period is vital to the overall success of our students. Because of this, the school has a more stringent attendance requirement during the Freshman training. The requirements are: Freshman students are allowed to be absent a total of 3 days (21 hrs) only of their Freshman training period. Any student that exceeds these attendance requirements will be immediately subject to termination/withdrawal from school.

MANICURING – 50

A minimum of 50 hours are developed to basics and fundamentals of manicuring. Students are shown the skills and the intricacies are explained; then the student practices and they are evaluated in order to advance to the next level.

Lawrence & Company College of Cosmetology, considers the freshman portion of the training the foundation for all cosmetology training and as such, but it also is the means to evaluate a student's performance prior to engaging them directly with customers and/or clients.

SCHOLARSHIPS

Our college does not award any institutional scholarships.

ADMISSION POLICY

- All Instruction is given in English; we do not offer multi-lingual instruction. Enrollees are admitted as regular students under one of the following criteria for all courses: Teacher training applicants must have a High School Diploma or its equivalent in addition to a valid Cosmetology License.
- An applicant must be at least 18 years old. 17 years of age is acceptable, if the student has a high school diploma or the equivalent..
- Have a valid government issued I.D. Card. (Driver's License, any state, State issued Identification card: Military Identification; United States Passport,.
- An applicant must have a high school diploma or the equivalent (GED).
- Official high school transcript showing graduation date.
- Upon admittance, students must attend a mandatory orientation set forth by the administrative staff.
- Applicants who immigrated to the United States and cannot provide a actual copy of a high school diploma or its equivalent will have to obtain a GED.
- At this institution we do not admit ability to benefit students. (An ability to benefit student is a student who is beyond the age of compulsory education, lacks a high school diploma or its equivalent, and has the ability to benefit from the education or training offered at in institution.)
- Applicant must pay the non-refundable application fee.

Lawrence & Company does not recruit students already attending or admitted to another school offering a similar program of study.

TRANSFER POLICY

Appropriate credit may be granted for prior training of hours at the discretion of the College and verification by college officials of its validity of any transcripts submitted according to the California Bureau of Barbering and Cosmetology Rules and Regulations. Students transferring from another school of Cosmetology must furnish a valid Proof of Training document from a licensed California

Cosmetology school and our College may elect not to accept all or any of the previous hours of training and operations. Lawrence & Company has not entered into an articulation or transfer agreement with any other college or university. All out of state applicants must furnish the California Bureau of Barbering and Cosmetology Rules and Regulations letter of credit hours from the California Board of Barbering/Cosmetology.

RE-ENTRY POLICY

All students who withdraw may re-enter into the program without the loss of credit of state board hours, and provided it is within 5 years from the date of their withdrawal, which is an institutional policy. All records of students are stored for five (5) years only and it is the responsibility of the student to maintain all documents received from the institution. The institution reserved 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. Transcripts are kept indefinitely by the college.

HOLIDAY OBSERVANCE:

New Year's - January 1st - 2nd, July 4th, Thanksgiving - November 22th - 26th., Christmas - December 23th - 31st. A special holiday may be declared for special or emergency reasons. Holidays of all religious beliefs are respected and allowed. In the event of an unexpected closure due to unusual circumstances each staff member will be responsible for notifying a specified number of the students as to the date of the re-opening or the location of the school where they will be placed. A special holiday may be declared for emergencies or special reasons.

NEW CLASS SCHEDULE - All classes are Tuesday – Saturday (8:30 am - 4:00 pm)

Orientation Dates		Start Dates	
01/11/18	@ 8:30 AM	01/16/18	@ 8:30 AM
02/22/18	@ 8:30 AM	02/27/18	@ 8:30 AM
04/19/18	@ 8:30 AM	04/24/18	@ 8:30 AM
05/31/18	@ 8:30 AM	06/05/18	@ 8:30 AM
07/26/18	@ 8:30 AM	07/31/18	@ 8:30 AM
09/06/18	@ 8:30 AM	09/11/18	@ 8:30 AM
11/01/18	@ 8:30 AM	11/06/18	@ 8:30 AM

* Lawrence & Company reserves the right to change the date of a class

ORIENTATION

The orientation at the College is mandatory that you attend, and you cannot start school until you have attended the orientation. Orientation is approximately 4 hours and is held on Thursday at 8:30 am prior to the commencement of a new class start date. All students, transfers, and re-enrollment students are required to attend orientation and receive a catalog. Re-enroll students must attend if they have been absent from school for six months or longer.

This informational class will set the tone for a pleasant educational experience. It will make you aware of your responsibilities by understanding the procedures and policies of the college, sanitation aspects, rules and regulations, student expectations, time cards, using the time clock and parking on campus, and the expectations of the teaching staff. It will acquaint you with the instructional program, course goals, personnel and student services. It will also be the time that you will receive a list of items necessary for your first days and weeks of your class. Any papers, documentation, payments or verification that you need to complete for the office should be done before attending the orientation session. *Note: A student is not enrolled until an enrollment agreement is completed and signed. As a perspective 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.*

HOUSING INFORMATION

- A) Lawrence & Company has no dormitory facilities under its control.
- B) There is a range of housing available in our area ranging between \$800-\$1500 per month.
- C) Lawrence & Company has NO responsibility to find or assist a student in finding housing.

STUDENT SERVICES

The following services are available to all students of Lawrence & Company College of Cosmetology.

- Job Assistance Information
- Child Care Facilities Information
- Transportation
- Local Health Department information
- Library service

COURSE OF STUDY

COSMETOLOGY COURSE (1600 CLOCK HOURS):

The course of study for students enrolled in a cosmetology course shall consist of sixteen hundred clock hours of technical instructional and practical operations covering all practices constituting they are of cosmetology. (Please see page 28)

Educational Goals: The cosmetology course goal is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist. (D.O.T. #332271-010, CIP #120403) Manicuring (D.O.T. #331.674-010 CIP#12.04099) Instructor Trainee (D.O.T. #075, 127-010, CIP#12.9999).

MANICURING COURSE (400 CLOCK HOURS):

The course of study for students enrolled in a manicuring course shall consist of four hundred clock hours of technical instructional and practical operations covering all practices constituting they are of manicuring. (Please see page 34)

Educational Goals: The manicuring course goal is designed to prepare students for the state licensing examination and for profitable employment as a Manicurist. (D.O.T. #332271-010, CIP #120403) Manicuring (D.O.T. #331.674-010 CIP#12.04099) Instructor Trainee (D.O.T. #075, 127-010, CIP#12.9999).

TEACHER TRAINING COURSE (600 CLOCK HOURS):

The course of study for students enrolled in an instructor course shall consist of six hundred clock hours of technical instructional and practical operations covering all practices constituting they are of an instructor. (Please see page 27)

Educational Goals: The instructor course goal is designed to prepare students for the state licensing examination and for profitable employment as an Instructor. (D.O.T. #332271-010, CIP #120403) Manicuring (D.O.T. #331.674-010 CIP#12.04099) Instructor Trainee (D.O.T. #075, 127-010, CIP#12.9999).

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the schools whether full time or part time.. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS:

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology:	450, 900, 1250, 1600 (scheduled hours)
Teacher Training:	300, 600, (scheduled hours)
Manicuring:	200, 400 (scheduled hours)

* Transfer Students - Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS:

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course, which indicates that, given the same attendance rate, the student will graduate within the maximum timeframe allowed.

MAXIMUM TIME: The maximum time frame (which does not exceed 150% of the course length) allowed to complete each course at satisfactory academic progress is stated below:

COURSE

Cosmetology (35 hrs/week) - 1600 hours
Teacher Training (35 hrs/week) - 600 hours
Manicuring (35hrs/week) - 400 hours

MAXIMUM TIME ALLOWED

2400 - Scheduled Hours
900 - Scheduled Hours
600 - Scheduled Hours

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 67% of the scheduled contracted hours.

ATTENDANCE: All students must maintain at least a 67% cumulative attendance average in order to be considered making satisfactory progress and to complete the program within the maximum time frame.

ACADEMIC PROGRESS: ACADEMIC PROGRESS: Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a grade average of 75%. Numeric grades are considered according to the following grading scale:

Grade	Letter	Description
100% - 92%	A	Excellent
91% - 83%	B	Good
82% - 75%	C	Satisfactory
74% - 70%	D	Unsatisfactory
69% and below	F	Failing

Students must maintain a cumulative academic grade average (minimum of 75% in theory and practical /clinic work) in order to be considered making satisfactory progress.

DETERMINATION OF PROGRESS STATUS:

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Progress determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

PROGRESS REPORTS

Students are regularly advised of their academic and attendance status via a progress report. Progress Reports reflect the overall attendance and the academic progress of each student.

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.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress while during the first probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. 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 probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as **NOT** making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS

Students may re-establish satisfactory progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

APPEAL PROCEDURE

If a student determined to not be making satisfactory progress, the student may appeal the determination within 10 calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation, that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student with 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT AND REMEDIAL COURSES

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

INTERRUPTIONS, COURSE INCOMPLETENESS, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's form of instruction.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

LEAVE OF ABSENCE

Occasionally, students may experience extended personal, medical or unforeseen events which may impede them from attending class. Lawrence & Company College of Cosmetology allows for these unique circumstances by allowing a Leave of Absence (LOA) from the program. However, LOA's can only be granted under special circumstances and the request must be submitted in advance **IN WRITING** and must state the reason for the leave with any supporting documentation by the student unless unforeseen circumstances prevent the student from doing so. The school **MAY** grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the student provides supporting documentation and request at a later date. Approval or denial will be determined by the President/Director of Lawrence & Company College of Cosmetology and will be considered on a case by case basis.

Whether the circumstances are for personal or unforeseen events LOA's are granted for no more than 30 days in a twelve month period. The twelve month period referenced in these provisions starts on the first day of the first leave.

Lawrence & Company College of Cosmetology recommends that unless there is a serious need, **DO NOT** request a LOA. LOA's can only be granted once every 12 months. Students returning from authorized LOA's will retain all credit for clocked hours and projects completed prior to their departure. Additionally, students returning from authorized LOA's will also resume their academic progress status held prior to their LOA departure. A leave of absence extends the student's contract period and maximum time frame by the same number of days. Student will return to school from a Leave of Absence on the same status as when they left school.

PLEASE NOTE: Any student who fails to return from their authorized LOA will be considered dismissed (FROM THE LAST DAY OF ATTENDANCE, PRIOR TO THE START OF THEIR GRANTED LOA). If a student fails to return from an approved leave of absence, a portion or all of the student's grace period associated with any federal student loans may be forfeited resulting in the obligation to immediately begin loan repayment.

ATTENDANCE

For Satisfactory Progress the students must attend a minimum of 2/3 their scheduled time frame so they can complete within 150% of their contractual completion time. We do not distinguish between excused or unexcused absences.

Scheduled attendance is defined as the hours per week/month the student has agreed on his/her enrollment agreement (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 ($2/3 \times 30 = 20$). In order to complete the course in the 1.5 times enrollment scheduled program length, a minimum average of 67% attendance of the scheduled enrollment hours per week/month must be maintained.

ENGLISH AS A SECOND LANGUAGE (ESL)

*This institution does not offer English as a second language (ESL) course. All prospective students that are accepted for enrollment must be proficient in the English language at 10th grade level.

*All Classes are taught in the English Language only.

*This institution at this time does not accept students from other countries with a visa or voucher

EMPLOYMENT ASSISTANCE

Employment assistance is provided to graduates and students at no additional charge. We assist students in placement as often as needed; however the college does not guarantee employment or use the placement data as an incentive to entice prospective students to enroll. Our primary goal is to provide training which will prepare our graduates for employment upon licensing from the Board of Barbering and Cosmetology. When students take the State Board Examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance. The school places job Positions on the bulletin board that can be accessed by all the students.

CAREER COUNSELING

Students are advised individually by their teachers, and as often as necessary. Advising takes place as part of the satisfactory progress review and at issue of report card. A student may request an additional advising period at any time. Often the college is in a position to help a student with a personal or business problem and referrals to resources within the community are made. We will be happy to discuss any concerns you may have by appointment. Students are encouraged to come to us with problems or questions, which may affect their performance in college. Advice on course selection and vocational goals are provided to all students before enrolling in college, and at any subsequent time

PERSONAL ATTENTION

Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. Particular attention is given to preparation for the California State Board Examination.

PROCEDURE FOR KEEPING ACCOUNT OF STUDENT HOURS AND PRACTICAL OPERATIONS

Each student is registered in a biometrics time clock the first day of class. The student is responsible for clocking in and must clock in and out each day he/she is in attendance. If a student fails to clock in or out, he/she will not receive hours for that time. The clock is downloaded to the institution's computer to collect the data, which is processed daily. Time sheet totals are posted in the break room for student to check his/her attendance for the prior week. The practical and theory work that is completed by the student is collected on an individual work sheet for each student weekly. An

instructor verified the information daily by either initials or stamp, and the information is posted to the student's records in the computer software. Lawrence & Company College of Cosmetology uses software designed to accumulate hours, operations, theory, test results and financials for each student. Students are entered into the software when they start school and all information regarding each student is posted to his/her account.

Worksheets are Lawrence & Company College of Cosmetology property and as such, must remain in the school at all times.

There is a zero tolerance in engaging in non-school activities, reviewing or focusing on materials, which are not directly related to a student's course, assignment or training. A student who engages in these activities will be required to immediately cease such activity and/or clock out for the remainder of his/her day. Continuous activities of such nature can result in termination and/or suspension. Example: use of cell phones for non-theory purposes, etc.

TIME CARD CREDIT

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

- Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit to his/her discretion.
- The portion of the time card titled "Theory Hours Earned" reflects earned through class attendance and instructor has demonstrations.
- The portion of the time card titled "Operations" reflects the hours a student has applied in performing the practical subjects.

Some practical operations may take longer to perform according to the student's ability to acquire new skills

Note: The following timed allowances imposed by the California State Board of Cosmetology for each specific operation.

Shampoo/Set = 1 ½ hours (90 minutes)	Facial = 1 ½ to 2 hours (90 to 120 minutes)
Hair Cut = ½ to 1 hour (30 – 60 minutes)	Permanent Wave = 2 to 2 ½ hours (120 to 150 minutes)
Manicure = ½ hour (30 minutes)	Scalp Treatment = ½ to 1 hours (30 to 60 minutes)

The above guide is used by the California State Board of Cosmetology to evaluate the training and preparedness of each student. As such the State Board of Cosmetology does not expect a student to perform three permanent waves per day.

LAB/PRACTICAL PRODUCTIVITY GRADING CRITERIA:

Upon entering the clinic floor, student's are expected to complete a satisfactory amount of practice/studying on the floor doing research, watching tutorials, book work, tests, Maggie work, partner practice and client services.

Their weekly student worksheet accounts for their applied effort and is calculated at the end of the week to give them a productivity score. The score is factored into their overall G.P.A. along with practical exam scores and written exam scores.

Each completed session (theory or practice) is signed/verified by an Instructor. Students receive credit for any signed theory 1/4 hr or operation. The productivity score is calculated by Instructors. Every completed assignment is counted as 1 out of the 30 or 35 required assignments for the week based on student hours, Freshman 2/Sophomore hours (240-900) require 30 completed assignment for 100%, Junior/Senior hours (951-1600) require 35 completed assignments for 100%. The only exception to this are disinfection procedures (for every 2=1) and Artificial Nail Services (for every 4=1). If a student is absent, that day is not factored into the percentage for the week. Example: 25/30 = 83% productivity.

TEST/FINALS

A test is given after each chapter in theory is completed. If you miss a test, it is your responsibility to make up the test promptly. If you make a test up within one week, you will receive that score in the grade book, if not then you will receive the zero until you make test up on your own time. If you receive zero on a test, it can drop your grade point average drastically and will have a negative impact on your overall grade average. If you do not turn in your workbook, assignments or homework completed on assigned day, you will be suspended for the day and must produce completed work the following day.

Final exams (450, 900, 1250 and 1600) must be passed within three attempts. If you have not passed your exam on the third attempt, you will be suspended for the remainder of the day to study and return to school the next day prepared to retake your exam.

PRIVACY AND FILE ACCESS POLICY (FERPA)

In compliance with the Family Education Rights and Privacy Act (FERPA) of 1974 the school follows policies that: * Guarantee each student (or parent or guardian if the student is a dependent minor) access to that student's records. * Require written consent from the student or guardian for release of records in response to each third party request unless otherwise required by law.

* Do not allow publication of "directory information" about students.

* Provide and permit access to student and other School records as required for any accreditation process initiated by the institution (or upon its grant of accreditation, by NACCAS or in response to a directive of NACCAS).

Student access to records must be arranged in advance and a staff member must be present while the records are being reviewed. Copies of file documents may be obtained at a cost of 50 cents per copy. Cumulative education records are maintained for a minimum of five years after graduation or termination.

The school must make its student files available to accrediting, regulatory and other governing agency representatives who have the legal right to examine such files for compliance reviews. No portion of a file may be removed or reproduced without the permission of the School owner as all material and records contained therein are the private property of the School.

Lawrence & Company is not permitted to release Progress Reports or other student records of adult students, 18 years of age or older, to parent, spouses, family members, co-borrowers, guarantors or any other third party without the written consent of the student for each occurrence. A student may not review income and asset information on parents in the file without written consent of the parents.

Anyone concerned about an adult student's performance should review the student's written Performance Reports with the student. Release of Student Records Consent Forms are available on request. The school will not release any student records unless the form is completed and signed by the student.

STUDENT RECORDS POLICY

It is the school's policy that all students that graduate or withdraw must request an official transcript with all their information regarding school documents. Lawrence & Company College of Cosmetology retains records of any students for a maximum of 5 years here at the institution at 810 N 10th Ave., Hanford, CA 93230, if you do not retain documentation at the time of withdraw you may request a copy by mail at the address mentioned above. There will be a \$10.00 Fee for a copy of records. Lawrence & Company will permanently keep copies of transcripts and certificate.

TEXTBOOKS, EQUIPMENT & SUPPLIES

Each student will be issued a complete kit of equipment with carrying case by the time they complete freshman training. Kit 1 and books will be issued the beginning of the second week of class. The kit contains the equipment necessary for satisfactory completion of the freshman phase. Upon completion of the freshman course, student's will be issued Kit 2. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

Each student is responsible for their personal belongings and materials. A locker or storage units are provided for this reason. All bottles and containers must be labeled to identify contents. Students may not borrow equipment from each other, and they are responsible for the return of school materials and equipment lent to them. Any equipment/supplies borrowed from the school, not returned, will be charged on their account. Backpacks and wheel packs are allowed, but they are not allowed on the clients' clinic floor or the classroom floor, they must fit into your locker. The reason they are not allowed on the clients' clinic floor or the classroom floor is because of fire safety and trip hazards. Any bags and lockers are subject to on the spot inspection along with the student tool kit. Personal kit belongings must be removed from the school no later than 30 days from the student's last day of attendance. There will be no written notice given by the college to remove the student's belongings from a locker or station.

HEALTH AND PHYSICAL 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 culture field there is a great deal of standing, walking, pushing, bending, and stretching and 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 fill training demand.

MEDICATION

All students must inform the Administration Office of all medication ingested during business hours. This includes prescription medication. For the safety of our clients, the college reserves the right to encourage students on heavy medications to work on mannequin.

VACCINATION POLICY

At this time, Lawrence & Company College of Cosmetology, does not have requirements regarding vaccinations. It is the student's responsibility to maintain their vaccination schedule. You may seek vaccinations at our local health department.

GAINFUL EMPLOYMENT

We are new in Title IV participation therefore, there is no sufficient data

SCHOOL POLICIES

ATTENDANCE SCHEDULE

THEORY	SALON CLINIC FLOOR
Sunday and Monday - Closed	Sunday and Monday - Closed
Tuesday 8:30 am – 10:30 am	Tuesday 10:45 am – 4:00 pm
Wednesday 8:30 am – 10:30 am	Wednesday 10:45 am – 4:00 pm
Thursday 8:30 am – 9:30 am	Thursday 9:45 am – 4:00 pm
Friday No Theory	Friday 8:30 am – 4:00 pm
Saturday No Theory	Saturday 8:30 am – 4:00 pm

Your school hours vary with your schedule.

- It is your responsibility to arrive at school on time and remain in school according to your contracted schedule. If this is not the case, you must contact the school to report your tardiness or absence before you are scheduled to arrive.

Time Clock Policy:

Time clock or Fingerprint Reader Procedures.

Each student is registered in a biometrics time clock the first day of class. The course you are enrolled in is considered a clock hour program. This means that credit is applied toward completing your program through the accumulation of clock hours. Lawrence & Company College of Cosmetology time clocks and fingerprint readers are the only instruments that we use to determine the number of clock hours you have completed on a daily basis. To keep an accurate account of your time, you must adhere to the following procedures or you will lose credit hours.

Clocking in/out Procedures

You must clock in upon arrival to school. You may clock in upon your arrival to school, before your scheduled clock in time, however your time will not start until your contracted start time. Example: If you are scheduled to begin at 8:30 am and you clock in at any time between 8:00 am and 8:30 am, your time will begin at 8:30 am. When clocking out for your morning and afternoon 15 minute break, please use the manual time clock. **DO NOT USE THE FINGERPRINT TIMECLOCK FOR BREAKS.** When clocking out at the end of the day, time will be rounded to 4:00 unless working on a client/verified by instructor.

Students are to clock out each time they leave school during the day. The only documentation accepted for student hours is the time clock system. Manual clocking is not permitted. If you need to leave the building and it is not your break/lunch, you must consult an instructor first.

Breaks/Lunch

The schedule includes two fifteen minute breaks, one in the morning and one in the afternoon, and a 30 minute mandatory lunch break past six hours of clocked time. Due to customer services, lunch and break times may vary. If you are with a client and you have not taken a lunch, please notify an Instructor so they can get another student to take over so you can have your lunch break. Breaks do not carry over from one part of the day to the other. Worksheets must be left at the front desk while clocked out and sign out at front desk. For all breaks and lunches, there is a 7 minute grace period. Example: If a student clocks out for lunch at 12:30 and clocks back in at 12:37, no time will be deducted. If the student clocks in at 12:38, your time will be rounded to the next quarter hour. Students who abuse this grace period are subject to disciplinary action.

Absent and Late to Class Policy

Students **MUST** call the school at 584-1192 by 9:00am to inform a staff member if they will be late or absent and expected return. Failure to report absence by 9:00 am will result in suspension for one day/Saturday's three days. **Saturday is a mandatory day.** Cut off time for late students to arrive is 12:00 pm and must have written documentation before they will be admitted to school. If a student is late 8:38 on any given day, the student will not be allowed to clock in for the entire day, unless they can show written documentation of reason. Students are allowed 140 (Cosmo), 60 (Teacher Trainee) and 35 (Mani) absent hours for the duration of the 1600/600/400 hour program (there are no excused absences). Transfer students are subject to less time allowed. For each additional hour needed to complete the program, the student shall pay \$10.00 per hour. Excessive absences may result in dismissal from the program. Students suspended for non-compliance of school policies will be counted absent and will be held responsible for all overtime charges incurred by the absence.

Student Operating Records

The California Board of Cosmetology requires each subject to be taught a specific number of hours. These hours are submitted to the Board to verify completion in the subject/performance for the course. It is the student's responsibility to maintain current operating records. Students are expected to complete their operating records according to the following guidelines:

1. Record theory and operations daily
2. Always use a pencil
3. Write clearly and legibly
4. Students must sign and turn in operating worksheet at the end of the week or as directed by staff
5. Students shall have operating worksheet signed/stamped by an instructor daily after each operation/theory assignment.
6. Students are to achieve applied effort daily by completing 6 operations (Cosmetology course 4 must be in hair). For the privilege of personal service the student must have 4 approved State Board operations in hair completed and signed by an instructor.

Dress Code Policy

Lawrence & Company has established a standard dress code for all students to maintain a professional atmosphere. Students not in stated dress code, poor grooming and/or lack of hygiene may be asked to leave school and return upon fulfilling proper school guidelines of uniform and hygiene, which will also result in a loss of hours.

The dress code is as follows:

- * Solid black ankle length pants (must be slacks - no exceptions) or solid black skirts below the knee
- * Solid black shirts that cover the underarm, midriff and chest, no colored stitching, rhinestones, etc.
- * Dresses must be solid black and below the knee
- * Closed toe leather/vinyl shoes that support long hours of standing. Any heels must be no taller than 2 inches.
- * Socks must be black.
- * Sweaters or jackets worn on the clinic floor must be black
- * No revealing tops (sheer tops must have lining)
- * No denim – pants or jackets
- * No shorts
- * No overalls
- * No caps, hats, headbands, or bandanas
 - No leggings
 - Name tag must be worn at all times.
 - Aprons must be worn at all times, students who forget their aprons may rent one for \$1.
 - Students are to remain in dress code while clocked in (you may change for work etc, with permission only).
 - Graduates returning to practice or attend State Board class must be in school uniform and follow all rules.
 - Uniforms must be kept clean, neat and without alterations. Soiled, stained or wrinkled uniforms are not allowed.

The school reserves the right to amend the dress code standard at any time deemed necessary by the Administration. If changes occur, students will be notified in writing through handouts and/or posted notices. Students are expected to arrive at school meeting dress code requirements and remain in dress code while in the building and while clocked in.

Telephone Calls & Cell Phones

- * Personal phone calls will not be taken by staff
- * All personal phone calls need to be made during breaks and/or lunch. Office phones are not available for personal, non-emergency calls.
- * Students will receive emergency calls (i.e. accident, sick child, etc.).
- * During class and clinic time, cell phones need to be turned off or set to "silent" mode and stored away.

Equipment and Personal Items

Each student is responsible for their personal belongings and materials. A locker or storage units are available (\$5 deposit) for this reason. All lockers have a \$5 deposit that will be refunded when locker key is returned. All bottles and containers must be labeled to identify contents. Student may not borrow equipment from each other, and they are responsible for the return of school materials and equipment lent to them. Any equipment/supplies borrowed from the school, not returned, will be charged on their Lawrence & Company account. Lawrence & Company and/or staff are not responsible for lost or stolen kit items or personal items. It is the student's responsibility to replace such items. Students are expected to have books and equipment ready for class every day. Any bags and lockers are subject to on the spot inspection along with the student tool kit. Personal kit belongings must be removed from the school no later than 30 days from the student's last day of attendance. There will be no written notice given by the college to remove the student's belongings from a locker or station.

Parking

Students are to park in the west side, and rear of the school only. Students are not allowed to park along the front of the building. Please reserve this space for clients to park.

Smoking

This is a non-smoking facility. All smoking shall be done off school property.

Emergency Evacuation Plan

- * There are four main exits from the building; two in the rear and one in the front and one in the classroom
- * In case of emergency/fire, calmly leave the building through the closest exit
- * Fire extinguishers are located in the following areas throughout the school:
- * In the front of the school by the dryers and on the wall between the restrooms

Student Code of Conduct

No student shall consume or possess any alcoholic beverage, beer, and/or wine on school premises or at lunch. Nor shall any student unlawfully manufacture, distribute, dispense, possess, or use a controlled substance on school premises or at lunch. If the presence of alcohol and/or drugs is suspected:

- * The instructor or staff member may request the student to submit to a blood test and/or breath analysis at the student's expense, and the student must give written authorization to release test results to the program director
- * The student may be dismissed from the facility. The student who is dismissed will be instructed to secure transportation home rather than operate a vehicle.
- * Any student who has a positive test for alcohol or drugs in class or on the clinic floor may be dismissed from the program

Assault and Battery

No student shall threaten or commit a physical or sexual attack on faculty, staff, clients, or another student. No student shall force or threaten another student, faculty, or staff member to have sexual contact against the person's will. Any student charged with sexual assault on or off school premises may be prosecuted under criminal statutes.

Unlawful Discrimination or Harassment

No student shall engage in harassment of another student, instructor, or staff member of this school. This shall include harassment based on gender, race, age, disability, religion, national origin, or other basis permissible under the law. This includes verbal, physical, or other conduct. Persons violating this policy shall face student discipline and/or suspension or termination from the program.

Cheating

No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism, or other forms of academic dishonesty such as acquisition without permission of tests or other material and/or distribution of these materials. Such behavior may result in the loss of grade, suspension or termination.

Theft/Vandalism

No one shall engage in the theft of or damage to property belonging to another person or to the school. Such behavior shall result in the dismissal from the program.

Disruptive Behavior

No student shall behave in a manner that is unacceptable in a learning environment or that endangers or infringes on the rights and/or safety of themselves or another student or staff member. If misconduct in the classroom or clinic floor warrants an immediate suspension for the remainder of the class time, the instructor may do so without prior warning. If the student does not voluntarily leave the premises, the police department may be called to remove the student. Further action may be taken against the student.

Students Clocked Out

Lawrence & Company instructors and staff members reserve the right to clock students out for the following reasons:

1. Insubordination
2. Using profane or degrading language, gossip, or vulgar gestures
3. Unprofessional behavior toward client, student, instructor, or staff member
4. Refusing client services
5. Refusing to perform sanitation duties
6. Possessing or using alcohol or illegal drugs
7. Improper attire
8. Lounging/sleeping in class
9. Any behavior that is disruptive or interferes with the learning process.

***Students who are suspended at any time are not permitted on campus for the duration of suspension unless to speak with administrative staff.

Conduct and Discipline

It is expected that all Lawrence & Company students are enrolled for serious educational pursuits and that they will conduct themselves so as to preserve an appropriate atmosphere of positive learning. It is also expected that all students who enroll at Lawrence & Company are willing to assume the responsibilities of citizenship within the student body. While enrolled, students are subject to school policies, rules and regulations that include the prerogative of dismissing those whose conduct is unfavorable to the aims of an institution of higher education.

Advising Procedures/Disciplinary Process

When a student needs to be counseled for disciplinary problems, Lawrence & Company implements the positive approach, known as a WIN/WIN AGREEMENT. This agreement entails the action in question, desired results, resources, guidelines, accountability and consequences (results of action, positive or negative). In conjunction with the WIN/WIN AGREEMENT, the following four step procedures are entailed.

STEP I Verbal warning

STEP II Written warning

STEP III Student is clocked out and sent home. A student is ineligible to participate in competitions or advanced classes/workshops for thirty calendar days. Student is allowed to return to school the next day.

STEP IV Three day suspensions. A student is ineligible to participate in competitions or advanced classes/workshops for thirty calendar days.

If all IV steps have been exhausted, then Step V will be imposed.

STEP V Termination. Student may be escorted out of facility by a staff member. In the event a student displays inappropriate or threatening behavior; law enforcement officers will be called to escort the student off of the premises. A student may appeal with a letter. If appeal for continuation granted, a student is permanently ineligible to participate in any competitions or any special salon workshops.

Termination Policy

Students may be terminated from the program for the following reasons:

1. Excessive absences
2. Unsatisfactory progress in practical and/or theory
3. Non-payment of fees due
4. Violation of school policies as listed in the school catalog
5. Lawrence & Company reserves the right to terminate a student's enrollment from the program if the student does not meet the school's expectations or is not technically qualified to pass the program requirements.

Student Family Discount

We offer a service discount of 20% off the menu price for immediate family members, Family member discount includes mother, father, sister, brother, spouse, or children. This does not apply with other discounts.

Personal Services

The clinic floor instructor may grant permission for students to perform personal services on Tuesday, Wednesday and Thursday only. Students who are on the restricted list are not allowed personal service while clocked in. Pricing can only be given by an instructor. The services must be paid for at a cost of 50% off the regular menu price. Discounted personal services are not available during suspension, leave of absence or non-contracted hours. Clients come first and a student may be asked to stop a personal service to accommodate the client.

Sanitation Duties

Students are expected to maintain the highest level of infection control. Each student is responsible for cleaning his/her own station, chair, floor and equipment. Students will also be assigned a daily sanitation duty to help keep the school clean. The duties are assigned by rows. Any waste or spills must be cleaned immediately. Equipment must not be left in shampoo bowls and hair must be removed after each shampoo.

California Board of Barbering and Cosmetology Inspection

Lawrence & Company is subject to unannounced inspections by the California Board of Barbering and Cosmetology. All rules and regulations provided by the State Board shall be followed at all times. State Board of Barbering and Cosmetology fines incurred by the school will be charged to the student.

Student Records

It is the schools policy to maintain a current name, address, and phone number with the school. Inform the school office of any changes immediately.

General Program Policies

All students are expected to:

1. Attend school regularly and arrive on time.
2. Clock in and out every day and for all breaks and lunch.
3. Be in the stated dress code.
4. Behave in a professional manner at all times.
5. Keep their work area clean and sanitary and clean up after themselves.
6. Have operating records signed weekly.
7. Perform sanitation duties daily and have them checked and signed.
8. Be prepared to perform any service and have the necessary equipment.
9. Participate in the learning process.
10. No food or drinks are allowed in classroom or lab/clinic floor. Only water can be stored at your station.
11. To receive theory hour credit at school, student must clock in and out of the beginning and end of each chapter of your textbook or workbook you are studying, and do either a chapter outline or notes on the subject work on the appropriate section of your workbook.
12. It is the student's responsibility to make up any missed work due to absence . The student shall contact the instructor as soon as they return.

Additional Clinic Floor Procedures

1. Students are not allowed to refuse services or trade services without the consent of the instructor. Students refusing to perform client services shall be clocked out for the day.
2. Visitors are not allowed in classroom, break room or lab/clinic floor.
3. Students cannot give services or product other than what is listed on service ticket.
4. Students must have permission from an instructor before helping another student with a client to receive credit.
5. Students must not visit with each other while working on clients.
6. Students shall have all services checked by the instructor before the client leaves.
7. Students shall keep work area clean and sanitary at all times.
8. Students leaving early must obtain permission from instructor and complete an absent slip.
9. Students are not allowed to loiter in the reception area or behind the desk.
10. Appointments are made by the front desk and are not to be changed without instructor's permission.
11. Students shall keep the dispensary and break room clean at all times.
12. Students shall comply with California State Board & Barbering Rules and Regulations at all times.
13. Students are not allowed to bring their children to school unless receiving personal services.

Other Course Rules and Regulations

1. It is the student's responsibility to notify the appropriate office personnel three days before completing your Pre-Application to allow time for filling out paperwork. Any overtime fees incurred must be paid prior to pre-application. Cosmetology 1200 hours and Manicuring 240 hours. Please keep in mind you only have 7 calendar days from the date in order to qualify to pre-app.
2. On graduation day you must come to school in dress code to complete your applied effort.
3. All monetary obligations to the school must be paid in full one week prior to graduation. Failure to do so will result in no graduation ceremony and completion documents will not be submitted to California Board of Barbering and Cosmetology.
4. If a student will be transferring to another school for any reason, they will be required to pay any monies owed before Lawrence & Company will release any documentation of hours.
5. Lawrence & Company does not offer childcare. Please do not bring your children to school.

GROUND FOR DISMISSAL

- A. ZERO TOLERANCE FOR ALCOHOL AND DRUGS
- B. 7 OR MORE ABSENCES WITHOUT NOTIFICATION
- C. DEGRADING LANGUAGE, VULGAR GESTURES AND/OR GANG RELATED
- F. FIGHTING OR PHYSICAL/MENTAL ABUSE
- G. RUDNESS TO CLIENTS, FELLOW STUDENTS AND OR TEACHERS/STAFF

These policies and rules are designed to encourage and enforce good ethics and positive habitual practices. The staff at Lawrence & Company College of Cosmetology is committed to your success ensuring your successful cosmetology entrepreneurship. The College has the right to change any policy.

GRIEVANCE PROCEDURE

If you have a problem with an individual, try to resolve the matter with that person. If the problem cannot be resolved, our Supervisor can act as a buffer so both parties may discuss their problems calmly and with a third party to assist in resolving the matter. If needed the problem may be taken up with the Administration Office. This chain of command permits the proper flow of information and allows the system to function more efficiently and effectively. This produces more positive results, rapid action/reaction and consistency. Any serious grievances must be in writing and described in detail regarding any allegation that may be affecting one's education. The grievance must be submitted within (5) five business days to Administration from the date that the incident occurred. Administration will evaluate the grievance within 5-10 business days and submit a written response back to the student. Should the student disagree with the decision of Administration, an appeal must be filed within 5-10 business days. The committee should 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. If the organization is unable to assist you in this matter, seek the Board for Private Postsecondary Education, 2535 Capitol Oaks Drive, Ste 400, Sacramento, CA 95833. Also see notice of Student Rights

REFUND POLICY

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Lawrence & Company College of Cosmetology Beauty School, 810 N 10th Ave., Hanford, CA 93230. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$75.00, and less any deduction for equipment not returned in good condition, within 45 days

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee of \$100.00, and less any deduction for equipment. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund. For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 14 days.
- Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 14 days. For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. 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. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation date as defined above

RETURN OF TITLE IV FUNDS

Federal regulations stipulate that students may forfeit a portion of their federal student financial assistance if they fail to complete the program of study in which they were enrolled. This policy affects students who:

- a) received or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act (HEA), i.e., Federal Pell Grants, Federal SEOG awards, or Federal Direct Student Loan (FDSL) programs, and
- b) who withdrew or were terminated from the institution during the first 60% of any payment period or period of enrollment. Eligible Title IV federal aid recipients who fail to complete more than 60% of a payment period or period of enrollment are considered to have not earned all of the federal aid that may have previously been awarded for that

payment period or period of enrollment. Accordingly, a required calculation will be performed to determine the portion of the unearned federal student aid that must be returned to the U.S. Department of Education. This calculation will be done before a tuition refund calculation is performed in accordance with the institution's refund policy. In many cases, the Return of Unearned Title IV Funds calculation will result in the student owing tuition and fees to the institution that would otherwise have been paid with federal student aid. This policy may also result in the student, as well as the school, owing a refund of unearned federal aid to the Department of Education. Unearned Title IV, HEA funds will be returned first to Unsubsidized Direct Loans, followed by Subsidized Direct Loans, Direct PLUS Loans, Federal Pell Grant awards and lastly, to any Federal SEOG awards. Unearned funds to be returned to the U. S. Department of Education by the institution, and any unearned grant funds owed by the student, must be repaid within 45 days of the date the institution determined that a student has withdrawn. Unearned, Title IV funds owed by the student to a federal loan program must be repaid in accordance with the repayment terms of the student's loan. In the event a student has earned federal aid in excess of the amount disbursed at the time of withdrawal, the school will process a post-withdrawal disbursement of such earned funds to the student in accordance with federal regulations and allowances.

Example of Return of Unearned Funds Calculation Clock Hour Institutions

Payment Period Length 450 Clock Hours

Title IV Federal Aid Awarded for Payment Period \$6,000.00

Student's Scheduled Hours of Attendance as of Withdrawal Date 150 Clock Hours

In this brief example \$6,000 of federal financial aid was awarded to a student for a 450 hour period of training. The student withdrew from school after only 150 scheduled hours of attendance (example: the student was scheduled to attend 30 hours per week and withdrew at the end of the 5th week of enrollment). Accordingly, this student was enrolled for 33.3% (150/450) of the 450 hour payment period. Since the student was enrolled for only 33.3% of the payment period, only 33.3% of the federal aid was earned by the student. The remaining 66.7% of the aid that has not been earned must be returned to the U.S. Department of Education. In this case \$4,000 (66.7%) of the original aid awarded must be returned and only the \$2,000 (33.3%) of earned federal aid may be applied to the student's educational costs. A similar calculation is performed for all federal aid recipients who withdraw from school during the first 60% of the period of time for which monies were awarded. Once a student has been enrolled for more than 60% of the payment period, all of the federal aid that has been awarded for that period is considered to be fully earned.

TUITION AND FEE SCHEDULE Effective 4/14

COURSE	TUITION	REG FEE	KIT/BOOKS	TAX	TOTAL	WEEKS
Cosmetology	\$13,600.00	\$100.00	\$1,550.00	\$112.38	\$15,362.38*	44-48
Manicuring	\$1,600.00	\$100.00	\$965.00	\$69.96	\$2,734.96*	10-12
Teacher Training	\$2,500.00	\$100.00	\$955.00	\$69.23	\$3,624.23*	15-18

ALL TUITION RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE. THE CHANGED RATES WILL BE APPLIED TO NEWLY SIGNED CONTRACTS AND WILL NOT AFFECT EXISTING CONTRACTS.

*The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program are the same.

*Note: The student has the right to a refund of the registration fee until the end of the seventh day from when they started their first class. No refund after that date.

*Once used, kits are not returnable or refundable due to sanitary condition.

*Charges for a period of attendants will be charged on an hourly rate (your program hours divide by your cost of tuition will be you balance).

**STUDENT TUITION RECOVERY FUND STATEMENT
STATE OF CALIFORNIA
STUDENT TUITION RECOVERY FUND**

California Law requires that, upon enrollment, a fee be assessed the institution in relation to the cost of tuition (Education Code Section 94944). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the

California Legislature to reimburse students who might otherwise experience a financial loss as a result of:

- a) The closure of the institution
- b) The Institution's breach of anticipatory breach of the agreement for the course of instruction
- c) A decline in the quality or value of the courses of instruction within the 30-day period before the institution's closure.

Student Tuition Recovery Fund You must pay the state-imposed assessment for Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed students loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program, or other payer unless you have a separate agreement to repay the third-party.

You are not eligible for protection from STRF and you are not required to pay the STRF assessment, if either of the following applies

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in residency program attending certain schools regulated by the Bureau for Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the source of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for violation of the Act."

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment; tuition receipts or canceled checks to document the total amount of tuition paid. Such information may substantiate a claim for reimbursement from the STRF, which must be filed within one year of the Bureau's service on the student, within four years of institution's closure. For further information or instruction contact:

The Bureau for Private Post-Secondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
P.O. box 980818, West Sacramento, CA 95798-0818
(888) 370-7589 www.bppe.ca.gov

FAILURE TO COMPLETE COURSE AT CONTRACT ENDING DATE

Should a student fail to complete the minimum number of hours and/or operations within the contract ending date, all student training may be stopped until additional money for training has been paid to the college. The amount charged for additional training is \$10.00 per hour for all courses. Please refer to your contract.

All education courses are designed to be completed within the students original contracted course length. Should a student fail to complete the required number of clock hours, minimum number of theory hours and/or operations within the contract ending date, payment in full must be made before a diploma will be awarded.

Additional money will be paid to the college for student to complete the shortage of clock hours, theory hours and/or operations. As a courtesy at each evaluation period, the school will compute student's overtime. This will give the student ample opportunity to pay any overtime fees. If a student withdraws prior to her contracted date any overtime charged will be credited before the Refund policies are applied.

The college reserves the right to change the tuition and fees and make subject changes without prior notice when necessary. Any change will not affect attending students.

FORMER STUDENTS: Students requiring preparation for the State Board Exam will be billed at the hourly rates, depending on which license they are applying for. Student that have not attended Lawrence & Company College of Cosmetology will be charged a registration fee of \$100.00. Students must furnish their own equipment.

METHOD OF PAYMENT

Many of our students apply for financial aid. During our financial appointment with prospective students, we compute a needs analysis based on the amount of income or resources compared to the cost of education, room and board, and traveling expenses. If the student qualifies, we assist the individual to prepare the appropriate Financial Aid application. Students choosing the manicuring course will not be eligible for Federal Financial Aid. For those students who wish to pay their own way through school, the financial officer will develop a personalized payment program. Thereafter, payments will be divided into the number of months in school. The account must be paid in full at time of graduation. Method's of payment accepted are cash, credit card, money order, and check.

PRE APPLICATION FOR STATE BOARD EXAM

A student must complete the pre-application paperwork within one week (7 days) of attaining the required hours.

Student may pre-apply for their State Board Examination when they attain the following hours:

1200 hours for Cosmetologist \$134

240 hours for Manicurist \$119

Through the application process, students will be able to take their State Board examination sooner than the regular application.

- ☐ Students cannot apply until their overtime to date has been paid in full. Students cannot apply if their account is not in good standing. Office clearance is required for proof of training.
- ☐ Students may not apply if poor attendance, grades, no theory grades or operations not completed proportionately.
- ☐ Pre-applying is a privilege and is not guaranteed for any student.
- ☐ If you're pre-application is denied, not received in time or not filed at all, normal application procedures will be followed.

Please note: The Pre-Application for Licensing in the State of California requires each student to disclose any prior convictions of a criminal offense, felony, or misdemeanor (other than a minor traffic violation or outstanding traffic/parking tickets). Please speak with the School Director if you have any prior convictions.

DRUG-FREE POLICY STATEMENT

Standards of Conduct:

The Drug-free Policy applies to all students and all employees. The unlawful possession, use, or distribution of illegal drugs and/or alcohol are strictly prohibited at this institution. 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. Students or employees not complying with this standard will be subject to institutional sanctions. In the event that the school suspects usage all students and employees involved will be subject to drug testing at their expense. Failure to comply will result in termination. The prohibitions for use, possession, and distribution of illegal drugs and/or alcohol apply to all persons on school property or as part of any school activity.

Institution Sanctions:

If the student/employee is found to have violated the institution's Drug-free Policy, then immediate termination may take place. 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.

These measures will be imposed for use, distribution or possession of illegal drugs and alcohol.

The institution will notify the student or employee in writing if the institution becomes aware of any violation of this policy. The student and/or employee may request a formal hearing after receiving said notice. Two (2) members from the faculty and staff will comprise the hearing board. If the student or employee fails to request a hearing within three (3) business days, then immediate termination will take place.

If a student or employee requests a hearing, the board will notify the student/employee of the date the hearing will take place. The

student/employee has the right to be represented by legal counsel for this purpose. The hearing board will take testimony from all individuals involved in the case.

The institution's administration will then be notified of the board's decision. In all cases, the hearing board's decision will be final. The institution's administration will then notify the student/employee of the board's decision.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution. Individuals needing assistance concerning Drug or Alcohol Abuse Prevention may call or visit the following agency:

Entity Name	Champions Recovery Center
Street Address	700 N. Irwin St.
City, State and Zip	Hanford, CA 91340
Phone number	(559) 583-9300

DISCLOSURES:

- 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 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, T (888) 370-7589 F (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 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website at www.bppe.ca.gov.
- This institution has no pending bankruptcies, is not operating as a debtor or possession, has not filed a petition within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

"The transferability of credits you earn at Lawrence & Company College of Cosmetology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the hours you earn in this school is also at the complete discretion of the institution to which you may seek to transfer. If the hours 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 Lawrence & Company College of Cosmetology to determine if your hours will transfer."

DISCLOSURE AND RETENTION OF STUDENT RECORDS

Adult students and parents of minor students* have the right to inspect, review, and challenge information contained in their education records. However, a staff member must be present during the process. Education records are defined as files, materials, and documents that contain information directly related to the student and are maintained by the institution. School will maintain files for five (5) years. After this period, records are destroyed. Student transcripts are kept indefinitely. Students are not entitled to inspect the financial records of their parents. Written consent is required before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law. See FERPA Act (Page 12) *Emancipated minors not included

Lawrence & Company College of Cosmetology ANNUAL CAMPUS SECURITY REPORT FOR THE 2015 CALENDAR YEAR

This campus security report contains data for Lawrence & Company College of Cosmetology located at 810 N. 10th Avenue, Hanford, CA 93230.

Lawrence & Company College of Cosmetology is providing the following information in compliance with the proposed rules listed under the Campus Security Act (Public Law 102-26) 34 C.F.R. Section 668.46 (c)(1). Please note that this institution does not have on campus housing, and that there are not police records that pertain directly to the property

used by the institution, therefore the statistics below report only those incidents reported to the institutional administration and/or to the local police.

CRIMES REPORTED	CALENDAR YEAR 2012	CALENDAR YEAR 2013	CALENDAR YEAR 2014	CALENDAR YEAR 2015
Murder	0	0	0	0
Rape	0	0	0	0
Sexual Assaults	0	0	0	0
Robbery	0	0	0	0
Aggravated Assaults	0	0	0	0
Burglary	0	0	1	0
Auto Theft	0	0	0	0
Liquor Law Violation	0	0	0	0
Drug Abuse Violations	0	0	0	0
Forcible Sex Offense	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0
Hate Crimes	0	0	0	0
Hate Crimes- Gender Identity	0	0	0	0
Hate Crimes- National Origin	0	0	0	0
Dating/Domestic Violence	0	0	0	0
Stalking	0	0	0	0

CAMPUS SECURITY ACT DISCLOSURE STATEMENT

The school has developed the information about your safety and well-being. As you can see from the data, our campus has a relatively safe environment. However, it is important that you exercise good judgment and take appropriate precautions to minimize your risk.

In the event that a student or employee of our institution is witness to a criminal offense on or near our campus, the following procedure to report criminal actions or other emergencies in a timely fashion that occur on campus are as follows:

For Non-Emergency Crimes:

1. Obtain form from the Director (Joni Marciano).
2. Complete form and return to the Director.
3. This form will be taken to the staff meeting and response will be returned to the victim with school's recommendation.
4. Any violator of a proven misdemeanor or felony on campus will be automatically expelled and/or reported to the appropriate authorities.
5. Counseling for victims of crime will be recommended on a case by case basis.

For Emergency Crimes:

1. Contact the nearest staff member who will immediately call 911.
2. The above non-emergency procedures will be followed providing the perpetrator is a student.

There are no private security personnel on campus, nor are there any off campus student organizations. The college provides a locker for all items of value. Students are advised to lock their vehicles during any time.

All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee reports a crime, they do so on a voluntary or confidential basis; the institutional official will be prepared to record and report the crime, but will not include 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). In the event of orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal or civil court, Lawrence and Company will work closely with local law enforcement to ensure the proper level of protection

is afforded to the victim by such document.

Preparation for the Annual Disclosure of Crime Statistics report is obtained annually by the institution who contacts the correct police department district for statistics and the institution's Daily Incident Log, and then records those statistics. 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.

1. Do not leave personal property in classrooms.
2. Report any suspicious persons to your institutional official.
3. Always try to walk in groups outside the school premises.
4. If you are waiting for a ride, wait within sight of other people.
5. Employees will close and lock all doors, windows, and blinds, and turn off lights when leaving a room.
6. The Crime Awareness and Campus Security Act are available upon request to students, employees, and prospective students.
7. The school has no formal program, other than orientation, that disseminates this information. All information is available upon request.
8. 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 business days after the reporting of the crime and available for sixty 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 days, that information must be made available within two business days of the request.

All incidents shall be recorded in the Daily Incident Log, used by the Director, at the institutional official's station. 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 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.

Lawrence and Company does not tolerate retaliation, intimidation, threatening, coercion, or discrimination against any individual for exercising their rights or responsibilities under any provision outlined in 34 CFR 668.46.

If for any reason you feel you need to speak with someone further you may contact Kings Community Action Organization (KCAO) in Hanford at 559-585-1018 or Family Services of Tulare County Visalia at 723-7273. Both organizations are free and confidential.

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.

This 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. Violations of these policies may result in expulsion, termination and/or arrest.

Information concerning drug and alcohol abuse education programs is posted in the restrooms and at the front desk and is distributed annually to students and staff.

CAMPUS SECURITY ACT DISCLOSURE STATEMENT (SEXUAL CRIMES)

It is the policy of this institution to have any sexual assaults (criminal offenses) on campus to be reported immediately to the institution's official, who will report it to (911) emergency and policy units. The institution, prior to the orientation given to newly admitted students, sends each enrolled student the school catalog via e-mail and the Campus Security Report can be found on pages 24-28. The report emphasizes the prevention of sexual crimes by insisting students to work, study, and walk outside of premises accompanied by other students or in view of other persons as much as possible. It is stressed that students should avoid being alone at any time. During the daily functioning of the school operations, staff and administrators focus in observing that students are not in any circumstance by themselves. Lawrence and Company provides an updated Campus Security report annually, by e-mail notification through the address the student provided at the time of enrollment. Also, the institution provides a posted statement with counseling assistance and will update these statements as necessary.

1. The institutional program to prevent sexual crimes consists in maintain a continuous lookout for each other to protect and prevent any sexual assaults. The entire staff takes part of this program to protect the students and the staff among themselves.
2. A 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 when that person can be properly transported to a hospital or rape crisis center for proper treatment.
3. A victim of a sexual crime has the option of reporting this crime to the institutional authorities or to report it directly to (911) and search for professional assistance from the emergency agencies. If requested, the institutional personnel will be prepared to request assistance calling (911).
4. When a student or employee reports to the school that there has been a victim of dating violence, domestic violence, sexual assault, or stalking (even if incident occurred off-campus) the school will provide the victim a written explanation of their rights and options as described in 34 CFR 668.46 (b)(11)(ii) through (vi).
5. The institution does not have accessibility to professional counseling; mental health or otherwise, students and employees are encouraged to seek such professional assistance at the nearest hospital or health care servicer.
6. The institution will offer the victim of a sexual crime, any available options to change the academic schedule in as much as possible to the benefit of the victimized person.
7. The institutional disciplinary actions in reference to an alleged sex offense are as follows:
 - a. The accuser and the accused are entitled to the same opportunities to have others present during disciplinary proceedings; and
 - b. Both the accuser and the accused must be informed of the outcome of any institutional proceedings brought about by alleging a sex offense
 - c. Both the accuser and the accused may file a disciplinary complaint while enrolled in the 1600 hour program.
8. This institution has zero tolerance of violation of this policy. Once the offense is confirmed the institutional disciplinary action against students or employees may result in expulsion from school, or termination of employment and in accordance to local laws, to an arrest of the offender by the authorities.
9. The institution provides the following website to obtain information concerning the registration of sex offender's arrest.
<http://www.city-data.com/so/so-Hanford-California.html>
10. This institution does not maintain any special relationship with State and local police and does not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.
11. The school will provide options for assistance in counseling, or changes to academic transportation or working situations to the best of our ability.
12. Bystander intervention If you see a crime in progress, notify Lawrence and Company and call 911 as soon as possible. If it is not safe to personally intervene, continue to describe the incident to the 911 operator and describe exactly what you are witnessing and the location of the crime. The 911 operator will ask you questions regarding description of the suspect; if you see any weapon; information regarding the victim and possible injuries. If it is safe to do so, yell in a loud voice that the police have been called and they are responding. You may also call for help in a loud voice to let the perpetrator know that someone is observing what is happening. Be careful not to put yourself in harm's way. Approach the victim if safe to do so and provide aid and assistance until law enforcement or medical authorities arrive. Provide all information you know about the crime to the responding officer(s)

EMERGENCY RESPONSE AND EVACUATION PROCEDURES-STATEMENT OF POLICY

In the event of an emergency or a dangerous situation that poses an immediate threat to the campus community, Lawrence and Company will first notify the proper authorities by dialing (911). Then the administration may utilize some or all of its mass notification capabilities to notify its students, staff, and clients. These capabilities include e-mail, voicemail, and text messages to alert the campus. In addition, members of the administration will post relevant updates

and advisories on the appropriate school website (lawrenceandco.net) and bulletin boards or answer questions via e-mail (jlawrenceandco@sbcglobal.net). Joni Marciano (the director), or designee, will simultaneously use the local means at her disposal to notify the campus students, staff, and faculty of the situation, as well as disseminate pertinent information to relevant public entities.

Training and exercises will be conducted bi-annually by management on the campus level and by the individuals relevant to mass notification. Management will document each test conducted by all relevant entities.

Emergency Evacuation

Evacuation is the movement of campus occupants from a dangerous or potentially dangerous location to a safe location. There are two types of evacuation: fire evacuation and non-fire evacuation.

Fire Evacuation:

- Evacuation is mandatory when a fire is announced
- Follow authorized personnel's instructions if given
- Assist people with disabilities, if possible
- Ensure all doors and windows are closed as a room and building are evacuated (do not lock doors)
- Do not attempt to re-enter the facility unless and until directed to do so by authorized personnel
- Evacuate to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines

Non-fire Evacuation:

- A non-fire evacuation will be initiated by the Director or designee
- Follow the Director's instructions if given
- Assist people with disabilities, if possible
- Do not attempt to re-enter the facility unless directed to do so

Emergency Lockdown

Emergency lockdown is used to dramatically and rapidly enhance the level of security of the campus. By locking all exterior, interior, and classroom doors, staff can make it more difficult for dangerous person(s) in the vicinity of the campus and in the campus to gain access to staff and students.

- Lock or barricade doors of classroom and internal student areas of congregation
- Close blinds, turn off lights
- Remain quiet and out of sight
- If gunshots are heard, lie on the floor and try to use available resources for additional cover and concealment
- If you are outside when a lockdown is declared, seek shelter away from danger
- If a fire alarm is activated during a lockdown, proceed with extreme caution
- Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize

Definitions and terms: VAWA Amendments to Clery

Murder - the willful (non-negligent killing of one human being by another)

Forcible sex offenses - any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent

Rape - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Non forcible sex offenses - unlawful non-forcible sexual intercourse (A sexual assault offense is classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation)

Robbery - the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear

Aggravated Assault - an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury

Burglary - the unlawful entry of a structure to commit a felony or a theft

Motor Vehicle theft - the theft or attempted theft of a motor vehicle

Arson - any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Arrests and Referrals for disciplinary action - for weapons (Carrying, Possessing, Etc.), Drug Abuse Violations and Liquor Law Violations

Hate Crimes - a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias

Domestic Violence - Any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member

The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence - violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature (existed within the past 6 months; characterized by the expectation of affection or sexual involvement between the parties; frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship)

The term "dating violence" means violence committed by a person - (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship.

Stalking - willfully, maliciously, and repeatedly follows, harasses, or cyber stalks another person commits the offense of stalking The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to - (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress

Consent (in reference to sexual activity) - Consent" means intelligent, knowing, and voluntary consent and does not include coerced submission. "Consent" shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.

The term "Transgender" means Identifying as or having undergone medical treatment to become a member of the opposite sex.

VERIFICATION POLICY & PROCEDURE

Verification is a process which enables a school to confirm the accuracy of information used to determine a student's eligibility for federal student assistance. A student's file may be selected for verification by either the school or by the US Department of Education.

If a student's file has been selected for review under the verification process, the student must complete the following requirements:

1. Complete and sign a Verification Worksheet provided by the institution. Dependent students will also need information and signatures from parents on this worksheet.
2. Students, spouses, or parents who are tax filers must have their income reported on the FAFSA imported from the IRS systems using the IRS Data Retrieval Tool (IRS DRT). A code number of "02" in the "IRS Data Retrieval Flag" field on the ISIR is evidence that this was completed successfully. Tax payers who failed to import their income with the IRS DRT will be required to access their FAFSA file online and import their information with the IRS DRT. Any tax payer unable to import their information will be required to submit an IRS Tax Return Transcript to the institution. This document will be used to verify income reported on the FAFSA.
3. Any other information deemed necessary by the institution including, but not limited to child support documentation, divorce decrees, W-2 forms, or untaxed income documentation. Students must complete the above requirements within 60 days of the student's last date of attendance or by August 31st after the end of the respective award year, whichever is earlier.

Lawrence & Company will withhold financial aid payments from any student who has not completed the verification requirements within the prescribed deadlines.

Students will be required to correct any information that is found to be inconsistent as a result of the verification process. The verification process is not considered to be completed during periods of corrective action. Corrections generally include a recalculation of the student's EFC, and resubmission through the Central Processor.

If a student's award changes as a result of the verification process, the student will be counseled and informed of how the change affects his/her packaging and financial obligations to the institution.

To protect the integrity of federal student assistance programs, institutions must enforce verification policies. It is the student's responsibility to comply with any and all requests by the institution for verification material, within prescribed deadlines.

In the event of an overpayment in the Pell or SEOG programs, the student will be notified and given 30 days to repay the overpayment. After that time any unpaid balance will be sent to the Department of Education for collection action. Until the balance is cleared, the school will withhold all academic transcripts and the student will no longer be eligible for Title IV assistance.

Students will forfeit their right to federal assistance for non-compliance with verification policies.

COSMETOLOGY PROGRAM CURRICULUM

Program description: (C.C.R. Title 16 Division 9 Article 7, 950.2 CIP # 120403)

The Cosmetology course of study consist of 1600 clock hours covering all phases of cosmetology, skin care, manicuring and pedicuring as mandated by the California Board of Barbering and Cosmetology.

The course is designed to prepare the student to pass the California Board of Barbering and Cosmetology licensing examination and provide the student with the knowledge and skills needed for an entry level position in the beauty field as a cosmetologist. Passing the State of California administered examination is a requisite in order to obtain a Cosmetology License. The license is a requirement to practice as a Cosmetologist in the state of California. The institutional administration is dedicated to keeping the Cosmetology program updated and evolving with the trends, styles, and technical and practical changes of the beauty industry. Training methods, materials, techniques and innovations are updated and included in any curriculum changes as needed.

Syllabus

The curriculum for Cosmetology consists of 1600 clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act.

TECHNICAL INSTRUCTION & PRACTICAL OPERATION

200 Hours of Technical Instruction in Health and Safety

The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject-matter as follows:

Subject:	Minimum Hours of Technical Instruction	Minimum Practical Operation
<u>Laws and Regulations:</u> 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	0
<u>Health and Safety Considerations:</u> 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, includes HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.	45	0
<u>Anatomy and Physiology</u> The subjects of Anatomy and Physiology shall include but is not limited to the following issues: Human Anatomy, Human Physiology	15	0

<p><u>Disinfection and Sanitation:</u> 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</p>	20	0
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1100 Hours of Technical Instruction and Practical Training in Hair Dressing
The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

<p><u>Hairstyling</u> 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, flat irons and blow dry styling.</p>	65	240
<p><u>Permanent Waving and Chemical Straightening</u> 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</p>	40	105
<p><u>Hair Cutting</u> The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of shears, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.</p>	20	80
<p><u>Hair Coloring and Bleaching</u> 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 color removers.</p>	60	50

200 Hours of Technical Instruction and Practical Training in Esthetics
The required subjects of instruction in Esthetics shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

<p><u>Manual, Electrical and Chemical Facials</u> 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</p>	25	40
<p><u>Eyebrow Beautifications and Make-up</u> 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, lash and brow tinting, and the application of false eyelashes.</p>	25	30

<p><u>100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring</u> The required subjects of instruction in Manicuring and Pedicuring shall be completed with the minimum hours of technical instruction and practical operation for each subject-matter as follows:</p>		
<p><u>Manicuring and Pedicuring</u> 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.</p>	10	25
<p><u>Artificial Nails and Wraps</u> Artificial Nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.</p>	25	120
<p><u>Business Fundamentals and Professional Ethics</u></p>		
<p><u>Professional Development/Salon Management</u> Training provided in the area of resume development, communication skills, interview preparation, professional ethics, record keeping, client records, front desk, client services, and other matters related to the cosmetology field.</p>	15	0

INSTRUCTIONAL TRAINING MATERIAL AND EQUIPMENT

The Milady's Standard Textbook of Cosmetology is issued on or before the seventh class day. The kit contains the equipment necessary for successful completion of the course. Materials and equipment include, but are not limited to: shears, blow dryer, practice mannequins, flat iron, curling irons, combs and brushes, clippers and trimmers. The student is provided sufficient informational material based on class subjects to reinforce their education. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for broken, lost or stolen implements, materials or equipment. Kit lists are available and can be requested from the admissions office during the enrollment process

COSMETOLOGY COURSE OUTLINE – 1600 Hours

DESCRIPTION: The Cosmetology Course is designed to train the student in the 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.

OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

- Acquire knowledge of laws and rules regulating California's Cosmological Establishment's practices.
- Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
- Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory.
- Acquire business management techniques common to cosmetology.
- 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
- Project a positive attitude and a sense of personal integrity and self confidence.
- Communicate affectively and interact appropriately with colleagues, supervisors and clients.
- Perform the basic manipulative skills in the areas of hairstyling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.

TEXTBOOKS:

Milady Cosmetology Textbook
 Milady Cosmetology Workbook
 Milady Course Mate CD

REFERENCES: A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials. Library access is available during school hours by notifying an Instructor.

TEACHING AND LEARNING METHODS: 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 are comparable to those used in the industry. 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, projects, activities, and other related learning methods are used in the course.

COSMETOLOGY COURSE OUTLINE:	HOURS	OPERATIONS
I. Cosmetology Act; Board Rules and Regulations	20	
A. Licensing Requirements		
B. Salon Operational Procedures Required by Calif.		
C. Regulation Review		
II. Cosmetology Chemistry	20	
A. Chemical Composition		
B. Purpose of Cosmetic, Nail, Hair & Skin Care Preparation		
III. Health & Safety/Hazardous Substances	20	
A. MSDS Sheets		
B. Understanding Chemicals		
C. Understanding of Communicable Diseases		
IV. Theory of Electricity	5	
A. Electrical Currents		
B. Safety Precautions		
V. Disinfecting and Sanitation	20	10
A. Proper Sanitation Measures		
B. Client Protection		
C. Technician Protection		

	D. State Law		
VI.	Bacteriology, Anatomy & Physiology	15	
VII.	Wet Hairstyling	25	160
	A. Roller Placement/Comb outs		
	B. Sculpture Curls		
	C. Finger Waving		
	D. Hair Analysis/Facial Analysis		
	E. Shampoo		
VIII.	Thermal Hairstyling	25	40
	A. Curling Irons/Blow Drying Techniques		
	B. Pressing & Curling		20
	C. Hair Analysis		
IX.	Permanent Waving	20	80
	A. Hair Analysis		
	B. Chemical Reformation		
	C. Producing Spiral Curls by Permanently Waving Hair		
	D. Producing Direction and/or Varying Degrees of Movement by Permanently Waving Hair		
	E. Soft Permanent Waving		
	1. One-step Process		
	2. Two-step Process		
X.	Chemical Straightening	20	25
	A. Sodium Hydroxide		
	B. Thio Relaxers		
	C. Chemical Reformation		
XI.	Haircutting	20	80
	A. Hair Analysis		
	B. Razor Cutting		
	C. Scissors Cutting		
	D. Facial Analysis		
	E. Dimensions in Hair Design		
	F. Clipper Cutting		
	G. Haircutting into Style Incorporating More Than One Base Line		
	H. Shaping and Texturizing Hair		
XII.	Hair Coloring and Bleaching	60	30/20
	A. Hair Analysis		
	B. Safety Precautions		
	C. Pre-Disposition Tests		
	D. Chemistry of Hair Coloring & Bleaching		
	E. Formula Mixing		
	F. Strand Tests		
	G. Product Knowledge		
	H. Lightening Hair by Bleaching & Color Reduction		
	I. Darkening Hair Previously Lightened by Bleaching or Reduction		
	J. Producing Color Variation on Hair Using a Combination of Colors		
XIII.	Scalp and Hair Treatments	15	20
	A. Electrical Treatments		
	B. Conditioning Treatments		
	C. Hair and Scalp Treatments		
	D. Scientific Brushing/Scalp Manipulations		
XIV.	Facials		
	A. Skin Analysis		
	B. Safety of Equipment		
	C. Manual Facials	5	10
	1. Manipulations, Packs, Masks		

	2. Scrubs		
D.	Electrical Facials	10	15
	1. Dermal Lights		
	2. Electrical Apparatus		
	3. Electrical Modalities		
E.	Chemicals	10	15
	1. Chemical Skin Peels		
	2. Packs & Masks		
F.	Chemistry		
G.	Consultation with Client on Technical Services, Products and Care		
XV.	Eyebrow Arching & Hair Removal	10	20
	A. Waxing		
	B. Tweezing		
	C. Depilatories		
XVI.	Makeup	15	10
	A. Skin Analysis		
	B. Corrective Makeup		
	C. Lash & Brow Tinting		
	D. Application of Artificial Eyelashes		
	E. Color Analysis		
XVII.	Manicuring and Pedicuring	10	15
	A. Water and Oil Manicuring		
	1. Nail Analysis		
	2. Hand & Arm Massage		
	B. Pedicuring		10
	1. Complete Pedicure		
	2. Nail Analysis		
	3. Foot & Ankle Massage		
	C. Artificial Nails		
	1. Acrylic, Fiberglass & Gels	10	50
	2. Nail Tips	10	50
	3. Nail Wraps: Silk & Paper	5	20
XVIII.	Job Search Training	10	
	A. Selecting a Position		
	B. Finding Employment Openings		
	C. Preparing for the Interview		
	D. Job Interview Techniques		
	E. Career Ladders-Keeping & Advancing on the Job		
	F. Professional Ethics		
	G. Effective Communication and Human Relations		
	H. Compensation Packages and Payroll Deductions		
	I. Fundamental of Business Management		

GRADING PROCEDURE: 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 equaled to the letter grade. Students must maintain a "C" (75%) accumulative average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

100% - 92%	A	Excellent
91% - 83%	B	Good
82% - 75%	C	Satisfactory
74% - 70%	D	Unsatisfactory
69% and below	F	Failing

Job Opportunities

The following career opportunities are open to licensed cosmetologists: Hairdresser, esthetician, nail artist, colorist, makeup artist, perm specialist, artistic director, fashion show stylist, beauty care marketing, trade show director, image consultant, photo and movie stylist, beauty product designer, product manufacturer representative, educator, platform artist, beauty business consultant, cosmetic and fragrance designer, school instructor, salon owner, salon coordinator, salon franchisee, and salon manager.

**CURRICULUM FOR MANICURING COURSE
(400 HOURS)
MANICURING PROGRAM CURRICULUM**

MANICURING / NAIL CARE PROGRAM CURRICULUM

Course description: (D.O.T. # 331.674-010, CIP # 12.0499) 400 CLOCK HOURS

The Manicuring course of study consist of 400 clock hours covering all phases of manicuring and pedicuring mandated by the California Board of Barbering and Cosmetology.

The course is designed to prepare the Student to pass the California Board of Barbering and Cosmetology licensing examination and help the Student obtain the knowledge and skills needed for an entry level position in the beauty field. Passing the exam is a requisite in order to obtain a Manicurist License.

The license is a requirement to practice as a cosmetologist in the state of California. The institutional administration maintains as part of its daily operations a special focus toward the latest trends of the field. Training methods, materials, techniques and innovations are included in any curriculum changes.

Course Contents:

The curriculum for nail care course consist of 400 clock hours of technical instruction and practical operations covering all practices of a manicurist pursuant to section 7316 of the Barbering and Cosmetology Act. Such technical instruction and practical operations shall include:

TECHNICAL INSTRUCTION & PRACTICAL OPERATION

100 Hours of Technical Instruction and Practical Training in Health and Safety The required subjects of instruction in Health and Safety shall be completed with the minimum number of hours of technical instruction and practical operations for each subject-matter as follows:

Subject:	Minimum Hours of Technical Instruction	Minimum Practical Operation
Laws and Regulations: 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	10	0
Health and Safety Considerations: 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, includes HIV/AIDS, Hepatitis B.	25	0
Anatomy and Physiology 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	0

Disinfections and Sanitation (procedures to protect the health, infection control and safety of the consumer as well as the technician. The ten operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified. Disinfection will be emphasized throughout the entire training period and must be performed before use of all instruments and equipment).	10	10
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300 Hours of Technical Instruction and Practical Training in Nail Care

The required subjects of instruction in Nail Care shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows

Water and Oil Manicures including hand and arm massage, product knowledge – use and safety. Principles and techniques of manicures	15	40
Complete pedicure , including foot and ankle. Massage, product knowledge - massage, product knowledge -use and safety.	10	20
Artificial Nails and Wraps Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.	30	180
Business Fundamentals and Professional Ethics		
Professional Development/Salon Management Training provided in the area of resume development, communication skills, interview preparation, professional ethics, record keeping, client records, front desk, client services, and other matters related to the cosmetology field.	10	0

MANICURING / NAIL CARE COURSE INSTRUCTIONAL TRAINING MATERIAL

The Milady’s Standard of Nail Technology Textbook, Workbook and kits are issued on or before the seventh class day. Materials and equipment include, but are not limited to: nail files, clippers, acrylic nail kits, brushes and nail product lotions and oils. The kit contains the equipment necessary for a successful completion of the course.

The student is provided sufficient informational material based on class subjects to reinforce their education. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for broken, lost or stolen implements

MANICURING COURSE OUTLINE – 400 Hours

DESCRIPTION: The Manicuring Course is designed to train the student in the 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 the Manicuring or related career field.

OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

- Acquire knowledge of laws and 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.
- Acquire business management techniques common to manicurist.

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.

PROFESSIONAL ACCUMEN DEVELOPMENT

- Appreciation for skilled workmanship common to manicuring.
- A positive attitude towards the public and fellow students and employees.
- Honesty and integrity and respect.
- Ethical and professional interpersonal skills towards your patrons and colleagues.

TEXTBOOKS

Milady Nail Technology Text Book

Milady Nail Technology Workbook

REFERENCES: A comprehensive library of references, periodicals, books, texts, audio/video tapes are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials. Library access is available during school hours by notifying an Instructor.

TEACHING AND LEARNING METHODS: 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 are comparable to those used in the industry. 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, projects, activities, and other related learning methods are used in the course.

MANICURING COURSE OUTLINE	HOURS	OPERATIONS
I. Cosmetology Act; State Rules/Regulations	10	
A. Licensing Requirements		
B. Salon Operational Procedures required by Calif.		
C. Regulation Review		
II. Manicuring Chemistry	10	
A. Chemical Composition		
B. Purpose of Nail Care Preparation		
III. Health and Safety/Hazardous Substances	15	
A. Chemical Awareness		
B. MSDS Sheets		
C. Health in the Workplace		
D. Protection and Awareness of Communicable Diseases		
E. Safety in the Workplace		
IV. Disinfection and Sanitation	10	10
A. Proper Sanitation Measures		
B. Client Protection		
C. Technician Protection		
D. State Law		
V. General Science/Bacteriology, Anatomy, and Physiology	10	
A. Infection Control		
B. Anatomy and Physiology		
C. Skin Structure and Growth		
D. Nail Structure and Growth		
E. Nail Diseases and Disorders		
F. Chemistry		
G. Nail Products		
VI. Water and Oil Manicures	15	40
A. Nail Analysis		

B. Complete Hand/Arm Massage		
C. Nail Structure		
D. Nail Disorders		
VII. Pedicuring	10	20
A. Nail Analysis		
B. Foot and Leg Massage		
C. Caring for the Feet		
D. Structure of the Foot and Nails		
VIII. Application of Artificial Nails		
A. Acrylic	15	80
1. Extensions		
2. Overlays		
3. Fills		
4. Products/Techniques		
B. Nail Tips	10	60
1. Application Techniques		
2. Acrylic with Tips		
3. Wraps with Tips		
4. Gels with Tips		
5. Care and Maintenance		
C. Nail Wraps and Repairs	5	40
1. Mending Nails		
2. Various Wraps: Silk-Paper-Linen		
3. Care of Nail Wraps		
IX. Employment Training/Business Skills	10	
A. Selecting a Job		
B. Finding Employment Openings		
C. Preparing for the Job Interview		
D. Job Interview Techniques		
E. Career Ladders - Keeping and Advancing on the Job		
F. Professional Ethics		
G. Effective Communication and Human Relations		
H. Compensation Packages and Payroll Deductions		
I. Fundamentals		

GRADING PROCEDURE: 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 equaled to the letter grade. Students must maintain a "C" (75%) accumulative average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

100% - 92%	A	Excellent
91% - 83%	B	Good
82% - 75%	C	Satisfactory
74% - 70%	D	Unsatisfactory
69% and below	F	Failing

Job Opportunities

The following career opportunities are open to licensed manicurists: nail technician, nail artist, beauty care marketing, trade show director, beauty product designer, product manufacturer representative, educator, beauty business consultant, school instructor, salon owner, salon franchisee, and salon manager.

CURRICULUM FOR TEACHER TRAINING COURSE (600 HOURS)

Educational Goals: The curriculum for students enrolled in an instructor training course shall consist of six hundred (600) clock hours of technical instruction and practical operations in teaching the art of cosmetology, as defined in section 7316 of Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the instructor trainee of teaching techniques and principles. Please note 110 hours will be devoted to clinic/theory experience which shall include all phases of being an Instructor. At this time the State of California has no licensing for the Instructor Training course

Subject	Minimum Hours Technical Instruction	Minimum Practical Operations
1. The Cosmetology Act and the Board's Rules & Regulations	10	
2. Preparatory Instruction A. Instructional techniques: method of instruction, lecture; demonstration, performance, communication skills, instructional aides and the use of questions to promote learning. B. Organization techniques: 4 step teaching method: performance objectives and learning domains, etc. C. Lesson Planning: Subject, title, outlines, development and visual aids, etc. D. Techniques of Evaluation: Purpose of tests, types of tests, test administration, scoring and grading, etc.	40 30 60 10	 50 50
3. Conducting classroom and technical instructions and demonstrations for three (3) or more students on all practices of cosmetology, including the Barbering and Cosmetology Act and Rules and Regulations. (Shall be conducted under the supervision of a licensed instructor).	140	
4. Supervising and training of students while they are participating the art of cosmetology on a live person or mannequin in a classroom or laboratory.	100	

*** A student enrolled in the teacher training course may not engage in the school in a complete service connected with any practice or combination of practices of cosmetology upon a paying patron who is paying for services or materials and shall not be permitted to enroll in a second course except following examination failure after the preceding course.

TEACHER TRAINEE COURSE OUTLINE

Course description: CIP Code 12/0413

Teacher Training is a 600 hour course that prepares students to become licensed Teachers for the Barbering and Cosmetology Program in the State of California. Teachers are also required to apply for Certification from the Bureau for Private Postsecondary Education. Students in this program are exposed to various methods of instruction, and coached on teaching cosmetology skills and practice teaching under the supervision of a licensed instructor.

CLOCK HOURS: 600 Hours

COURSE OBJECTIVES:

- A. To prepare students for entry level employment.
- B. To develop personality skills as well as mechanical skills suitable for the field of Teaching Cosmetology.
- C. To develop marketing and sales skills to become a successful Teacher.
- D. To instruct students in the fundamentals of Teaching for the effective advancement in the field of Teaching Cosmetology.
- E. To instruct the student in all safety and sanitary measures in patron protection.
- G. To train students in basic procedures.
- H. To help instill in students attitudes and good habits of:
 - 1. Creativity
 - 2. Self-assurance
 - 3. Responsibility
 - 4. Ethics

COURSE GOALS:

- 1. To prepare the student instructor to obtain employment.
- 2. To present various teaching methods aimed at facilitating student learning.
- 3. A teacher must regularly attend and participation in advanced classes, both technical and teaching related.

COURSE OBJECTIVES:

- 1. The student instructor will demonstrate lecture and student participation class methods of instruction.
- 2. The student instructor will make his/her own lesson plans and utilize them.
- 3. The student instructor will demonstrate the practical class subjects.

METHODS OF INSTRUCTION:

The methods of instruction shall include but are not limited to the following:

- 1. Lecture
- 2. Teaching aids
- 3. Testing (oral/written)
- 4. Demonstration
- 5. Videos
- 6. Student participation/practice

TEACHER TRAINING COURSE OUTLINE:

	HOURS	OPERATIONS
I. Barbering and Cosmetology Act/Board Rules and Regulations	10	
II. Preparatory Instruction		
1. Instructional Techniques: Method of Instruction; Lecture; Demonstration; Performance; Communication Skills; Instructional Aids; and Use of Questions to Promote Learning.	40	
2. Organization Techniques: 4 Step Teaching Method; Performance Objectives; and Learning Domains, etc.	30	50
3. Lesson Planning: Subject; Title; Outlines; Development; and Visual Aids, etc.	60	50
4. Techniques of Evaluation: Purpose of Tests; Types of Tests; Test Administration; Scoring; and Grading, etc.	10	
III. Conducting Classroom and Technical Instruction and Demonstrations for Three (3) or More Students on All Practices of Cosmetology, Including the Barbering and Cosmetology Act and Rules and Regulations. (Shall Be Conducted under Supervision of a Licensed Instructor)	140	
IV. Supervising and Training of Students While They Are Practicing the Art of Cosmetology on a Live Person or Mannequin in a Classroom or Laboratory.	100	
V. Assessment of Student Learning		
1. Evaluation of Overall Progress		

2. Development and Use of Testing/Measurement Instrument

VI. Academic Advising

1. Providing Feedback and Orientation to Students about Progress in the Course

VII. Course Development and Review

VIII. Administrative Responsibilities

1. Records Management

2. Applicable Organizational and Regulatory Requirements

IX. Career and Employment Information

1. Professional Ethics

2. Effective Communication and Human Relations

3. Compensation Packages and Payroll Deductions

4. Licensing Requirements and Regulations

5. Fundamentals of Business Management

EVALUATION METHODS:

Theory: Lectures are given on all cosmetology practices; including personal hygiene, good grooming; salesmanship, courtesy, neatness, attitude in meeting the public; and antiseptics.

Operations: Hands on practice of clinical operations.

A student enrolled in the six hundred (600) hour instructor training course may not engage in the school in a complete service connected with any practice or combination of practices of cosmetology upon a patron who is paying for services or materials and shall not be permitted to enroll in a second course except following examination failure after the preceding course.. The school maintains complete records on each student/graduate for reference, as required by the state. All students receive a complete theory and practical test after 500 hours. It simulates actual State Board Procedure and constitutes a final exam. Individual tutoring if needed, is available in preparation for the State examination. Each student is graded monthly in his/her practical work, attendance, appearance, and attitude. Each student will be tested at the end of each lesson/chapter in theory. The grading system is as follows:

100% - 92%	A	Excellent
91% - 83%	B	Good
82% - 75%	C	Satisfactory
74% - 70%	D	Unsatisfactory
69% and below	F	Failing

JOB OPPORTUNITIES:

The following career opportunities are open to licensed teachers: beauty care marketing, trade show director, beauty product designer, product manufacturer representative, educator, beauty business consultant, school instructor, salon owner, salon franchisee, and salon manager

GRADUATION REQUIREMENTS:

The graduation requirements for all courses are as follows: 1) Complete the required hours of training with the maximum time frame allowed. 2) Completed all required tests & practical assignments. 3) Maintain satisfactory progress requirements per the criteria of the Satisfactory Progress Policy. 4) Complete and handed in Portfolio* (see Portfolio requirements) this requirement is for Cosmetology and Manicuring only. 5). Completion of an exit interview and required exit paperwork. 6) Fulfill all financial obligations to the school in place prior to completing required hours. Upon completion of these requirements, a certificate will be awarded. No personal services or graduation ceremony will be allowed for students still having financial obligations to the school.

***Portfolio Requirements:**

Portfolios as a requirement of graduation are meant as a tool to help our students showcase their individual work and talent, and to motivate them to continue to learn and become the experts they would like to be. It will also assist them in their search for employment, lending them confidence to display what they know how to do and have done well.

Students must complete a portfolio including a resume that must be submitted two weeks prior to completing required hours to allow time to review, apply a grade, and make any necessary changes.

The portfolio shall include the following:

Cosmetology Students:

* A completed resume including a cover letter that has been drafted, proof-read and edited for thoroughness

* At least 15 (Cosmo) photos in good quality that show detail and harmony of style to the best effect. Of the 15 photos at least 1 for each that reflect all services including hair color, haircutting, thermal style, formal style, texture service, wet hairstyle, nails, makeup and arching. Of the 15 photos at least 3 before & after services represented the best showcase of your ability.

* A binder, folder, or folio to securely contain elements of the portfolio to the best effect.

Manicuring Students:

* A completed resume including a cover letter that has been drafted, proof-read and edited for thoroughness

* At least 10 photos in good quality that show detail and harmony of style to the best effect. Of the 10 photos at least 1 for each that reflect all services including pink & white, glitter nails, wraps and gel. Of the 10 photos at least 2 before & after services represented the best showcase of your ability.

* A binder, folder, or folio to securely contain elements of the portfolio to the best effect.

These are the minimum portfolio requirements for graduation from Lawrence and Company; this does not mean that we do not encourage our students to go above and beyond these minimum requirements.

WITHHOLDING OF STUDENT TRANSCRIPT/GRADES/DIPLOMA

Lawrence & Company College of Cosmetology will withhold the student's transcripts (completion, withdrawal or a diploma/certificate) until all financial obligations have been met.

LICENSING REQUIREMENTS:

A cosmetology/manicuring graduate will be granted a license by the Department of Consumer Affairs only after the individual has successfully completed the required hours and successfully passed the State written and practical examinations. The graduate must receive 75% or better on the written examination and 225 points or better on the practical examination. Graduates are required to have a valid/current California Drivers License, California I.D., or valid/current Passport. Examination sites are located in Fairfield and Glendale, California. Transportation to the examination site is the responsibility of the graduate. Once graduates have become licensed, they must renew the license every two (2) years.

STUDENT LOANS

If a student obtains a loan to pay for 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 refund of the money's not paid from federal student financial aid programs fund.

FINANCIAL AID—CONSUMER INFORMATION

Based on a combination of approvals, authorization, and accreditation, our students are eligible to apply for and receive tuition aid and financial assistance while attending the college. A list of these programs include:

Federal PELL Grant: Does not require repayment (FPELL)

Federal Direct Stafford Loans - Subsidize: Must be repaid

Federal Direct Stafford Loans - Unsubsidized: Must be repaid

Federal Direct Plus Loans: Must be repaid

General Financial Aid Information: If you wish to apply for financial aid or you have questions, or you need sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding the student aid programs available at Lawrence & Company may be found in "The Student Guide" 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 between 9:00 a.m. and 5:00 p.m. (Eastern Time), Monday through Friday at (800) 433-3243. (Internet access is also available at <http://www.fafsa.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.

Financial Aid Mechanism: Financial aid is a mechanism that reduces out-of-pocket costs that student's 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 and must be repaid 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.

Student Eligibility Requirements:

To be eligible for financial aid, a student must:

- 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 born on or after January 1, 1960);
- have signed a statement of educational purpose; have signed a statement of updated information; have a high school diploma, (or its equivalent) a GED..

The U.S. Department Of Education Student Financial Aid Programs:

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

Federal PELL Grant: Does not require repayment (FPELL)

Application Procedures And Forms: Financial aid applications for this institution consist of the following: 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 financial aid office. Forms and assistance in completing them are available at this school during school hours or on the internet @ <http://www.fafsa.ed.gov> In addition to the FAFSA, the institution 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 before September 15, of the award year from which aid is requested from, or your last day of enrollment in **2018**, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

- **Renewal Process:** A FPELL Grant award receive for one award year (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.

- Lawrence & Company will implement the following Federal Pell Grant cross-over Award Year Policy: Federal Pell Grant Payment Periods crossing from June 30, **2018** to July 01, **2019** will be paid out of the funds from either year on a student –by-student basis.

- **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.

- **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. 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. For additional information on Federal Financial Aid programs, request "The Student Guide" published by USDOE.

Treatment Of Title Iv Funds If The Student Withdraws From The Course Of Study: As of **10/07/00**, Federal Regulations dictate specific formulas to determine the amount of Title IV Aid earned by a student withdrawing from the course of study. Simply stated, if the student withdraws before the sixty percent of the payment period in the course, student would have earned only 50% of the aid received or eligible to receive.

To determine the percentage completed, the scheduled hours of class hours will be divided by the total hours in the payment period. Please note: Effective 07-01-06 the refund calculation will be based on the scheduled hours a student is contracted for rather than the actual hours attended on the last day of attendance according to the enrollment agreement. Unearned aid will be returned to the program(s) in accordance to the guidance described in the regulations. Withdrawing students will be responsible for institutional charges not covered by student aid. Delinquent school accounts will be assigned to a collection agency. Collection agency expenses will be added to the balance owed to the school.

COST OF ATTENDANCE:

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.

Lawrence & Company 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 with the calculation of 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.

Student Expense budget for the 2017-2018 Academic Year:

Tuition & Fees: Actual institutional charges (see page 22)

Books & Supplies: Actual institutional charges (see page 19)

Living cost allowance:

Dependent Student:

Room and Board, Food \$2100

Transportation \$1500

Personal/misc. \$900

Independent Student:

Room and Board: \$7800

Transportation \$1500

Personal/misc. \$2700

Child/Dependent care: Reasonable expenses with adequate documentation provided by the student, depending upon age and number of children.

DEFINITIONS: The following definitions correspond to some common terms used within the financial aid terminology:

Academic Year: A period of not less than 26 calendar weeks with a minimum of 900 clock hours of instruction for a full time student. The midpoint

of the academic year shall be a minimum of 13 calendar weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year schedule to be completed in less than 26 calendar weeks, regardless of the number of clock 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 50 to 60 minutes of supervised instruction during a 60 minutes period.

Credit Balance: A credit balance occurs when tuition payments 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: 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: 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.

Family Contribution (EFC): The calculated amount that a family contributes to offset the student cost of attendance.

Independent Student: An individual who meets one of the following criteria:

1. Was born before January 1, **1989**
2. A graduate or professional student
3. Is Married (Separated but not divorced)
4. An individual with legal dependents other than a spouse. (As defined above)
5. An orphan or ward of the court up to the age of 18
6. Is a veteran of the armed forces of the United States?

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.

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 two consecutive weeks of absences or date when the student failed to return from an approved leave of absence.

Recoveries: Recoveries resulting from unearned Title IV funds due from the student must be paid in accordance to the terms stated in the promissory note of the student loans. If funds from the grant 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 45 days from the student's withdrawal 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 U.S. Department of Education.

Refunds: In any case where a refund is due to the Title IV Programs, the payment of the refund will be made within 45 days from the official withdrawal date in the following order: FDirect, FPELL, other sources and to the student. This order will be applied providing the student received funds from that program and in amounts not to exceed the amounts originally paid from each program.

Transfer Student: A student, who attended a Post-secondary institution before the enrollment at Lawrence & Company, is no longer required to obtain a Financial Aid Transcript from each of the institutions attended within the last six months before the enrollment at this institution. However all institutions must have a registered password with NSDLS.

Dislocated Worker: A dislocated is a person that meets all of the following requirements:

- He was terminated or laid off from employment or received a notice of termination or layoff;
- He is eligible for or has exhausted his unemployment compensation, **or** he is not eligible for it because, even though he has been employed long enough to demonstrate attachment to the workforce, he had insufficient earnings or performed services for an employer that weren't covered under a state's unemployment compensation law; and he is unlikely to return to a previous industry or occupation.
- A person who was terminated or laid off from employment or received a notice of termination or layoff as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise.
- A person who is employed at a facility at which the employer made a general announcement that it will close within 180 days.
- A person who is employed at a facility at which the employer made a general announcement that it will close.
- A self-employed person (including farmers, ranchers, or fishermen) who is unemployed because of natural disasters or because of general economic conditions in his community.
- A displaced homemaker, someone who meets all of the following requirements: • she has been providing unpaid services to family members in the home; • she has been dependent on the income of another family member but is no longer supported by that income; **and** • she is unemployed or underemployed and is having difficulty obtaining or upgrading employment. An "underemployed" person is one who is working part time but wants to work full time or one who is working below the demonstrated level of her education or job skills. Not everyone who receives unemployment benefits will meet the definition of dislocated worker. For example, in general those who quit their jobs are not considered dislocated workers, even if they are receiving unemployment benefits.

Verification Process: Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1987 April 29, 1994, November 29, 1994 - executing legislation 20 U.S.C. 1094 governing the title IV programs require schools to be sure of certain applicant-reported data. These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the

regulations, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of verification process.

Who Must Be Verified: The policy of this school shall be to verify those students selected by the need analysis (ISIR) system for verification.

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 immigration status- Applicant arrived in the U.S. during calendar years 2010 and 2011.
- 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. 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:

1. Letter stating that the verification process was completed.
2. Copy of the application data that was verified, and if the student was awarded FPELL Grant, a copy of the signed SAR/ISIR.

• 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. 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used. Data items may 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 (2016).
- U.S. income tax paid for the base year (2016). Our institution will consider IRS retrieved information as acceptable verification documentation if the Secretary of Education has identified those items as having come from the IRS and they have not been changed.
- Certain untaxed income and benefits for the base year if certain conditions would apply include:

1. Social Security benefits.
2. Child support.
3. Untaxed payments to IRA or Keogh.
4. Foreign income.
5. Earned income credit.
6. 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, spouse and/or parents (as applicable) signed income tax forms (IRS 1040,1040A, or 1040EZ and W-2 forms). Applicants shall complete the appropriate sections of the Verification Worksheet. There are two different worksheets: One for dependent students and one for independent students. 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 60 days from the last day of attendance or September 15, 2018, 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 educational institutions.
- Change in dependency status.
- Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage. 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 60 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:

- The student may continue training on a cash payment basis.
- 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.
- 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 are non-dollar errors and if the errors in dollar items total less the \$400, there is no requirement to recalculate the students

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.

Student Rights And Responsibilities:

The student has the right to ask the school:

- The name of its accrediting and licensing organizations.
 - About its programs; laboratory, and other physical facilities; and its faculty.
 - What the cost of attending is and the policy on refunds to students who drop out.
 - What financial assistance is available: including information on all federal, state, local, private and institutional financial aid programs.
 - What the procedures and deadlines are for submitting application for each available financial aid program.
 - How it selects financial aid recipients.
 - How it determines financial need.
 - How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.

- What the interest rate is on any student loan you have, the total amount you must repay, when you must start repaying, and what cancellation or deferment (postponement) provisions apply.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines whether you are making satisfactory progress and what happens if you are not.
- What special facilities and services are available to the handicapped?

It is the student's responsibility to: Review and consider all the information about the school program before enrolling.

- Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application. All students must provide a social security card that is signed and the school will make the copy we will not accept a copy from the student.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you are asked to sign.
- Repay any student loan. When you sign a promissory note, you are agreeing to repay your loan.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand, that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account. Our campus will provide you with a booklet published by the united state department of education 'funding education beyond high school' (2017-18) the guide to financial aid). Please be sure to ask for a copy of these booklets during your interview with the FA department.

VOTER REGISTRATION: We encourage all students to vote and be registered. For information of how and where to register please contact: www.sos.ca.gov/elections or you can call (800) 345-8683.

Bankruptcy: Our college is not involved in any type of Bankruptcy action such as having a pending petition before a Bankruptcy court, or operating as a debtor in possession nor have we filed a petition within the preceding five years or have 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.

FACULTY ORGANIZATIONAL CHART

Lawrence & Company College of Cosmetology
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Joni Marciano President/CEO/Financial Aid Director	Rachel Lawrence Vice President/Admissions
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Mrs. Ida Macias - Instructor	Mrs. Jennie Keen - Instructor	Ms. Lisa Trigo - Instructor
Ms. Kayla Wolfe - Instructor	Mrs. Linda Bryant - Substitute Instructor	

EDUCATIONAL FACULTY QUALIFICATION LIST

Qualifications	Year Attained
Ms. Lisa Trigo - Instructor	
Licensed Cosmetologist	2001
Mrs. Ida Macias - Instructor	
Licensed Cosmetologist	1978
Licensed Instructor	1982
Mrs. Jennie Keen - Instructor	
Licensed Cosmetologist	1979
Ms. Kayla Wolfe - Instructor	
Licensed Cosmetologist	2004
Mrs. Linda Bryant - Substitute Instructor	
Licensed Cosmetologist	1978