



VICTORY  
CAREER COLLEGE

# VICTORY CAREER COLLEGE

## CATALOG

### JANUARY 2019- DECEMBER 2019

**Contact Information:**

**19401 South Vermont Avenue Suite G100  
Torrance, California 90502**

**Expanded Campus**

**19401 South Vermont Avenue Suite L101, L103  
Torrance, California 90502**

Admissions Office Phone: (310) 808-9194

[www.victorycareercollege.edu](http://www.victorycareercollege.edu)

**This Institution is authorized under Federal law to enroll nonimmigrant students**

VICTORY CAREER COLLEGE IS ACCREDITED WITH NATIONAL ACCREDITING COMMISSION FOR CAREER ARTS & SCIENCES (NACCAS) # 014401-00 Bureau for Private Postsecondary Education #44298610 CA Massage Therapy Council Approved # SCH0067 Board of Barbering & Cosmetology #14006([barbercosmo@dca.ca.gov](mailto:barbercosmo@dca.ca.gov))

**UNITED STATES DEPARTMENT OF EDUCATION #04273300**



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As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the Institution Performance Fact Sheets, which must be provided to you prior to signing an enrollment agreement. All classes will be held: 19401 S. Vermont Ave Suite G100, L101, L103 Torrance CA 90502 (Except for Externships)

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

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Welcome! From the Director

Dear Student,

Welcome to **Victory Career College**, and thank you for considering our accredited college to assist you in obtaining your desired training. Our goal is to provide you with every opportunity for a successful future in the massage, spa, and salon and/or beauty industry.

At **Victory Career College**, we offer training in Massage Therapy, Cosmetology, Barbering, Skin Care and Nail Care. We place emphasis on how to be successful in the marketplace and how to create the lifestyle that you desire. This means hard work, dedication and practice on your part.

My goal is to help students discover their abilities and to transform their lives through these discoveries. More importantly, your future success will depend on the effort you are willing to apply during the entire course of study.

**Victory Career College** welcomes all persons interested in a massage or beauty career. We are happy to have you visit the Institution at any time. Come in and see our educational facilities, the teaching staff and consider the many advantages for the serious student. We will be pleased to answer all your questions.

With peace and respect, **Ms. Karine Fougoux, Director**

## **Mission Statement**

**The mission of Victory Career College is to offer training in the Massage and Cosmetic Arts & Sciences and to prepare our students to pass licensing examinations to secure careers in the marketplace.**

**EDUCATIONAL GOALS:** To fulfill our mission, the College has established following goals:

- Victory Career College will provide high quality instruction using power point presentation that encourage students to participate in dynamic, interactive and stimulating classroom environment;
- The College will continually update instructional texts, materials and methodologies, and will evaluate new technologies;
- The College will provide students with an environment conducive to the development of the essential skills needed for success in Institution, work and life. Emphasis is placed on critical analysis, decision-making skills, self-improvement skills to maintain relevance to real world situations;
- The College will solicit student feedback regarding program and instructor effectiveness;

Students are taught in high energy fun learning environment. We use power point presentations and videos. Our equipment is updated regularly. Under these conditions, students acquire hands-on experiences and acquire the knowledge and techniques needed to successfully complete their program of study. Students are encouraged to utilize the resource library, which can supplement their learning experience. Our Institution simulates spa & salon conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies that help enhance the student's product knowledge. As in any profession, acquiring and retaining employment requires basic standards. Students will learn the importance of:

- Personal Appearance
- Professional Demeanor
- Professional Responsibility
- Ethical Behavior

**Our objective is to help the student become "salon and spa-ready" for an entry-level position of employment.**

**FACILITIES:** Victory Career College offers a campus lifestyle and is conveniently located in the heart of the South Bay within the city limits of Los Angeles, but a Torrance postal address. The Victory Career College is located within a garden setting with trees, fountain, grass and walkable area to relax during breaks. The facility is 5400 sq. ft., is air-conditioned, one story modern facility accessible to all public transportation. Conveniently, near the 110 and 405 Freeways and serving the entire EAST/WEST and NORTH/ SOUTH cities around Los Angeles. The facility consists of three (3) combined lecture/lab rooms, student clinic, private rooms/area, administrative offices, student resource library, laundry and 2 student lounges (w/ refrigerator, microwave oven). The college, the building it occupies, and the equipment fully comply with all Federal, State and Local laws, regulations and ordinances. This includes those requirements as to fire safety, building safety and health regulations. The college receives daily janitorial services. The equipment shall be as follows: Electrical equipment for giving instruction in skin care and electrical facials: 2 facial steamers 1 Red light emitting diode (LED) hand held device, 1"9 in 1" facial machine including the following functions: 1 galvanic machine, 1 micro current machine, 1 microdermabrasion machine, 1 vacuum and spray machine, 1 high frequency machine, and 1 skin analysis machine – 3 Hot Towel Steamer Ovens -10 Mannequins (with full head of hair) 1 Time clock or time scanner- 5 Shampoo bowls-6 Dryers-5 Facial chairs or facial couches – 6 Manicure stations – 3 Thermal Hair Straighteners – 3 Non-electric combs – 1 Stove (for non-electric combs) – 1 Electric curling iron– 3 Non-electric curling irons (at least two sizes) –1 Stove (for non-electric curling irons) –15 Hairstyling or barber chairs – 8 Massage Tables -4 Massage Chairs-8 Exercises Mats- 1 Exercise Stretch ball. From time to time, we provide ancillary equipment when needed and repair equipment when needed within 30 days. At least one book used in the institution and approved by the NIC shall be available for the use of students in the school – 1 list of the text and reference books approved by the NIC. Victory Career College is surrounded by restaurants, busy nightlife, free summer concerts, two shopping malls located 15 minutes away. Come visit the most beautiful beaches (Redondo Beach, Hermosa Beach, Manhattan Beach, El Segundo, San Pedro, and Long Beach). Prospective enrollees are encouraged to visit the physical facilities of the Institution and to discuss personal, educational and occupational plans with Institution personnel prior to enrolling or signing enrollment agreements. VC College faculty and staff are available to advise students on academic problems and, if necessary, to provide referral to special counseling services when deemed appropriate. All efforts will be made to provide a supportive environment to assist each student in maintaining his/her academic progress to successfully complete the program. Our college does not offer private tutoring.

**HOUSING:** Victory Career College is not responsible for housing. Our College does not offer any type of housing or housing assistance. Our College does not offer any type of housing. VC College does not have any dormitory facilities under its control but may assist with information pertaining to local temporary housing. In the city of Torrance, one (1) bedroom shared apartment close to the institution is approximately \$995.00 to \$1,400.00 per a month according to www.rent.com.

**Approval Disclosure Statement:** Victory Career College was granted institutional approval by the Bureau for Private Postsecondary Education, pursuant to California Education Code Section 94915. The Bureau's approval means that the institution and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions but does not imply any endorsement or recommendation by the State or by the Bureau. Institutional approval must be renewed every five years and is subject to continuing review. Approved courses:

|  |   |
|--|---|
| <b>MASSAGE THERAPY 500 CLOCK HOURS</b>                           | <b>BARBERING 1500 CLOCK HOURS</b>                                 |
| <b>MASSAGE THERAPY COURSE 720 CLOCK HOURS</b>                    | <b>BARBER CROSS-OVER COURSE FOR COSMETOLOGIST-200 CLOCK HOURS</b> |
| <b>APPLIED KINESIOLOGY CLASS 720 CLOCK HOURS</b>                 | <b>HOURS</b>  |
| <b>COSMETOLOGY - 1600 CLOCK HOURS</b>                            | <b>SKIN CARE - 600 CLOCK HOURS</b>                                |
| <b>COSMETOLOGY CROSS-OVER COURSE FOR BARBER- 300 CLOCK HOURS</b> | <b>NAIL CARE - 600 CLOCK HOURS</b>                                |

The following state Bureau, Board and Council set minimum standards for our programs in accordance with Education Code Section 94316.12:

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE) Institution code 44298610**

**BOARD OF BARBERING AND COSMETOLOGY (BBC) Institution code 14006**

**CALIFORNIA MASSAGE THERAPY COUNCIL (CAMTC) Institution code 067**

Any questions a student may have regarding this catalog that have not been satisfactory answered by the institution may be directed to the bureau for postsecondary at 2535 Capitol Oaks drive suite 400 Sacramento CA 95833 [www.bppe.ca.gov](http://www.bppe.ca.gov) or call (916) 431-6959 or ( 888) 370-7589 Fax ( 916)263-1897

**ACCREDITATION:** This institution is ACCREDITED with the **NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES (NACCAS)**, an agency recognized by the United States Department of Education. **InstitutionCode 01-4401-00**  
**3015 Colvin Street, Alexandria, VA 22314 TEL (703) 600-7600 www.naccas.org**

**UNITED STATES DEPARTMENT OF EDUCATION:** This institution is eligible to apply for participation in the following programs authorized under the Higher Education Act offer Federal Financial Aid, to qualified students who may apply for and receive financial assistance for tuition and other costs. **Institution Code 042733**

CIP 51.3501 MASSAGE THERAPY COURSE 720  
 CLOCK HOURS  
 CIP 12.0401 COSMETOLOGY - 1600 CLOCK HOURS  
 CIP 12.0402 BARBERING 1500 CLOCK HOURS  
 CIP 12.0409 SKIN CARE - 600 CLOCK HOURS  
 CIP 12.0410 NAIL CARE - 600 CLOCK HOURS

**Title IV Student Financial Assistance Programs:**(ALL AS OF 1/4/2018)  
 Federal Pell Grant  
 Federal Direct Stafford Unsubsidized Loan Program

Federal Direct Stafford Subsidized Loan Program  
 Federal Direct Stafford Loan Program- Parent Loan For Undergraduate Students

**FINANCIAL STATEMENT:** Victory Career College does not have any pending Bankruptcy petitions. It is not operating as a debtor in possession. VC College has never filed for bankruptcy nor has had a petition in bankruptcy filed against it that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

**COST OF ATTENDANCE:**

|   | <b>Cosmetology<br/>1600</b> | <b>Barbering 1500</b> | <b>Nail Care 600</b> | <b>Skin Care 600</b> | <b>Massage Therapy<br/>720</b> |
|---|-----------------------------|-----------------------|----------------------|----------------------|--------------------------------|
| <b>Direct Costs:</b><br>(tuition, fees, books, supplies)            | \$15,225.99                 | \$13,964.79           | \$6,716.07           | \$8,433.28           | \$10,140.31                    |
| <b>Indirect Costs:</b><br>(room, board, transportation, food, etc.) | \$55,608.00                 | \$52,517.00           | \$22,819.00          | \$21,619.00          | \$26,870.00                    |
| <b>Additional Costs:</b>  | n/a                         | n/a                   | n/a                  | n/a                  | n/a                            |

*\*Published 6/6/2018*

**STUDENT BODY DIVERSITY:**

|                               | Percentage of enrolled, full-time students: |
|-------------------------------|---|
| Male                          | 3%  |
| Female                        | 97%   |
| Hispanic/Latino/Latina        | 37%   |
| African American              | 13%   |
| Asian                         | 38%   |
| Other                         | 12%   |
| Federal Pell Grant recipients | n/a   |

*\*numbers prior to Title IV approval (Published 1/8/2018)*

**Admission Policies**

- A. Complete the Application for Enrollment and pay the Application fee of \$100.00
- B. Provide verification documents:
  - 1. Applicant must be 17 years old at least and provide a copy of a high school diploma **or** high school transcript showing date diploma awarded **or** a state recognized equivalent (GED, state certificate, approved home-school credentials) **or** academic transcript showing completion of two-year program that is acceptable for full credit toward a bachelor’s degree.

If a **high school graduate from outside of the United States**, the high schooldiploma must be translated into English and must be certified by an independent evaluator that high school completion equivalency meets the required California Board of Education standards (Document-by-document necessary only) and verified as equivalent to a U.S high school diploma or a minimum two-year U.S college degree, must be submitted to VC College administration within 14 days of start date **ORfor Non-Title IV applicants onlyAbility-to-Benefit Test**

**(ATB)** can be administered by a qualified third party, by appointment only, and passed by an applicant to allow registration without a high school Diploma or GED. Currently, our Institution is using the **Wonderlic Basic Skills Test**. This test is approved by the Secretary of Education, Washington, DC. The minimum passing score for this test is **Verbal 200 points and Quantitative 210 points**. This test will be administered and monitored directly on the computer **AND**

2. **If document(s) is/are not received or approved, student will forfeit all funds paid for instruction scheduled for those 14 days.** The degreepeople.com is one of the recommended site to obtain a foreign document evaluated. Cost of the diploma evaluation is not included in program cost.
3. Submit Photo Identification (i.e. Driver's License, State ID Card, Birth Certificate or Passport) **AND**
4. Social Security Card\* or Temporary Tax Identification\* (TIN) (\*effective 9.10.2015)

#### **FOR FOREIGN STUDENTS:**

5. Valid passport is required with a I.20 F1 or M1 SEVP from other Institutions or M1 from Victory Career College; VC College is an approved M1 Visa SEVP Institution. **Victory Career College does provide Form I.20 for Visa M1.** VC College cannot vouch for student status unless entered in SEVP and \$100 process fee applies, and fee applies to pay SEVIS (aprox. \$200); **OR**
6. Temporary Tax Identification (TIN)\* and a picture identification document are now accepted to enroll (\*effective 9.10.2015). **AND**
7. If a **high School graduate from outside of the United States**, the high school diploma must be translated into English **and** must be certified by an independent evaluator that high school completion equivalency meets the required California Board of Education standards (Document-by-document necessary only) and verified as equivalent to a U.S high school diploma or a minimum two-year U.S college degree, must be submitted to VC College administration within 14 days of start date **OR for Non-Title IV applicants only Ability-to-Benefit Test (ATB)** can be administered by a qualified third party, by appointment only, and passed by an applicant to allow registration without a high school Diploma or GED. Currently, our Institution is using the **Wonderlic Basic Skills Test**. This test is approved by the Secretary of Education, Washington, DC. The minimum passing score for this test is **Verbal 200 points and Quantitative 210 points**. This test will be administered and monitored directly on the computer **AND**
8. **If document(s) is/are not received or approved, student will forfeit all funds paid for instruction scheduled for those 14 days.** The degreepeople.com is one of the recommended site to obtain a foreign document evaluated. Cost of the diploma evaluation is not included in program cost.

As part of the Admissions process, when it is deemed necessary to determine the validity of the high Institution diploma or GED, the Admissions administrator may check with the National Center for Education Statistics (NCES) to determine if the diploma from the Institution (which is not required to be accredited) is recognized by the state. Another source is [www.onlinehighInstitution.org](http://www.onlinehighInstitution.org), which provides a listing of free and public accredited online high Institutions. GED: Los Angeles GED Test Center 1646 S.Olive Street Los Angeles CA 90015 Call 213-765-2573 Must register Tuesday, Wednesday, or Thursday 12 pm to 3 pm. Student will find out if they passed in 15 days.

#### **POLICY FOR VERIFICATION OF TITLE IV FUNDING:**

Once a student completes and submits the FAFSA to the Central Processing System (CPS), there is a possibility that the application will be selected for a process called "Verification." The Verification process is the way in which an Institution must confirm the information listed on the FAFSA is accurate and ensures that eligible students received all the federal financial aid to which they are entitled. If you are selected for Verification, you must complete the process in its entirety before your FAFSA is considered complete.

If you are selected for Verification by the Department of Education, there will be an asterisk next to your Expected Family Contribution (EFC) on your Student Aid Report (SAR). Additionally, VICTORY CAREER COLLEGE will notify each student via phone call or email. VICTORY CAREER COLLEGE will also provide to the student a Verification Worksheet along with instructions for submitting verification documents to the Institution. VICTORY CAREER COLLEGE reserves the right to institutionally select any student, even those not selected by the Department of Education, for Verification based on discrepant or incomplete information reported on the FAFSA. Time period to submit verification documents:

All Financial Aid applicants selected for Verification must complete the process by the deadline published in the Federal Register. Students are notified, in a timely manner, of all required documents to submit to the Institution. The verification process cannot begin and/or be completed until all required documents are submitted. Generally, from the time we send the student the initial notice, students are given 14 calendar days.

**Consequences for failing to submit documents in time:**

∅ Documents not submitted timely could result in:

- 1) The student being responsible for paying his/her fees out of pocket.
- 2) The student cannot be processed for a Financial Aid award.
- 3) The student not being considered for a Financial Aid Deferment.
- 4) The program- year ending with the student having an outstanding balance with the Institution. This could result in late fees and the student's account being turned over to a collection agency.

**Collection** procedures shall reflect ethical practices. Our accreditor's name is not used for collection effort. Collection agency and/or third parties' correspondences regarding cancellation and settlement from the institution itself acknowledge and comply with the Withdrawal and Settlement Policy of Victory Career College.

**Professional Judgment and Dependency Override:** If a prospective student feels they have had an unusual circumstance, including they have proof/detailed statements (I.e. Severe family situations, financial or medical hardship), they can contact our Financial Aid Director, David Mokhtarian in the main office or by email at [david@victorycareercollege.edu](mailto:david@victorycareercollege.edu).

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

The transferability of credits that you earn at Victory Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma that you earn from Victory Career College is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution is 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 Victory Career College to determine if your diploma and/or credits will transfer.

**TRANSFER STUDENTS**

Transfer means you may be able to use the "clock hours" you have earned at an Institution\*, that is closed or that you are transferring from, toward the completion of a similar or identical program of study at VC College. You MAY incur additional costs. You may be required to repeat some or all of the course work. Applicants with previous hours from approved BPPE (including CAMTC approved Institutions starting 1/1/2015) California based massage or cosmetology Institutions who wish to enroll in VC College must request permission during the admissions process for the Admission Officer to determine if those hours will be accepted, and be able to show Proof of Training or Transcript and Record of Withdrawal from the previous California Institution at enrollment or prior to completion; failure to provide the required documentation of previous training prior to completion of the course, will result in those transfer hours not being approved, and student may have to complete the course in which he seeks to transfer.

If the applicant is transferring barbering, cosmetology, skin care or nail care hours from another state or from another country, the applicant must first contact California's Board of Barbering and Cosmetology (BBC) and make application for approval of hours from the previous Institution. The California BBC will then issue a letter indicating the credit it will approve for the hours taken at the previous Institution along with requirements. VC College will then make the final decision based on the information in the California BBC's letter. Appropriate transfer of clock hours will be granted for prior training or experience upon review and verification by college officials. The validity will be based on the Cosmetology Act and the Board of Barbering and Cosmetology Rules and Regulations. Occasionally, a student's acceptance by VC College will depend entirely on the Board of Barbering and Cosmetology. The some or any part of accepted transfer hours are at the discretion of VC College. **If more than 70% of the required clock hours will be transferred to VC College, the applicant may enroll after instructor's senior skills evaluation of the comprehension of the material by the applicant. No more than 250 hours from an approved CAMTC Institution can be transferred from another Institution.** VC College does not charge transfer fees.

\*Our Institution does not recruit students already attending or admitted to another Institution offering a similar program of study. This institution has not entered into an articulation or transfer agreement with any other college or university.



## **RE-ADMISSION POLICY**

All students who withdraw may re-enter into the program without the loss of clock hours provided it is within five (5) years from the date of withdrawal. All records for students are stored for six(6) years. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the institution before the student is accepted for re-enrollment. The Institution will charge an application fee for students enrolling or transferring or re-entry to the Institution of \$100.00. The tuition rates current at the time of re-admission will apply to the balance of training hours needed for students who re-enroll more than 180 consecutive calendar days after the formal withdrawal date unless mitigating circumstances apply. Students who withdraw and then reenter the same program at the same Institution within 180 consecutive calendar days are considered to be in the same payment period he or she was in the time of the withdrawal. The student retains his or her original eligibility of that payment period and is treated as though he or she did not cease attendance. For Title IV eligible students, the Institution will restore the type and amount of aid the student was eligible for before the student ceased attendance, and schedule the appropriate disbursements. Actions to be taken by the Institution will include:

- ◆ reimbursing aid that had been disbursed and then returned under the R2T4 provisions;
- ◆ disbursing aid the student was otherwise eligible for that had not yet been disbursed at the time the student withdrew; and
- ◆ canceling any overpayments assessed the student as a result of the prior withdrawal if those funds were disbursed upon reentry.

Once the student completes the payment period for which he or she has been paid, he or she becomes eligible for subsequent Title IV student aid payments.

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. Students re-entering after 180 consecutive calendar days will be charged at the current tuition rates for newly entering students. Students returning within 180 consecutive calendar days will keep the initially contracted rate.

Consistent with Leave of Absence (LOA) This arrangement is similar to a LOA, and the 180-day time frame is consistent with the maximum 180 days allowed for an approved LOA in the Return regulations. The difference, of course, is that with an unauthorized LOA, the institution would not know that the student would be returning and would have treated the student as a withdrawal. Based upon that withdrawal, the institution would have completed the R2T4 calculation, which may have required both the institution and the student to return funds to the Title IV programs.

If the student returns within 180 days to his or her original program, while an official leave was not granted and the provisions of the Return regulations were applied, upon the student's return, the student can be treated as though he or she had been on an approved LOA.

**ACADEMIC FREEDOM**"Academic Freedom" means the degree to which faculty at an institution are allowed latitude with respect to their discussions with students and the positions they take. Under such a policy, a faculty member can articulate or even advocate positions or concepts which may be controversial in nature without fear of retribution or reprisal. Victory Career College allows for "Academic Freedom" when an instructor explains personal professional experience to the class and voluntary sharing personal information pertaining to the scope of the program with the class or with an individual with the objective to share a learning experience and sharing the positive or negative outcomes of such professional experience.

## **COURSES OF STUDY:**

Currently we are approved to offer Massage Therapy for 500 Clock Hours, Massage Therapy Course for 720 Clock Hours and Applied Kinesiology Class for 720 Clock Hours classes. We also offer Cosmetology for 1,600 Clock Hours, Barbering 1500 Clock Hours, Cosmetology cross-over course for Barber 300 Clock Hours, Barber cross-over course for cosmetologist 200 Clock Hours, Nail Care for 600 Clock Hours and Skin Care for 600 Clock Hours. Each course of study consists of the state mandated technical instruction and practical operations covering all practices constituting the art & science of Massage Therapy, Barbering, Cosmetology, Nail Care, or Skin Care. Our class ratio is 25:1.

The courses of study are designed to prepare students for the state licensing examinations and for profitable employment as a

**Massage Therapist** (D.O.T. # 334.374-010, CIP # 51.3501, S.O.C. #31-9011), **Cosmetologist**

(D.O.T. # 332.271-010, CIP #12.0401, S.O.C. #30-9011), **Barbering** (D.O.T. # 332.271-010, CIP #12.0401, S.O.C. #30-9011)

**Manicurist** (D.O.T. # 331.674010, CIP # 12.0410, S.O.C. #39-5092), or **Esthetician** (D.O.T. # 332.271-010, CIP #12.0409, S.O.C. #39-5094)

## CURRICULUM FOR COSMETOLOGY COURSE:

The curriculum for the cosmetology course consists of sixteen hundred (**1,600**) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation is the actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

| Subject  | Minimum Required Technical | Minimum Required Practical Operations |
|--|----------------------------|---------------------------------------|
| Hairstyling Analysis & Shampooing  | 20                         | 50                                    |
| Finger-waving, Pin Curl, Comb-Outs, Braids, Barrel Curls   | 15                         | 60                                    |
| Straightening, Waving  | 20                         | ---                                   |
| Curling with hot combs, irons, and blow-drying   | 40                         | 125                                   |
| Permanent Waving & Chemical Straightening  | 40                         | 105                                   |
| Hair Coloring and Bleaching  | 60                         | 100                                   |
| Haircutting  | 40                         | 80                                    |
| Wet Hair Styling & Blow Drying   | ---                        | 100                                   |
| Scalp & Hair Treatments  | ---                        | 50                                    |
| Cosmetology Chemistry, health & Safety   | 45                         | ---                                   |
| Communicable Diseases, HIV/Aids & Hepatitis B diseases   | 25                         | ---                                   |
| Anatomy & Physiology   | 80                         |                                       |
| Disinfection/Sanitation/Bacteriology   | 50                         | 30                                    |
| Esthetics: Facials-Manual Cleansing, Packs, Masks, Scrubs  | 20                         | 15                                    |
| Facials-Chemical: Peels, Packs, Masks, Scrubs  | 20                         | 15                                    |
| Facials-Electric: Modalities, Derma  | 20                         | 15                                    |
| Eyebrow Beautifications & Make-Up  | 25                         | 30                                    |
| Manicuring/Pedicuring  | 20                         | 15/15                                 |
| Hand, Foot, Arm, Ankle Massage   | 5                          | ---                                   |
| Artificial Nails & Wraps: Liquid & Powder  | 10                         | 80 nails                              |
| Artificial Nail Tips; Wraps and Repairs  | 20                         | 20 nails/20 nails                     |
| Workers right, Salon Management, Business Ethics; Inspection, work area set up, universal standards Laws & regulations | 20                         | 25                                    |
| <b>Total Theory Hours: 595</b>   |                            |                                       |
| <b>Total Practical Minimum operations-Those are not hours :725</b>   |                            |                                       |
| <b>Total Clock Hours: 1600 595</b>   | <b>1005</b>                |                                       |

**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:** Communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk, reception and care and other subjects relating to Cosmetology field.

### COSMETOLOGY PERFORMANCE OBJECTIVES

Acquire knowledge of laws and rules regulating California's cosmetology establishment practices.

Acquire the knowledge of sanitation, disinfection and sterilization as related to all phases of hair, skin, and nails.

Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory.

Acquire business management techniques common to cosmetology.

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

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

**GRADUATION REQUIREMENTS:** When a student has completed the hours requirement for the course of study with a GPA of 2.0 ("C", 70%) or better, maintained a 70% attendance, pass the mock board (final) examination for Cosmetology, given her/his professional resume to office, the tuition account is paid in full, s/he will be awarded a Certificate of Completion. A diploma will only be provided once the graduate passes the applicable state examination.

**LICENSING REQUIREMENTS:**

The board shall admit to examination for a license as a cosmetologist to practice cosmetology any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:

- (a) Is not less than 17 years of age.
- (b) Has completed the 10th grade in the public schools of this state or its equivalent.
- (c) Is not subject to denial pursuant to Section 480.
- (d) Has done any of the following:
  - (1) Completed a course in cosmetology from a school approved by the board.
  - (2) Practiced cosmetology as defined in this chapter outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in cosmetology from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1) of this subdivision.
  - (3) Holds a license as a barber in this state and has completed a cosmetology crossover course in a school approved by the board.
  - (4) Completed a barbering course in a school approved by the board and has completed a cosmetology crossover course in a school approved by the board.
  - (5) Completed the apprenticeship program in cosmetology specified in Article 4 (commencing with Section 7332).

**CAREER LEAD:** Graduates of Victory Career College’s cosmetology program can choose to work as a cosmetologist in a variety of locations, including (but not limited to): Beauty and Hair Salons/Movie Studios/Photographer Studio/Barbershops/Cruise Ships/Health Clubs and Fitness Centers/Hotels/Spas and Resorts

**CURRICULUM FOR BARBER CROSS-OVER COURSE FOR COSMETOLOGIST:** The curriculum for the crossover course consists of two hundred (200) clock hours minimum of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to section 7316 of the Barbering and Cosmetology Act. 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. An evaluation after first fifteen (15) clock hours will be administered by the instructor of the student and one evaluation at the end of the 200 hours to evaluate state board exam readiness. More instructional hours might be necessary to pass the last evaluation at the hourly dollar cost of instruction as of time of enrollment. To qualify for the barber examination a cosmetologist or an individual that has completed the cosmetology course would need to complete a minimum of 200 hours as followings:

| SUBJECT   | MINIMUM REQUIRED<br>TECHNICAL<br>INSTRUCTION<br>(HOURS) | MINIMUM<br>REQUIRED<br>PRACTICAL<br>OPERATIONS |
|---|---|--|
| <b>200 Hours of Technical Instruction and Practical Training in Shaving</b>   |   |  |
| <b>Shaving Preparation and Performance:</b><br>The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages. | 100   | 40   |
| <b>Total Clock Hours</b>  | 100   | 100  |

**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:** Communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk, reception and care and other subjects relating to Barbering field.

**BARBER CROSS-OVER COURSE FOR COSMETOLOGIST PERFORMANCE OBJECTIVES**

Acquire knowledge of laws and rules regulating California's Barbering establishment practices.

Acquire the knowledge of sanitation, disinfection and sterilization as related to all phases.

Acquire knowledge of general theory relative to barbering including anatomy, physiology, chemistry, and theory.

Acquire business management techniques common to barbering.

**SKILLS TO BE DEVELOPED:** Learn the proper use of implements relative to all Barbering services. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders. Learn the procedures and terminology used in performing all Barbering services.

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

**GRADUATION REQUIREMENTS:** When a student has completed the hours requirement for the course of study with a GPA of 2.0 ("C", 70%) or better, maintained a 70% attendance, pass the mock board (final) examination for Barbering, given her/his professional resume to office, the tuition account is paid in full, s/he will be awarded a Certificate of Completion. A diploma will only be provided once the graduate passes the applicable state examination.

**LICENSING REQUIREMENTS:** The board shall admit to examination for a license as a barber to practice barbering, any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:

(a) Is not less than 17 years of age.

(b) Has completed the 10th grade in the public schools of this state or its equivalent.

(c) Is not subject to denial pursuant to Section 480.

(d) Has done any of the following:

(1) Completed a course in barbering from a school approved by the board.

(2) Completed an apprenticeship program in barbering approved by the board as conducted under the provisions of the Shelley-Maloney Apprentice Labor Standards Act of 1939, Chapter 4 (commencing with Section 3070) of Division 3 of the Labor Code.

(3) Practiced barbering as defined in this chapter outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in barbering from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).

(4) Holds a license as a cosmetologist in this state and has completed a barber crossover course in a school approved

(5) Completed a cosmetology course in a school approved by the board and has completed a barber crossover course in a school approved by the board.

(6) Completed comparable military training as documented by submission of Verification of Military Experience and Training (V-MET) records.

**CAREER LEAD:** Graduates of Victory Career College's barber cross over for cosmetologist program can choose to work as a barber in a variety of locations, including (but not limited to): Beauty and Hair Salons/Movie Studios/Photographer Studio/Barbershops/Cruise Ships/Health Clubs and Fitness Centers/Hotels/Spas and Resorts

**CURRICULUM FOR BARBERING:**The curriculum for the Barbering consists of fifteen hundred (1,500) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to section 7316 of the Barbering and Cosmetology Act. 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.

|   | Minimum Required Technical (HOURS) | Minimum Required Practical Operations( NOT HOURS) |
|---|------------------------------------|---|
| Hairstyling   | 20                                 | 55  |
| Finger Wave, pin curl comb out  | 15                                 | 60  |
| Permanent Waving and Chemical Straightening   | 40                                 | 105   |
| Straightening, waving   | 20                                 |   |
| Curling w/hot comb, irons, blow   | 40                                 | 125   |
| Hair Coloring and Bleaching   | 60                                 | 50  |
| Hair Cutting  | 40                                 | 80  |
| Shaving: Practical and Performance  | 100                                | 80  |
| Esthetics   | 20                                 | 20  |
| Workbook Completed in Full  | --                                 | --  |
| Resume Packet Completed in Full   | --                                 | --  |
| <b>Health &amp; Safety Considerations: Laws and Regs; HIV/AIDS, Hepatitis B, Communicable diseases, bacteriology---</b> | 220                                | --  |
| ---Disinfection and Sanitation  | --                                 | 30  |
| ---Anatomy and Physiology   |                                    | --  |
| ---Communication; Professional Ethics; Client Relations ; Salesmanship  | --                                 | 10  |
| ---Business building skills Salon & Shop Skills   | --                                 | 15  |
| <b>Total Theory Hours 575 Practical Operations 630</b>  |                                    |   |
| <b>Total Clock Hours 1500</b>   | <b>575</b>                         | <b>Total Practical Clock hours925</b>             |

**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:** Communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk, reception and care and other subjects relating to Barbering field.

**BARBERING PERFORMANCE OBJECTIVES**

- Acquire knowledge of laws and rules regulating California's Barbering establishment practices.
- Acquire the knowledge of sanitation, disinfection and sterilization as related to all phases.
- Acquire knowledge of general theory relative to barbering including anatomy, physiology, chemistry, and theory.
- Acquire business management techniques common to barbering.

**SKILLS TO BE DEVELOPED:** Learn the proper use of implements relative to all Barbering services. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders. Learn the procedures and terminology used in performing all Barbering services.

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

**GRADUATION REQUIREMENTS:** When a student has completed the hours requirement for the course of study with a GPA of 2.0 ("C", 70%) or better, maintained a 70% attendance, pass the mock board (final) examination for Barbering, the tuition given her/his professional resume to office, account is paid in full, s/he will be awarded a Certificate of Completion. A diploma will only be provided once the graduate passes the applicable state examination.

**LICENSING REQUIREMENTS:** The board shall admit to examination for a license as a barber to practice barbering, any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:

- (a) Is not less than 17 years of age.
- (b) Has completed the 10th grade in the public schools of this state or its equivalent.
- (c) Is not subject to denial pursuant to Section 480.
- (d) Has done any of the following:
  - (1) Completed a course in barbering from a school approved by the board.
  - (2) Completed an apprenticeship program in barbering approved by the board as conducted under the provisions of the Shelley-Maloney Apprentice Labor Standards Act of 1939, Chapter 4 (commencing with Section 3070) of Division 3 of the Labor Code.
  - (3) Practiced barbering as defined in this chapter outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in barbering from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).
  - (4) Holds a license as a cosmetologist in this state and has completed a barber crossover course in a school approved by the board.
  - (5) Completed a cosmetology course in a school approved by the board and has completed a barber crossover course in a school approved by the board.
  - (6) Completed comparable military training as documented by submission of Verification of Military Experience and Training (V-MET) records.

**CAREER LEAD:** Graduates of Victory Career College's barbering program can choose to work as a barber in a variety of locations, including (but not limited to): Beauty and Hair Salons/Movie Studios/Photographer Studio/Barbershops/Cruise Ships/Health Clubs and Fitness Centers/Hotels/Spas and Resorts

**CURRICULUM FOR COSMETOLOGY CROSS-OVER COURSE FOR BARBER:** The curriculum for the cosmetology crossover course for barber consists of three hundred (300) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation is the actual performance by the student of a complete service on another person or mannequin. An evaluation after first fifteen (15) clock hours will be administered by the instructor of the student and one evaluation at the end of the 200 hours to evaluate state board exam readiness. More instructional hours might be necessary to pass the last evaluation at the hourly dollar cost of instruction as of time of enrollment. To qualify for the cosmetology examination a barber or an individual that has completed the barbering course would need to complete a minimum of 300 hours as follows:

| SUBJECT  | MINIMUM<br>REQUIRED<br>TECHNICAL<br>INSTRUCTION<br>(HOURS) | MINIMUM<br>REQUIRED<br>PRACTICAL<br>OPERATIONS<br>(NOT HOURS) |
|--|--|---|
| <b>200 Hours of Technical Instruction and Practical Training in Esthetics</b>  |  |   |
| <b>Manual, Electrical and Chemical Facials:<br/>The subject of manual, electrical and chemical facials shall include,<br/>but is not limited to the following techniques and procedures:</b> | 25   | 40  |

|  |                       |                        |
|--|-----------------------|------------------------|
| 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. |                       |                        |
| <b>Eyebrow Beautification and Make-up:</b><br>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.<br>The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.   | 25                    | 30                     |
| <b>100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring</b>  |                       |                        |
| <b>Manicuring and Pedicuring:</b><br>The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.   | 10                    | 25                     |
| <b>Artificial Nails and Wraps: Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.</b>   | 25                    | 120 Nails              |
| <b>Total clock hours 300</b>   | <b>85 Clock Hours</b> | <b>215 Clock Hours</b> |

**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:** Communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk, reception and care and other subjects relating to Cosmetology field.

**COSMETOLOGY CROSS-OVER COURSE FOR BARBER PERFORMANCE OBJECTIVES**

Acquire knowledge of laws and rules regulating California's cosmetology establishment practices.

Acquire the knowledge of sanitation, disinfection and sterilization as related to all phases of hair, skin, and nails.

Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory.

Acquire business management techniques common to cosmetology.

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

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

**GRADUATION REQUIREMENTS:** When a student has completed the hours requirement for the course of study with a GPA of 2.0 ("C", 70%) or better, maintained a 70% attendance, pass the mock board (final) examination for Cosmetology, given her/his

professional resume to office, the tuition account is paid in full, s/he will be awarded a Certificate of Completion. A diploma will only be provided once the graduate passes the applicable state examination.

**LICENSING REQUIREMENTS:**

The board shall admit to examination for a license as a cosmetologist to practice cosmetology any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:

- (a) Is not less than 17 years of age.
- (b) Has completed the 10th grade in the public schools of this state or its equivalent.
- (c) Is not subject to denial pursuant to Section 480.
- (d) Has done any of the following:
  - (1) Completed a course in cosmetology from a school approved by the board.
  - (2) Practiced cosmetology as defined in this chapter outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in cosmetology from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1) of this subdivision.
  - (3) Holds a license as a barber in this state and has completed a cosmetology crossover course in a school approved by the board.
  - (4) Completed a barbering course in a school approved by the board and has completed a cosmetology crossover course in a school approved by the board.
  - (5) Completed the apprenticeship program in cosmetology specified in Article 4 (commencing with Section 7332).

**CAREER LEAD:** Graduates of Victory Career College’s cosmetology cross over course for barber program can choose to work as a cosmetologist in a variety of locations, including (but not limited to): Beauty and Hair Salons/Movie Studios/Photographer Studio/Barbershops/Cruise Ships/Health Clubs and Fitness Centers/Hotels/Spas and Resorts

**CURRICULUM FOR SKIN CARE:**The curriculum for the Skin Care consists of six hundred (600) clock hours of technical instruction and practical operations covering all practices of skin care, pursuant to Section 7354 of the Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation is the actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations include:

| Total Theory( Hours)                                   |  |  |  |    |
|--|--|--|--|----|
| H&S, BBC Rules and Regulations                         |  |  |  | 20 |
| H&S Blood Procedures/ Datasheet HIV/Aids/Worker rights |  |  |  | 30 |
| H&S Inspection/salon/Skills                            |  |  |  | 30 |
| H&S Electricity/current/CPR/AED                        |  |  |  | 20 |
| H&S, Disinfection & Sanitation                         |  |  |  | 20 |
| H&S, Bacteriology, Anatomy & Physiology & Chemistry    |  |  |  | 60 |
| Facials – Manual                                       |  |  |  | 30 |
| Facials – Electrical                                   |  |  |  | 20 |

|  |  |  |  |    |
|--|--|--|--|----|
| Facials – Chemical   |  |  |  | 20 |
| Eyebrow Arching – Tweeze & Wax; Eyelash Enhancements       |  |  |  | 25 |
| Hair Removal Wax & Depilatories                            |  |  |  | 20 |
| Make-up  |  |  |  | 20 |
| H&S, Inspection , Workers, Salon & Spa Skills; Preparation |  |  |  | 20 |



|                    |  |  |  |            |
|--------------------|--|--|--|------------|
| Total Theory Hours |  |  |  | <b>315</b> |
|--------------------|--|--|--|------------|

|   |  |  |  |            |
|---|--|--|--|------------|
| <b>Total Practical Operations( NOT HOURS)</b> |  |  |  |            |
| H&S Disinfection & Sanitation                 |  |  |  | 30         |
| Facials - Manual                              |  |  |  | 60         |
| Facials – Chemical                            |  |  |  | 40         |
| Facial – Electrical                           |  |  |  | 40         |
| Eyebrow Arching-Tweezers & Wax;               |  |  |  | 25         |
| Hair Removal Wax & Depilatories               |  |  |  | 25         |
| Make-up &Lash Enhancements                    |  |  |  | 20         |
| H&S Client Preparation & Record Prep.         |  |  |  | 30         |
| <b>MINIMUM OPERATIONS-THOSE ARE NOT HOURS</b> |  |  |  | <b>270</b> |
| <b>TOTAL PRACTICAL CLOCK HOURS</b>            |  |  |  | <b>285</b> |
| <b>Total Clock Hours 600</b>                  |  |  |  | <b>600</b> |

**SKIN CARE PERFORMANCE OBJECTIVES:** Acquire knowledge of laws and rules regulating California Esthetics establishment practices, acquire the knowledge of sanitation, disinfection and sterilization as related to all phases of skin care, acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Esthetics.

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

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

**GRADUATION REQUIREMENTS:** When a student has completed the hours requirement for the course of study with a GPA of 2.0 (“C”, 70%) or better, maintained a 70% attendance, pass the mock board (final) examination for Skin Care, given her/his professional resume to office, the tuition account is paid in full, s/he will be awarded a Certificate of Completion. A diploma will only be provided once the graduate passes the applicable state examination.

**LICENSING REQUIREMENTS:** The board shall admit to examination for a license as an esthetician to practice skin care, any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:

- (a) Is not less than 17 years of age.
- (b) Has completed the 10th grade in the public schools of this state or its equivalent.
- (c) Is not subject to denial pursuant to Section 480.
- (d) Has done any of the following:
  - (1) Completed a course in skin care from a school approved by the board.
  - (2) Practiced skin care, as defined in this chapter, outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in skin care from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).
  - (3) Completed the apprenticeship program in skin care specified in Article 4 (commencing with Section 7332).

**CAREER LEAD:** Graduates of Victory Career College’s skin care program can choose to work as an esthetician in a variety of locations, including (but not limited to): Beauty and Hair Salons/Movie Studios/Photographer Studio/Barbershops/Cruise Ships/Health Clubs and Fitness Centers/Hotels/Spas and Resorts

**CURRICULUM FOR NAIL CARE:**The curriculum for the manicuring consists of six hundred (600) clock hours of technical instruction and practical operations covering all practices of manicuring and pedicuring, pursuant to Section 7316 of the Barbering & Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation or examination. Practical operation means actual performance by the student of a complete service on another person or mannequin.

Rational for additional 200 hours: Victory Career College’s Nail Care is two hundred (200) hours more than the minimum requirement of 400 hours set by BBC so that our graduates are Spa and Salon ready. In depth practice of advance manicures and pedicure techniques as well as nail enhancements and art ensure that our graduates are market ready. Additionally, neighboring states (Nevada & Arizona) require 600 clock hours for manicurists.

| <b>Practical operations shall include( NOT HOURS)</b>  |           |
|--|-----------|
| <b>Disinfection and Sanitation</b>   | <b>70</b> |
| <b>Water &amp; Oil Manicures</b>   | <b>40</b> |
| <b>Pedicures</b>   | <b>30</b> |
| <b>Acrylic: Liquid and Powder Brush On Nails</b>   | <b>75</b> |
| <b>Nail Tips</b>   | <b>60</b> |
| <b>Nail Wraps and Repairs</b>  | <b>40</b> |
| <b>Nail Art</b>  | <b>20</b> |
| <b>H&amp;S Client prep, work area pre/post</b>   | <b>20</b> |
| <b>Gel</b>   | <b>10</b> |
| <b>Minimum Practical Operations THOSE ARE NOT HOURS 365</b>  |           |
| <b>Theory hours should include( HOURS)</b>   |           |
| <b>The Cosmetology Act and The BBC Rules and Regulations</b>   | <b>20</b> |
| <b>Cosmetology Chemistry related to manicuring practices, chemical composition and purpose of nail care preparations</b>   | <b>10</b> |
| <b>Health and Safety, Hazardous Substances which includes chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.</b>  | <b>40</b> |
| <b>Disinfection and Sanitation including procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in sections 979 and 980. Disinfections should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</b> |           |
| <b>Bacteriology, Anatomy, and Physiology</b>   | <b>20</b> |
| <b>Water and Oil Manicures; including hand and arm massage</b>   | <b>25</b> |
| <b>Complete Pedicure; including foot and ankle massage</b>   | <b>30</b> |
| <b>Application of Artificial Nails:</b>  |           |
| <b>Acrylic (Liquid and Powder Brush-on)</b>  | <b>15</b> |
| <b>Nail Tips</b>   | <b>10</b> |
| <b>Nail wraps and repairs</b>  | <b>10</b> |
| • <b>Gel</b>   | <b>5</b>  |
| • <b>Nail Art</b>  | <b>20</b> |
| • <b>Electric Drills</b>   | <b>10</b> |

|                                 |            |                                    |            |
|---------------------------------|------------|------------------------------------|------------|
| <b>Total Theory Clock Hours</b> | <b>265</b> | <b>Total Practical Clock Hours</b> | <b>335</b> |
| <b>Total Clock Hours 600</b>    |            |                                    |            |

**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:** Salon Management, communication skills that includes professional ethics, salesmanship, decorum, record-keeping, client service record cards, basic tax responsibilities and preparing a resume, employment development, modeling, desk and reception care and other subjects relating to the manicuring field.

**NAIL CARE PERFORMANCE OBJECTIVE:** Acquire knowledge of laws and rules regulating California nail establishments, understand disinfection, sanitation & sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed and acquire business management techniques common to manicurists.

**SKILLS TO BE DEVELOPED:** Use of proper implements relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet prior to all services to determine any disorders and diseases. Develop the knowledge of safety precautions in providing manicure, pedicure and artificial nail services.

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

**GRADUATION REQUIREMENTS:** When a student has completed the hours requirement for the course of study with a GPA of 2.0 ("C", 70%) or better, maintained a 70% attendance, pass the mock board (final) examination for Nail Care, given her/his professional resume to office, the tuition account is paid in full, s/he will be awarded a Certificate of Completion. A diploma will only be provided once the graduate passes the applicable state examination.

**LICENSING REQUIREMENTS:** The board shall admit to examination for a license as a manicurist to practice nail care, any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:

- (a) Is not less than 17 years of age.
- (b) Has completed the 10th grade in the public schools of this state or its equivalent.
- (c) Is not subject to denial pursuant to Section 480.
- (d) Has done any of the following:
  - (1) Completed a course in nail care from a school approved by the board.
  - (2) Practiced nail care, as defined in this chapter, outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in nail care from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).
  - (3) Completed the apprenticeship program in nail care specified in Article 4 (commencing with Section 7332).

**CAREER LEAD:** Graduates of Victory Career College's nail care program can choose to work as a nail technician in a variety of locations, including (but not limited to): Beauty and Hair Salons/Movie Studios/Photographer Studio/Barbershops/Cruise Ships/Health Clubs and Fitness Centers/Hotels/Spas and Resorts

**CURRICULUM FOR THE THREE (3) MASSAGE THERAPY COURSES:**The curriculum for students enrolled in the three (3) massage therapy courses shall consist of 500 clock hours common core hours of technical instruction and practical operations in teaching the art of massage. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operations shall mean the actual performance by massage technician of all techniques and principals. Victory Career College offers three programs: MASSAGE THERAPY 500 hours - MASSAGE THERAPY COURSE 720 hours - APPLIED KINESIOLOGY CLASS 720 hours. After 500 clock hours and all syllabus requirements are completed, is in good academic, and financial standing, a student enrolled in any of the three (3) Massage Therapy programs will be eligible to take an approved state board examination which is voluntary. Additionally, if a student is enrolled in 720 clock hours massage programs (MASSAGE THERAPY COURSE 720 hours - APPLIED KINESIOLOGY CLASS 720 hours), he/she shall complete 220 clock hours more to complete their program.

**CALIFORNIA CERTIFICATION:** The **CALIFORNIA MASSAGE THERAPY COUNCIL (CAMTC)** handles voluntary certification of massage therapists and will give the titles of CMT consistent throughout the state. This gives local jurisdictions the benefit of professional evaluation of training, education, experience, etc. CAMTC is a private nonprofit organization that provides voluntary certification to qualified individuals. Victory Career College does not issue "license" or "permit". CAMTC voluntary certification is a preferable certification to those who choose not to apply (or who do not qualify) for certification are not prohibited from practicing in California, as it is, by law, a voluntary certification. However, most professional massage therapists want and use the CMT/P title. A city may choose to use CAMTC certification as a prerequisite or replacement for a permit. Or cities may request a business permit instead. It varies city to city. As of January 2015, to receive a CAMTC voluntary certification: One must complete a 500 clock hours MT program and one must pass a CA State Approved Exam; both must be approved by CAMTC. Massage professionals are required to comply with any local massage regulations. However, most massage professionals will find that being able to operate with a single massage certification statewide is preferable. CAMTC certificate holders are required to prominently display their original certification at their place of work. CAMTC certificate holders are also required to have their CAMTC ID card in their possession while they are working and to produce it if requested. CAMTC certificate holders are protected from certain regulations that cities and counties may impose on other massage professionals. Government Code section 51034 generally identifies regulations that cities and counties may not impose on CAMTC certified massage professionals.

**CONTACT INFORMATION: CALIFORNIA MASSAGE THERAPY COUNCIL (CAMTC) Web**  
**info@camtc.org**

**PERMIT REQUIREMENTS:**In order to practice the art of massage in an establishment, a permit/business license may be required and must be secured by your local jurisdiction. Each city/state has certain requirements and the fees vary. In case the CAMTC certification is authorized in lieu of a permit/business license, one must follow the CAMTC's Law related to unfair business practices as related to massage:

- (1) Pursuant to California Business and Professions Code section 4611, it is an unfair business practice for a person to do any of the following:
- (a) To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
  - (b) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

The acceptance of massage therapist by mainstream organizations and society at large has created a multitude of opportunities for massage therapist with employment for renting a space to commission, from self-employed to employee status. Opportunities are available and growing for those individuals who complete formal training programs and pass a professionally recognized examination.

Graduates of Victory Career College's massage therapy, massage therapy course and applied kinesiology class can choose to work in a variety of locations, including (but not limited to): Beauty and Hair Salons/Movie Studios/Photographer Studio/Barbershops/Cruise Ships/Health Clubs and Fitness Centers/Hotels/Spas and Resort.

**CURRICULUM FOR MASSAGE THERAPY COURSE 500 hours:** The curriculum for students enrolled in massage therapy course shall consist of 500 clock hours of technical instruction and practical operations in teaching the art of massage. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operations shall mean the actual performance by massage technician of all techniques and principals.

|                 |                            |
|-----------------|----------------------------|
|                 | <b>MASSAGE<br/>THERAPY</b> |
|                 | <b>500 hours</b>           |
| <b>THEORY</b>   | <b>REQUIRED</b>            |
| <b>Subject:</b> | Min. Hours                 |

|  |                     |
|--|---------------------|
| *Health Safety<br>Sanitation & *Medication for massage & *HIV/AIDS | 20                  |
| *Anatomy,<br>*Physiology 12 Systems                                | 165                 |
| *Ethics, Laws & Regulations  | 10                  |
| *Scope of Practice   | 5                   |
| *Effects, Benefits &<br>Contraindications of Massage               | 10                  |
| *Business Practices  | 20                  |
| History of Massage in USA & World                                  | 5                   |
| Swedish Therapeutic Massage  | 40                  |
| Deep Tissue & Myofascial   | 40                  |
| Spa History & Spa techs Reflexology                                | 20                  |
| TCM/Thai/Shiatsu Tech & History                                    | 20                  |
| Energy Work Modalities/Chakras                                     | 10                  |
| Trigger Points Neuromuscular                                       | 20                  |
| Seated Massage<br>Corp Onsite Techs                                | 20                  |
| Sports Massage PNF/Stretch   | 20                  |
| Prenatal & Postnatal & contraindication                            | 20                  |
| Lymph Drainage   | 5                   |
| Biomechanics/Safety of body worker                                 | 10                  |
| *Consultation &<br>Documentation SOAP Charting                     | 10                  |
| *CAMTC required<br>Subjects  | 460 Theory<br>Hours |
| Supervised Clinic + Consultation & SOAP Charting per client        | 40                  |
| <b>REQUIRED HOURS</b>  | <b>500</b>          |

**MESSAGE THERAPY COURSE PERFORMANCE OBJECTIVES:** Acquire knowledge of established practices, acquire the knowledge of sanitation, disinfection and medication as related to all phases of massage, acquire the knowledge of general theory relative to massage including anatomy, physiology, theory and acquire business management techniques.

**SKILLS TO BE DEVELOPED:** Learn the proper use of implements relative to all services, acquire the knowledge of massage prior to all services, to determine any disorders and medication, learn the procedures and terminology used in performing all massage services, learn all basic massage techniques including Swedish, Deep Tissue, Sports, Thai and learn all proper procedures of massage. Learn all draping techniques during the freshman 160 clock hours.

**CLINIC SERVICES:** Students must demonstrate professional skills and complete:

30 clinical hourly services\* for MT 500 + 20 minutes for SOAP/documentation per client

\*means student may be handling monies given by the client for service rendered. Payment and all documentation must be completed before service and monies left at the office. Gratuity is not allowed. Discount/promotion/free for clinic clients may apply. Massage program may get 50% of their clinical requirements on friends and family when public is not available. Public clientele comes first-ALL services must be approved by Supervisor before service.

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

**GRADUATION REQUIREMENTS:** When a student has completed the hours requirement for the course of study with a GPA of 2.0 ("C", 70%) or better, maintained a 70% attendance, pass the mock board (final) examination, and studied CA State approved examination "MBLEX" in class for Massage Therapy, given her/his professional resume to office, the tuition account is paid in full, s/he will be awarded a Certificate of Completion. A diploma will only be provided once the graduate passes the applicable state examination.

**CURRICULUM FOR MASSAGE THERAPY COURSE 720 hours:**The curriculum for students enrolled in massage therapy course shall consist of 720 clock hours of technical instruction and practical operations in teaching the art of massage. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operations shall mean the actual performance by massage technician of all techniques and principals. Rational for 220 hours extra hours to the voluntary certification requirement: Credibility, marketable skills throughout the States and added expertise; longer study time to prepare for the voluntary CA State Examination “MBLEX”.

| <b>MASSAGE<br/>THERAPY COURSE<br/>720 hours</b>                   |                 |
|---|-----------------|
| <b>THEORY</b>   | <b>REQUIRED</b> |
| <b>Subject:</b>   | Min. Hours      |
| *Health Safety<br>Sanitation & *Medication for massage & *HIV/AID | <b>20</b>       |
| *Anatomy,<br>*Physiology 12 Systems                               | <b>165</b>      |
| *Ethics, Laws & Regulations                                       | <b>10</b>       |
| *Scope of Practice  | <b>5</b>        |
| *Effects, Benefits &<br>Contraindications of Massage              | <b>10</b>       |
| *Business Practices   | <b>20</b>       |
| History of Massage in USA & World                                 | 5               |
| Swedish Therapeutic Massage                                       | 40              |
| Deep Tissue & Myofascial  | 40              |
| Spa History & Spa techs Reflexology                               | 20              |
| TCM/Thai/Shiatsu Tech & History                                   | 20              |
| Energy Work Modalities/Chakras                                    | 10              |
| Trigger Points Neuromuscular                                      | 20              |
| Seated Massage<br>Corp Onsite Techs                               | 20              |
| Sports Massage PNF/Stretch  | 20              |
| Prenatal & Postnatal & contraindication                           | 20              |
| Lymph Drainage  | 5               |
| Biomechanics/Safety of body worker                                | 10              |
| *Consultation &<br>Documentation SOAP Charting                    | 10              |

|   |                  |
|---|------------------|
| Special Populations –<br>Study Elderly/HIV-AIDS/Athletes/Prenatal. Pathology/Muscles/MblexBledned Learning Moodle | 180              |
| *CAMTC required<br>Subjects   | 640 Theory Hours |
| Supervised Clinic + Consultation& SOAP Charting per client  | 80               |
| <b>REQUIRED HOURS</b>   | <b>720</b>       |

**MASSAGE THERAPY COURSE PERFORMANCE OBJECTIVES:** Acquire knowledge of established practices, acquire the knowledge of sanitation, disinfection and medication as related to all phases of massage, acquire the knowledge of general theory relative to massage including anatomy, physiology, theory and acquire business management techniques.

**SKILLS TO BE DEVELOPED:** Learn the proper use of implements relative to all services, acquire the knowledge of massage prior to all services, to determine any disorders and medication, learn the procedures and terminology used in performing all massage services, learn all basic massage techniques including Swedish, Deep Tissue, Sports, Thai and learn all proper procedures of massage. Learn all draping techniques during the freshman 160 clock hours.

Rational for 220 hours extra hours to the voluntary certification requirement: Credibility, marketable skills throughout the States and added expertise; longer study time to prepare for the voluntary CA State Examination “MBLEX”.

**CLINIC SERVICES:** Students must demonstrate professional skills and complete:

60 clinical hourly services\* for MTC 720 + 20 minutes for SOAP/documentation per client

\*means student may be handling monies given by the client for service rendered. Payment and all documentation must be completed before service and monies left at the office. Gratuity is not allowed. Discount/promotion/free for clinic clients may apply. Massage program may get 50% of their clinical requirements on friends and family when public is not available. Public clientele comes first-ALL services must be approved by Supervisor before service.

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

Rational for 220 hours extra hours to the licensure requirement: Credibility, movability throughout the States, expertise, possible employment with Doctors of Chiropractic care, Rehabilitation and Physical Therapy Centers.

**GRADUATION REQUIREMENTS:** When a student has completed the hours requirement for the course of study with a GPA of 2.0 (“C”, 70%) or better, maintained a 70% attendance, pass the mock board (final) examination, and studied CA State approved examination “MBLEX” in class for Massage Therapy, given her/his professional resume to office, the tuition account is paid in full, s/he will be awarded a Certificate of Completion. A diploma will only be provided once the graduate passes the applicable state examination.

**CURRICULUM FOR APPLIED KINESIOLOGY CLASS 720 hours:**The curriculum for students enrolled in massage therapy course shall consist of 720 clock hours of technical instruction and practical operations in teaching the art of massage. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operations shall mean the actual performance by massage technician of all techniques and principals. Rational for 220 hours extra hours to the voluntary certification requirement: Credibility, marketable skills throughout the States and added expertise; longer study time to prepare for the voluntary CA State Examination “MBLEX”.

|  |                 |
|--|-----------------|
| <b>APPLIED KINESIOLOGY CLASS</b>                                 |                 |
| <b>720 hours</b>   |                 |
| <b>THEORY</b>  | <b>REQUIRED</b> |
| <b>Subject:</b>  | Min. Hours      |
| *Health Safety<br>Sanitation & *Medicationfor massage & *HIV/AID | <b>20</b>       |

|  |                  |
|--|------------------|
| *Anatomy,<br>*Physiology 12 Systems  | 165              |
| *Ethics, Laws & Regulations  | 10               |
| *Scope of Practice   | 5                |
| *Effects, Benefits &<br>Contraindications of Massage                               | 10               |
| *Business Practices  | 20               |
| History of Massage in USA & World  | 5                |
| Swedish Therapeutic Massage  | 40               |
| Deep Tissue & Myofascial   | 40               |
| Spa History & Spa techs Reflexology  | 20               |
| TCM/Thai/Shiatsu Tech & History  | 20               |
| Energy Work Modalities/Chakras   | 10               |
| Trigger Points Neuromuscular   | 20               |
| Seated Massage<br>Corp Onsite Techs  | 20               |
| Sports Massage PNF/Stretch   | 20               |
| Prenatal & Postnatal & contraindication  | 20               |
| Lymph Drainage   | 5                |
| Biomechanics/Safety of body worker   | 10               |
| *Consultation &<br>Documentation SOAP Charting                                     | 10               |
| Applied Kinesiology Blended Learning Moodle (does include the 6 free case studies) | 180              |
| *CAMTC required<br>Subjects  | 640 Theory Hours |
| Supervised Clinic + Consultation& SOAP Charting per client                         | 80               |
| <b>REQUIRED HOURS</b>  | <b>720</b>       |

**APPLIED KINESIOLOGY CLASS PERFORMANCE OBJECTIVES:** Acquire knowledge of established practices, acquire the knowledge of sanitation, disinfection and medication as related to all phases of massage, acquire the knowledge of general theory relative to massage including anatomy, physiology, theory and acquire business management techniques.

**SKILLS TO BE DEVELOPED:** Learn the proper use of implements relative to all services, acquire the knowledge of massage prior to all services, to determine any disorders and medication, learn the procedures and terminology used in performing all massage services, learn all basic massage techniques including Swedish, Deep Tissue, Sports, Thai and learn all proper procedures of massage. Learn all draping techniques during the freshman 160 clock hours.



Rational for 220 hours extra hours to the voluntary certification requirement: Credibility, marketable skills throughout the States and added expertise; longer study time to prepare for the voluntary CA State Examination "MBLEX".

**CLINIC SERVICES:** Students must demonstrate professional skills and complete:

60 clinical hourly services\* for AKC 720 + 20 minutes for SOAP/documentation per client

\*means student may be handling monies given by the client for service rendered. Payment and all documentation must be completed before service and monies left at the office. Gratuity is not allowed. Discount/promotion/free for clinic clients may apply. Massage program may get 50% of their clinical requirements on friends and family when public is not available. Public clientele comes first-ALL services must be approved by Supervisor before service.

**APPLIED KINESIOLOGY CLASS SKILLS TO BE DEVELOPED**

- Fundamentals of Kinesiology
- Structural Kinesiology
- Psychological Kinesiology
- Energy Kinesiology
- Biomechanical Balancing Kinesiology

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

Rational for 220 hours extra hours to the licensure requirement: Credibility, movability throughout the States, expertise, possible employment with Doctors of Chiropractic care, Rehabilitation and Physical Therapy Centers.

**GRADUATION REQUIREMENTS:** When a student has completed the hours requirement for the course of study with a GPA of 2.0 ("C", 70%) or better, maintained a 70% attendance, pass the mock board (final) examination, and studied CA State approved examination "MBLEX" in class for Massage Therapy, given her/his professional resume to office, the tuition account is paid in full, s/he will be awarded a Certificate of Completion. A diploma will only be provided once the graduate passes the applicable state examination.

**ADDITIONAL GRADUATION REQUIREMENTS FORAPPLIED KINESIOLOGYCLASS:**

- Completion of Moodle blended with hands-on classes
- Completing homework & reading assignments
- Completing six (6) case studies

**GRADING SYSTEM**

All students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a **2.0 ("C", 70%)** average to maintain satisfactory academic status. The system detailed below is the system utilized in the Institution.

| ACADEMIC GRADING                    | PRACTICAL EVALUATIONS               |
|-------------------------------------|-------------------------------------|
| 100% - 90% = A = Excellent 4.0      | YES =Criteria MET                   |
| 89%- 80% = B =Above Average 3.0     | NO =Criteria NOT MET                |
| 79% - 70% = C =Average 2.0          | I = Incomplete work pending a grade |
| 69% - 00% = Fail=Unsatisfactory 0.0 |                                     |

## **BACKGROUND CHECK**

The California Board of Barbering and Cosmetology applications for examination and the California Massage Therapy Council require an applicant to disclose background information relating to any conviction or plea of no contest to any violation of any law of the United States, in any state, local jurisdiction or any foreign country to determine a student's eligibility to take the licensing exam or to receive a massage certificate. Individuals who have been convicted of a crime can still apply. The Board will request documents relating to a conviction to be included with the application. These are reviewed and evaluated on a case-by-case basis.

It is the student's responsibility to determine if any past criminal conviction will prevent them from obtaining the required state license or any local license or permit for Massage Therapy. For more information about state license requirements please visit [www.barbercosmo.ca.gov.camtc.org](http://www.barbercosmo.ca.gov.camtc.org) The following website provides sex offenders information in our area [www.city-data.com/so/sotemple-city-california.html](http://www.city-data.com/so/sotemple-city-california.html)

**ATTENDANCE STATUS & NORMAL COURSE COMPLETION TIME\*:** Full time: Any student scheduled to attend 24 hours or more per week is considered to be a full-time student. Part-time enrollment is defined as at least 16 but less than 24 hours per week. Less than 16 hours per week is less than part time. Half time enrollment requires a minimum of 12 hours per week. Course schedules are based on weekly attendance:

### **COSMETOLOGY 1600 Clock Hours:**

FULL-TIME: 34 hrs. weekly = 48 weeks to complete the program in the normal time frame.

PART-TIME: 20 hrs. weekly = 80 weeks to complete the program in the normal time frame.

### **BARBERING 1500 Clock Hours:**

FULL-TIME: 34 hrs. weekly = 45 weeks to complete the program in the normal time frame.

PART-TIME: 20 hrs. weekly = 75 weeks to complete the program in the normal time frame.

### **SKIN & NAIL CARE COURSES 600 Clock Hours:**

FULL-TIME: 34 hrs. weekly = 18 weeks to complete the program in the normal time frame.

PART-TIME: 20 hrs. weekly = 30 weeks to complete the program in the normal time frame.

### **MASSAGE THERAPY COURSE 720 & APPLIED KINESIOLOGY CLASS 720 Clock Hours:**

FULL-TIME: 24 hrs. weekly = 30 weeks to complete the program in the normal time frame.

PART-TIME: 20 hrs. weekly = 36 weeks to complete the program in a normal time frame.

### **MASSAGE THERAPY 500 Clock Hours:**

FULL-TIME: 24 hrs. weekly = 20 weeks to complete the program in a normal time frame.

PART-TIME: 20 hrs. weekly = 25 weeks to complete the program in a normal time frame.

### **COSMETOLOGY CROSS-OVER COURSE FOR BARBER 300 Clock Hours:**

FULL-TIME: 40 hrs. weekly = 8 weeks to complete the program in the normal time frame.

PART-TIME: 20 hrs. weekly = 15 weeks to complete the program in the normal time frame.

### **BARBER CROSS-OVER COURSE FOR COSMETOLOGIST 200 Clock Hours:**

FULL-TIME: 40 hrs. weekly = 5 weeks to complete the program in the normal time frame.

PART-TIME: 20 hrs. weekly = 10 weeks to complete the program in the normal time frame.

**FRESHMAN CLASS:** The freshman curriculum for each course that is governed by the Board of Barbering & Cosmetology and the Massage Council requires a specific number of hours of classroom lectures, demonstrations, and student practice. The freshman class teaches the fundamentals that are the basis for clinic floor success. The hours spent in the freshman class are: Massage Therapy – 160 hours, Cosmetology and Barbering- 200 hours (requires evaluation/approval from teacher), Skin Care - 60 hours, Nail Care – 40 hours.

Victory Career College considers the freshman class to be the foundation for your future.

**GRADUATION REQUIREMENTS:** When a student has completed the hours requirement for the course of study with a GPA of 2.0 ("C", 70%) or better, maintained a 70% attendance, pass the mock board (final) examination (for Barbering, Cosmetology, Skin Care and Nail Care) and studied CA State approved examination "MBLEX" in class for Massage Therapy, given her/his professional resume to office, the tuition account is paid in full, s/he will be awarded a Certificate of Completion. A diploma will only be provided once the graduate passes the applicable state examination. The administrative office requires 48-hour time frame from hours completion date to delivery of an exit packet (ie. Surveys/Transcripts/POT).

**ENGLISH AS A SECOND LANGUAGE:** This institution does not offer any English as a Second Language ("ESL") courses.

**LANGUAGE:** This institution does offer class in English only. English Proficiency: Student must have the ability to speak and perform in English; We reserve the right to request the Test of English as a Foreign Language (TOEFL) "competent level" documentation.

**CLASS SCHEDULES:** Victory Career College has open enrollment. Classes start when a student has completed all admission requirements and payment is processed. Your class schedule will be selected during your enrollment appointment. Classes are held Monday/Tuesday/Wednesday 10 am to 10 pm and Thursday 5pm to 10 pm and Friday 6 pm to 10 pm.

**ORIENTATION CLASS:** Orientation class is held any day prior to the first class. All new students, transfers and re-enrollment students are required to attend Orientation prior to his/her first class. Deposit of \$500 is required for books/kits. The kit is not returnable due to sanitary considerations. Student may choose to purchase the kit/books outside of Victory Career College: student must present at start date the same item/quantity as contained in the Victory Career College detailed list of kit/books. Items from kit may be placed in "Back Order Status Item" by kit supplier and delivered to student after the start of class. "Back Order Status Item" is not refundable, however the item cost may be rectified after 30 days if not received by the student. An instructor's favorite list of low cost items (equal or less than \$40 out-of-pocket expense) may be requested per instructor's discretion. Students are expected to maintain the kit by adding, replacing damaged, lost or broken articles. The college is not responsible for a student's equipment, either damaged, lost or stolen. Victory Career College reserves the right to change the books/kits/tuition and/or fees without notice. Any change will not affect enrolled students. It is mandatory to bring books/kit in for each class.

**LUNCH AND BREAK POLICY:** There is a mandatory 30-minute lunch break from 12:00pm to 12:30pm. A thirty-minute (30) lunch break must be taken when a student attends a six (6) hour class day or more. If attending less than a 6-hour class day a lunch break (30 minutes) may be taken and a half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break.

**STATEMENT OF NON-DISCRIMINATION:** Victory Career College Institution policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ethnic origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, Victory Career College discrimination based on sex, which includes sexual harassment & sexual violence, & Victory Career College has jurisdiction over Title IX complaints.

**DISABLED STUDENTS:** Access for disabled students to the institution's facilities is available. This institution does offer programs for the disabled depending on the physical abilities of the potential student. VC College follows the requirements established by the Americans with Disabilities Act. VC College does not discriminate against a qualified individual with disabilities. We provide reasonable accommodations for the known disability of a qualified applicant, student, client or employee.

**PARKING POLICY:** Students are required to park in the back lot perpendicular to Knox St. This lot is situated at the back of building L, then student must walk to G100 to clock-in. There is no student stopping/parking allowed in the lot parallel to S. Vermont.

**HEALTH AND PHYSICAL CONSIDERATIONS:** Generally, the professional in the barbering, cosmetology or massage field must be in good physical health since s/he will work in direct contact with customers. This related field of study requires a great deal of standing, walking, pushing, bending and stretching for extended periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students and their physicians (and parents/guardians if a dependent) believe that they can fulfill the training demands.

## SCHEDULE OF TOTAL CHARGES

| Course Name   | *Tuition | **Books  | Kits**       | Taxes**  | **Application Fee | Estimated Total Charges | Approx. #Weeks*** |
|---|----------|----------|--------------|----------|-------------------|-------------------------|-------------------|
| Cosmetology<br>1600 hrs   | \$12,800 | \$699.19 | \$1,425.00   | \$201.80 | \$100             | <b>\$15,225.99</b>      | 48-80             |
| Cosmetology<br>Crossover<br>Course for Barber<br>Min. 300 hrs   | \$2,700  | \$299.19 | \$275.23     | \$54.57  | \$100             | <b>\$3,428.99</b>       | 8-15              |
| Barbering<br>1500 hrs   | \$12,000 | \$680.00 | \$1,023.00   | \$161.79 | \$100             | <b>\$13,964.79</b>      | 45-75             |
| Barber<br>Crossover Course<br>For Cosmetologist<br>Min. 200 hrs | \$2,000  | \$280.00 | \$275.23     | \$52.75  | \$100             | <b>\$2,706.59</b>       | 5-10              |
| Skin Care 600 hrs   | \$7,000  | \$243.61 | \$97<br>4.00 | \$115.67 | \$100             | <b>\$8,433.28</b>       | 18-30             |
| Nail Care 600 hrs   | \$5,800  | \$201.52 | \$543.75     | \$70.80  | \$100             | <b>\$6,716.07</b>       | 18-30             |
| Massage Therapy<br>500 hrs.<br>(1.20 Visa M.1)                  | \$6,500  | \$378.74 | \$210.00     | \$45.58  | \$100             | <b>\$7,234.32</b>       | 20-26             |
| Massage Therapy<br>Course 720<br>hrs.                           | \$9,360  | \$378.74 | \$252.00     | \$49.57  | \$100             | <b>\$10,140.31</b>      | 30-36             |
| Applied Kinesiology<br>Class 720 hrs                            | \$7,200  | \$378.74 | \$252.00     | \$49.57  | \$100             | <b>\$7,980.31</b>       | 30-36             |

- Prices stated above are EFFECTIVE 6/6/2018. Above Books/ kit prices include 9.50 % CA sales tax. Deposit of \$500 is required for books/kits.

The length of time to complete a course depends on the number of scheduled hours a student contracts on a weekly basis as specified in the Enrollment Agreement. **\*REFUNDABLE \*\*NON-REFUNDABLE \*\*\*Additional time** is needed for breaks and scheduled holidays. See Calendar/Holidays page 28

**Student Tuition Recovery Fund (STRF(a))** A qualifying institution shall include the following statement on both its enrollment agreement and school catalog: "The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program." (b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for

Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

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

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number." **Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.**

**Methods of Payment:** Tuition and fees are payable upon completion of the Enrollment Contract. Cash, checks and credit cards are acceptable for payment. Payment plans are available at Victory Career College. Late Fee of \$25 is assessed if payment is received after 72 hours (3 days) of due date and Late Fee of \$25 applies every calendar 30 days that payment is still due. Bad checks will incur a fee of \$50. Student may not miss two consecutive months of payment, and will be terminated at the end of the second month if no financial arrangement has been made and agreed upon.

The entire educational expense needs to be included in planning the student's ability to meet those expenses. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest less the amount of the refund.

**All Institution fees and charges must be paid in full before graduation.**

**Extra Instruction Charges:** Students are expected to complete their training within the maximum timeframe allowed as specified in the Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge will be assessed for the balance of the hours required for the completion of course. The enrollment contract will reflect the hours to complete and rate per week as follows: \$300.00 per week for all courses.

**Approved Field trips/ Guest Speakers/ Wholesalers:** Campus activities are encouraged to maintain a current look at the industry, promotes skills' growth and presents new trends to the class. Although not mandatory, the student will not receive credit for clock hours missed during Institution event. All types of businesses present entrepreneurship, customer services, handling customer issues, how to develop a loyal clientele, and are relevant for all courses' professional development.

**Academic Transcript and Proof of Training:** Victory Career College will prepare one set of Original Official Transcript/ Proof of Training (POT) upon completion and/or withdrawal from the course at no charge. POT can be sent directly to State board or given to student in a sealed envelope. The Institution will charge \$25.00 fee for any additional Official Transcript/Proof of Training requests (ie. For work, state exam etc...) Shipping cost may apply. **Note: Academic transcripts/Proof of Training will not be released until ALL fees and charges are paid in full.**

**SCHOLARSHIPS:** Victory Career College does award institutional scholarships redeemable at completion of course, or in the form of a voucher redeemable at application which expire and must be presented valid at the enrollment date. The vouchers are for Non-Degree/Certificate seeking programs, they have no cash value and are non-refundable. A voucher may be available for its alumni and its employees/independent contractors. All institutional vouchers and scholarships are annulled in case of non-completion or partial purchase of the course. A financial aid package in conjunction with other third-party payments/funding will be awarded up to the Cost of Attendance (COA). We accept other forms of third-party payments. We allow for financial student aid to be packaged with other third-party vouchers as long as the documents are an official authorized check made payable to Victory Career College; in case of a termination or a cancellation, the pro-rata refund of voucher/scholarship is sent to the third party.

**CALENDAR/HOLIDAYS:** The college is closed on Saturday, Sundays, and the following holidays: Martin Luther King Jr. Day (Jan. 21<sup>th</sup>), President's Day (Feb. 18<sup>th</sup>), Easter (Spring) Break (Apr. 22<sup>nd</sup>), Memorial Day (May 27<sup>th</sup>), Independence Day break (Jul. 4<sup>h</sup>) and (Jul 5<sup>th</sup>), Labor Day (Sep. 2<sup>nd</sup>), Veteran's day observed (Nov. 11<sup>th</sup>), Thanksgiving Break (Nov. 21<sup>st</sup>-22<sup>nd</sup>), and Christmas Break (Dec. 23<sup>rd</sup>-Jan. 1<sup>st</sup>.) Holy Days of all religious beliefs are respected and allowed and any Holiday day "emergency" with prior notice given to student.

**Constitution Day and Citizenship Day:** VC College holds a 2-hour class for the student body on Constitution Day and Citizenship Day, this is a combined annual event observed in the United States on September 17. This event commemorated the formation and signing of the Constitution of the United States on September 17, 1787. It also recognizes all who, by coming of age or by naturalization, have become US citizens.

When Constitution Day falls on a weekend or another holiday, VC College will hold the event during the preceding or following week.

## **Student Services**

**CAREER COUNSELING AND PERSONAL ATTENTION:** Students are counseled individually, as often as necessary, to review progress. Students may request additional counseling sessions at any time. Students are given personal attention and assistance at every stage of the training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student's work and remedial assignments are made when required. Particular attention is given to preparation for the licensing examinations. Successful High-End Spa and Salon Owners (and stylists) are scheduled regularly to give demonstrations and to discuss career goals with the students. This activity supplements the counseling carried out by the instructors and supervisors.

**JOB PLACEMENT:** Job placement assistance is provided to graduates at no additional charge. Upon graduation, a student's name is recorded and the process of follow-up begins. When a student takes a licensing examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of businesses seeking employees. Students may be sent on interviews and assisted with additional placement referrals. VC College assists students in placements as often as needed; however, the Institution does not guarantee placement to any student.

**EXTERNSHIP:** The college does not allow externship.

**DRUG ABUSE PREVENTION PROGRAM:** The following Drug-Free Workplace Policy is to notify all employees and students that pursuant to the Federal Drug-Free Workplace Act of 1988 (Public Law 101-690) and California Drug-Free Workplace Act of 1990, Victory Career College prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace, on Institution property, or as part of any Institution activity. Victory career College similarly prohibits the unlawful use, possession, and distribution of alcohol in the workplace, on Institution property, or as part of any Institution activity, as well as any other unlawful conduct involving alcohol.

**Department of Mental Health – (310) 533-6600 21081 Western Ave Torrance CA 90501**

**Didi Hirsch Community Center crisis line – (877) 727-4747**

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

**VACCINATION POLICY:** We do not have a policy but all students must have their required vaccinations up to date and it is the student's responsibility to maintain their vaccination schedule.

**LIBRARY RESOURCES:** VC College provides a selection of educational materials and 4 desk computers- Students may sign out and borrow two items at a time for a period of up to seven days, with extended borrowing periods (renewals) at the discretion of the staff. A fee of \$50 will be assessed for non-returned/lost items.

No food or beverages are allowed in this area. Mobil phones must be on silent mode. Students who fail to comply with these policies will be asked to leave the library. Computers in the library and lecture hall are for academic use only.

**DISCLOSURE OF EDUCATION RECORDS:**

- a. Students and parent/guardians of dependent minors are guaranteed the right to access and review the student's educational file. Students must submit a written request to review his/her file to the Institution director. The student will be granted supervised access to his/her records within five business days of the request.
- b. Any third-party request for information will require written authorization from the student or parent/guardian of a dependent minor. VC College requires a release form be completed for each third-party request of information.
- c. VC College provides access to student records without written consent to the United States Department of Education, the State Licensing Agencies (BPPE, CAMTC, BBC), and accreditation agency (NACCAS) or any other Institution official. The institution maintains a record of all release forms and requests for information.

**METHODS OF DISCLOSURE:**

- VC College annually distributes to all enrolled students a notice of availability of the information that is required to be made available to students under the Family Education Rights and Privacy Act of 1974. Required information includes an annual security report and fire safety report. A notice will be distributed via email by October 1<sup>st</sup> each year. A hard copy of the information can be obtained by request at the Director's Office.

**INFORMATION SECURITY PROGRAM:**

In accordance with the Gramm-Leach-Bliley Act; section 501, an institution must follow standards for protecting the security and confidentiality of consumer non-public personal information. Student files are stored in a locked, fire proof cabinet. Student information is kept on file for a six (6) year time period.

For more information regarding the standard for information security, reference the following resources:

- FTC regulations: 16 CFR 313.3(n) and 16 CFR 314.1-5
- Gramm-Leach-Bliley Act: Sections 501 and 505(b)(2)
- U.S. Code: 15 USC 6801(b), 6805(b)(2)

**MISREPRESENTATION:**

Victory Career College has procedures to ensure that it does not misrepresent the nature of its educational programs, including the programs, graduation rates, placement rates or financials. Refer to the following links for more information:

- Nature of Education Program 34 CFR 668.72
- Nature of financial charges 34 CFR 668.73
- Employability of graduates 34 CFR 668.74

**GRIEVANCE PROCEDURE:**

It is the policy of this institution to handle grievances in the following manner:

1. Fill out the grievance form and list all grievances.
2. Deliver all forms to your instructor.
3. If you are unable to deliver the form to the instructor, you may deliver or mail it to the Director:  
Ms. Karine Fougoux Victory Career College 19401 South Vermont Avenue, Suite G100 Torrance, CA 90502
4. All grievances regardless of the nature will be turned over to the Director and reviewed.
5. The Director will evaluate the grievance and set up an appointment with the person within 5 days from receipt of the form. If the grievance is an emergency, it will be addressed within 24 hours.
6. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) by calling (888) 370-7589 or (916)431-6959 by completing a complaint form, which can be obtained on the bureau's Website: [www.bppe.ca.gov](http://www.bppe.ca.gov) E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov) & Fax (916) 263-1897. Address: 2535 Capitol Oaks Drive, Ste 400 Sacramento, CA 95798-0818

All complaints involving a student will be referred to the campus's Title IX Coordinator. The Title IX Coordinator is listed below and has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

The Grievant/Complainant may use the Title IX Grievance Form, but it is not required, to file a Title IX discrimination complaint.

|  |   |
|--|---|
| <b>Title IX Coordinator:</b><br>David Mokhtarian<br>david@victorycareercollege.edu<br>du | <b>Institution Owner: (for complaints involving employees)</b><br>Karine Fougoux<br>karine@victorycareercollege.edu |
|--|---|

Victory Career College ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how Victory Career College grievance procedures operate. Because complaints can also be filed with the Institution Owner, these employees also receive training on Victory Career College grievance procedure.

### **All Programs - Time Clock Policy**

The Board of Barbering and Cosmetology will only recognize time clock hours of attendance. As a result, this Institution only gives clock hour credit to students who record their attendance by using the time clock in and out at the start and end of the class day and lunch period. Hours and grades are calculated rounded up to the nearest whole number. The vein reader is in suite G100\*. Times to access the vein reader are 8 am to 10 pm on business Institution days. When emergency arises, a student may ask to leave during a class in session at night, however, that student must be escorted.

Scheduled theory class starts: 8 am, 10 am, 12:30 pm, and 5 pm. Grace period to enter a scheduled class is 15 minutes maximum; after the 15 minutes grace period, student must wait for the next class break to enter class to not disturb the session. Multiple lateness is a violation of the attendance policy.

Park near suite G100 to clock-in is prohibited and considered an Institution rule's violation. Student may park in the back of Suite L103 (perpendicular to Knox Street), then walk to G100 to clock-in. Driving cars while being clocked-in is a violation. License plate numbers may be collected, and it is student's financial responsibility to pay a fine.

There is a mandatory 30-minute lunch break from 12:00pm to 12:30pm. It is automatically deducted. A thirty-minute (30) break must be taken when a student attends a six (6) hour class day or more, student must clock out/in. If attending less than a 6-hour class day a lunch break (30 minutes) may be taken and a half hour must be deducted from your daily total and you must clock in/out on your time card for the break.

**Time cards for Cosmetology/Barbering/Skin & Nail Care programs:** The daily theory and operations earned are added to the totals in the daily columns and final totals transferred as the cumulative amount in the "prior" column on the new weekly time card. The time card must be signed by the student and the instructor daily. Instructors may not sign a student in or out. Cumulative amount of theory/operations/attendance is put on the new time card each Monday by the instructor.

Time cards reflect the student's daily record of effort for Barbering, Cosmetology, Skin & Nail Care students. It is important that all operations are recorded properly and accurately. The time cards are the property of VictoryCareer College and must remain on the Institution campus at all times. Time cards will be retained and stored in their entirety for 6 years by the Institution. Students are not allowed to enter credits on time card unsupervised.

**Time Card Credit:** The following is a guideline for the instructor to issue credits.

1. Each Theory must be given in the proper category. If that category is complete, the instructor may issue credit in a comparable category.
2. The portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated.
3. The portion of the time card concerning operations is to be applied effort of the student as s/he performs practical operations.



4. Live models are encouraged to attend the workshop's floor. 50% off of the service price is allotted to Friends and Family member's first visit. Massage program may get 50% of their clinical requirements on friends and family 50% off when public is not available. Public clientele comes first.

**Only one time card can be used each week. Taking time card out of site, copying or falsifying information is not allowed and will be considered a violation. Only the Director can make an exception.**

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

Satisfactory Academic Progress is the qualitative (grade point average) and quantitative (attendance) measure of a student's progress toward completing a program of study. Hours and grades are calculated rounded up to the nearest whole number.

Students must meet formal standards that measure their satisfactory progress toward graduation as well as pace of course completion within the specified time frame. The policy is consistently applied to all students and complies with the guidelines established by the Institution's accrediting/state agencies and the federal regulations established by the US Dept. of ED. The policy is provided to students prior to enrollment

**EVALUATION PERIODS** Students are evaluated for Satisfactory Academic Progress as follows:

|  |  |
|--|--|
| <b><u>Cosmetology Course:</u></b>                          | <u>450, 900, 1250 scheduled hours</u>  |
| <b><u>Massage Therapy Course &amp; AK Class (720):</u></b> | <u>360 scheduled hours</u>   |
| <b><u>Skin Care &amp; Nail Care:</u></b>                   | <u>300 scheduled hours</u>   |
| <b><u>Massage Therapy (500):</u></b>                       | <u>250 scheduled hours</u>   |
| <b><u>Barbering (1500):</u></b>                            | <u>450, 900, 1200 scheduled hours</u>  |
| <b><u>Crossover Courses:</u></b>                           | <u>100 scheduled hours or Midpoint if enrolled in more hours than standard<br/>200 or 300 hours.</u> |

Factors for measuring the student's progress toward satisfactory completion of the program include maintaining the following:

1. Minimum cumulative grade point average (GPA) of 70%.
2. Minimum cumulative attendance level of 70% of contracted hours.
3. GPA of 70% is required for graduation as well as attaining satisfactory progress.

In order to determine the rate of attendance, divide the cumulative number of actual hours completed by the scheduled hours to date.

**Transfer Students** will be evaluated at the Midpoint of the contracted hours or established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint of the course. Evaluations are based on scheduled hours.

### **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 70% of the possible hours based on applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of such evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, VC College will determine if the student has maintained at least 70% 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. Hours and grades are calculated rounded up to the nearest whole number.

Students failing to meet minimum requirements for attendance or academic progress will be placed on Financial Aid Warning for the next evaluation period. A student who has lost applicability for Title IV assistance will have the option to make other financial arrangements to continue attending Institution. Students will need to pay total balance by graduation. Students must complete the educational program within the maximum time frame which is based on attending 143% of the scheduled hours. In the case of Leave of Absence (LOA), the maximum time frame will be extended by the number of days in the LOA.

### **COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME**

Students whose transfer hours are accepted by the Institution are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours.

### **MAXIMUM TIME FRAME**

Students must complete the educational program within the maximum time frame which is based on attending 143% of the scheduled hours. In the case of Leave of Absence (LOA), the maximum time frame will be extended by the number of days in the LOA

### Maximum Time Frame Allotted for Course Completion

| COURSE  | Normal Time Allotted |                 | MAXIMUM TIME ALLOTTED |                 |
|---|----------------------|-----------------|-----------------------|-----------------|
|   | WEEKS                | SCHEDULED HOURS | WEEKS                 | SCHEDULED HOURS |
| <b>Cosmetology (F/T 34hrs/wk) – 1600 Hours</b>  | 48 weeks             | 1600            | 67.29 weeks           | 2288            |
| <b>Cosmetology (P/T 20 hrs/wk) – 1600 Hours</b>   | 80 weeks             | 1600            | 114.4 weeks           | 2288            |
|   |                      |                 |                       |                 |
| <b>Barbering (F/T 34 hrs/wk)- 1500 Hours</b>  | 45 weeks             | 1500            | 63.08 weeks           | 2145            |
| <b>Barbering (P/T 20 hrs/wk)- 1500 Hours</b>  | 75 weeks             | 1500            | 107.25 weeks          | 2145            |
|   |                      |                 |                       |                 |
| <b>Skin/Nail Care (F/T 34 hrs/wk.) – 600 Hours</b>  | 18 weeks             | 600             | 25.24 weeks           | 858             |
| <b>Skin/Nail Care (P/T 20 hrs/wk.) – 600 Hours</b>  | 25 weeks             | 600             | 42.9 weeks            | 858             |
|   |                      |                 |                       |                 |
| <b>Massage Therapy Course (F/T 24 hrs/wk.) – 720 Hours<br/>Massage Therapy Class (F/T 24 hrs/wk.) – 720 Hours</b> | 30 weeks             | 720             | 42.9 weeks            | 1030            |
| <b>Massage Therapy Course (P/T 20 hrs/wk.) – 720 Hours<br/>Massage Therapy Class (P/T 20 hrs/wk.) – 720 Hours</b> | 36 weeks             | 720             | 51.5 weeks            | 1030            |
|   |                      |                 |                       |                 |
| <b>Massage Therapy (F/T 24 hrs/wk.) – 500 Hours</b>   | 21 weeks             | 500             | 29.8 weeks            | 715             |
| <b>Massage Therapy (P/T 20 hrs/wk.) – 500 Hours</b>   | 25 weeks             | 500             | 35.75 weeks           | 715             |
|   |                      |                 |                       |                 |
| <b>Barber Cross-over Course to Cosmetologist (F/T 40 hrs/wk ) 300 Hours</b>                                       | 7.5 weeks            | 300             | 10.73 weeks           | 429             |
| <b>Barber Crossover Course to Cosmetologist (P/T 20hrs/wk.) 300 Hours</b>   | 15 weeks             | 300             | 21.5 weeks            | 429             |
|   |                      |                 |                       |                 |
| <b>Cosmetologist Crossover Course to Barber (F/T 40 hrs/wk –200 Hours</b>   | 5 weeks              | 200             | 7.15 weeks            | 286             |
| <b>Cosmetologist Crossover Course to Barber (P/T 20hrs/wk.) – 200 Hours</b>                                       | 10 weeks             | 200             | 14.3 weeks            | 286             |

## NON-CREDIT & REMEDIAL COURSES

Course incompletes, repetitions, and non-credit remedial courses do not apply to this institution, therefore, have no effect upon the Institution's Satisfactory Academic Progress standards. Victory Career College does not offer any non-credit or remedial courses.

## 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 towards 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 (2) practical comprehensive skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the Institution. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation (for cos, skin & nail students). Numerical grades are considered according to the following scale:

| ACADEMIC GRADING                    | PRACTICAL EVALUATION  |
|-------------------------------------|---|
| 100% - 90% = A = Excellent 4.0      | YES =Criteria MET   |
| 89%- 80% = B =Above Average 3.0     | NO =Criteria NOT MET  |
| 79% - 70% = C =Average 2.0          | I = Incomplete work pending a grade                           |
| 69% - 00% = Fail=Unsatisfactory 0.0 | Below 70% or Below 2.0 =May have Title IV Funding interrupted |

## DETERMINATION OF PROGRESS STATUS

Students meeting minimum requirements for academics (C, 2.0 or 70%) and attendance (70%) at an evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students will be provided a copy of their completed SAP evaluation form after their SAP counseling. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. **Evaluation period consists of: for the next ten consecutive scheduled days, from the date of student signature, must have zero absences and/or 70/100 academics.**

### **Step 1: WARNING**

Students failing to meet minimum requirements for attendance or academic progress will be placed on Financial Aid Warning for the next evaluation period. The student will be counseled regarding actions required to attain satisfactory requirements by the next evaluation point. During the Financial Aid Warning period, students are eligible, if applicable, to receive financial aid funds. If at the end of the Financial Aid Warning period, the student has still not met both the attendance and academic progress requirements, he/she will be determined as not making satisfactory progress and will be ineligible for Title IV assistance.

### **Step 2: APPEAL PROCEDURES: Students must initiate the Appeal Process.**

If a student is determined as not making satisfactory progress or is terminated for not making satisfactory progress, the student may appeal the negative determination.

The student must submit a written appeal (see Financial Aid Office for official Appeal Policy Form) to the Institution administration within five (5) business days of not making satisfactory progress or termination. The student must include any supporting documentation of reasons why the determination should be reversed. If the student fails to appeal this decision, the decision will stand. If a student is terminated for gross misconduct, which includes but is not limited to reporting to Institution under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, and threats and/or bullying, such termination is final and may not be appealed.

An appeal hearing will take place within fifteen (15) business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is dependent minor), the student's instructor, and the Director of Education. A decision on the student's appeal will be within three (3) business days by the Director of Education and will be communicated to the student in writing. This decision will be final. Should a student prevail on his/her appeal and be determined as making satisfactory progress, the student will be automatically re-entered in the course, and financial aid funds will be reinstated to eligible students.

### **Step 3: PROBATION**

Students who fail to meet minimum requirements for attendance and/or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who can meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements, s/he will be determined as NOT making satisfactory academic progress and, if applicable, student will not be deemed eligible to receive Title IV funds.

**Financial Aid Students:** Students who fail to meet minimum requirements for attendance and/or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress during the probationary period, if the student appeals the decision, and prevails upon appeal. The student is placed on Financial Aid Probation for one evaluation period. If at the end of the Financial Aid Probation the student has not met both academic and attendance requirements for two consecutive periods, the student will be determined as not making satisfactory progress and will be terminated.

**RE-ESTABLISHMENT OF SATISFACTORY PROGRESS:** Students may re-establish satisfactory progress and Title IV aid, if applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

**TRANSFER HOURS:** Transfer hours from another institution that are accepted towards current educational program will not impact current SAP as hours are counted as both attempted and completed. Satisfactory evaluations periods are based on actual contracted hours at the institution.

**INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS:** Course incompletes, repetitions and non-credit remedial courses have no effect upon the student's satisfactory academic progress. If enrollment is temporarily interrupted for a Leave of Absence, the student will return to Institution in the same progress status prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum timeframe 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. A student who withdraws prior to completion of the course and requests to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Student re-entering after a period of withdrawal in the same progress status as when they left.

Students re-entering after 180 days will be charged at the current tuition rates for newly entering students. Students returning within 180 days will keep the initially contracted rate.

# Institution Rules & Regulations

## ATTENDANCE

1. If a student is absent 14 consecutive days (including weekends) they must be dropped on day 14.
2. There is a mandatory 30 minute lunch break from 12:00pm to 12:30pm.
3. A thirty-minute (30) lunch break must be taken when a student attends a six (6) hour class day or more. If attending less than a 6-hour class day a lunch break (30 minutes) may be taken and a half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break.
4. Students are required to be in class for roll call promptly in clean, prescribed uniforms.
5. Students who anticipate being absent must notify the instructor in advance.
6. Any time a student leaves the campus site during the day he/she must clock-out and tell instructor.
7. A student may be required to produce medical documentation of illness.
8. **Tests / Make-Up:** An examination will be given after completion of each chapter or term of the Theory studies. A student who misses or fails an examination will be given an opportunity to make up the examination. The make-up examination will be offered following the next testing or available schedule. Students will be graded on their practical achievements and laboratory progress. A student who fails to achieve a passing score on the practical portion of the instructions (training) will be given an opportunity to improve his/her score or grade by performing additional assigned practical drills. The drills will be assigned by an instructor.
9. **Extra Instruction Charges:** If a student exceeds the time frame outlined in agreement to **Tests/Make-Up**, an extra instruction charge will be assessed for the balance of the hours required for the completion of course. The enrollment contract will reflect the hours to complete and rate per week as follows: \$300.00 per week for all courses.
10. Hours and grades are calculated rounded up to the nearest whole number.
11. The vein reader is in suite G100\*. Times to access the vein reader are 8 am to 10 pm on business Institution days. When emergency arises, a student may ask to leave during a class in session at night, however, that student must be escorted.
12. Scheduled class starts: 8 am, 10 am, 12:30 pm, and 5 pm. Grace period to enter a scheduled class is 15 minutes maximum; after the 15 minutes grace period, student must wait for the next class break to enter class to not disturb the session. Multiple lateness is a violation of the attendance policy. **\*Parking near suite G100 is prohibited** and considered an Institution rule's violation. Only parking in the back of Suite L103 (perpendicular to Knox Street) is allowed. License plate numbers may be collected, and it is student's financial responsibility to pay a fine.

## UNIFORMS & SANITATION & DRAPING

- Students must be in Institution uniform when attending classes and is mandatory during all practical services: All programs must wear black color top and black color bottom (no cutout/peekaboo allowed). Student must wear a student ID every day. Student may wear additional black protection (ie. Apron). Student's shoes must be closed toe shoes. No heels nor "flip-flop" allowed. Large jewelry and facial jewelry (ie. Oversized hoops, long chains, facial piercing, nose/lips rings, etc.) are not allowed.
- Massage programs: Draping techniques must be understood and well-practiced before starting first clinic hour.
- Rigid adherence to the rules of sanitation and disinfection and personal hygiene is required always.
- Students must keep their workstations, in class or on the floor, clean and sanitary always.
- All kits must be in a sanitized condition at the end of each day.
- All sheets, gown, and towels must be washed regularly by student onsite: No operations credit.
- Smoking is NOT allowed inside NOR outside around campus. Smoking is only allowed on farthest parking area and cigarettes discarded in ashtrays not ground. Smoking or using of any drugs in cars parked on our parking lots is strictly prohibited.

## CLINIC FLOOR

- All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor.

- Students must take all appointments assigned to them and give waivers to each person seating as a demo or client. Failure to take a client or ask client to sign waivers is grounds for suspension.
- No students may leave a client while performing a service, except in an emergency and is excused by an instructor.
- Students are not allowed to give services or materials other than what is on the service ticket.
- Students will pay in advance for supplies for personal services such as permanents, tints, polish, bleach, etc.
- Students are responsible for the return VC College materials and/or equipment loaned to them.
- Students must not borrow equipment from each other.
- Student must use their starter kit during class or when working on each other and may be required to purchase additional to finish the course.
- ALL programs: student's kit (implements/devices/sheets/gowns) are used on public services and during class time. Towels/Products used during services (ie. Tints, polish, acetone, creams, towels) come from the Institution's inventory.
- Student must keep inventory of what they borrow for services and return sanitized when necessary.
- Each student is solely responsible for his/her personal belongings and materials.
- All work must be checked by an instructor or credit will not be given.

#### **ADDITIONAL RULES**

- Unauthorized visitors are not permitted in any classroom or any student lounge/kitchen/parking area.
- Soliciting students is not allowed without approval by director in any public area near or on campus (student may be found in Institution's rule violation if they engage in any way with unapproved sellers and may risk termination).
- VC College business phones may NOT be used for personal calls.
- NO cell phone use during class time; includes talking, texting (exception authorized by instructor only)
- The college will not tolerate the use of alcohol or drugs or discrimination at any time.
- NO students will be admitted to class who is apparently under the influence of alcohol or drugs (incl. legal drugs).
- Students must comply with all instructions and directions. Insubordination will not be tolerated.
- Profanity, vulgar and other disrespectful language, spoken or written are unacceptable.
- Students must comply with all local (city) and state laws and regulations or may risk termination.
- Notify office immediately of any address or telephone change.
- Use of Kitchen: Student must clean after use and on all surfaces.
- Allowed VC College's parking spaces are used at student's own risks and student is 100 % responsible for cars', driver and passenger's losses and/or accidents. Parking is on first come first served basis. Parking is only allowed in the back lot, entry on Knox street. Parking is not allowed on the Vermont avenue parking lot.
- Lockers are available first-come, first-served basis and student is 100 % responsible to understand, fill-in and sign the locker policy before locker's use.

These rules are designed to form excellent work habits and to aid in completing your course as quickly as possible.

**Violation of Institution rules may result in suspension or termination.**

## **INSTITUTIONAL CANCELLATION, WITHDRAWAL AND REFUND POLICY**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or Institution closure.

#### **CREDIT BALANCES:**

- a. Institutional credit balances-Any monies due the applicant or students shall be refunded within 45 days of official written cancellation or withdrawal.
- b. Title IV credit balances- Any monies received by the student that exceed the cost of tuition are required to be paid out 14 days from the day the Title IV credit balance was created.

- a. Example: Student charges for the payment period are \$1500 and the student is receiving \$2000 in Pell or Loans. The \$500 credit balance would be required to be paid out 14 days from the day the Title IV credit balance was created. If the student had tuition due of \$2000, Paid \$500 out-of-pocket and received \$2000 in Pell or loans, this would not be considered Title IV credit and would be subject to Institutional Refund policy of 45 days.

Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the Institution. The applicant shall be entitled to a refund of all monies paid less non-refundable application fee (\$100).
2. "Right to Cancel": A student (or in the case of a student under legal age, his/her parent or guardian) gives a written Notice of Cancellation through attendance at the first-class session, or the seventh business day after enrollment, whichever is later. In this case all monies collected by the Institution shall be refunded, regardless of whether the student has actually started classes less non-refundable application fee (\$100). If the student has received federal student financial aids funds, the student is entitled to a refund of moneys not paid from federal aid program funds.
3. "Right to Cancel": A student cancels his/her enrollment after seven (7) business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the Institution less the non-refundable application fee in the amount of \$100 and less Books/ Kits/Fees. If the student has received federal student financial aids funds, the student is entitled to a refund of moneys not paid from federal aid program funds.
4. A student on an approved Leave of Absence (LOA) notifies the Institution that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning. Any refund is calculated from the last date of attendance.
5. A student is expelled by the Institution. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 days.)
6. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the Institution administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion, the following schedule of tuition earned by the Institution applies:

(this policy is in accordance with NACCAS refund policy-<http://naccas.org/naccas/Policies>)

**Student who has completed 60 % OR less of the program will receive a pro rata refund. There will be no refund if student has completed more than 60% of the period of attendance of the program, the Institution then retains 100% of all charges. All refunds are pro-rata based on scheduled hours. The refund is calculated based on the last day of attendance.**

Example:

**Amount of refund to Students after the 100 percent refund cancellation period has passed.**

For the example purpose, assuming a student has completed 300 hours of barbering 1500 hours program.

Barbering 1500 Hours Program: Tuition (refundable) \$10,500 and Books/ Student Kit/Tax (non-refundable) \$1,874.79 and Application Fee (non-refundable) \$100.00

SCHEDULE OF TOTAL CHARGES FOR BARBERING COURSE FOR A PERIOD OF ATTENDANCE \$12,464.79

ESTIMATED SCHEDULE OF TOTAL CHARGES OF BARBERING PROGRAM \$12,464.79

Hourly charges for instruction is derived as follows:

Divide tuition \$10,500 by 1500 Hours = \$7.00 is the hourly charge for instruction.

The amount of monies owed by the student for tuition:

Multiply 300 hours of scheduled hours TIMES \$7.00 (hourly charge for instruction) = \$2,100

Total amount of refund is calculated as follows:

\$12,464.79 (Total Charges) - \$100 (non-refundable application Fee) - \$1,874.79 (non-refundable Books/ Kit/Tax) - \$2,100 (amount owed by Student for tuition cost for 300 clock hours) = \$8,390 is the refund amount owed to the student.

This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges that the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned Institution property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.



If a course and/or program is canceled subsequent to a student's enrollment and before instruction in the course and /or program has begun, the Institution shall at its option: Provide completion of the course and or program; or provide a full refund of all monies paid. If the Institution cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the Institution shall at its option: Provide a pro-rata refund for all student transferring to another Institution based on hours accepted by the receiving Institution; or provide completion of the course and /or program; or participate in a Teach-Out Agreement; or provide a full refund of all monies paid. If the Institution closes permanently and ceases to offer instructions after students have enrolled and instruction has begun, the Institution must make arrangements for students, the Institution shall at its option provide a pro-rata refund or participate in a Teach-Out Agreement.

### **OFFICIAL WITHDRAWALS**

A Student may cancel this agreement anytime by notifying the Institution in writing. A "NOTICE OF CANCELLATION" can be obtained from the Institution. Student may e-mail or mail or deliver a signed and dated NOTICE OF CANCELLATION to the Office of the Institution at the following address:

VICTORY CAREER COLLEGE 19401 S. Vermont Ave Suite G 100 Torrance, CA 90502

### **UNOFFICIAL WITHDRAWALS**

Unofficial Withdrawal: Any student absent more than 14 consecutive calendar days will be terminated on the 14th day.

### **RETURN OF TITLE IV 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 Institution 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 Institution.

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 Institution of the student's withdrawal or the date of the student's withdrawal, whichever is later.
- The Institution terminates the student's enrollment as provided in the Enrollment Agreement.
- If a student does not return or call from the student's leave of absence within 72 hours (or three day) of the student's expected return, the student shall be considered terminated.
- If the student unofficially withdrew, the 14th calendar day of consecutive absence from the Institution.

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 Institution 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 Institution 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 Institution 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 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 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 Institution is not required to return. This is determined by subtracting the amount returned by the Institution from the total amount of unearned Title IV funds to be returned. The federal or state government or a loan guarantee agency may act against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

\*The entire R2T4 Refund Policy is in the CID (Customer Information Disclosure)

**ENROLLMENT TIME** is defined as the hours of attendance, that portion of the course scheduled to be completed on the student's last day of physical attendance in the Institution. Any monies due the applicant or student shall be refunded promptly (within 45 days) after formal cancellation by the student or formal termination by the Institution, which shall occur no more than 15 days from the last day of physical attendance, or in the case of a leave of absence, the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that they will not be returning.

**Make-up Policy** The California Massage Therapy Council requires 500 clock hours of supervised class time.

**LEAVE OF ABSENCE:**

- A Leave of Absence (LOA) is a temporary interruption in a student's program of study and refers to a specific time period of non-attendance.
- LOA's are granted a minimum of 14 days but may not exceed 180 days in a calendar year.
- Multiple LOA's may be granted in any 12-month period with a minimum increment of fourteen (14) days.
- The student is required to follow the Institution's policy in requesting the LOA.
- A LOA will not be granted if the Institution does not have a reasonable expectation that the student will return from the LOA.
- Only LOA requests which follow the Institution policy will be approved.
- Victory Career College may not assess the student any additional institutional charges as a result of the LOA.
- The Institution will not assess the student any additional institutional charges, the student's need may not increase, and the student is not eligible for any additional Federal Student Aid.
- The Institution does not grant a LOA which does not meet the conditions of an approved LOA for Title IV purposes (for example, for academic reasons), the Institution considers this a withdrawal for Title IV purposes.
- LOA has no effect on the "Satisfactory Academic Progress Standard".
- If student was deemed maintaining Satisfactory Academic Progress prior to LOA or withdrawal of training, upon his/her return, the student is deemed in good standing and may continue the program of study from the point of interruption.
- Total number of days allowed for a LOA may not exceed 180 days in a 12-month period.
- Total number of days taken in the LOA must extend the contract period by the same number of days and changes must be initialed by all parties or an addendum must be signed and dated by all parties.
- Student's on approved LOA need to be aware that said LOA may affect financial aid. Therefore, before final consideration is given to grant the requested LOA, a Financial Aid Advisor will meet with the student and provide information regarding the following:
  - loan obligations
  - possible revisions in his/her aid package
  - deferment options
  - notification to lending institutions
  - deferments may be canceled
  - grace periods exhausted
  - consequences of not returning to Victory Career College at the expiration of the LOA ,etc.
- For students receiving Title IV funds, all Guidelines below must be adhered to or the student will be considered withdrawn.
- A student who has been granted an LOA will be considered withdrawn if he/she does not return to Institution at the end of the LOA. In said case, the student should be informed that the last day of physical attendance is used for the purpose

of calculating the Return of Title IV funds.

- Should withdrawal result, a student's grace period for a Title IV loan program might be exhausted.
- If a student does not return or call from the student's leave of absence within 72 hours (or three day) of the student's expected return, the student shall be considered terminated.

**Guidelines :**

A Leave of Absence (LOA) will be granted if the request meets the following:

1. Submitted to the Institution in advance unless prevented by \*unforeseen circumstances:  
\*Victory Career College may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the institution documents the reason for its decision and collects the request from the student at a later date and in this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend because of the accident.
2. There must be a reasonable expectation that the student will return from the LOA.
3. Submitted in writing, signed and dated with reasons for request explained in full.
4. Victory Career College allows a Leave of Absence for a student that may experience a severe medical, legal or personal issue which makes it difficult for her/him to attend class.
5. Request must be approved by Institution official.

**A student who meets the criteria above and is granted a LOA is not considered to have withdrawn and no refund calculation is required at that time.**

To request full one hundred eighty (180) day Leave of Absence, complete documentation and certain conditions will be needed to support said request ... i.e.: jury duty, military reasons including National Guard requirements, circumstances meeting criteria covered under FMLA (Family & Medical Leave Act of 1993).

**COPYRIGHT LAW POLICY:**All Victory Career College students, faculty and staff must comply with copyright laws and the provisions of licensing agreements that apply to software. Unauthorized distribution of copyrighted material, including unauthorized peer- to-peer file sharing, may subject the student, faculty and/or staff member to civil and criminal liabilities. Victory Career College will cooperate fully with any investigation by public authorities related to the unauthorized distribution of copyrighted material. Students, faculty and/or staff found guilty will be subject to the full extent of fines and penalties imposed, as well as facing disciplinary action from the Institution. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

**EMPLOYMENT AND LIABILITY DISCLAIMER**

You are hereby informed that it is a violation of Section 7317 of the California Business and Professions Code and Section 965 of Title 16 of the California Administrative Code for a student enrolled at Victory Career College to charge a fee or receive a commission for performing any service. You are further informed that a student's enrollment and relationship with the institution is limited to a student relationship status. You are also informed that as a student or "Work Study" you are not an employee, agent, or representative of the Institution, and the Institution or its representatives have no responsibility, liability or obligation to you as an employer.

**STUDENT RIGHT-TO-KNOW-ACT:**

Student Right-to-Know disclosures must be made by July 1 of each year.

The Student Right-to-Know Act requires Institutions to disclose:

Completion or graduation rates and, if applicable, transfer out rates for a specific cohort of the general student body. This cohort is of certificate- or degree-seeking, full-time, first-time undergraduate students (Sec. 485(a) 34 CFR 668.45) These rates will track the outcomes for students for whom 150% of the normal time for completion or graduation has elapsed.

|                                |               |
|--------------------------------|---------------|
| <b>Graduation<br/>Rate2017</b> |               |
|                                | <b>94.56%</b> |

To read more about the Student Right-to-Know-Act, please visit the National Center for Education Statistics website at <http://nces.ed.gov>

**FERPA**

The Family Educational Rights and Privacy Act (FERPA) limits the disclosure of personally identifiable information from Institution records and defines students’ rights to review their records and request a change to those records.

**LICENSING REQUIREMENTS FOR EACH PROGRAM**

COSMETOLOGY:

The board shall admit to examination for a license as a cosmetologist to practice cosmetology any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:

- (a) Is not less than 17 years of age.
- (b) Has completed the 10th grade in the public schools of this state or its equivalent.
- (c) Is not subject to denial pursuant to Section 480.
- (d) Has done any of the following:
  - (1) Completed a course in cosmetology from a school approved by the board.
  - (2) Practiced cosmetology as defined in this chapter outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in cosmetology from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1) of this subdivision.
  - (3) Holds a license as a barber in this state and has completed a cosmetology crossover course in a school approved by the board.
  - (4) Completed a barbering course in a school approved by the board and has completed a cosmetology crossover course in a school approved by the board.
  - (5) Completed the apprenticeship program in cosmetology specified in Article 4 (commencing with Section 7332).

BARBERING:

The board shall admit to examination for a license as a barber to practice barbering, any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:

- (a) Is not less than 17 years of age.
- (b) Has completed the 10th grade in the public schools of this state or its equivalent.
- (c) Is not subject to denial pursuant to Section 480.
- (d) Has done any of the following:
  - (1) Completed a course in barbering from a school approved by the board.
  - (2) Completed an apprenticeship program in barbering approved by the board as conducted under the provisions of the Shelley-Maloney Apprentice Labor Standards Act of 1939, Chapter 4 (commencing with Section 3070) of Division 3 of the Labor Code.

(3) Practiced barbering as defined in this chapter outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in barbering from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).

(4) Holds a license as a cosmetologist in this state and has completed a barber crossover course in a school approved by the board.

(5) Completed a cosmetology course in a school approved by the board and has completed a barber crossover course in a school approved by the board.

(6) Completed comparable military training as documented by submission of Verification of Military Experience and Training (V-MET) records.

#### SKIN CARE:

The board shall admit to examination for a license as an esthetician to practice skin care, any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:

(a) Is not less than 17 years of age.

(b) Has completed the 10th grade in the public schools of this state or its equivalent.

(c) Is not subject to denial pursuant to Section 480.

(d) Has done any of the following:

(1) Completed a course in skin care from a school approved by the board.

(2) Practiced skin care, as defined in this chapter, outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in skin care from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).

(3) Completed the apprenticeship program in skin care specified in Article 4 (commencing with Section 7332).

#### NAIL CARE:

The board shall admit to examination for a license as a manicurist to practice nail care, any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:

(a) Is not less than 17 years of age.

(b) Has completed the 10th grade in the public schools of this state or its equivalent.

(c) Is not subject to denial pursuant to Section 480.

(d) Has done any of the following:

(1) Completed a course in nail care from a school approved by the board.

(2) Practiced nail care, as defined in this chapter, outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in nail care from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).

(3) Completed the apprenticeship program in nail care specified in Article 4 (commencing with Section 7332).

#### MASSAGE THERAPY:

As of January 2015, to receive a CAMTC voluntary certification: One must complete a 500 clock hours MT program (*and one must pass a CA State Approved Exam; EXAM in hiatus until 12/31/2020*) both must be approved by CAMTC. Massage professionals are required to comply with any local massage regulations. However, most massage professionals will find that being able to operate with a single massage certification statewide is preferable. CAMTC certificate holders are required to prominently display their original certification at their place of work. CAMTC certificate holders are also required to have their CAMTC ID card in their possession while they are working and to produce it if requested. CAMTC certificate holders are protected from certain regulations that cities and counties may impose on other massage professionals. Government Code section 51034 generally identifies regulations that cities and counties may not impose on CAMTC certified massage professionals.

## W. INDULGENCE, LLC (DBA) VICTORY CAREER COLLEGE

### ORGANIZATIONAL CHART FOR STAFF

Ms. Karine Fougoux– **Owner/Chief Executive Director**

Ms. Ashley Wettlaufer-**School Administrator**

Ms. Crystal Rosas-Perez- **Assistant Administrator**

Ms. Dace Sullivan- **Chief Financial Director**

Mr. David Mokhtarian -**Financial Aid Director/Security Director**

### EDUCATIONAL FACULTY QUALIFICATIONS

Instructors must have a combination of at least three years of work-related experience and training or education in the occupation/job title category for which they are hired to teach.

- ❖ **Mr. David Tran (Massage Instructor) 20 Years**
- ❖ **Ms. Sandra Simmons (Skin Instructor) 15 Years**
- ❖ **Ms. Erika Rivera (Cosmetology, Barbering Instructor) 14 Years**
- ❖ **Ms. Sandra Lynch (Cosmetology/Nail Instructor) 30 Years**
- ❖ **Ms. Lamicia Butler (Sub Nail Instructor Assistant) 20 Years**
- ❖ **Ms. Marilyn Obispo (Sub Cosmetology/Nail/Skin Instructor) 27+Years**
- ❖ **Mr. Prentice Walton (Sub Cosmetology/Nail/Skin Instructor) 40+ years**
- ❖ **Ms. Francesca Kingsley (Sub Skin Care Instructor) 30 years**
- ❖ **Mrs. Karine Fougoux (Sub MT Instructor) 20 years in MT and 18 years certified in Applied Kinesiology**

Rev 1/2/2019