

## **TheCosmoFactory Cosmetology Academy Course Catalogue**

131-B Front Street  
Santa Cruz, CA 95060

831.713.6849  
[www.thecosmofactory.com](http://www.thecosmofactory.com)

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## **INTRODUCTION**

### **WHO ARE WE?**

At the minimum, TheCosmoFactory Cosmetology Academy is a California Bureau for Private Postsecondary Education \*licensed to operate private Institution, devoted to providing the best instruction in the Cosmetology arts.

But we're much more than that, too.

We specialize in introducing our students to the many exciting opportunities the cosmetology profession entails. Our connections in the world of media enable students to gain hands-on experience working on films, theater, TV, fashion shows and other events.

Our facility is located in downtown Santa Cruz. It has a factory warehouse setting with a gallery of rotating art showcasing local artists. There are classroom areas for teaching theory and vocational clinic floor areas on which the students can practice on clients under the direct supervision of their teachers.

Our classes are small, allowing us to give our students individualized attention. Having frequent lectures by instructors keeps us current with industry standards, and helps to provide our students with additional skills to help them become highly marketable cosmetologists.

TheCosmoFactory is accredited by:

### **The National Accrediting Commission of Career Arts and Sciences (NACCAS)**

3015 Colvin Street  
Alexandria, VA 22314-1432  
Phone: 703-600-7600.

Accreditation means that a school has met national standards of educational performance that have been established by an impartial nongovernmental agency. NACCAS is recognized by the U.S. Department of Education as a national agency for the institutional accreditation of postsecondary schools and departments of cosmetology arts and sciences.

TheCosmoFactory Cosmetology Academy is approved by the Department of Education to offer Title IV financial aid funding to students who are approved for such aid.

### **OUR MISSION**

TheCosmoFactory Cosmetology Academy strives to give our students an excellent education which prepares them not only to pass their State Board Examination, but also to excel in the wide variety of career opportunities the cosmetology profession affords.

### **PROGRAMS**

TheCosmoFactory Cosmetology Academy is proud to offer two courses of study, a Cosmetology Program and an Esthetics Program.

### **CAMPUS LOCATION**

All instruction occurs at TheCosmoFactory Cosmetology Academy Campus

131-B Front Street  
Santa Cruz, CA 95060

*\*Approval from the BPPE indicates only that TheCosmoFactory is a private institution and is in compliance with state laws and regulations for operation of private post secondary schools.*

## **Admission requirements**

Students entering either TheCosmoFactory Cosmetology Academy's Cosmetology Program or Esthetic's Program must be no less than 17 years of age, and have graduated from High School or have a General Education Diploma (GED). Qualifications include proof of secondary education such as a High School Diploma, or a GED certificate, an official transcript of secondary school completion, in the public school of its state or its equivalent. In addition, prospective student will provide copy of Social Security card, State ID, and \$100 application fee, and \$150.00 registration fee. Documents must be provided in completion on the day of your appointment to register for the academy.

TheCosmoFactory Cosmetology Academy does not accept Ability-To-Benefit (ATB) students at this time.

If a student withdraws from a program of instruction at TheCosmoFactory Cosmetology Academy and wishes to re-enter the same program or a different program more than 30 days after original withdrawal date, the school will charge a re-entry fee of \$100. Students who have previously withdrawn from TheCosmoFactory Cosmetology Academy and wish to re-enroll are not guaranteed a spot in the school. Consideration will be given to prior attendance, good behavior, and Satisfactory Academic Progress.

### **PRIOR EDUCATION TRAINING CREDIT POLICY**

If a student wishes to receive credit for prior education, he/she must submit original copies of his/her transcript (Proof of Training) for review. TheCosmoFactory Cosmetology Academy will accept up to 900 approved hours (56.25% of the maximum program hours) of prior education or training for the Cosmetology Program, or 300 approved hours (50%) of prior education or training for the Esthetic's Program, based upon the results of our Proficiency Examination.

For students who change from one program to another after completing the minimum hours of technical instruction and minimum practical hours, the board shall grant credit for training obtained in one course that is identical to training required in another course, as outlined in the California Code of Regulation (CCR), 950.1, 950.2, 950.3, 950.4, and 950.5. Credit for Special License and Transfer of Training. Therefore, TheCosmoFactory Cosmetology Academy can accept any hours/operations that are identical to the training completed within the Boards jurisdiction. However, it is the discretion of the Director whether or not the Academy will accept the transfer hours/operations.

An out-of-state transfer student must have an evaluation from the California State Board of Cosmetology granting the student the equivalent California hours.

### **EXTERNSHIP TRAINING POLICY**

Pursuant to §7395.1 of the Barbering and Cosmetology Act, a student who is enrolled in a school of cosmetology approved by the Bureau for Private Postsecondary Education in a course approved by the board may, upon completion of a minimum of 60% of the clock hours required for graduation in the course, work as an unpaid extern in a cosmetology establishment participating in the educational program of the school of cosmetology not to exceed 10% of the total course hours.

### **PROSPECTIVE STUDENTS**

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 (available in hard copy or Online), which must be provided to you prior to signing an enrollment agreement. Upon signing the enrollment agreement, the student acknowledges receipt of the catalog which includes Outcome Rates and state licensing requirements.

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

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#### **Bureau for Private Postsecondary Education**

2535 Capitol Oaks Drive, Suite 400, Sacramento CA 95833  
PO Box 980818, West Sacramento, CA 95798-0818  
www.bppe.ca.gov  
(888) 370-7589 (toll free)  
(916) 431-6959  
(916) 263-1897 (fax)

## **Grading Standards and Graduation Requirements:**

### **GRADING STANDARDS**

Students will be tested and receive a percentage grade after the completion of each theory course module.

In most instances, tests will be graded during class, immediately after the completion of the test. After recording the results on student's individual grade sheet, the test will be returned to student.

Students will be evaluated at 450, 900, 1250 and 1600 scheduled hours (Cosmetology Program) or at 300 and 600 actual hours (Esthetics Program) and receive a grade as outlined in the Satisfactory Academic Progress (SAP) Standards (see below). Students will receive a copy of their progress report upon the completion of each scheduled evaluation period.

Overall Grades are determined on the basis of the student's attitude and his/her ability to perform elements of the course curriculum. Approximately 25 percent of the grade will be based upon written tests, 50 percent upon attendance and the remaining 25 percent is based upon practical performance skills.

Grades are determined as follows:

90 - 100	EXCELLENT
80 - 89	VERY GOOD
70 - 79	SATISFACTORY
69 and lower	BELOW STANDARDS – UNSATISFACTORY

Students must maintain a minimum average of 75% to achieve successful progression and graduation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making Satisfactory Academic Progress until the next scheduled evaluation.

**Students will be evaluated at the end of each time period to determine whether this minimum standard is being met.**

### **GRADUATION REQUIREMENTS**

State Boards, Bureaus, Departments or Agencies set minimum standards for each program of study: TheCosmoFactory Cosmetology Academy is licensed to offer two (2) course programs: Cosmetology, and Esthetic's, whose standards have been established by the California Department of Consumer Affairs; Board of Barbering and Cosmetology Program, P.O. Box 944226, Sacramento, CA. 94244-2260. Phone number; 1-800-952-5210: Cosmetologist - 1,600 clock hours. Esthetic's - 600 clock hours.

A student shall complete all required classroom and practical/laboratory education and training; with a grade-point average of no less than 75%, shall have paid all tuition due, will have a completed Satisfactory Academic Progress (SAP) evaluation and will have had an exit interview with administration. Students who have reached the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination. The student shall receive a diploma of completion of the chosen program upon graduation from the academy.

TheCosmoFactory Cosmetology Academy, as its prime objective, aims to provide the training necessary to pass the California State Board examination in order to secure employment within the broad spectrum of the beauty and the personal appearance industry. The successful graduate of TheCosmoFactory Cosmetology Academy will have the vocational training needed to function effectively in any organization that requires these skills as needed.

## **LICENSING REQUIREMENTS**

The applicant must be 17 years of age or older and have completed the 10th grade, including certificate of GED- General Education Diploma, and High School Diploma. Proof of Training with completed course hours required by BBC- Board of Barbering and Cosmetology will issue a license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described under Graduation Requirements, and passed the licensing exam with an overall average of 75%.

Esthetics Program: An Estheticians license will be granted by the State of California only after the student has successfully completed and graduated from the Esthetics course as described under Graduation Requirements and passed the licensing exam with an overall average of 75%.

## **SCHOOL HOLIDAYS**

Independence Day; Thanksgiving Day through Saturday of the same week; Winter Break: December 23<sup>rd</sup> through New Year's Day.

## **SCHOOL'S RIGHT TO CALL FOR ADDITIONAL CLOSURE DAYS**

The school reserves the right to call a holiday whenever it deems necessary. However, such holidays shall not be included in the student's training time and will extend his or her graduation date by the same amount of holiday time.

## **HOUSING**

TheCosmoFactory Cosmetology Academy is a non-residential school. This means that TheCosmoFactory Cosmetology Academy does not provide housing/dormitories nor does it provide assistance in locating housing. Students are entirely responsible for locating their own place to live while they are attending TheCosmoFactory Cosmetology Academy. The average cost to rent a one bedroom apartment in Santa Cruz is \$1354.00.

## **FOREIGN STUDENTS**

TheCosmoFactory Cosmetology Academy does not admit students from other countries and will not provide visa services, vouch for student status, or charge for any service in regards to student visas or vouching for student status to foreign students.

## **COSMETOLOGY PROGRAM-1600 Clock Hours**

This course prepares students for careers as cosmetologists, stylists, colorists, makeup artists and manicurists as defined by the Standard Occupational Classification to: Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services.

The student will gain knowledge of cosmetology theory, safety procedures, laws, rules and regulations governing the field of cosmetology. A Cosmetology license will be granted by the State of California after the student has successfully completed and graduated from the Cosmetology course and passed the State Board Cosmetology Examination with an overall average of 75%.

### **FRESHMEN CLASS ENROLLMENT**

New classes start when TheCosmoFactory Cosmetology Academy has accrued enough interested potential students to fill a new freshmen class. The freshman curriculum requires 160 hours of attendance, classroom lectures, demonstrations, and student practice. In the freshman class, the student will learn all the fundamentals and basic requirements of the field of cosmetology.

### **CLASS HOURS**

The standard full-time program is Tuesday-Friday, 8:30-4:00 pm and Saturday, 8:30-3:00 pm; for 37 weeks (Approximately 10.5 months).

The standard part-time program is Tuesday-Saturday, 8:30-12:30 pm for 80 weeks. (Approx 17 months). Other arrangements may be available on an individual basis.

NOTE: Tuesday and Saturday Attendance are Mandatory for both programs, including full and part time.

### **COSTS**

See Appendix B. Fee Schedule.

### **COSMETOLOGY PROGRAM FACULTY**

Please see appendix H of the catalog for a list of current faculty and staff.

#### **Cosmo 101 Freshman Instructor**

Our Cosmo 101 Instructor nurtures and introduces the new student to the wonderful world of cosmetology, covering all of the disciplines for testing for the State Board Examination. 160 hours.

#### **Clinic Floor Instructor**

Our Clinic Floor Instructors introduce the students to real-world applications of the lessons they learned in Cosmo 101, and oversee and assist on all operations involving clients. 160-1600 hours.

#### **State Board Preparation Instructor**

Senior students (1400+ hours) go through final preparations for their State Board Examination by rigorous review from our State Board Prep Instructor.

In addition, we have a regular rotation of visiting instructors from all aspects of the profession, including:

Platform Artists

Special Effects Makeup Artists

Salon Owners

Product Reps



## 950.2. Curriculum for Cosmetology Course

(a) The curriculum for students enrolled in a cosmetology course shall consist of sixteen hundred (1600) hours of technical instruction and practical training covering all practices constituting the art of cosmetology. Authority cited: Sections 7312 and 7334 (f), Business and Professions Code; reference: Sections 7316 (b), 7321 (d)(5), 7362(b), 7362.5(b) and 7389, Business and Professions Code; and section 3078 Labor Code.

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

### (1) 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:

#### Hairstyling (65 hours of Technical Instruction and 240 Practical Operations)

The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.

#### Permanent Waving and Chemical Straightening (40 hours of Technical Instruction and 105 Practical Operations)

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.

#### Hair Coloring and Bleaching (60 hours of Technical Instruction and 50 Practical Operations)

The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers

#### Hair Cutting (20 hours of Technical Instruction and 80 Practical Operations)

The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

### (2) 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:

#### Laws and Regulations (20 hours of Technical Instruction)

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.

#### Health and Safety Considerations (45 hours of Technical Instruction)

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.

#### Disinfection and Sanitation (20 hours of Technical Instruction)

The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments.

Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

#### Anatomy and Physiology (15 hours of Technical Instruction)

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.

#### (3) 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:

##### Manual, Electrical and Chemical Facials (25 hours of Technical Instruction and 40 Practical Operations)

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.

##### Eyebrow Beautification and Make-up (25 hours of Technical Instruction and 30 Practical Operations)

The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.

The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, the application of false eyelashes, and lash and brow tinting, if a product exists that is not disapproved, prohibited or banned by the U.S. Food and Drug Administration, the Occupational Safety and Health Administration, or the U.S. Environmental Protection Agency.

(4) 100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring

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:

Manicuring and Pedicuring (10 hours of Technical Instruction and 25 Practical Operations)

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.

Artificial Nails and Wraps (25 hours of Technical Instruction and 120 (nails) Practical Operations)

Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs

(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records.

Note: Authority cited: Sections 7312, 7362 and 7362.1(c), Business and Professions Code. Reference: Sections 7316(b), 7321(d)(1), 7362, 7362.5(b) and 7389, Business and Professions Code.

Total theory hours come to a minimum of 460 hours. The remaining hours are not specified and are to be used to complete operations within areas determined to be a need for the student, to total 1,600 hours.

Students will be tested on their Basic Practical Operations at the end of the freshmen class hours and upon evaluation by the Freshmen Class Instructor, will be approved to graduate to work on the clinic floor.

Books: Standard Text Book of Cosmetology. Milady Publishing Co. Current Edition; Theory Workbook and Exam Review

## **COSMETOLOGY COURSE GOALS**

- To successfully master training requirements needed to make application for the California State Bureau of Barbering and Cosmetology licensing examination.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others, as is relative to having a successful career as a Cosmetologist.
- To graduate from this academy possessing those skills and knowledge necessary to pass the State Board examination and secure entry-level employment.

## **THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING:**

### **Skills:**

- Learn the proper use of implements relative to all cosmetology services.
- Acquire the knowledge of analyzing the scalp, face, and hands before all services to determine any disorders.
- Learn the procedures and the terminology used in performing all cosmetology services.
- Learn the application of daytime and evening makeup, including the application of false eyelashes.
- Learn the proper procedure of manicuring to include water and oil manicures and pedicures.
- Learn the application of brush/on artificial nails, nail wraps, and nail tips.

### **Attitudes and Goals:**

- To be able to appreciate good workmanship that is common to the cosmetology field.
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty and integrity in oneself and others.
- To have an improved personality while dealing with patrons and colleagues.

## **ESTHETICS PROGRAM- 600 Clock Hours**

This course prepares students for careers as a Skin and Body Care Technician, Make-up Artist, Consultant on Beauty and Personal Appearance, Beauty and Cosmetic Sales, Salon Manager, Salon Owner, and Pre-op and Post-op expert on camouflage make-up techniques for plastic surgery as defined by the Standard Occupational Classification to: Provide skincare treatments to face and body to enhance an individual's appearance. This includes electrologists and laser hair removal specialists.

The curriculum for students enrolled in an Esthetics course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of an esthetician. An Esthetician license will be granted by the State of California after the student has successfully completed and graduated from the Esthetics course and passed the State Board Esthetics Examination with an overall average of 75%.

### **FRESHMEN CLASS ENROLLMENT**

**NEW CLASSES START WHEN THE COSMOFACTORY HAS ACCRUED ENOUGH INTERESTED POTENTIAL STUDENTS TO FILL A NEW FRESHMEN CLASS ROSTER. IN THE FRESHMAN CLASS, THE STUDENT WILL LEARN ALL THE FUNDAMENTALS AND BASIC REQUIREMENTS OF THE FIELD OF ESTHETICS.**

### **CLASS HOURS**

The standard Esthetics program is Tuesday-Saturday, 8:30am-12:30 pm for 32 weeks (Approximately 8 months).

### **Costs**

See Appendix B. Fee Schedule.

### **ESTHETICS PROGRAM FACULTY**

Please see appendix H of the catalog.

Our Esthetics Instructor guides our students through all the technical and practical operations required by the State Board of Barbering and Cosmetology. In addition, as a practicing Esthetician, our Esthetics Instructor well-prepares our students for the profession.

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## **CURRICULUM FOR ESTHETICS COURSE**

The curriculum for students enrolled in an Esthetics course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of an esthetician. Technical instruction means instruction by demonstration, lecture, classroom participation, and examination. Practical operation means the actual performance by the student of a complete service on another person or on a mannequin. It is noted that 285 hours are devoted to clinical-theory experience which will include all phases of Esthetics. Such technical instruction and practical operations shall include:

### **950.3. Curriculum for Skin Care Course**

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

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

(1) 350 Hours of Technical Instruction and Practical Training in Facials

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

Manual, Electrical and Chemical Facials (70 hours of Technical Instruction and 140 Practical Operations):

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.

Preparation (15 hours of Technical Instruction):

The subject of Preparation shall include, but not be limited to the following issues:

Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.

(2) 200 Hours of Technical Instruction 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 for each subject-matter as follows:

Laws and Regulations (10 hours of Technical Instruction):

The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Health and Safety Considerations (40 hours of Technical Instruction):

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.

Disinfection and Sanitation (10 hours of Technical Instruction):

The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures.

Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Anatomy and Physiology (15 Hours of Technical Instruction):

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.

(3) 50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up

The required subjects of instruction in Hair Removal shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Eyebrow Beautification (25 hours of Technical Instruction and 50 Practical Operations):

The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.

Make-up (20 hours of Technical Instruction and 40 Practical Operations):

The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.

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

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

Books: *Milady's Standard Esthetics: Fundamentals*.. Milady Publishing Co. Current Edition, Practical Workbook and Exam Review

## **ESTHETICS COURSE GOALS**

- To successfully master training requirements needed to make application for the California State Bureau of Barbering and Cosmetology Esthetics licensing examination.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others, as is relative to having a successful career as an Esthetician.
- To graduate from this academy possessing those skills and knowledge necessary to pass the State Board examination and secure entry-level employment.

## **THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING:**

### **SKILLS:**

- Learn the proper use of implements relative to esthetics services relating to skin care.

- Acquire knowledge of laws and rules regulating California Cosmetology establishment's practices and understand sterilization procedures  
Acquire the knowledge to recognize the various skin conditions and disorders.
- Develop the knowledge relating to products used by Estheticians and develop the ability to determine which products might be needed for individual customer usage.

**ATTITUDES AND GOALS:**

- To be able to appreciate good workmanship common to the field of Esthetics.
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty and integrity in oneself and others.
- To have an improved personality while dealing with patrons and colleagues.



## **ADMINISTRATIVE POLICIES**

### **PHILOSOPHY AND OBJECTIVES**

TheCosmoFactory Cosmetology Academy is a private educational institution offering vocational education with career-orientated programs in the comprehensive field of Cosmetology. TheCosmoFactory Cosmetology Academy strives to emphasize the importance and development of professional skills in each student that will maximize their employment opportunities.

Personal growth and development is enhanced by the interaction between instructors, students and administrative staff. TheCosmoFactory Cosmetology Academy, as its prime objective, strives to provide the training necessary to pass the California State Board examination in order to secure employment within the broad spectrum of the beauty and the personal appearance industry. The successful graduate of TheCosmoFactory Cosmetology Academy will have the vocational training needed to function effectively in any organization that requires these skills as needed in such specialty areas as:

**COSMETOLOGY:** Hair Stylist, Hair Colorist, Manicurist, Make-up Artist, Consultant on Beauty and Personal Appearance, Beauty and Cosmetic Sales, Beauty Salon Manager, Beauty Salon Owner, Cosmetology Teacher, Supervisor, Director or School Owner. (D.O.T. CODE #12.0403.)

**ESTHETICS:** Skin and Body Care Technician, Make-up Artist, Consultant on Beauty and Personal Appearance, Beauty and Cosmetic Sales, Salon Manager, Salon Owner, and Pre-op and Post-op expert on camouflage make-up techniques for plastic surgery.

### **EDUCATIONAL METHODOLOGY**

The training program is structured using clinic settings as close to actual working conditions of a salon. The practical "hands-on" application accounts for 50 to 60 percent of the training program. Each module within the curriculum is geared toward a specific area in the Cosmetology field. The staff of TheCosmoFactory Cosmetology Academy is aware that individuals learn at different degrees of speed and level, therefore training is on an individual basis. The staff is aware of the importance of this and makes every attempt to guide students in a unique and thorough, step-by-step, gradual method of learning.

This combination of individual attention and positive motivation is important for reaching the objectives of the training curriculum. Learning in a comfortable, friendly and professional atmosphere, enables the student to ultimately become a highly qualified professional in the cosmetology field of their choosing. Those persons who are interested in pursuing a new career are welcomed at TheCosmoFactory Cosmetology Academy. Before the beginning of each new class session, interested persons will be encouraged to visit the academy and speak with school staff and consider the many advantages awaiting the serious student.

### **ESL**

TheCosmoFactory Cosmetology Academy does not offer ESL (English as Second Language) courses. Classes and materials are only offered in English. Bilingual students are encouraged to practice reading and speaking English during their studies at the academy. If a student is unable to complete initial interviews in English and review our paperwork and catalog with complete understanding, they will not be admitted to the Academy. Once a student has graduated, they may choose to take the written State Board Examination in Spanish or request an interpreter. This is under the aegis of the BBC and not organized by TheCosmoFactory Cosmetology Academy.

### **NON-DISCRIMINATION POLICY**

TheCosmoFactory Cosmetology Academy does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, sexual orientation, race, color, ethnic and national origin, creed, religion or physical disabilities. However, it must be kept in mind that 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 who may be physically challenged if the student believes he/she can fulfill training demands at our current facility and succeed in such a way that would not preclude employment within the student's selected program area of study, to include areas in administration, counseling, training, placement employment or any other activities.

## **FACILITIES**

Our facilities consist of a downstairs salon and an upstairs classroom for the Cosmetology Program. The Esthetics Department is located in the upstairs classrooms and treatment rooms.

Students will use contemporary cosmetology-related equipment such as facial beds, thermal equipment such as flat irons and blow dryers, hot wax and the like, under the supervision of a licensed cosmetologist.

## **LIBRARY**

TheCosmoFactory Cosmetology Academy maintains a library of reference material, both written (in the form of reference books and trade magazines) and audio-visual material including many instructional DVDs. In addition, a computer is set up wherein the students can access the internet for specific reference needs. Instructions for checking out material are delineated in the Student Orientation.

## **ACADEMIC POLICIES**

### **STANDARDS OF CONDUCT POLICY & DISCIPLINARY ACTION**

It is expected that students will conduct themselves in a mature and professional manner, giving the proper respect and courtesy to his or her fellow classmates and to staff including administration and faculty, are dedicated to maintaining an optimal learning environment. Each school values and respects each student's right to a quality education, and therefore, each student should take his or her training seriously. Any student found to be abusing either staff or fellow classmates might be terminated from the training program in which he or she is enrolled.

#### **MISCONDUCT IS DEFINED AS FOLLOWS:**

1. Dishonesty, including, but not limited to, cheating, furnishing false information to the school or stealing school property or that of a fellow student.
2. Alteration or forgery of school records or identification.
3. Possession or use of alcoholic beverages on school property.
4. Possession or use of any weapon, firearm or explosives.
5. The use, sale, or possession, on school property, or presence on school property under the influence.
6. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the continued defiance of the authority of, or abuse of, school personnel.
7. Assault, battery, sex crimes, including sexual assault or rape or any threat of force or violence upon a student or school personnel.
8. Sexual harassment, which includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.
9. Participation in hazing or commitment of any act that tend to injure, degrade or disgrace a student or school personnel.
10. Obstruction or disruption of teaching, administration, disciplinary proceedings, or other authorized school activities.
11. Unauthorized entry to or use of school facilities, equipment or supplies.
12. Theft or deliberate damage to property of a school staff member, a student or school visitor.
13. Defacing or damaging any school real or personal property.
14. Failure to comply with directions by certificated personnel, or school management.
15. Smoking in the school building or any area designated as "non smoking" by law or school policy.
16. The commission of any act on school property that constitutes a crime under California law.
17. All electronic devices including cellular phones must remain turned off during class time, unless approved by the Instructor. Students may not make, or receive personal calls on the school telephone line except in real necessity and then only after asking and receiving permission from a staff member.
18. No eating or drinking anywhere in the school except in designated areas; specifically there should be no food in or around stations on the clinic floor. Eating is prohibited on the clinic floor.
19. No visitors during class hours unless receiving clinic service.

20. Students may receive personal beauty services during school hours, within their course scope, as time permits with prior approval of an instructor, and then, only when the student's attendance, grades and applied effort are satisfactory per instructors discretion. If caught having services without approval, the student may be asked to clock out.
21. No color products will be sold to students for home use. It is unprofessional and unsafe to perform chemical services at home without an instructor's supervision. The Bureau of Barbering and Cosmetology will take disciplinary action on students found administrating beauty services away from a licensed establishment.
22. In case of illness or emergency on any class day, the student must call in to the school before the start of the scheduled class to report his/her absence for that day's class. Students are required to be in class at the scheduled time per their contract, appropriately attired. \*See DRESS & PERSONAL GROOMING POLICY below.
23. Students must keep their workstation, in class or on the floor, clean and sanitary at all times.
24. All kits must be in a sanitized condition at the end of each day. No practical credit is given from the Bureau of Barbering and Cosmetology for daily clean-up duties.
25. All students serving the public must be courteous and pleasant. If a difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron without a justifiable reason that has been approved by an instructor, is grounds to be asked to punch out and leave the school site, or could, if the behavior becomes chronic, result in suspension.
26. No student may leave a patron while doing a perm or hair coloring service, except in an emergency and is excused by an instructor.
27. Students are not allowed to give services or materials, other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
28. Students are responsible for the return of school materials or equipment loaned to them. Each student is solely responsible for his/her personal belongings and materials and must have their own kit at all times to work on clients. Those without kits will be considered not prepared for class and given a violation. After receiving (3) three such violations they may be counseled and if the behavior continues, maybe suspended then terminated.
29. Students must not gather around the receptionist desk, congregate in the offices, or visit with another student who is busy with a patron. The Salon Coordinator must make all appointments and no changes are to be made by students, unless permission is granted.
30. A student must attend school all days, unless prior approval from administration. Attendance on the day before and after a holiday is mandatory. The school reserves the right to suspend a student if this rule is violated. A student may be required to produce medical documentation of illness. Absence in excess of 14 calendar days without notifying the school will result in the student being dropped from the enrollment.
31. Only products furnished by the school may be used unless otherwise approved by the administration.
32. Students are to park only in the area designated by the school. At the time of your orientation, the admissions staff will show you the approved parking area. Courtesy to other building tenants and their customers is mandatory.

## **DRESS & PERSONAL GROOMING POLICY:**

1. Students must come to school with their hair neat and clean. Beauty needs are to be done on the students' own time. Professional appearance is expected at all times.
2. Students must pay attention to personal hygiene as to not be offensive to patrons, other students or staff members.
3. Students may have active length, polished nails, but must use extreme caution to not cause harm to a client.
4. Students must wear clean and tasteful clothes that must adequately cover cleavage, underarms, belly, back and thigh.
5. Make sure shoes are safe and comfortable.

MAINTAINING A PROFESSIONAL APPEARANCE AT ALL TIMES IS EXPECTED BY ALL STUDENTS AND STAFF OF THIS SCHOOL.

## **POLICIES ON ATTENDANCE**

Students are expected to attend classes at the scheduled starting time and to continue as scheduled throughout the day per their enrollment agreement. All absences and class attendance are regularly recorded. It is the responsibility of the student to telephone in advance to advise administrative personnel if they will be absent or late, as in the same way an employee would be expected to inform his/her employer.

TheCosmoFactory Cosmetology Academy Student must maintain satisfactory attendance of **90 percent**. If, at the time of SAP evaluation, the Student surpasses the 10 percent of allowed absence, a fee of the current contracted hourly rate of tuition will be charged to the Student's account for the total amount of time the student was absent. The current contracted rate for the Cosmetology program is \$11.25 per hour. The current contracted rate for the Esthetics program is \$14.83 per hour.

Students who are habitually tardy (5 times in one month) will be counseled and if tardiness continues may be suspended or be placed on probation until tardiness ceases.

Students are required to reach 90% attendance. Students who do not meet the minimum required hours and have not requested a formal Leave of Absence (LOA) or valid documentation for absences such as a doctor's note, will subject to additional fees, as follows: If, at the time of SAP evaluation the student surpasses the 10 percent of allowed absence, a fine of the current contracted hourly rate of tuition will be charged to the Student for the total amount of time the student was absent.

### **A. ABSENCE**

Satisfactory attendance must be maintained. All course work missed due to absences must be made up. One un-excused absence or 5 total absences per month are considered excessive. Saturday attendance is mandatory. If a student misses 2 or more Saturdays in a month he/she is subject to disciplinary action.

## B. TARDINESS

Tardiness produces a disruption to a good learning environment and is discouraged. Students are to be in class at the scheduled time. Excessive tardiness is grounds for probation and/or suspension. Any time after 8:36a m. is considered tardy. A student may not enter the theory class if it is already in progress. Students who cannot make it to school by 8:45 will be admitted to school only upon approval of the supervising instructor and will be based upon the student having prior consent to be late or by providing approved documentation explaining the reason for the late arrival.

## C. CLASS CUTS

The only way one can gain from the time and money spent in training is to participate on a regular basis, therefore, a class cut shall be considered equal to an absence. All practical applications and theory hour requirements must be completed before the end of the contract before considered as having graduated.

## D. LEAVE OF ABSENCE (LOA)

An authorized Leave of Absence (LOA) is a temporary interruption in a student's program of study. A request, in writing, for a LOA will be considered and the leave may be granted to a student at the discretion of the School Administration.

- The request for LOA must delineate the reason for the request and include the student's signature.
- A LOA will be granted under the following circumstances:
  - Serious illness/injury of student (documentation will be required)
  - Bereavement
  - Serious illness/injury of close family member of student (child, spouse, parent, grandparent). Documentation will be required.
  - Jury duty
  - Military duty
  - *Other circumstances may be considered upon application for leave being received by Administration Office. Consideration does not guarantee approval of leave.*
- The student **must apply in advance** of the LOA unless unforeseen circumstances prevent the student from doing so, for example, due to an injury in a car accident.
- An LOA may be granted to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. In an example of a car accident, ***the beginning date of the approved LOA would be determined to be the first date the student was unable to attend the institution because of the accident.***
- A LOA can be taken for a maximum of 30 consecutive days.
- A Leave of Absence will be granted only if there is a reasonable expectation that the student will return from the Leave of Absence.
- A LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
- An approved LOA will extend the student's maximum time frame and the contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.
- A student who is granted an approved LOA will not incur any more fees for the change in status as a result of the LOA.
- An LOA will affect the repayment grace period of those students participating in Title IV Funding. A student's end date is reported to the Department of education at the beginning of one's program. An LOA will alter a student's end date however their loan

repayment date will not be altered. The Financial Aid department can help a student who is experiencing a shortened grace period due to an LOA by contacting the loan provider.

- An LOA is not considered a withdrawal, thus no refund calculation will be undergone.
- If a student does not return to the institution at the expiration of an approved LOA, the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

Failure to return within the time frame of the leave or any unexcused, continued absence for 14 calendar days will result in the student being dropped from the program.

#### **E. SUSPENSION/RE-ADMITTANCE**

A Suspension can occur when a student violates the rules of conduct as agreed upon in this course catalog. The Director has the right to suspend a student with just cause who has violated the policies or procedures of TheCosmoFactory Cosmetology Academy.

Students who have had their training suspended for cause may be re-admitted to classes upon a written request and with affirmation, that the action(s), which caused the suspension, will not be repeated. Re-admittance will be determined on a case-to-case basis and is at the discretion of the school.

#### **F. MAXIMUM TIME FRAME**

The maximum time in which a student shall be allocated to complete the course of study shall be 150% of the scheduled prescribed class length as published in this catalog. (See the section on Satisfactory Academic Progress) This does not apply to students who may be experiencing major personal difficulties and have applied for a Leave of Absence. Other absences will be referred to the School Director and will be considered on a case-by-case basis.

#### **G. RECORDING ATTENDANCE PROCEDURE**

Per §73760 of the CCR it is the policy of this school that all students shall clock in to a manual time clock, this monitoring program will be completed with an individual punch card. Students shall record their theory hours and practical operations on a weekly time sheet. At the end of the reporting period, each student is responsible for transferring the operations and hours to a new sheet each week. All time sheets must be FULLY completed, to include printed name, student number, dates and each day signed by the student and instructor. An instructor, on a daily basis, must initial all operations and hours. Time sheets must be handed in each Saturday.

Time sheets turned in without an instructor's signature will be considered invalid. Each week a list of cumulative student hours will be posted and students should check this list and compare it their records for accuracy. Discrepancies should be reported immediately.

#### **H. WITHDRAWAL/DROP POLICY**

If a student does not attend school for 14 calendar days, without having made contact with the main office to request a Leave of Absence, they will be dropped from the course in which they are enrolled. A refund will be calculated and applied if applicable based upon the last day of attendance and refunded within 45 calendar days. A student may re-enroll.

#### **WHEN A STUDENT WISHES TO WITHDRAW:**

If the student is still in attendance and wishes to withdrawal he/she should clock out on the last time card, to include enrolled name, student number, his/her last day of attendance. Student should notify the office, in writing, and make sure the office has a current address. Student needs to state as to whether he/she will be picking up the paperwork in person or if it needs to be forwarded by mail.

If the student has not been in current attendance, all requests for withdrawal or transfer must be

sent by REGISTERED MAIL to: TheCosmoFactory Cosmetology Academy, P.O. Box 1776, Santa Cruz, CA 95061, or you may bring your written request (containing all the requested information from 2A above) to the main office and leave it with authorized office personnel only.

The office shall take no more than ten (10) days to complete withdrawal papers and ten (10) days to calculate the refund due to the student, or the balance owed by the student, if applicable. Monies due to the student are refunded within forty five (45) days of official withdrawal.

Paperwork should hand delivered or mailed first class.

The Academy strongly urges all students to maintain copies of all course completion, withdrawal and/or transfer paperwork

### **CHANGE OF STATUS FEE**

A Student may request a Change of Status to their contracted enrollment by a written statement to the office if the need arises. This change will be accommodated on the basis of the need and approval through the Registrar's office. Any change to the enrollment contract date will have a fee of \$250.00. This will include; Suspensions, Re-Enrollments, Full time to Part time and vice versa. **This does not include approved LOA's**

### **SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in either of the Cosmetology and Esthetics programs whether part time or full time and whether participating in Title IV programs or not. 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. SAP standards will be explained to all students at their orientation session. Understanding of TheCosmoFactory Cosmetology Academy's SAP policy is required and will be listed on the student orientation checklist.

### **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450, 900, 1250 and 1600 scheduled hours
Esthetics	300, 600 scheduled hours

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The first evaluation for Cosmetology students will happen when the student is scheduled 450 hours. The first evaluation for Esthetics students will happen when the student is scheduled 300 hours. It is our policy to evaluate students at regular intervals throughout the duration of the course of study. The instructors and administration believe that students progress and maintain higher standards of excellence when they are held accountable and can visually see and verbally receive positive reinforcement and constructive criticism for areas needing improvement. Students are responsible for the choices they make and by receiving periodic updates they can choose the direction in which they want to proceed. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

Students will be evaluated on both quantitative (attendance) and qualitative (academic performance) on a cumulative basis at the designated evaluation periods throughout the course of study.



Note that accepted transfer hours from another institution are counted towards actual clocked hours.

## **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 90% 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. Evaluations are based on the cumulative attendance percentage as of the date of SAP evaluations. The attendance percentage is determined by the total hours accrued by the total number of hours scheduled. Scheduled hours will be calculated by multiplying the number of scheduled days by the number of hours scheduled each day. At the end of each evaluation period, the school will determine if the student has maintained at least 90% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Regardless of the average level of attendance, students who have more than two consecutive weeks of absences (14 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence. Students who expect to be absent 14 or more days up to 30 days are encouraged to request a Leave-of-Absence. A Leave-of-Absence will extend the Maximum timeframe.

## **MAXIMUM TIME FRAME**

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

<b>COURSE HOURS</b>	<b>MAXIMUM TIME ALLOWED</b>	<b>SCHEDULED</b>
Cosmetology (Full time) - 1600 Hours	60 Weeks	2400 Hours
Cosmetology (Part time) – 1600 Hours	120 Weeks	2400 Hours
Esthetics – 600 Hours	45 Weeks	900 Hours

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 75% of the scheduled hours. Approved Leave-of-Absence extends the maximum time-frame by an equal number of calendar days.

If a student passes the maximum time allowed for their program and has not yet completed their hours, they will have to pay the hourly tuition rate for their program for every hour that they are in school after they have passed the maximum time allowed. They will be expected to maintain their attendance at the full time or part time hours agreed upon when they signed their enrollment agreement.

## **ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a

FINAL written and practical review prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100	EXCELLENT
80 - 89	VERY GOOD
75- 79	SATISFACTORY
74 and lower	BELOW STANDARDS – UNSATISFACTORY

### **DETERMINATION OF PROGRESS STATUS**

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. In order for a student to be considered making satisfactory academic progress as of course midpoint, the student must meet both attendance and academic requirements on at least one evaluation by the midpoint of the course.

### **FINANCIAL AID WARNING**

Students who fail to meet minimum requirements for attendance or academic progress at the end of any Satisfactory Academic Progress (SAP) period will be placed on Financial Aid Warning until the end of the next Satisfactory Academic Progress (SAP). During the first Financial Aid Warning period, students are considered to be making Satisfactory Academic Progress and students who receive federal funds may continue to be funded. If the student is meeting minimum requirements at the end of the Financial Aid Warning period, the student will be determined as making Satisfactory Academic Progress. If the student fails to meet requirements at the end of the Financial Aid Warning period, the student will be suspended from receiving Title IV funds, HEA funds, unless the student appeals the findings that they are not meeting Satisfactory Academic Progress and prevails on the appeal. A student cannot have successive periods in Financial Aid Warning status.

### **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress are 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 Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress.

The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the **next evaluation 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, HEA program funds, if applicable.

### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

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

### **APPEALING RESULTS OF SAP**

Students who fail to meet minimum requirements for attendance or academic progress and are placed on probation may appeal the decision, if they feel that there are extenuating

circumstances influencing their ability to meet the minimum requirements for attendance and academic progress.

The student must present the appeal in writing, with an explanation outlining why they feel they should be considered for an appeal and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation. The extenuating circumstances administration will consider to be relevant in consideration are:

- Illness and injury of student
- Illness and injury of close family member of student (extended family will not be considered)
- Other circumstances may be considered. Consideration of circumstances is not a guarantee that they will be approved during the appeal

All documentation pertaining to the appeal (application, record of meeting, official notification regarding decision, etc) will be kept in the student's file and a copy will be given to the student.

### **INTERRUPTIONS AND 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 will extend the student's contract period by the same number of days taken in the 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.

### **APPEAL PROCEDURE**

A student may be expelled from the school for reasons of conduct, not returning from an approved Leave of Absence or for not maintaining satisfactory academic progress for 2 or more consecutive evaluation periods. If a student is determined to not be making satisfactory academic progress, the student may appeal the determination. The student must submit a written appeal to the school with supporting documentation of the reasons why the determination should be reversed, such as, for instance, the death of a relative or an injury or illness. The appeal should address what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation. Appeal documents will be reviewed and a decision will be made and reported to the student within 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.

### **COURSE INCOMPLETES, REPETITIONS, NONCREDIT AND REMEDIAL COURSES**

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

## **TRANSFER STUDENTS**

New students that transfer to TheCosmoFactory Cosmetology Academy with hours from another school will be evaluated at the evaluation periods listed above for Satisfactory Academic Progress, or at the midpoint of contracted hours, whichever comes first. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted, SAP evaluation periods are based on actual contracted hours at the institution.

## **REINSTATEMENT OF FINANCIAL AID**

Title IV aid will be reinstated to students who have prevailed upon an appeal regarding the status of Satisfactory Academic Progress or who have reestablished Satisfactory Academic Progress.

**EVALUATION RESULTS** Students may request a copy of their Satisfactory Academic Progress Report Card at any time. To submit a request, please obtain a Document Retrieval form from the Administrative office. Allow five to seven business days for your request to be processed.

## **STUDENT SERVICES**

### **CAREER ADVISING AND PERSONAL ATTENTION**

Students are counseled individually, as often as necessary; at least at time of evaluation, to review the student's progress and adjustment. Successful salon owners and stylists are scheduled into the academy regularly to give demonstrations and discuss career goals, etc. with the students. This activity is conducted in addition to the daily counseling carried out by the instructors. Students may request additional counseling sessions at any time. Students are given as much personal attention and assistance as requested at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, evaluations are conducted to assess the rate and quality of the student and any remedial assignments are made when required. Particular attention is always given to the preparation for the Bureau or Barbering & Cosmetology Examination.

### **PROFESSIONAL COUNSELING**

TheCosmoFactory Cosmetology Academy does not maintain professional counselors at the academy on a regular basis, nor do we recommend professional help off campus; however, students who may inquire about professional counseling services will be provided a list of public organizations, religious organizations and governmental agencies where the student may receive additional assistance. Regular school staff is not licensed or trained as professional therapeutic counselors and cannot provide professional on-going or long-term counseling for those students needing that type of help, however, the staff is always willing to listen to a student at any time and provide available information.

Any student requesting medical assistance for situations other than the immediate need for first aid or a life-threatening situation will be given a list of public clinics and hospitals in the immediate proximity of the academy campus. This list is not to be construed as a recommendation by the academy, but rather as a free service provided as a courtesy by the academy to its students.

### **JOB PLACEMENT POLICY**

Placement assistance will be provided to graduates at no additional charge, but placement is *not guaranteed*. Class instruction and testing is provided for Professional Image, Job Search and Salon Business as part of the curriculum.

Assistance with résumé preparation and job interviewing skill techniques is provided as well.

TheCosmoFactory Cosmetology Academy provides placement referrals and necessary materials and procedures to assist the students ready to graduate from the academy.

## **Notice of Student Rights**

As a student of TheCosmoFactory Cosmetology Academy located in Santa Cruz, California, you have certain legal rights.

1. You have the right to cancel the contract with this School, without any penalty, or obligation after the date of registration through attendance at the first class session, or the seventh day after enrollment, whichever is later, as described in the *Notice of Refund & Cancellation Policy* below. You are encouraged to read the *Notice of Refund & Cancellation Policy* for detailed information on your rights and responsibilities. If you lose your copy of the *Notice of Refund & Cancellation Policy* you may request a copy from the School office. To submit a request, please obtain a Document Retrieval form from the Administrative office. Allow five to seven business days for your request to be processed.
2. After the end of the cancellation period has passed, you still have the right to cancel your enrollment at any time. You may receive a refund of tuition paid for the remainder of the course not yet taken.
3. Your rights for a refund are described on your contract and you will be given a NOTICE OF REFUND upon registration and you may find the refund policy in this catalog. You may request a duplicate copy of your contract if necessary, from the business office located at the School. To submit a request, please obtain a Document Retrieval form from the Administrative office. Allow five to seven business days for your request to be processed.
4. In the event of the necessity to close the School before the conclusion of your instruction, you may be entitled to a refund. See Student Protection Policy Page 4 or Contact the Bureau for Private Postsecondary Education at the address listed below for further information.
5. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **STUDENT RECORDS AND RIGHT TO PRIVACY**

The Federal Right of Privacy Act of 1964 provides for the right of all students and parents or guardians of dependent minors to review their academic records, to include grades, attendance and counseling reports. Student records are confidential and only such agencies or individuals authorized under applicable laws are allowed access without first obtaining the written permission of the student, parents or guardians of dependent minors. Student records are made available to our accrediting agency, National Accrediting Commission of Career Arts and Sciences (NACCAS) for purposes of maintaining compliance with state and federal regulations. TheCosmoFactory may share student information with the Bureau of Private Post Secondary Education (BPPE). State law requires that the School maintain these records for a minimum of five (5) years. Students may request to review their records by writing to the Director of the School and all such review sessions will be scheduled during regular School hours and in the presence of an administrative representative.

Policy on the retention of student records: Transcripts are to be kept permanently.

## **Student Protection Policy**

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

Upon enrollment, the California State law requires that the institution, assess a fee that is in relationship to the cost of tuition (Education Code, § 94342) i.e. \$.50 per each thousand dollars of base tuition to those students who are a resident of the State of California and are pre-paying all or part of the tuition fee either by cash, guaranteed student loans, or personal loans and the total charges are not paid by a third-party payer, such as an employer, government program or other payer unless there is a separate agreement to repay the third party.

These fees support the Student Tuition Recovery Fund (STRF), which is a special fund established by the California Legislature to reimburse students who might otherwise experience financial loss as a result of, (a) the closure of the institution, (b) the institution's breach, or anticipatory breach of the agreement of the course of instruction, or (c) a decline in the period before the institution's closure. Institutional participation in this Fund is mandatory. It is important that every enrollee takes responsibility for keeping copies of any enrollment agreement, contract, or application, and tuition payment receipts or cancelled check in order to document enrollment and payment history. Such information may substantiate a claim for reimbursement from the STRF, which must be filed within one calendar year of the date the student receives notice from the Bureau on their rights under the STRF provisions, or, if no notice of rights are served to the student, filing must take place within four (4) years of the closing of the institution. For further information or instructions contact:

#### **Bureau for Private Postsecondary Education**

Bureau for Private Postsecondary Education  
**2535 Capitol Oaks Drive, Suite 400**, Sacramento CA 95833  
PO Box 980818, West **Sacramento** CA, 95798-0818  
[www.bppe.ca.gov](http://www.bppe.ca.gov)  
**1 (888) 370-7589(toll free)**  
**(916) 431-6959**  
**(916) 263-1897 (fax)**

## **Notice of Refund & Cancellation Policy**

### **"Students Right to Cancel "**

#### **General Policy Considerations**

1. This policy applies to all terminations for any reason, by either party, including student decision, student expulsion, course or program cancellation, or school closure.
2. The student has the right to cancel the enrollment agreement and obtain a refund of 100% of the charges paid (less the non-refundable application fee of \$100.00, and \$150.00 registration fee.) through attendance at the first class session, or the seventh day after enrollment, whichever is later.
3. Cancellation shall occur when a student gives written notice of cancellation to the School by mail or hand delivery. The written notice of cancellation is effective when received by the School. Written cancellation should be sent to: TheCosmoFactory Cosmetology Academy, Attn: Admissions, 131-B Front Street, Santa Cruz, CA 95060. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you, (the student), no longer wish to be bound by the Enrollment Agreement.

4. A student may be expelled from the school for reasons of conduct, not returning from an approved Leave of Absence or for not maintaining SAP for 2 or more consecutive evaluation periods.
5. The **formal cancellation date** will be determined by the postmark on the written notification (see above), the date said notification is delivered to the school in person, the date of expulsion by the school, or 14 days after the last day of attendance or the expiration date of an **approved** Leave of Absence. An **unofficial withdrawal** occurs by monitoring the clock hours and daily attendance. The formal of cancellation date is determined via the last date of student attendance.
6. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation date as defined above. TheCosmoFactory Cosmetology Academy will mail the refund to the students address on the Enrollment Agreement, unless otherwise noted.
7. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro-rata refund for all students transferring to another school, based on the hours accepted by the receiving school. The school does not participate in any teach-out plans with other institutions.

### **Refund Policy**

1. Applicants not accepted by the school shall be refunded all monies paid to the school excluding the non-refundable application fee of \$100, and registration fee of \$150.00.
2. If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within seven days of signing the enrollment agreement, through attendance of the first class, whichever is later, all monies collected by the school, less the non-refundable application fee, will be refunded.
3. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.
4. If a student withdraws or is terminated after having completed 60% or more of the payment period, the school has earned and is entitled to 100% of the total tuition amount for the program.
5. For students who enroll and begin classes but withdraw or are terminated prior to completion of 60%of the payment period a Pro-rata refund is calculated as follows:
  - a. The amount owed equals the daily charge for the program multiplied by the number of days the student was scheduled to attend prior to withdrawal.
  - b. Except for non-refundable items the student shall be refunded all amounts paid in excess of what is owed. Non-refundable items are: books, kit, and the non-refundable application fee. The only exception is if a student has paid for books and kit and has not received the items paid for at time of withdrawal, the student shall be refunded the amount paid for the items in question. ONCE THE BOOKS AND KIT ITEMS HAVE BEEN RECEIVED BY THE STUDENT THEY ARE NON-REFUNDABLE AND NON-RETURNABLE
  - c.

- c. Lab Fee: The Lab Fee is based on an hourly rate. If a student withdraws prior to completion of 60% of the payment period a Pro-rata refund is calculated. If a student has completed 60% or more of the payment period, the school has earned 100% of the total Lab Fee amount.
6. If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.
  7. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
  8. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
    - a. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
    - b. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

**REQUIRED LEGAL STATEMENTS**

TheCosmoFactory Cosmetology Academy is a private institution approved to operate by the Bureau for Private Postsecondary Education (BPPE). This approval by the BPPE in no way indicates that TheCosmoFactory Cosmetology Academy is endorsed or recommended by the BPPE or the State. The term “approved to operate by the Bureau for Private Postsecondary Education” indicates only that TheCosmoFactory Cosmetology Academy is in compliance with the standards set forth by the California Private Postsecondary Education Act of 2009.

**OWNERSHIP** TheCosmoFactory Cosmetology Academy is owned solely by James R. Fisher.

TheCosmoFactory Cosmetology Academy has not entered into an articulation or transfer agreement with any other college or university.

**BANKRUPTCY** TheCosmoFactory Cosmetology Academy does not have any pending bankruptcies nor is it operating as a debtor in possession; has not either filed a petition nor has had a petition in bankruptcy filed against it within the preceding five years.

Student Initials: \_\_\_\_\_



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

The transferability of credits you earn at TheCosmoFactory Cosmetology Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the hours you earn in \_\_\_\_\_ 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 TheCosmoFactory Cosmetology Academy to determine if your hours will transfer. Student Initial:

### **POLICY ON THE RETENTION OF STUDENT RECORDS**

Student files are maintained for a period of 5 years from the student's date of completion or withdrawal. Transcripts are to be kept permanently.

### **Policy Changes**

These Policies and Procedures are subject to change as the need arises. Students will be notified of changes as they occur.

## Appendix A: Outcomes for 2016

### COSMETOLOGY OUTCOMES

#### Cosmetology Graduation Statistics

Calendar Year	Number of Students who Began Program (1)	Students Available for Graduation (2)	Graduates (3)	Completion (4)
2015	18	15	15	83%
2016	13	9	9	69%

#### Cosmetology Employment Statistics

Calendar Year	Number of Students Who Began Program (1)	Number of Graduates(3)	Graduates Available for Employment (7)	Graduates Employed in the Field (8)	Placement Rate Employed in the Field (9)	Graduates Employed in the Field average of less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week
2015	18	15	15	11	73%	1	4
2016	13	9	9	7	78%	2	1

### ESTHETICS OUTCOMES

#### Esthetics Graduation Statistics

Calendar Year	Number of Students who Began Program (1)	Students Available for Graduation (2)	Graduates (3)	Completion (4)
2015	11	9	8	89%
2016	14	14	11	78%

#### Esthetics Employment Statistics

Calendar Year	Number of Students Who Began Program (1)	Number of Graduates(3)	Graduates Available for Employment (7)	Graduates Employed in the Field (8)	Placement Rate Employed in the Field (9)	Graduates Employed in the Field average of less than 30 hours per week	Graduates Employed in the Field at least 30 hours per week
2015	11	8	8	6	75%	1	6
2016	14	11	11	8	73%	6	2

This information is taken from the School Performance Fact Sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law. Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, P: 888 370-7589 or 916 431-6959: 916 263-1897.

## Appendix B: Fee Schedule

### Cosmetology Program

#### Tuition

The Cosmetology Program consists of 1600 clock hours, approximately 10 months full-time (Tues-Sat 8:30-4:00) or approximately 20 months part-time (Tues-Sat 8:30-12:30).

The cost of tuition for 1600 hours of training is **\$18,000**.

Students who have approved previous training hours will have their tuition reduced by their accepted previous training hours multiplied by \$11.25 per hour (the approximate hourly fee).

#### Application and Equipment Fees

Application Fee (Non-refundable)	\$ 100.00 (Due at Interview)
Text Books (Non-refundable)	\$ 363.00
Lab Supplies (Pro-Rated)	\$ 600.00
Kit (Non-refundable)	\$ 2000.00
Exit Process Fee	\$ 500.00
Student Tuition Recovery Fund (STRF)	<u>\$0.00</u>
<b>Total:</b>	<b>\$3563.00</b>

**Total Tuition + Fees: \$ 21,563.00**

The total charges for all payment periods and estimated charges for entire educational program are the same.

NOTE: APPLICATION FEE IS NON-REFUNDABLE. ONCE BOOKS AND KIT ITEMS HAVE BEEN RECEIVED BY THE STUDENT THE ITEMS ARE NON-REFUNDABLE AND NON-RETURNABLE. LAB SUPPLIES ARE REFUNDED ON A PRO-RATA BASIS, BASED ON PERCENTAGE OF COURSE COMPLETED UP TO 60% OF THE PAYMENT PERIOD. AFTER 60% OF THE PAYMENT PERIOD IS COMPLETED, THE SCHOOL HAS EARNED 100% OF LAB FEES.

TUITION AND FEES FOR THE COSMETOLOGY PROGRAM IS DIVIDED INTO 4 QUARTERLY PAYMENTS – PAYMENT IS DUE WHEN A STUDENT BEGINS THE PROGRAM, WHEN THEY REACH 450 HOURS, 900 HOURS, AND 1250 HOURS. IF NEEDED, ALTERNATIVE PAYMENT TIMING REQUIREMENTS WILL BE CONSIDERED FOR STUDENTS ON AN INDIVIDUAL BASIS.

### Esthetics Program

#### TUITION

The Esthetics Program consists of 600 clock hours, 4 hours per day (Tues-Sat 8:30-12:30).

The cost of tuition for 600 hours of training is **\$8,900**.

Students who have approved previous training hours will have their tuition reduced by their accepted previous training hours multiplied by \$14.84 per hour (the approximate hourly fee).

#### Application and Equipment Fees

Application Fee (Non-refundable)	\$ 100.00 (Due at Interview)
Text Books (Non-refundable)	\$ 363.00
Kit (Non-refundable)	\$ 2000.00
Lab Supplies (Pro-rated)	\$ 400.00
Exit Process Fee	\$ 500.00

Student Tuition Recovery Fund (STRF)	\$0.00
<b>Total:</b>	<b>\$ 3363.00</b>
<b>Total Tuition + Fees:</b>	<b>\$12,263.00</b>

The total charges for all payment periods and estimated charges for entire educational program are the same.

NOTE: APPLICATION FEE IS NON-REFUNDABLE. ONCE A STUDENT HAS RECEIVED THE BOOKS AND KIT ITEMS, THOSE ITEMS ARE NON-REFUNDABLE AND NON-RETURNABLE. LAB SUPPLIES ARE REFUNDED ON A PRO-RATA BASIS, BASED ON PERCENTAGE OF COURSE COMPLETED UP TO 60% OF THE PAYMENT PERIOD. AFTER 60% OF THE PAYMENT PERIOD IS COMPLETED, THE SCHOOL HAS EARNED 100% OF LAB FEES.

TUITION AND FEES FOR THE ESTHETICS PROGRAM IS DIVIDED INTO 2 PAYMENTS – PAYMENT IS DUE WHEN A STUDENT BEGINS THE PROGRAM, WHEN THEY REACH 300 HOURS. IF NEEDED, ALTERNATIVE PAYMENT TIMING REQUIREMENTS WILL BE CONSIDERED FOR STUDENTS ON AN INDIVIDUAL BASIS.

*If, at the time of SAP evaluation, the Student surpasses the 10 percent of allowed absence, a fee of the current contracted hourly rate of tuition will be charged to the Student's account for the total amount of time the student was absent. The current contracted rate for the Cosmetology program is \$11.25 per hour. The current contracted rate for the Esthetics program is \$14.83 per hour.*

#### **METHODS OF PAYMENT**

All application and equipment fees are due before the first day of class.

Tuition payments may be paid in full at the time of Orientation, or they may be paid in monthly installments. Monthly installments are due at the first day of class of the month, and are comprised of the available hours per that month \* the approximate hourly fee, accounting for any scheduled holidays during the month in question.

All fees due to TheCosmoFactory Cosmetology Academy may be paid via Cash, Check or Money Order.

#### **STUDENT TUITION RECOVERY FUND**

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 a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You must pay the state-imposed assessment for the 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 or part of your tuition either by cash, guaranteed student 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 the 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.

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

1. The school closed before the course 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 costs.
4. There was a material failure to comply with the Act or this 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 a violation of the Act."

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

## Appendix C: Grievance Procedure

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 30 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the Instructor. In cases where the complaint is directed towards the school Instructor, the complaint form may be given to the Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Advisory board shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.
8. Students must exhaust the institution's internal complaint/grievance process before publishing or posting complaints in any form or manner, including social media sites, yelp, email, etc.
9. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## Appendix D: Return of Title IV Funds Policy

The Federal Return of Title IV funds formula ("R2T4") dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the Academy and/or the student. The R2T4 formula is applicable to an eligible student receiving federal aid when that student withdraws or is terminated from the Academy.

If a student withdraws from the Academy prior to completing over 60% of the payment period, they may be required to repay a portion of the federal financial aid received for that period. A pro rata schedule is used to determine the amount of federal student aid funds earned at the time of withdrawal. Federal aid includes Federal Stafford Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, and Federal Supplemental Educational Opportunity Grant.

A student's withdrawal date is used to calculate the percentage of the payment period completed and is always the student's last date of attendance/clocked hours. The date of determination is the earlier of:

- The date the student notifies the Academy of the student's withdrawal or the date of the student's withdrawal, whichever is later.
- The Academy terminates the student's enrollment as provided in the Enrollment Agreement.
- If a student does not return from a leave of absence, the student shall be considered terminated. Withdrawal date shall be the student's last day of attendance at TheCosmoFactory Cosmetology Academy.
- If the student unofficially withdrew, the day after the 14th calendar day of consecutive absence from the Academy.

The amount of Title IV funds earned by the student is based upon the length of time the student is scheduled to complete in the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before 60% of the payment period has been completed. After 60% of the payment period has been scheduled to be complete, 100% of the Title IV funds are earned. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the number of clock hours the student was scheduled to complete in the payment period as of the withdrawal date divided by the total number of clock hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student has earned more Title IV funds than have been disbursed, the Academy must offer the amount of earned funds as a post-withdrawal disbursement. Post-withdrawal disbursements may be offered from Pell Grant funds first if eligible. If there are current educational costs due the Academy at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any Pell Grant funds in excess of current educational costs may be offered to the student if eligible. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the Academy must receive the student's permission before crediting their account.

The following Title IV refund distribution is used for all Financial Aid students due a refund:

1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loan
3. Federal Direct Parent PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Opportunity Grant

#### 6. Other Title IV assistance

Any unearned Title IV funds must be returned to the appropriate program within forty five (45) days of the date of determination. Any unearned funds that have not yet been disbursed to the student must be offered to the student within thirty (30) days of the date of determination if not applied directly to the student's account.

The statute requires that a student is responsible for all unearned Title IV program assistance that the Academy is not required to return. This is determined by subtracting the amount returned by the Academy from the total amount of unearned Title IV funds to be returned.



## Appendix E: Campus Crime Report

The Director prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is prepared in cooperation with the local law enforcement agencies surrounding our campus. Campus crime, arrest, and referral statistics include those reported to the Director and local law enforcement agencies. Hard copies of the report may be obtained in the Administrative Office. All prospective employees may obtain a hard copy from the Director.

### To Report A Crime

Contact the Director at (831) 713-6849 (non-emergencies) or dial 9-1-1(emergencies only). Any suspicious activity or person seen loitering inside or around the Institute buildings should be reported to the Director. In addition, you may report a crime to any staff member of the Academy.

### Campus Crime Statistics

(C=CAMPUS, N=NON-CAMPUS, P=PUBLIC PROPERTY)

Offense	2015	2016	2017
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Liquor Law Arrests	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Arrests	0	0	0
Drug Law Arrests Referred for Disciplinary Action	0	0	0
Illegal Weapons Possession Arrests	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0

### Hate Crimes

There were no reported hate crimes for the time periods above.

## Appendix F: Drug Prevention Policy

TheCosmoFactory Cosmetology Academy believes that it is very important to provide a safe environment for all of its students and Team Members. Substance abuse, while at work, school or otherwise, seriously endangers the safety of students and staff, as well as the general public, and creates a variety of problems including increased theft, decreased morale, decreased productivity, and a decline in the quality of services provided. It is also our Policy to prevent the use and/or presence of these substances in the school. TheCosmoFactory Cosmetology Academy will strive to provide an environment conducive to making conscientious and healthy decisions when students are faced with difficult choices associated with the use of legal and illegal drugs.

It is a violation of school policy for any student to:

- Use illegal drugs or misuse prescription drugs;
- Misuse alcohol;
- Possess, trade, manufacture, distribute, dispense, buy or offer for sale alcohol, illegal and/or prescription drugs while on duty, during break periods, or on school property;
- Arrive or return to school intoxicated from use of illegal drugs, misused prescription drugs or alcohol;
- Engage in the use of illegal drugs, misuse of prescription drugs or alcohol during school hours or while on school property (including parking lots);
- Use prescription drugs or non-prescription drugs that may affect the safety of the student or fellow students, and members of the public;
- Have tampered or attempted to alter or attempt to interfere with the testing procedure; or
- Otherwise has refused to be tested.

For the purpose of this Policy, a student is presumed to be under the influence of drugs and/or alcohol if a urine test, blood test or other scientifically acceptable testing procedures shows a forensically acceptable positive quantum of proof of drugs and/or alcohol usage.

Any student, who is taking any prescription or non-prescription drug, which might impair safety, performance, or any motor functions, must advise his/her Instructor or the Director before providing services under such medication.

Students are individually responsible for being aware of applicable laws, regulations, ordinances, and the Institute's policy for complying with them. TheCosmoFactory Cosmetology Academy will assist in that endeavor by providing current information on an ongoing basis to all students.

### **Reasonable Search:**

To ensure that illegal drugs and alcohol do not enter or affect the school, TheCosmoFactory Cosmetology Academy reserves the right to search all vehicles, containers, lockers, or other items on school property in furtherance of this Policy. Individuals may be requested to display personal property for visual inspection upon the Institute's request. Searches will be conducted only where TheCosmoFactory Cosmetology Academy has reason to believe that the student has violated the Institute's Policy. Failure to consent to a search or display of personal property for visual inspection will be grounds for discipline, up to and including termination from the program or denial of access to school premises. Searches of a student's personal property will take place only in the student's presence. All searches under this Policy will occur with the utmost discretion and consideration for the student involved. Individuals may be required to empty their pockets, but

under no circumstances will a student be required to remove articles of clothing to be physically searched.

**Student Assistance:**

TheCosmoFactory Cosmetology Academy holds all students accountable in terms of substance use but also supports getting help for students. Students who come forward voluntarily to identify that they have a substance problem will not be reprimanded. It is important for the student to come to an understanding regarding the extent of the problem in order to correct the problem and be able to avoid future usage in violation of the Academy's Policy. This is required in order to correct the problem and be able to avoid violating the Institute's Policy in the future. If the student is willing to actively engage in resolving the substance use problem, the Institute will refer the student to a Substance Abuse Professional for an assessment and possible outpatient counseling at the student's expense. This leave will be conditioned upon receipt of reports from the treatment providers that the student is cooperating and making reasonable progress in the treatment program. The student will be permitted to return to school only if (s) he passes a drug /alcohol test and has satisfactory medical evidence that (s) he is fit for attendance.

This protection does not cover a student who confesses a problem after an incident or accident that requires a substance use test, or after being notified that a reasonable suspicion test is required.

All records of drug/alcohol testing will be stored separately and apart from the student's general files. These records shall be maintained under lock and key at all times. Access is limited to designated officials. Those designated officials that shall have access to these records are charged with the responsibility of maintaining the confidentiality of these records.

**Disciplinary Action:**

Violation of this Policy will result in the student's immediate termination. The student's file will list the reason for termination as "a Major Standard Violation" as that term is defined in this Catalog. Re-admittance may be considered after 60 days. To be considered for re-admittance, the student must provide proof of having satisfactorily attended treatment that is provided by a Substance Abuse Professional (SAP) and/or prescribed by a SAP and completed a drug and/or alcohol test, determined by which test was previously positive, with a negative test result. If the student is re-admitted, (s) he must complete the prescribed follow-up testing by the SAP or by law, as applicable, to continue attending TheCosmoFactory Cosmetology Academy. Treatment and follow-up testing will be at the expense of the student. TheCosmoFactory Cosmetology Academy may terminate a student who has entered a rehabilitation program for violations of the Drug Free School Policy or any other school policy in accordance with the procedures set forth in the Student Handbook.

**Confidentiality:**

All information, interviews, reports, statement memoranda and drug test results, written or otherwise, received by TheCosmoFactory Cosmetology Academy as part of this drug testing program are confidential communications. Unless authorized by state laws, rules or regulations, the Institute will not release such information without a written consent form signed voluntarily by the person tested. Information on drug testing results will not be released unless such information or records are compelled by a court or a professional or occupational licensing board.

## **Appendix G: Vaccination Policy**

TheCosmoFactory Cosmetology Academy does not require vaccinations for admission into our programs. Anyone interested in getting more information about vaccinations should contact their local public health department or consult with their health care provider.

## **Appendix H: TheCosmoFactory Faculty and Staff**

### **COSMETOLOGY PROGRAM**

Anya Mendendez, Instructor, License #KK) &\* (, (

*Additional training includes:*

- *Milady Master Educator Program – Student Retention for Schools, 2018*
- *<YX]5 Ybz-bjfi Vcfz@Mdy. \_' \$, \$%+*

James Fisher, State Board Instruction, License #KK442916 (2005)

*Additional training includes:*

- *NACCAS, 2010*
  - *Standards & Policies*
  - *Accreditation for Candidate Schools*
  - *SAP/Refunds*
- *Cengage Learning – Developing and Using Advisory Boards Effectively, 2012*

### **ESTHETICS PROGRAM**

Jaymie Lopez, Instructor, #ZZ%&+\* - +

### **THECOSMOFACTORY OFFICE STAFF**

Director: James Fisher

Registrar: Jeana Payne

Accounting: Mckayla Baker

Financial Aid Administrator: Katie Cote