



School Catalog
Riverside (Main Campus)
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**SALON SUCCESS ACADEMY SCHOOL CATALOG
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INTRODUCTION & HISTORY

Salon Success Academy is a family owned and operated beauty school with a long history in the Inland Empire of California. The school was originally founded by award winning stylist and salon owner, Richard Gross, as Richard's Beauty School in 1960. Richard's son, Robert Gross, later became the owner and president in 1990. Six years later, the company began operating under the name Salon Success Academy. Since then, the beauty school has expanded to five locations. The company's headquarters is located in Upland. Robert's strong commitment to education, and to the local community, has helped turn Salon Success Academy into the "People Helping Company" that it is today.

INSTITUTIONAL PHILOSOPHY

Salon Success Academy is committed to the vocational needs of their students and the community. Courses are designed for the student who is seeking an education that is relevant to the practical needs and technical environment of modern industry. Our primary objective is to produce technically skilled, job ready graduates who will be valuable to their employers, the community and themselves. Graduates of our programs will be prepared to take and pass the State Board Exams for Cosmetologists, Manicuring/Nail Care, or Barbering (based on course selected). Once licensed, our graduates are qualified to work in the professional beauty salon industry. Through the skill and dedication of a well-qualified faculty, quality curriculum, hands-on training program and high performance demands of students, our graduates are a credit to their school, their employer and themselves.

MISSION STATEMENT

Our mission is to equip our students with the tools necessary to succeed in the beauty industry by providing exceptional technical education in the classroom and servicing our local communities. The training our students receive will enable them to successfully attain employment in the beauty industry and related fields.

APPROVAL DISCLOSURE STATEMENT

Salon Success Academy is a private institution and has been granted institutional approval from the Bureau for Private Postsecondary and Vocational Education pursuant to California Education Code Section 94311. The Bureau's approval to operate means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or by the bureau. Institutional approval must be re-approved every three years and is subject to continuing review. Approved courses are:

Cosmetology	1600 Clock Hours
Barbering	1500 Clock Hours
Esthetician (Coming Soon)	680 Clock Hours
Manicuring / Nail Care	400 Clock Hours
MUD Make-up Classes (Continuing Education):	

- Beauty Essentials (84 hours)
- *Airbrushing (35 hours)
- *Bridal Make-up (21 hours)
- *Studio Make-up (35 hours)
- *High Fashion Make-up (35 hours)

*This course has a pre-requisite class ⇒ MUD Beauty Essentials which can be completed within the Esthetician course or as a stand-alone class.

All courses, course materials and enrollment materials for all locations are offered in English. English fluency is demonstrated through the successful completion of all Admission requirements including prior academic success in the student's secondary education and in the Admissions interview. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at

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

By E-mail to: bppve@dca.ca.gov

Web site: www.bppe.ca.gov

Phone: 916-431-6959

Toll Free: (888) 370-7589

Fax (916) 263-1897

Persons wishing to resolve problems should first contact the Instructor in charge. Requests for further action may be made to the school personnel, or our Home Office at (909) 982-4200. As a prospective student, you are encouraged to review this Catalog prior to signing an Enrollment Agreement. You are also encouraged to review the school performance fact sheet, which must be provided to you prior to signing an enrollment agreement. A copy of this Catalog can be found on our website at www.gotobeautyschool.com. Our Catalog is updated in January of every year or when updates or changes occur throughout the year.

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

Salon Success Academy does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Students enrolled through an Adult Education Program, (AEP), or Regional Occupation Program, (ROP), should direct unresolved complaints to the District Office through which they enrolled. District policies and regulations supersede State laws governing private vocational schools. For students not enrolled through AEP or ROP unresolved complaints may be directed to the Bureau for Private Postsecondary and Vocational

Education;

400 'R' Street, Suite 5000; Sacramento, CA 95814-6200, telephone (916) 431-6959.

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

The transferability of credits you earn at Salon Success Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate of completion you earn in Cosmetology or Esthetician is also at the complete discretion of the institution to which you may seek to transfer. If the certificate 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 Salon Success Academy to determine if your certificate will transfer.

Student records for graduates and are maintained for an indefinite period of time while records for students who withdraw (or terminate) are maintained for five (5) years at the location where the student was last trained. The student files including as minimum the following list of documents.

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

Salon Success Academy will maintain all student transcripts indefinitely.

Salon Success Academy
1385 E. Foothill Blvd.
Upland, CA 91786
PH (909) 982-4200 Fax (909) 982-7318
Email: corp@gotobeautyschool.com
Website: www.gotobeautyschool.com

ARTICULATION AGREEMENT

Salon Success Academy has not entered into an articulation agreement with any other school.

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Upland, CA 91786
PH (909) 982-4200 Fax (909) 982-7318
Email: corp@gotobeautyschool.com
Website: www.gotobeautyschool.com

OWNERSHIP AND MANAGEMENT

Robert Gross	President & Owner
Jeff Gross	Vice President of Operations
Megan Gross	Vice President of Operations
Kyle Rumbel	Controller & Human Resources
Christina Belcher	Chief Operating Officer
Karen Michaud	Financial Aid Director
Curtis Speller	Admissions Director

Robin Ramirez	Education Director
Yvette Martinez	Administrative Assistant
Heather Harris (Kilgore)	Admin. Assistant / Student Services
Jade Klawon	Admin. Assistant / Call Center

EDUCATION TEAM

The education team is made up of three educators and Directors whose main responsibilities are:

- To write, oversee, and manage the curriculum for all programs
- Seek out and develop innovative curricula and teaching methodologies to keep our programs state of the art
- Monitor the educators in their campuses to identify and assist those in need to further develop their teaching knowledge and/or skill level.
- Work with the Campus Directors and executive management staff in all areas related to instruction, curriculum, client services and compliance.

EDUCATION TEAM MEMBERS

NAME	CAMPUS
Robin Ramirez – Director of Education	Upland
Brandy Edwards – Team Leader	Riverside
Linda Rios	Fontana

FACILITIES AND EQUIPMENT

Riverside (Main) - 6,690 square feet on the second floor of the complex consisting of facility has 3 classrooms where instruction will take place, a student break room, a clinic classroom salon floor with 25 stations and 2 pedicure spas, a dryer area with 6 dryers, a shampoo area with 5 shampoo bowls, a dispensary, a study/computer room, an office, and men’s and women’s restrooms. The computer system is backed up daily at an offsite location.

The Board of Barbering and Cosmetology, set minimum standards for the program of studies at Salon Success Academy. In accordance with Education Code Section 94316.12 the following is the name and address and phone number of the related agency.

Board of Barbering and Cosmetology

P.O. Box 944226, Sacramento, CA 94244-2260 Phone: (916) 445-7061

The National Accrediting Commission of Career Arts & Sciences (NACCAS)

3015 Colvin Street, Alexandria, VA 22314 (703) 600-7600

ADMISSION REQUIREMENTS FOR COSMETOLOGY, BARBERING, ESTHETICIAN & MANICURING/NAIL CARE

Salon Success Academy accepts as regular students those individuals who are at minimum 16 years of age, have graduated from an accredited high school, an approved home school program or have successfully completed the GED. Please note that students must be at least 17 years of age to be admitted to state board, therefore students will not be admitted to the Esthetician or Manicuring/Nail Care program until it is determined they will be at least 17 by the time they graduate from the program. Students must be citizens of the United States or be of a Permanent Residency status.

Salon Success Academy accepts as regular students the following:

- An individual who is a graduate of an accredited high school OR
- An individual who is a graduate of an approved home school curriculum OR
- An individual who has successfully completed the GED OR
- An individual who is beyond the age of compulsory school attendance in California. (Current state law in California states that students must attend school until they are 18 years of age.)

Prospective students will be interviewed by a representative of our Admissions Department. The interview will explain the School's philosophy, course content and discuss career opportunities. Our Admissions interview process will be used to help determine the acceptability of potential students through the direction of our admissions process.

Salon Success Academy does not recruit students already attending or admitted to another school offering a similar course of study.

Students must also pass the school entrance exam with 70% or better to be admitted into the Cosmetology program. Students who do not pass on the first attempt may be allowed to retake the exam up to a total of 3 times in a six month period. Each attempt must be at least one week apart. Salon Success Academy does not recruit students already attending or admitted to another school offering a similar course of study.

Prospective students without a high school diploma or recognized equivalent: (Ability-To-Benefit Policy)

Prospective students who do not possess a high school diploma or its recognized equivalent may be admitted as a regular student if:

- The prospective student is beyond the age of compulsory school attendance in California. (Current state law in California states that students must attend school until they are 18 years of age.) AND
- Prior to admission, complete and pass our standardized school entrance exam with a 70% or higher.

Students who are admitted under the Ability-To-Benefit Policy must satisfactorily complete 225 clock hours, at which time, an evaluation will be done to determine if the student is satisfactorily meeting academic and attendance standards.

NOTE: Students who do not possess a high school diploma or its equivalent are NOT ELIGIBLE to receive Student Financial Aid (Title IV Funds).

Students must present an acceptable form of photographic ID for the purpose of confirmation of identification and proof of age to be admitted into the program. One of these forms of ID are also required for admittance to the California State Board Examination. The following is a list of the forms of identification which will be accepted:

1. Unexpired, Valid Photographic Driver License (any state)
2. Unexpired, Valid State ID issued by the state department of motor vehicles (any state)
3. Unexpired, Valid US Military ID
4. Unexpired, Valid Employment Authorization Card
5. Unexpired, Valid Passport – United States
6. Unexpired, Valid Passport – Other Country must be accompanied with a valid record of arrival/departure-form I-94.
6. Unexpired, Valid Permanent Resident Card
7. Unexpired, Valid US Immigration and Naturalization issued ID

Per Title IV requirements, students applying for federal financial aid may be required to furnish additional sources of ID for purposes of verifying citizenship.

ADMISSION REQUIREMENTS FOR MUD BEAUTY ESSENTIALS, AIRBRUSH, BRIDAL MAKE-UP, STUDIO MAKE-UP & HIGH FASHION MAKE-UP CLASSES

The Make-Up Designory (MUD) make-up courses offered at Salon Success Academy are continuing education for students who want to improve or learn new skills in make-up. They are certificate classes that do not lead to a state license.

Salon Success Academy accepts as regular students to MUD classes, those individuals who are at minimum 16 years of age, and have either

- a) Proof of previous enrollment in a state approved beauty program **or**
- b) A documented interest to work in the beauty industry.

PRE-REQUISITE COURSES

Completion of the Beauty Essentials class is a pre-requisite for Airbrush, Bridal Make-up, Studio Make-up and High Fashion Make-up.

Prospective students will be interviewed by a representative of our Admissions Department. The interview will explain the School's philosophy, course content and discuss career opportunities. Our Admissions interview process will be used to help determine the acceptability of potential students through the direction of our admissions process.

Salon Success Academy does not recruit students already attending or admitted to another school offering a similar course of study.

Salon Success Academy does not recruit students already attending or admitted to another school offering a similar course of study.

COSMETOLOGY OR BARBER STUDENTS ENROLLED UNDER A TEACH-OUT AGREEMENT

For students who enroll under a Teach-Out Agreement, Salon Success Academy may accept up to 100% of verifiable hours. Determination will be based on evaluation of the student's record(s) and/or recent progress report. If it is determined that the student does not have sufficient clock hours remaining to complete the state board requirements or the student was not passing their subjects at the prior school, Salon Success Academy reserves the right to have the student complete more clock hours than the student has remaining.

Upon Completion, Students who have completed 1000 hours or more at Salon Success Academy will receive a Certificate of Course Completion and Sassoon Certificate along with their state board proof of training. Students who complete less than 1000 hours will receive a state board proof of training only.

MANICURING STUDENTS ENROLLED UNDER A TEACH-OUT AGREEMENT

For manicuring students who enroll under a Teach-Out Agreement, Salon Success Academy may accept up to 100% of verifiable hours. Determination will be based on evaluation of the student's record(s) and/or recent progress report. If it is determined that the student does not have sufficient clock hours remaining to complete the state board requirements or the student was not passing their subjects at the prior school, Salon Success Academy reserves the right to have the student complete more clock hours than the student has remaining.

Upon Completion, Students who have completed 300 hours or more at Salon Success Academy will receive a Certificate of Course Completion along with their state board proof of training. Students who complete less than 300 hours will receive a state board proof of training only.

ESTHETICIAN STUDENTS ENROLLED UNDER A TEACH-OUT AGREEMENT

For students who enroll under a Teach-Out Agreement, Salon Success Academy may accept up to 100% of verifiable hours. Determination will be based on evaluation of the student's record(s) and/or recent progress report. If it is determined that the student does not have sufficient clock hours remaining to complete the state board requirements or the student was not passing their subjects at the prior school, Salon Success Academy reserves the right to have the student complete more clock hours than the student has remaining.

Upon Completion, Students who have completed 450 hours or more at Salon Success Academy will receive a Certificate of Course Completion along with their state board proof of training. Students who complete less than 450 hours will receive a state board proof of training only.

ON-CAMPUS HOUSING

Salon Success Academy does not offer on campus housing. The Institution provides housing referral assistance for locations within a reasonable distance from the campus. The approximate monthly range for one bedroom rental apartments is \$800.00-\$1,200.00.

CREDIT FOR PREVIOUS TRAINING

STUDENTS WITH PRIOR HOURS IN COSMETOLOGY:

1) FROM ANOTHER SCHOOL REENROLLING IN COSMETOLOGY

Salon Success Academy, in order to provide our graduates with the knowledge and skills to reflect the excellence we profess, have an exceptional educational relationship with the Sassoon Academy School Connection. The student will provide us with approved documentation from their prior school(s) of enrollment indicating the student's prior levels of training, both academic and hours of attendance. **The student will receive up to a maximum of 600 clock hours.**

- A) If the student's last day of attendance in Cosmetology was from 1-12 months ago the student will possibly be granted up to 100% of their clock hours towards Cosmetology.
- B) If the student's last day of attendance in Cosmetology was from 13-24 months ago the student will possibly be granted up to 75% of their clock hours towards Cosmetology.
- C) If the student's last day of attendance in Cosmetology was from 25-36 months ago the student will possibly be granted up to 50% of their clock hours towards Cosmetology.
- D) If the student's last date of attendance is more than 37 months old, we will not accept any of the student's prior hours. The student will have to start over as a new student.

Students with prior out-of-state hours must first follow the California State Board procedures before enrolling at Salon Success Academy.

From the Barbering and Cosmetology Act & Regulations:

Article 2 (910) (a) An applicant who desires to establish eligibility for examination for a license in this state upon the basis of practice, study or training outside this state, or supplementary training in a licensed school in this state, or any combination thereof, shall furnish proof of his or her qualifications to the board as follows:

(2) An applicant who has completed any number of hours of study and training in a school in another state or country shall file with the board, on the form prescribed by it (form #03B-144, Out of State Beauty School Training Record – Form B, Rev. 8/94), an authenticated statement from the school or the training took place showing the number of hours of study and training completed in each subject and when such study and training occurred.

State Board will issue to the student a letter explaining how much of their previous training hours and operations have been granted and what will be needed for them to complete their training in a California approved school and take the State Board exam.

The student will be required to furnish the approval letter to Admissions prior to enrollment. The student will be granted up to a maximum of 600 clock hours.

2) FROM SALON SUCCESS ACADEMY REENROLLING IN COSMETOLOGY

Any former enrolled Salon Success Academy student, wishing to re-enroll in the same course they had withdrawn from, must provide proof to the Campus Director (or designate) that the circumstances leading to the withdrawal have been corrected, and that the student will be able to maintain satisfactory progress. Salon Success Academy students who withdraw from school on a "probationary status" will return to school, if accepted, in the same status as when they withdrew. There is no guarantee that any student who is terminated from the program will be re-admitted to any Salon Success Academy campus. **The maximum amount of previous training hours that can be given is 1200 clock hours.**

- A) If the student's last day of attendance in Cosmetology was from 1-12 months ago the student will possibly be granted up to 100% of their clock hours towards Cosmetology.
- B) If the student's last day of attendance in Cosmetology was from 13-24 months ago the student will possibly be granted up to 75% of their clock hours towards Cosmetology.
- C) If the student's last day of attendance in Cosmetology was from 25-36 months ago the student will possibly be granted up to 50% of their clock hours towards Cosmetology.

- D) If the student's last date of attendance is more than 37 months old, we will not accept any of the student's prior hours. The student will have to start over as a new student.

The student must have paid all prior account balances or have made acceptable payment arrangements through the financial planning office prior to approval to re-enroll.

3) FROM ANOTHER SCHOOL TRANSFERRING TO BARBERING

Salon Success Academy, in order to provide our graduates with the knowledge and skills to reflect the excellence we profess, have an exceptional educational relationship with the Sassoon Academy School Connection. The student will provide us with approved documentation from their prior school(s) of enrollment indicating the student's prior levels of training, both academic and hours of attendance. Students who have withdrawn from a Cosmetology program at another school will receive up to a maximum of 500 clock hours to transfer to Barbering. Hours will be determined as follows:

- A) If the student's last day of attendance in Cosmetology was from 1-12 months ago the student will possibly be granted up to 100% of their clock hours towards Barbering.
- B) If the student's last day of attendance in Cosmetology was from 13-24 months ago the student will possibly be granted up to 75% of their clock hours towards Barbering.
- C) If the student's last day of attendance in Cosmetology was from 25-36 months ago the student will possibly be granted up to 50% of their clock hours towards Barbering.
- D) If the student's last date of attendance is more than 37 months old, we will not accept any of the student's prior hours. The student will have to start over as a new student.

Students who have a valid California Cosmetology license and can document they are currently working in the beauty industry can receive a maximum of 1300 clock hours towards the Barbering program. Two hundred hours in Shaving preparation and performance are required to graduate and qualify for the barbering exam. Students will be required to provide an official Proof of Training Document or their State Issued Cosmetology License.

4) FROM SALON SUCCESS ACADEMY TRANSFERRING TO BARBERING

Salon Success Academy, in order to provide our graduates with the knowledge and skills to reflect the excellence we profess, have an exceptional educational relationship with the Sassoon Academy School Connection. The student will provide us with approved documentation from their prior school(s) of enrollment indicating the student's prior levels of training, both academic and hours of attendance. **The student will receive up to a maximum of 1100 hours.** Hours will be determined as follows:

- E) If the student's last day of attendance in Cosmetology was from 1-12 months ago the student will possibly be granted up to 100% of their clock hours towards Barbering.
- F) If the student's last day of attendance in Cosmetology was from 13-24 months ago the student will possibly be granted up to 75% of their clock hours towards Barbering.
- G) If the student's last day of attendance in Cosmetology was from 25-36 months ago the student will possibly be granted up to 50% of their clock hours towards Barbering.
- H) If the student's last date of attendance is more than 37 months old, we will not accept any of the student's prior hours. The student will have to start over as a new student.

Students who have completed the Cosmetology program at SSA (1600 hours) may receive a maximum of 1300 clock hours towards the Barbering program. Two hundred hours in Shaving preparation and performance are required to graduate and qualify for the barbering exam. Students will be required to provide an official Proof of Training Document or their State Issued Cosmetology License. Students who

have applied for the state board Cosmetology Exam but have not passed it yet may be required to wait until they have passed before starting the Barbering program.

5) FROM ANOTHER SCHOOL TRANSFERRING TO THE ESTHETICIAN PROGRAM

No transfer hours will be accepted.

6) FROM SALON SUCCESS TRANSFERRING TO THE ESTHETICIAN PROGRAM

No transfer hours will be accepted.

7) FROM ANOTHER SCHOOL TRANSFERRING TO THE MANICURING/NAIL CARE PROGRAM

No transfer hours will be accepted.

8) FROM SALON SUCCESS TRANSFERRING TO THE MANICURING/NAIL CARE PROGRAM

No transfer hours will be accepted.

STUDENTS WITH PRIOR HOURS IN BARBERING:

1) FROM ANOTHER SCHOOL REENROLLING IN BARBERING

Salon Success Academy, in order to provide our graduates with the knowledge and skills to reflect the excellence we profess, have an exceptional educational relationship with the Sassoon Academy School Connection. The student will provide us with approved documentation from their prior school(s) of enrollment indicating the student's prior levels of training, both academic and hours of attendance. **The student will receive up to a maximum of 500 hours.** Hours will be determined as follows:

- A) If the student's last day of attendance in Barbering was from 1-12 months ago the student will possibly be granted up to 100% of their clock hours towards Barbering.
- B) If the student's last day of attendance in Barbering was from 13-24 months ago the student will possibly be granted up to 75% of their clock hours towards Barbering.
- C) If the student's last day of attendance in Barbering was from 25-36 months ago the student will possibly be granted up to 50% of their clock hours towards Barbering.
- D) If the student's last date of attendance is more than 37 months old, we will not accept any of the student's prior hours. The student will have to start over as a new student.

Students with prior out-of-state hours must first follow the California State Board procedures before enrolling at Salon Success Academy.

From the Barbering and Cosmetology Act & Regulations:

Article 2 (910) (a) An applicant who desires to establish eligibility for examination for a license in this state upon the basis of practice, study or training outside this state, or supplementary training in a licensed school in this state, or any combination thereof, shall furnish proof of his or her qualifications to the board as follows:

(2) An applicant who has completed any number of hours of study and training in a school in another state or country shall file with the board, on the form prescribed by it (form #03B-144, Out of State Beauty School Training Record – Form B, Rev. 8/94), an authenticated statement from the school or the training took place showing the number of hours of study and training completed in each subject and when such study and training occurred.

State Board will issue to the student a letter explaining how much of their previous training hours and operations have been granted and what will be needed for them to complete their training in a California approved school and take the State Board exam.

The student will be required to furnish the approval letter to Admissions prior to enrollment. The student will be granted up to a maximum of 500 clock hours.

2) FROM SALON SUCCESS ACADEMY REENROLLING IN BARBERING

Any former enrolled Salon Success Academy student, wishing to re-enroll in the same course they had withdrawn from, must provide proof to the Campus Director (or designate) that the circumstances leading to the withdrawal have been corrected, and that the student will be able to maintain satisfactory progress. Salon Success Academy students who withdraw from school on a “probationary status” will return to school, if accepted, in the same status as when they withdrew. There is no guarantee that any student who is terminated from the program will be re-admitted to any Salon Success Academy campus. **The student will receive up to a maximum of 1100 hours.** Hours will be determined as follows:

- A) If the student’s last day of attendance in Barbering was from 1-12 months ago the student will possibly be granted up to 100% of their clock hours towards Barbering.
- B) If the student’s last day of attendance in Barbering was from 13-24 months ago the student will possibly be granted up to 75% of their clock hours towards Barbering.
- C) If the student’s last day of attendance in Barbering was from 25-36 months ago the student will possibly be granted up to 50% of their clock hours towards Barbering.
- D) If the student’s last date of attendance is more than 37 months old, we will not accept any of the student’s prior hours. The student will have to start over as a new student.

The student must have paid all prior account balances or have made acceptable payment arrangements through the financial planning office prior to approval to re-enroll.

3) FROM ANOTHER SCHOOL TRANSFERRING TO COSMETOLOGY

Salon Success Academy, in order to provide our graduates with the knowledge and skills to reflect the excellence we profess, have an exceptional educational relationship with the Sassoon Academy School Connection. The student will provide us with approved documentation from their prior school(s) of enrollment indicating the student’s prior levels of training, both academic and hours of attendance. **The student will receive up to a maximum of 600 hours.** Hours will be determined as follows:

- A) If the student’s last day of attendance in Barbering was from 1-12 months ago the student will possibly be granted up to 100% of their clock hours towards Cosmetology.
- B) If the student’s last day of attendance in Barbering was from 13-24 months ago the student will possibly be granted up to 75% of their clock hours towards Cosmetology.
- C) If the student’s last day of attendance in Barbering was from 25-36 months ago the student will possibly be granted up to 50% of their clock hours towards Cosmetology.
- D) If the student’s last date of attendance is more than 37 months old, we will not accept any of the student’s prior hours. The student will have to start over as a new student.

Students who have a valid California Barber license and can document they are currently working in the beauty industry can receive a maximum of 1300 clock hours towards the Cosmetology program. Three hundred total additional hours are needed. Two hundred hours in esthetics and 100 hours in manicuring and pedicuring are required to graduate and qualify for the cosmetology examination. Students will be required to provide an official Proof of Training Document or their State Issued Barbering License.

4) FROM SALON SUCCESS ACADEMY TRANSFERRING TO BARBERING

Salon Success Academy, in order to provide our graduates with the knowledge and skills to reflect the excellence we profess, have an exceptional educational relationship with the Sassoon Academy School Connection. The student will provide us with approved documentation from their prior school(s) of enrollment indicating the student's prior levels of training, both academic and hours of attendance. **The student will receive up to a maximum of 1100 hours.** Hours will be determined as follows:

- E) If the student's last day of attendance in Barbering was from 1-12 months ago the student will possibly be granted up to 100% of their clock hours towards Cosmetology.
- F) If the student's last day of attendance in Barbering was from 13-24 months ago the student will possibly be granted up to 75% of their clock hours towards Cosmetology.
- G) If the student's last day of attendance in Barbering was from 25-36 months ago the student will possibly be granted up to 50% of their clock hours towards Cosmetology.
- H) If the student's last date of attendance is more than 37 months old, we will not accept any of the student's prior hours. The student will have to start over as a new student.

Students who have completed the Barbering program at Salon Success Academy may receive a maximum of 1300 clock hours towards the Cosmetology program. Three hundred total additional hours are needed. Two hundred hours in esthetics and 100 hours in manicuring and pedicuring are required to graduate and qualify for the cosmetology examination. Students will be required to provide an official Proof of Training Document or their State Issued Barbering License.

5) FROM ANOTHER SCHOOL TRANSFERRING TO THE ESTHETICIAN PROGRAM

No transfer hours will be accepted.

6) FROM SALON SUCCESS TRANSFERRING TO THE ESTHETICIAN PROGRAM

No transfer hours will be accepted.

7) FROM ANOTHER SCHOOL TRANSFERRING TO THE MANICURING/NAIL CARE PROGRAM

No transfer hours will be accepted.

8) FROM SALON SUCCESS TRANSFERRING TO THE MANICURING/NAIL CARE PROGRAM

No transfer hours will be accepted.

STUDENTS WITH PRIOR HOURS IN ESTHETICIAN:

1) FROM ANOTHER SCHOOL REENROLLING IN THE ESTHETICIAN PROGRAM

No transfer hours will be accepted.

2) FROM SALON SUCCESS ACADEMY REENROLLING IN THE ESTHETICIAN PROGRAM

Any former enrolled Salon Success Academy student, wishing to re-enroll in the same course they had withdrawn from, must provide proof to the Campus Director (or designate) that the circumstances leading to the withdrawal have been corrected, and that the student will be able to maintain satisfactory progress. Salon Success Academy students who withdraw from school on a "probationary status" will return to school, if accepted, in the same status as when they withdrew. There is no guarantee that any student who is terminated from the program will be re-admitted to any Salon Success Academy campus. **The student will receive up to a maximum of 400 hours.** Hours will be determined as follows:

- I) If the student's last day of attendance in Esthetician was from 1-12 months ago the student will possibly be granted up to 100% of their clock hours towards Esthetician.
- J) If the student's last day of attendance in Esthetician was from 13-24 months ago the student will possibly be granted up to 75% of their clock hours towards Esthetician.
- K) If the student's last day of attendance in Esthetician was from 25-36 months ago the student will possibly be granted up to 50% of their clock hours towards Esthetician.
- L) If the student's last date of attendance is more than 37 months old, we will not accept any of the student's prior hours. The student will have to start over as a new student.

The student must have paid all prior account balances or have made acceptable payment arrangements through the financial planning office prior to approval to re-enroll.

3) FROM ANOTHER SCHOOL TO COSMETOLOGY

Students with prior hours from the Esthetician course can transfer 65% of the (600) course hours up to a max of 360 hours to the Cosmetology program within one year of completing the Esthetician hours. Clock hours completed over one year ago will not be accepted to transfer to Cosmetology.

If the student is a currently California licensed Esthetician the 360 hours are transferable to Cosmetology regardless of how long ago the student clocked the hours. Student must provide a copy of their valid State Issued Esthetician License.

4) FROM SALON SUCCESS ACADEMY TO COSMETOLOGY

Students with prior hours from the Esthetician course can transfer up to 65% of the (600) course hours for a max of 360 hours to the Cosmetology program within one year of completing the Esthetician hours. Clock hours completed over one year ago will not be accepted to transfer to Cosmetology.

If the student is a currently California licensed Esthetician the 360 hours are transferable to Cosmetology regardless of how long ago the student clocked the hours. Student must provide a copy of their valid State Issued Esthetician License.

5) FROM ANOTHER SCHOOL TRANSFERRING TO THE BARBERING PROGRAM

No transfer hours will be accepted.

6) FROM SALON SUCCESS TRANSFERRING TO THE BARBERING PROGRAM

No transfer hours will be accepted.

7) FROM ANOTHER SCHOOL TRANSFERRING TO THE MANICURING/NAIL CARE PROGRAM

No transfer hours will be accepted.

8) FROM SALON SUCCESS TRANSFERRING TO THE MANICURING/NAIL CARE PROGRAM

No transfer hours will be accepted.

STUDENTS WITH PRIOR HOURS IN MANICURING/NAIL CARE:

1) FROM ANOTHER SCHOOL REENROLLING IN MANICURING/NAIL CARE

No transfer hours will be accepted.

2) FROM SALON SUCCESS ACADEMY REENROLLING IN MANICURING/NAIL CARE

Any former enrolled Salon Success Academy student, wishing to re-enroll in the same course they had withdrawn from, must provide proof to the Campus Director (or designate) that the circumstances leading to the withdrawal have been corrected, and that the student will be able to maintain satisfactory progress. Salon Success Academy students who withdraw from school on a “probationary status” will return to school, if accepted, in the same status as when they withdrew. There is no guarantee that any student who is terminated from the program will be re-admitted to any Salon Success Academy campus.

A student who has been withdrawn from school and is 1-12 months from their last date of attendance may apply for re-enrollment. The student must have paid all prior account balances or have made acceptable payment arrangements through the financial planning office prior to approval to re-enroll. The student may receive up to 100% of their prior hours to a maximum of 200 clock hours.

Re-enrollment requests can be obtained from the Campus Director (or designate).

Hours that were completed longer than 13 months before the student’s application to enroll at Salon Success Academy will not be accepted. The student will be required to enroll for the entire 400 hours.

3) FROM ANOTHER SCHOOL TO COSMETOLOGY

No transfer hours will be accepted.

4) FROM SALON SUCCESS ACADEMY TRANSFERRING TO COSMETOLOGY

Students with prior hours from the Manicuring/ Nail Care course can transfer up to 70% of the course hours completed up to a **max of 200 hours to the Cosmetology program within 1-12 months of completing the Manicuring/Nail Care hours**. Clock hours completed over 13 months ago will not be accepted to transfer to Cosmetology.

If the student is a currently California licensed Manicurist the 200 hours are transferable to Cosmetology regardless of how long ago the student clocked the hours. Student must provide a copy of their valid State Issued Manicurist License.

5) FROM ANOTHER SCHOOL TRANSFERRING TO THE BARBERING PROGRAM

No transfer hours will be accepted.

6) FROM SALON SUCCESS TRANSFERRING TO THE BARBERING PROGRAM

No transfer hours will be accepted.

7) FROM ANOTHER SCHOOL TRANSFERRING TO THE ESTHETICIAN PROGRAM

No transfer hours will be accepted.

8) FROM SALON SUCCESS TRANSFERRING TO THE ESTHETICIAN PROGRAM

No transfer hours will be accepted.

STUDENTS WITH PRIOR HOURS IN MUD MAKE-UP CLASSES:

1) STUDENTS WITH PRIOR MUD MAKE-UP CLASS HOURS FROM SALON SUCCESS ACADEMY

Prior hours will not be accepted to incomplete MUD classes.

2) STUDENTS WITH PRIOR MUD MAKE-UP CLASS HOURS FROM ANOTHER SCHOOL

No Transfer hours will be accepted to incomplete MUD classes.

CAMPUS TRANSFER POLICY

Students transferring from the Salon Success Academy Riverside campus to any other Salon Success Academy campus should first speak to the Financial Planner or Campus Director for approval and instructions. Upon approval the student will withdraw from school and begin the 15 – 60 day waiting period to re-enroll in the approved campus. The waiting period will be determined according to the student’s current loan period. At the end of the waiting period the student will be required to meet with the Financial Planner and Admissions Representative at the new campus to complete the re-enrollment requirements.

SCHOOL CALENDAR

Corporate Office hours are Monday through Friday, 7:30 a.m. to 5:00 p.m.

RIVERSIDE CAMPUS HOURS ARE:

Tuesday through Friday 8:30 am – 5:00 pm and Saturday 8:30 am–5:00 pm. The school will be closed for the following days in 2017.

2017 HOLIDAYS	CLOSED START DATE	CLOSED END DATE (if closed more than one day)
Memorial Day	Saturday, May 27, 2017	N/A
Independence Day	Tuesday, July 4, 2017	N/A
Labor Day	Saturday, September 2, 2017	N/A
Thanksgiving (3 days)	Thursday, Nov 23, 2017 (3 days)	Saturday, Nov 25, 2017
Christmas	Saturday, December 23, 2017	Monday, December 25, 2017
New Year’s	Saturday, December 30, 2017	Monday, January 1, 2018

**Special hours

Monday, May 22, 2017	Open 8:30 am – 5:00 pm
Monday, August 28, 2017	Open 8:30 am – 5:00 pm
Tuesday October 31, 2017	Schools close early for Halloween Open 8:30 am – 4:00 pm All Campuses
Monday, November 20, 2017 – Wednesday, November 22, 2017	Open 8:30 – 6:30 each day

STARTING DATES

Orientation will be held the first Monday of class at

1385 E Foothill Blvd. Upland, CA 91786

from 10:00am – 12:00pm. **Orientation is mandatory.** *Dates are subject to change. Don't wait until the last minute to register! Students must have all paperwork and Enrollment Agreement completed and have paid a down payment (if necessary) before the campus deadline to register. Check with our Admissions Department for more information.

CLASS START DATES FOR 2017
January 17, 2017
February 21, 2017
March 20, 2017
April 24, 2017
May 21, 2017
June 26, 2017
July 24, 2017
August 21, 2017
September 18, 2017
October 16, 2017
November 13, 2017
December 11, 2017
January 12, 2018

COURSE SCHEDULES

Full Time Cosmetology Course: Tuesday-Saturday, 8:30am-5:00pm for forty (40) hours per week

Barbering Course: Tuesday-Saturday, 8:30am-5:00 pm for forty (40) hours per week.

Manicuring/Nail Care Course: Tuesday-Saturday, 8:30am-5:00 pm for forty (40) hours per week.

MUD Makeup: Tuesday-Saturday, 8:30am-5:00 pm for forty (40) hours per week.

TUITION CHARGES FOR STUDENTS WITH PRIOR HOURS

Students with prior hours in Cosmetology or Barbering will be charged \$11.50 per hour for their remaining hours.

Students with prior hours in Esthetician will be charged \$13.00 per hour for their remaining hours.

Students in Nail Care will be charged \$5.00 per hour for their remaining hours.

FINANCIAL AID PROGRAMS

For those students who qualify the school participates in Federal Pell Grant and William D Ford "Direct Loan Program" Subsidized, Unsubsidized and Plus loans. Subsidized loans are need based; based on the school's COA and the Student's EFC a determination is made concerning need or lack

thereof. Unsubsidized loans are not need based. School personnel counsel each student carefully as a means of enabling students to minimize the amount of debt incurred while attending school. The Pell Grant is a grant to those who qualify (qualification is based on family earnings) and does not have to be repaid except in cases where a student fails to complete a specified percentage of the pay period of which they are currently attending. In cases where a student withdraws before completing 60% of the specified pay period, a portion of the grant becomes the student's liability and as such may create a greater liability on the student in terms of balance owed the school. Our Student Financial Planners work with students in determining loan amount need(s) and loans must be certified by school's Financial Planning Office. The school certifies loans only in amounts to cover the cost of the student's Agreement. All student loans are binding Agreements between the student and the U S Department of Education and as such must be repaid. Failure to repay student loans by student's and or parents (Plus Loan) to the U S Department of Education as scheduled on the promissory note will have adverse effects on if the individuals credit history. Students are apprised of expected federal funds for a specified award on or before the first day of class based on financial and or other pertinent information the student provides to the school when filing or verifying FAFSA information. Federal funds are disbursed in payment periods. Disbursement of federal funds is contingent on the students being in satisfactory progress at the scheduled disbursement date. Failure to maintain satisfactory progress as defined in the school's satisfactory progress policy will cause a student's federal funds to be withdrawn.

PRIVATE TUITION SCHEDULE

\$5.00 an hour for Manicuring/Nail Care Full-Time 400 hours X \$5 = \$2,000 and \$5.50 for Part Time 400 hours X \$2200
\$11.50 an hour for Cosmetology Full-Time 1600 hours X \$11.50 = \$18,400 and \$12.50 an hour for part time 1600 hours X 12.50 = \$20,000
\$11.50 an hour for Barbering Full-Time 1500 hours X \$11.50 = \$17,250
\$13.00 an hour for Esthetician Full-Time 680 hours X \$13 = \$8,840 and \$13.50 for part time 680 X 13.50 = \$9180
\$8.00 an hour for MUD Beauty Essentials –
 Salon Success Academy Alumni \$8 X 84 hours = \$672
\$16.00 an hour for MUD Beauty Essentials –
 Unlicensed or Non Salon Success Academy Alumni \$16 X 84 hours = \$1344
\$8.00 an hour for MUD Airbrush Make-up 35 hours X \$8 = \$280
\$8.00 an hour for MUD Bridal Make-Up 21 hours X \$8 = \$168
\$8.00 an hour for MUD Studio Make-Up 35 hours X \$8 = \$280
\$8.00 an hour for MUD High Fashion Trends Make-Up 35 hours X \$8 = \$280

PAYMENT METHODOLOGY

Perspective students, prior to beginning school, will meet with our Financial Planning Department to establish a financial plan to meet the costs associated with their scheduled course. Our team in Financial Planning will determine, through reviewing the resources available to the student and possibly their family, as well as what forms of financial aid they may wish to apply and be eligible. As a result of our financial planning process, with the timely and accurate submissions of forms with our

support, students will be able to develop a financial plan to meet their educational goals. The student's plan may include a variety of options depending on the approved plan developed with the student and Salon Success Academy including the following:

Payment Options (may vary as a result of the student financial planning process)

1. Full payment prior to beginning school.
2. Third Party financing agreement between the Student and third party.
3. Students will pay a partial amount before classes begin, and will make monthly payments according to the Payment Plan in each month. Late payments are subject to a 15% late fee charge.
4. Federal Student Aid to pay student tuition, and if needed private payments (cash, credit card, money order or check) to pay the full cost of the course.

METHODS OF PAYMENT ACCEPTED

Salon Success Academy accepts as forms of payment cash, check, Visa, MasterCard and/or Title IV funding.

STUDENT TUITION RECOVERY FUND (STRF)

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

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

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

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

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

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

following:

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

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

COSMETOLOGY COURSE CURRICULUM AND OBJECTIVE

COSMETOLOGY 1600 CLOCK HOURS

COURSE COST

Cost	Full Time (48 weeks)
Registration Fee (non-refundable)	\$100.00
STRF Fee (non-refundable)	\$0.00
Supplies (non-refundable)	\$2,901.00**
State Board Fee (non-refundable)	251.00
Tuition @ \$11.50 per hour Full Time and \$12.50 per hour Part Time	\$18,400.00
Total charges for the current period of attendance:	\$8,175.00
Estimated Total Charges for the Entire Educational Program:	\$21,652.00

Included in the kit: Text Books & Uniform shirts

Included in the kit: Text Books & Uniform shirts

** Sales tax included

***There is a \$25.00 additional Registration Fee for all third party Enrollment Agreements (ex: rehab, gain, etc.)

Books: ABC Cutting Hair the Sassoon Way Text Book, DVD and Workbook; ABC Colouring Hair the Sassoon Way Text Book, DVD and Workbook; Wella Color Student Workbook; Milady Standard: Cosmetology 13th Edition (ISBN 978-1-2857-6941-7)

Course Description: This course is designed to produce a graduate with job-level skills able to qualify for and obtain the initial license as a professional Cosmetologist. Studies include theory and practical instructions in all phases of Cosmetology.

Course Objectives: Upon completion of this course the student will have the knowledge and ability to perform the following services on a client, pass the state board licensing exam, and find employment in the beauty industry:

- Mold waves in the hair in a pattern.
- Place sculpture pin curls in clockwise and counter-clockwise directions forming wave patterns.
- Place rollers in the hair to create hairstyles.
- Comb out hairstyles using various comb-out techniques.
- Using the scissors and razor, give several different basic haircuts with 45, 90, and 180 degree angles.
- Press super curly hair with the pressing comb until it is straight.
- Place curls in the hair with a curling iron.
- With the aid of a hairdryer, dry the hair into the desired style.
- Using a chemical process, place in straight hair a permanent curl.
- Chemically straighten natural curly hair permanently.
- Place artificial color into the hair using temporary, semi-permanent, and permanent type's hair coloring.
- Remove natural color from the hair with a bleach or tint.
- Analyze scalp and hair conditions and give proper scalp and hair treatments such as scientific brushings, scalp manipulations, and conditioners, etc.
- Give manual and/or electric facial treatments using proper massage techniques for preservative or corrective facials.
- Remove superfluous hair by means of tweezing, waxing, or depilatories from the eyebrow area or other parts of the body.
- Apply make-up professionally for daytime, evening, or corrective wear.
- Give a water and/or oil manicure to the hands and nails.
- Give a pedicure to care for the feet.
- Apply artificial nails to the natural nails by the means of brush-ons, nail tips or wraps.
- Repair broken nails by the means of paper or silk wraps.
- The student should learn the anatomy and physiology of the head, neck, upper torso, arms, hands, feet, and lower leg.
- The student should learn the basics for chemistry as it applies to cosmetics used in cosmetology.
- The student should learn the basics of electricity as it applies to electrical appliances and services used in servicing a client.
- The student should learn bacteriology, sterilization and sanitation measures required by the Board to maintain and preserve the public health and to prevent the spread of disease.
- The student should learn how to prepare a resume, interview and seek employment.
- The student should be able to list the legal aspects on how to purchase and operate a salon.
- The student should become familiar with professional behavior that is expected of her/him to carry on personal or business ethics and customer relations.

Course Format: This course will be a combination of theoretical and practical classes which will incorporate teaching strategies such as demonstration, lecture, student participation and audio visual materials. The student will demonstrate in the clinical lab their knowledge and practical abilities learned from basic classes given at the beginning of the course. This method is known as the IPAT System (introduction, presentation, application and testing).

State Board Required Course of Study:

(a) The curriculum for students enrolled in a cosmetology course shall consist of sixteen hundred (1600) hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.

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

(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing

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

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

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

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

The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.

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

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

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

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

(2) 200 Hours of Technical Instruction in Health and Safety

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

Laws and Regulations (20 Hours of Technical Instruction)

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

Health and Safety Considerations (45 Hours of Technical Instruction)

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

Disinfection and Sanitation (20 Hours of Technical Instruction)

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

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

Anatomy and Physiology (15 Hours of Technical Instruction)

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

(3) 200 Hours of Technical Instruction and Practical Training in Esthetics

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

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

The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.

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

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

The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.

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

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

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

The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.

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

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

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

BARBER COURSE CURRICULUM AND OBJECTIVE

Barbering 1500 Clock Hours (45 weeks)*

Tuition:	\$ 17,250
Registration Fee (non-refundable)*	\$ 100.00
Supplies (non-refundable)	\$2301.00
State Board Fee	\$ 231.00
STRF Fee (non-refundable)	\$ 0.00
Total charges for the current period of attendance:	\$7,575.00
Estimated Total Charges for the Entire Educational Program:	\$19,882.00

****There is a \$25.00 Registration Fee for all third party Enrollment Agreements (ex: rehab, gain, etc.)**
Included in the kit: Text Books & Uniform shirts

Course Description: The Barbering course is designed to train the student for job-entry level positions in the barber shop/salon and prepare him/her for the examination required for state licensing.

Course Objectives: The curriculum for students enrolled in a barbering course shall consist of **1500 Clock Hours** of technical instruction and practical training covering all practices of a barber pursuant to Section 7316 of the Barbering & Cosmetology Act. Upon completion of this course the student will have the knowledge and ability to perform the following services on a client, pass the state board licensing exam, and find employment in the beauty industry.

Course Format: This course will be a combination of theoretical and practical classes which will incorporate teaching strategies such as demonstration, lecture, student participation and audio visual materials. The student will demonstrate in the clinical lab their knowledge and practical abilities learned from basic classes given at the beginning of the course. This method is known as the IPAT System (introduction, presentation, application and testing).

Course Materials:

Milady's Standard Professional Barbering textbook, ISBN-13: 978-1435497153 ISBN-10: 1435497155 Edition: 5th
Milady's Student Workbook for Standard Professional Barbering, ISBN-13: 978-1435497139 ISBN-10: 1435497139 Edition: 5
Milady's Exam Review Book for Standard Professional Barbering, ISBN-13: 978-1435497122 ISBN-10: 1435497120 Edition: 5

1100 Hours Technical Instruction & Practical Training in Hairdressing

Hairstyling 65 Hours & 240 ops

Hair Analysis, Shampooing, Finger Waves, Pin Curls, Comb Outs, Straightening, Waving & Curling with hot combs, curling irons & Blow dryer

Perming & Chemical Straightening 40 hours & 105 ops

Hair Analysis, Acid and Alkaline Perms, Chemical straightening with sodium hydroxide and other base solutions

Hair Coloring and Bleaching 60 Hours & 50 Ops

Hair Analysis, PD test, Strand tests, Safety precautions, Formula Mixing, Tinting, Bleaching, High & Low lights, The use of dye removers, The use of semi-permanent, demi-permanent and temporary colors

Haircutting 20 Hours & 80 Ops

Scissors, Razor, Electric Clippers, Trimmers, Thinning Shears, Wet and Dry cutting

200 HOURS TECHNICAL INSTRUCTION AND OPERATIONS IN SHAVING

Preparation and performance 100 Hours & 40 Ops

Prep client's hair for shaving, Assessing the skin, Performing shaving techniques, Applying after shave antiseptic following facial services, Massaging the face, Rolling cream massages

200 HOURS TECHNICAL INSTRUCTION IN HEALTH & SAFETY

Laws & Regulations 20 Hours

Barbering & Cosmetology Act

Health & Safety 45 Hours

Chemicals, Material Safety Data Sheets (MSDS), Health & Safety Laws, Bacteriology, Preventing communicable diseases such as HIV/ AIDS and Hepatitis B

Disinfection & Sanitation 20 Hours

Anatomy & Physiology 15 Hours

EXTRA SUBJECTS RECOMMENDED BY THE BOARD

Communication and Business, Client Record Keeping, Basic Tax Information, Dealing with Employees / Employers.

The student should learn how to prepare a resume, interview and seek employment. The student should become familiar with professional behavior that is expected of her/him to carry on personal or business ethics and customer relations.

MANICURING/NAIL CARE CURRICULUM AND OBJECTIVE

MANICURING/NAIL CARE 400 CLOCK HOURS

COURSE COST	FULL TIME (11 Weeks)	PART TIME
Tuition:	2000.00 (\$5 per hour)	2200.00 (\$5.50 per hour)
Registration Fee: (NON-REFUNDABLE)*	100.00	100.00
Supplies (non-refundable)	998.00	998.00
State Board Fee	161.00	161.00
STRF Fee (non-refundable)	0.00	0.00
Total Program Cost:	\$3259.00	\$3459.00
Total charges for the current period of attendance:	\$3259.00	\$3459.00
Estimated Total Charges for the Entire Educational Program:	\$3259.00	\$3459.00

Included in the kit: Text Books,

Course Title: Manicuring / Nail Care

Text: Milady Standard Nail Technician 7th Edition Text & Workbook. Milady Publishing

ISBN-13: 978-1-285-08047-5

ISBN-13: 978-1-285-08051-2

Course Description: The nail Care course is designed to prepare the student to pass the State Board examination for licensing as a manicurist. The course includes theoretical and practical instruction in water and oil manicuring, brush-on nails, nail tips, nail repairs and wraps, and pedicuring.

Course Objectives:

The program is designed to produce a graduate with job level skills able to qualify for and obtain the initial professional license as a Manicuring/Nail Care. Studies include theory and practical instruction in all phases of Nail Care and Pedicuring. Including; Nail Care, pedicuring, acrylic nails, nail wraps, nail tips and hand and foot massage.

CLASSROOM PROCEDURES

The course is constructed in training segments based on areas of required study and hours required as prescribed by the Bureau for Barbering and Cosmetology.

Individuals with prior hours of study, recognized by the Bureau for Barbering and Cosmetology, transferring from an accredited school, may complete the course at a reduced cost provided they can demonstrate the appropriate educational background necessary to complete the course.

The 400 hour Manicuring Curriculum is made up of the following For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean

the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

300 Hours of Technical Instruction and Practical Training in Nail Care

Manicures and Pedicures (60 hours of Technical Instruction, 60 Practical Operations and 180 nails)

100 Hours of Technical Instruction and Practical Training in Health and Safety

Laws and Regulations (10 hours of Technical Instruction)

Health and Safety Considerations (25 hours of Technical Instruction)

Disinfection and Sanitation (20 hours of Technical Instruction and 10 Practical Operations)

Bacteriology, Anatomy and Physiology (10 hours of Technical Instruction)

The student will learn how to prepare a resume, interview and seek employment. The student will become familiar with professional behavior that is expected of her/him to carry on personal or business ethics and customer relations.

Course Evaluation: An exam is given upon completion of each chapter in theory class. A written and practical exam is given to determine progress at 50 hours and a final written and a final exam is given before graduation. The student must maintain a "C" average throughout the course based on the grading scale

ESTHETICIAN COURSE CURRICULUM AND OBJECTIVE

Esthetician 680 Clock Hours (20-30 weeks)

COURSE COST	FULL TIME (20 Weeks)	PART TIME (33.4 weeks)
Tuition:	8840.00 (\$13 per hour)	9180.00 (\$13.50 per hour)
Fees: (NON-REFUNDABLE)	100.00	100.00
STRF Fee: (non-refundable)	0.00	0.00
Supplies (non-refundable)	2601.00	2600.00
State Board Fee	206.00	206.00
Total course charges current period of attendance:	\$7,326.45	\$7,496.45
Estimated Total Charges for the Entire Program:	\$11,746.45	\$12,086.45

Included in the kit: Text Books & Uniform shirts

Course Title: Esthetician (680) Clock Hours)

Books: Milady Standard Fundamentals Esthetics Text 11th edition ISBN 13-978-111-30689-2, Milady Standard Fundamentals Esthetics Student Workbook 11th edition ISBN 13-978-1-1113-0691-5, Milady Course Mate Online component ISBN 978-1-133-68679-8

Course Description: This course is designed to produce a graduate with job-level skills. Studies include theory and practical instruction in all phases of the skin care program.

Course Objective: Upon completion of this course the student will have the knowledge and ability to perform the following services on a client, pass the state board licensing exam, and find employment in the beauty industry:

- Skin analysis to determine types and conditions of the skin and recommend the proper facial treatment.
- Plain facials using the proper techniques to cleanse and massage the skin of the face, neck and shoulders.
- Electrical facials using the proper electrical currents to preserve or correct different skin types and conditions. Such currents shall include the galvanic, sinusoidal, faradic and high frequency.
- Removal of superfluous hair by the means of tweezing, chemical depilatories and waxing.
- Application of daytime, evening and corrective makeup.
- Application of artificial eyelashes.
- Tinting the eyelashes and eyebrows.
- Application and removal procedures for different packs and masks.
- Chemistry as it applies to the products used in all facial treatments including makeup.
- Application of sanitation and sterilization measures to preserve and protect the public from the spread of disease during facial treatments.
- Anatomy and physiology of the face, neck and shoulders so that proper procedures for massage to increase and maintain muscle tone can be given.
- Students will have an introduction to beauty makeup with an emphasis on the techniques required today in this multi-faceted industry
- Students will start by learning facial analysis, base matching and application, correction, contours and highlights, and focus on eyes and lips.
- The course finishes with complete make-up applications ranging from one hundred percent corrective to natural make-up.
- The student should learn how to prepare a resume, interview and seek employment.
- The student should be able to list the legal aspects on how to purchase and operate a salon.
- The student should become familiar with professional behavior that is expected of her/him to carry on personal or business ethics and customer relations.

Course Format: This course will be a combination of theoretical and practical classes, which will incorporate teaching strategies such as demonstration, lecture, student participation and audiovisual materials. The student will demonstrate in the clinical lab their knowledge and practical abilities learned from the basic classes given at the beginning of the course. The basic class consists of the first 80 hours of the student's training. This method of teaching is known as the IPAT System (introduction, presentation, application and testing).

Course of Study:

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

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

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

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

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

The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing scientific manipulation, packs, and masks. Electrical Facial 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 upper most layers of facial skin, known as the epidermis may be removed and only for the purpose of beautification. All practical operation must be performed in accordance with Section 992 regarding skin peels.

Preparation (15 hours of Technical Instruction)

The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post-operative care, CPR/AED, salon and spa skills.

(2) 200 Hours of Technical Instruction in Health and Safety

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

Laws and Regulations (10 hours of Technical Instruction)

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

Health and Safety Considerations (40 hours of Technical Instruction)

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

Disinfection and Sanitation (10 hours of Technical Instruction)

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

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

Anatomy and Physiology (15 Hours of Technical Instruction)

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

(1) 50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up

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

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

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

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

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

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

***This course includes a 10 day (84 hour) component for the MUD Beauty Essentials class which will be taught at the Riverside Campus located at 6780 Indiana Avenue Suite 200, Riverside, CA 92506 or the Upland Campus located at 1385 East Foothill Boulevard, Upland, CA 91786. Students may choose which campus to attend but will be required to attend when scheduled. Any days missed in the MUD training will be required to be made up in order to receive the MUD Beauty Essentials Certificate of Completion.**

MUD CONTINUING EDUCATION COURSE COSTS, CURRICULUM AND OBJECTIVES

BEAUTY ESSENTIALS

Class Cost

84 Clock Hours (2.2 weeks)	Salon Success Academy Licensed Alumni	Non Salon Success / Or Unlicensed Alumni
Course Tuition	\$672 (\$8 per hour)	\$1344 (\$16 per hour)
Student Kit (non-refundable)	\$1299	\$1299
Total Program Cost	\$1971	\$2643

PRE-REQUISITE:

Proof of previous enrollment in a state approved beauty program or documented interest in employment in the beauty industry.

84 Clock Hours

OBJECTIVE

This course is designed as an introduction to beauty makeup with an emphasis on the techniques required today in this multi-faceted industry. Regardless of which of these areas you intend to work in, mastery of beauty make-up is a must. In this course you will start by learning facial analysis, base matching and application, correction, contours and highlights, and focus on eyes and lips. The course finishes with complete make-up applications ranging from one hundred percent corrective to natural make-up.

Job Title(s): Makeup Artists; O*Net code: 39-5091.00

Course Materials:

Beauty Make-up, Copyright 2004, Make-up Designory, ISBN 978-0-9749500-1-3

Beauty 101 Workbook, Copyright 2010, Make-up Designory, ISBN 978-0-9819886-6-5

Occupational Competencies (Unit Objectives):

Make-up Theory Unit

- Able to answer questions regarding a positive attitude and a professional and sanitary workspace.
- Able to highlight and shadow two-dimensional objects to look like three dimensional objects
- Able to identify bone structure, skin tone, skin condition, coloration, imperfections, and the positive and the negative aspects of the face.

Base Unit

- Able to identify skin undertones and shades.
- Able to identify the correct make-up that matches the model's skin tone
- Able to properly apply base to a model in an even application

Corrective Unit

- Able to apply concealers to correct negative colors and blemishes in as thin an application as possible

Highlight and Shadow Unit

- Able to correct the nose shape using shadow and highlight with cream and powder products
- Able to apply highlight and shadows for the cheekbone and jaw line

Eye Unit

- Able to correct eyebrows using the classic eyebrow theory and graphs
- Able to correct the various eye shapes with highlight and shadow
- Able to apply the four Classic eyeliner positions.
 - The student will be able to do the point-to-point method with: cake liner (wet applied), powder, pencil, and creams.
- Able to curl eyelashes and apply mascara
- Able to apply false eyelashes

Lip Unit

- Able to apply lip color

- He or she will be able to load the brush and use the point-to-point method to apply the color
- Able to correct lips using pencils and lip colors

Beauty Make-up Unit

- Able to apply a 100% corrective make-up in 40 minutes

Natural Make-up Unit

- Able to do a natural make-up.
 - Student will complete the application in 30 minutes

Assessment

- Able to pass the written exam
- Able to pass the 100% Corrective Make-up Final Exam

Additional Information

Academic Credit:

There is no academic credit associated with this course.

State License:

This course does not lead to a state license.

Instructional Strategies

This course is taught with the use of demonstrations of skills and hands on practice of all techniques. Students are continuously assessed by faculty as he or she performs each skill.

Assessment:

Students are assessed in this course with a written exam of material presented in class and textbook. In addition, student’s practical application of skills learned are assessed using a rubric. The rubric is attached to indicate the conditions required in order to pass. All tests must be completed with a score of 70% or better.

AIRBRUSH

Class Cost

35 Clock Hours (1 week)	
Course Tuition	\$280 (\$8 per hour)
Student Kit (non-refundable)	\$429
Air Compressor with Air Hose *Student can purchase the MUD compressor or purchase their own.	*\$170
Total Program Cost	\$719 - \$879 Depending on Compressor option chosen

Prerequisite:

Successful completion of the MUD Beauty Essentials Class

Course Outline

Airbrush (35 hours)

Objective: In this course we demystify the tool and show how to properly care for and maintain it. In addition, we teach the techniques that are being required by the major studios as well as demanding clients.

Session: #1

Orientation

Lesson A: Airbrush Basics

Lesson B: Breakdown and Maintenance of the Tool Student Practice: Breaking down airbrush

Lesson C: Basic Exercises Students Practice: Basic Exercises

Session: #2

Lesson D: Base Matching Students Practice: Base Matching Lesson E: Base Application

Students Practice: Base Application Session: #3

Lesson F: Highlight and Shadow Students Practice: Highlight and Shadow

Session: #4

Lesson G: Highlight and Shadow for Beauty Students Practice: Highlight and Shadow for Beauty

Session: #5

Lesson H: Foundation of Beauty Make-up Students Practice: Foundation of Beauty Make-up Review make-ups

Session: #6

Students Practice: Complete Beauty Make-up Group Critique

Session: #7

Students Practice: Complete Beauty Make-up Group Critique

BRIDAL MAKE-UP

Class Cost

21 Clock Hours (1 week)

Course Tuition \$168 (\$8 per hour)

Student Kit (non-refundable) \$349

Total Program Cost \$517

Prerequisite:

Successful completion of the MUD Beauty Essentials Class

Bridal Make-up (21 hours):

Objective: Students will learn the techniques used to do a successful consultation with a bride and family members. We will focus on the lucrative world of wedding make-up and what is required to successfully run a bridal make-up business.

Session 1

Lesson A: Building your Bridal Business Lesson B: Bridal Make-up

Students Practice: Bridal Make-up Group Critique

Session 2

Lesson C: Freelancing Lesson D: Consultation

Students Practice: Consultations Group Critique Consults

Session 3

Students will conduct a consultation and make-up application with another student. Group Critique

Bridal make-up

Session 4

Lesson E: Websites

Students will conduct a consultation and make-up application with another student.

Session 5

Students will split into two groups and conduct a consultation with one member of the second group (who will play the part of the bride).

The first group of student’s make-up the second group as the wedding party and the bride.

Critique Bridal Party

Session 6

Bridal Exam: Students will conduct a consultation and make-up application with another student in accordance to rubric.

Grade Test

STUDIO MAKE-UP

Class Cost

35 Clock Hours (1 week)

Course Tuition **\$280 (\$8 per hour)**

Student Kit (non-refundable) **\$349**

Total Program Cost **\$629**

Prerequisite:

Successful completion of the MUD Beauty Essentials Class

Studio Make-up (35 hours)

Objective: In this course, students are exposed to film and television production and the make-up required for today’s demanding sets. Students will learn how to work with high-definition cameras and learn what is required of the make-up. We will also be focusing on the no-make-up look.

High-Definition Unit

Session: #1

Orientation

Lesson A: Television Make-up

Students Practice: Hi-Def make-up application

Session: #2

Students Practice: Hi-Def make-up application Critique Hi-Def make-up application

Session: #3

Students Practice: Hi-Def make-up application Critique Hi-Def make-up application

Session: #4

Students Practice: Hi-Def make-up application Critique Hi-Def make-up application

Film Unit

Session: #1

Lesson A: Film Make-up

Students Practice: Film make-up application

Session: #2

Students Practice: Film make-up application Critique Film make-up application

Session: #3

Students Practice: Film make-up application Critique Film make-up application

Session: #4

Students Practice: Film make-up application Critique Film make-up application

Session: #5

Students Practice: Film make-up application Critique Film make-up application

Film and TV Assessment

Session: #1

Film and TV Exam: Complete Beauty Make-up Grade Test

HIGH FASHION MAKE-UP TRENDS

Class Cost

35 Clock Hours (1 week)

Course Tuition \$280 (\$8 per hour)

Student Kit (non-refundable) \$349

Total Program Cost \$629

Prerequisite:

Successful completion of the MUD Beauty Essentials Class

High Fashion Make-Up Trends (35 hours)

Objective: Learn the techniques employed by professional make-up artists working on advertising and editorial. In this course, students will learn how to work on set and create make-ups that can be used in fashion or editorial and how to work with a professional photographer to create imagery that stands out from the rest. Students will also develop their eye for make-up and learn what to look out for in their own pictures.

Agenda:

Print Unit

Session: #1

Orientation

Lesson A: Make-up for photography

Students Practice: Make-up for photography application

Session: #2

Students Practice: Make-up for photography application

Critique Make-up for photography application

Session: #3

Lesson B: Working in the Studio

Photo Shoot

Photo Shoot Review

Session: #4

Photo Shoot

Photo Shoot Review

Session: #5

Lesson C: Photography Review

Fashion Unit

Session: #1

Lesson A: Fashion Make-up

Students Practice: Fashion make-up

Session: #2

Photo Shoot

Photo Shoot Review

Session: #3

Photo Shoot

Photo Shoot Review

Session: #4

Lesson B: Photography Review

Session: #5

Fashion Photography Exam: Complete Beauty Make-up

Grade Test

ATTENDANCE & TARDY POLICY

Future employers will not tolerate absences and Salon Success Academy strives to prepare students for a successful career in which attendance is a critical component. Additionally, if a student is excessively absent he/she will not be able to master the course content and develop the knowledge and skills to succeed in a beauty career.

The course is measured by actual clocked hours and excused and unexcused absences have a negative effect on a student's Attendance Rate.

The following attendance regulations are in effect at Salon Success Academy.

Salon Success Academy will open the doors by 8:30 am; however, the grace period will be extended until 8:35 am.

1. Day students can clock in any time between 8:25 – 8:35, but once you are clocked in, you cannot leave the building. Doing so will result in a loss of hours until 9:30 which is the next allowed clock in time. Your time begins when you clock in
2. Day student theory will begin sharply at 8:30. All students must be in class at this time. Leaving theory class is not allowed. Students who leave theory will not receive clock in time until 9:30 and may be subject to suspension.
3. Day students arriving between 8:36 am – 9:25 am must report to the designated area and sign in. The student will be given an assignment, either study or written, to work on in the designated area until 9:30. If the student does not report to and remain in the designated area and sign in they cannot clock in until 9:30.
4. Day students will not be allowed to clock in later than 9:35 on weekdays or 8:35 on a Saturday unless they have documentation that is approved by the Campus Director.
5. Day students will begin taking clients promptly at 9:35 when theory is over and 8:35 on Saturdays. Students may only take breaks at the discretion of their Instructor or Campus Director. Lunch breaks are 30 minutes only. Students may be written up, suspended or possibly terminated from the program for taking breaks without permission, taking excessive breaks or longer than approved lunch or other breaks.
6. Students who are enrolled in evening school will also have a 5 minute grace period. They will be considered late at 6 minutes after their scheduled time to be at school.
7. Students will not be allowed to clock in more than 1 hour late on any day they come in late unless they have a doctor's note or other type of legitimate, verifiable documentation. The note must have the date and time on it. It must be reviewed by the campus director for acceptability. If it is deemed unacceptable for any reason, no hours will be given on that day.
8. Students who are late and miss theory will be required to make up all missed assignments and exams in a timely manner. Falling behind on theory will lead to low GPA and possible loss of financial aid funding due to probationary status.
9. Students who are habitually late will be counseled and expected to correct their tardiness. Those who do not make the appropriate corrections to get to school on time may be subject to overage fees due to low attendance percentage and/suspension or termination from the program.
10. Saturday attendance is not only a mandatory part of your training, but will also be a vital part of your success when you begin working in the industry. Students who are absent on Saturday or attend less than 100% of their scheduled hours on that day without proper documentation or campus director approval will be counseled and expected to correct their absenteeism on

Saturday(s). Those who do not make the appropriate corrections to their Saturday attendance may be subject to overage fees due to low attendance percentage and/or suspension or termination from the program. Un-approved Saturday absences cannot be made up in Lab or by externing.

11. Students may, under unusual circumstances and with prior written permission from the Campus Director, have an excused absence on Saturday if the circumstances relate to a medical, legal, military, bereavement or direct (blood-line or spouse) family related emergency. Under a documented medical emergency the pre-approval requirement may be accepted. While this circumstance may be an approved absence the academic and attendance requirements must be made-up. Students incurring a Saturday absence under this type of documented circumstance may be allowed to make up the time at lab and will not be subject to suspension for the occurrence.

Students who miss fourteen (14) calendar days, without being on an approved leave of absence, should contact the school to make arrangement to return. If no arrangements are made, the student may be withdrawn. Students who continually miss 2 days or more of school, only to come back for a few days and then miss another few days or more will also be subject to termination from the program. Students with poor attendance will be given an over contract estimate and if it is determined that the student will go over contract even with perfect attendance they understand and agree that all over-contract charges will be due and payable the day the student goes over agreement.

Students who have been dismissed for attendance reasons may apply for re-enrollment after a period of 45 days. The student must provide proof to the School Director that the circumstances leading to dismissal have been corrected and that they will be able to maintain satisfactory progress. There is no guarantee that any student who is dismissed from the program will be readmitted. Students who do not complete the program and decide to re-enroll might not receive 100% of their prior hours. They will be subject to the current prior hours policy at the time the new enrollment agreement is signed. Each student will be evaluated individually.

NOTE: Students must meet requirements for re-enrollment as listed in the catalog under the section "RE-ENROLLMENT"

STUDENT LAB

The lab is available for students who need to use the school computer or library resources for additional study time outside of the regular school hours. The student will receive clock hours for the time they are signed in to the lab and turn in the completed lab packet. Students must meet the requirements to register for the lab of 100% attendance the week prior and they may only make up "excused absences".

EXCUSED ABSENCE

Student **will** be allowed the opportunity to clock make up hours where possible by attending the student lab outside of regular school hours or externing.

- 1) The student has reported their absence to the school before 9:00 am the day of the absence by calling, emailing or texting the Registrar or Campus Director with a valid reason that does not meet the unexcused absence criteria. Subject to the discretion of the Campus Director (documentation recommended)
- 2) Pre-arranged and **pre-approved** by the Campus Director (Documentation recommended)
- 3) Documented emergency

UNEXCUSED ABSENCES

Student will **not** be allowed the opportunity to clock make up hours by attending the student lab outside of school hours or externing.

- 1) Leaving early, unless pre-arranged/documented and pre-approved by the Director
- 2) Arriving late, unless pre-arranged/documented and pre-approved by the Director
- 3) Consistent absent patterns
- 4) Suspensions / Sent home from school
- 5) All Saturday absences after the third absence unless it is a documented emergency or has been pre-arranged and pre-approved by the Campus Director.

PREARRANGED AND PREAPPROVED ABSENCE GUIDENLINES

- 1) The student should have excellent attendance on a normal basis (**Actual** Attendance is at or above 90%)
- 2) Student is free from behavior problems
- 3) Student is on schedule for completing operations/technical hours and exams
- 4) Student has discussed and received written approval from the Campus Director prior to the absence.

REASONABLE ACCOMODATION

Salon Success Academy admits as regular students individuals in need of Reasonable Accommodation. However, due to the nature of the training, individuals with requiring significant accommodations must schedule an appointment with the Director of their chosen campus. The Campus Director will review, as regular students, those individuals whose need for Reasonable Accommodation: 1) would not create a safety hazard to themselves or their training; 2) would not interfere with their ability to benefit from the training offered through their classroom performance capabilities; and 3) have a reasonable employment potential following graduation.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress in attendance and academic work is a requirement for all students, and students must maintain Satisfactory Academic Progress to continue eligibility for funding. To determine Satisfactory Academic Progress for students who are attending the **Cosmetology** program, the student will be evaluated for both academics and attendance when the student is scheduled to complete the clock hours for that payment period. (450 hrs. 900hrs 1250 hrs.). The student must also complete at least 13 weeks at 450 hrs. 26 weeks at 900 hrs. and 36 weeks at 1250 hrs. to have completed a payment period. Students who are attending the **Barbering** program, the student will be

evaluated for both academics and attendance when the student is scheduled to complete the clock hours for that payment period. (450 hrs. 900hrs 1200 hrs.). The student must also complete at least 13 weeks at 450 hrs. 26 weeks at 900 hrs. and 35 weeks at 1200 hrs. to have completed a payment period. Students attending the **Esthetician**, programs are evaluated for both academics and attendance when the student is scheduled to complete the clock hours for that payment period. 300 hrs. and 9 weeks regardless of whether the student attended all the scheduled hours. Students attending the **Manicuring/Nail Care** course are evaluated for both academics and attendance when the student is scheduled to complete the clock hours for that payment period, 200 hrs. and at least 6 weeks. Students will be provided with one of the following notices if their Satisfactory Academic Progress evaluation has any impact on their Title IV eligibility, a Financial Aid Warning letter, or a letter canceling the student eligibility, or a Financial Aid Probation Letter if the student appeals and wins.

ATTENDANCE POLICY/PROGRESS

Students must attend a minimum of 67% of the cumulative scheduled hours to maintain Satisfactory Academic Progress and complete the course within the maximum time allowed. The maximum time frame is equal to 1.5 times the published length of the program (example for Cosmetology would be 2400 scheduled hours). Time off for authorized leaves of absence will be added to the maximum time frame. Students who do not complete within the maximum time frame will be dropped from the program. The following is an example of the number of hours that a student has to complete at the end of each payment period within the maximum weeks listed to be considered eligible to receive Title IV Aid payments.

Program	Minimum Hours	Maximum Weeks
Cosmetology	450	19
	900	38
	1250	53
Barbering	450	19
	900	38
	1200	52
Manicuring	200	9
Esthetician	300	13

ACADEMIC PROGRESS

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward program completion **ONLY** when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a cumulative theory grade average of 70% and pass a **FINAL** written and practical exam prior to graduation. Numerical grades are considered according to the following

grading scale:

Students receive grades both on written examinations and practical experience. Practical Assessments must be passed at 75% or greater before a student can move on to the next phase.

GRADING

Grade	Interpretation	Average	Grade Point
A	Excellent	90%-100%	4.0
B	Good	80%- 89%	3.0
C	Average	70%- 79%	2.0
D	Unsatisfactory	60%- 69%	1.0
F	Failing Below	60%	0
I	Incomplete		

DETERMINATION OF PROGRESS

Students meeting requirements at the end of each payment period review points will be considered making Satisfactory Academic Progress until the end of the next scheduled payment period. In order for a student to be considered making Satisfactory Academic Progress, the student must meet both cumulative attendance and academic minimum requirements.

FINANCIAL AID WARNING

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

APPEAL POLICY FOR FA PROBATION

If a student is determined NOT to be making Satisfactory Academic Progress at the end of the Financial Aid Warning period the student may appeal the negative determination. The appeal may only be based on the following: The death of a relative, an injury or illness of the student, or other special circumstances. The Student must submit his/her written appeal notice to the school administration with supporting documentation including reasons why the determination should be reversed and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation.

The written appeal will be reviewed within 5 business days by the school administration and the student will be notified of the results in writing. The results of the appeal review are final and not appealable. If the student prevails on appeal the student will be placed on Financial Aid Probation and will be considered making Satisfactory Academic Progress until the end of the next payment period.

If the institution determines during the review of the appeal that the student appeal should be granted but still could not complete the training within the maximum timeframe the institution will develop an academic plan for the student. The academic plan will be monitored by the institution and reviewed at the next scheduled payment period to make sure the student is adhering to the academic plan. If at the end of the next payment period the student is still not making progress or is not following the approved academic plan the student will then receive another letter canceling the student eligibility to receive Title IV funding.

A student may not have more than one Financial Aid Probation during the student academic career. A student may appeal each time the institution determines that the student is no longer making Satisfactory Academic Progress and the result of that determination would mean the student would be no longer be eligible for Title IV AID or being terminated from the institution. A copy of all evaluations including the appeal documents along with the appeal determination record will be maintained in the student's file. Students may review the evaluation anytime by following the Academy's normal procedure for reviewing the student's file.

REESTABLISHMENT OF STATUS

A student determined NOT to be making Satisfactory Academic Progress may reestablish Satisfactory Progress by:

- 1) Making up missed tests and assignments and increasing cumulative grade point average to 70% and
- 2) Increasing cumulative attendance to 67%

REENTRY STUDENTS/INTERRUPTIONS

A determination of Satisfactory Academic Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Academic Progress determination according to the appeal policy. Elapsed time during a Leave of Absence does not affect Satisfactory Academic Progress and will extend the contract period by the same number of days in the Leave. There will be no additional charges to a student for the time off when they are on an approved leave of absence. Students wishing to re-enroll in school after withdrawing must submit a letter to the school administration. Student letters requesting re-enrollment must include a summary of the reasons the student withdrew and how these issues have been resolved. Re-enrollment is at the discretion of the School Director/ Administrator. Decisions by the School Director/ Administrator regarding re-enrollment are final.

Transfer students:

New students that transfer to the Academy with hours from another school will start with 0 hours and

be evaluated at the same schedule as any other new student except that their contract length will be adjusted to give them credit for attempted and completed hours per the school transfer policy for the remaining hours needed to complete the program.

REINSTATEMENT OF FINANCIAL AID

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

PROGRAM INCOMPLETES, REPETITIONS, AND NON-CREDIT REMEDIAL COURSES

The school does not recognize course incompletes, repetitions, and non-credit remedial courses. As a result, these events will have no effect on the institution's Satisfactory Academic Progress

GRADUATION REQUIREMENTS

To be eligible for graduation and receive your Certificate of Course Completion, a student must have a grade average of 70% for graduation from any course at Salon Success Academy. Both theory and practical work are considered important. All work must be completed to graduate.

The following are required for graduation from all programs:

1. Completion of state required number of hours
2. Completion of all assignments and tests
3. 70% grade average

Payment (or approved payment arrangements) of all tuition, fees, and over-Agreement charges

LEAVE OF ABSENCE (LOA) POLICY

Under extenuating circumstances a student may be permitted to interrupt training with a leave of absence. This leave cannot exceed 180 calendar days. A leave of absence is not counted as elapsed time in calculating the tuition charges, nor will it count against them when calculating Satisfactory Academic Progress. The student's agreement end date will be extended by the same number of days as the leave. The student is limited to one leave of absence during the enrollment period, unless documented extenuating circumstances arise. All leaves must be **pre-approved** by the student's Campus Director then submitted to the financial aid planner for final approval. Any conflicting determination between the Campus Director and the Financial Planner will be resolved by the Executive Director of Operations. All requests for an LOA must be submitted in writing, must be signed, and must be dated. It must also state the reason for the LOA request. Salon Success Academy must determine, before it grants an LOA, that there is a reasonable expectation that the student will return from the leave. It is Salon Success Academy's policy for a student to apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. The LOA will not officially begin until it has been approved, therefore students who are absent before the leave is approved will be responsible for those days missed. Students may be required to make up theory work that is missed during their LOA depending on the length of time out. A student returning from a leave of absence or other official interruption of training must return to school in the same satisfactory progress status as prior to their departure. If a student does not return by the expiration of an approved LOA (or a student takes an unapproved LOA), the student's withdrawal date is the date the

student began the LOA. At Salon Success Academy, the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

MAKE-UP WORK

Students are required to make up all assignments and work missed as a result of absences. The Instructor may assign additional make-up work to be completed for each absence; it will be assigned as outside work. Make-up work will not be authorized to remove an absence or count for clock hours.

CLASS SIZE

Class size is kept at a level that will allow each individual student to have a minimum of 15 square feet of space allocation. In addition, class enrollment is maintained at a maximum level of 30:1 student teacher ratio.

STUDENTS RIGHT TO PRIVACY

Students have the right at all times to consult the Instructor, Supervisor or Manager regarding school or personal problems. Student's rights of privacy or confidentiality will be maintained.

94312(k) this institution will withhold a student's transcript or grades if that student is in default on a loan or tuition contract. If the student has made partial payment, the portion of grades or transcript withheld would correspond on a pro-rata basis to the unpaid obligation. If the course of study consists of only one course, this institution will withhold the grades or the transcript until the tuition or loan obligation is paid in full.

Students and parents or guardian of dependent student have permission to view their files with an authorized staff member at the convenience of the staff. Any information concerning the student's file will be released upon the student's or guardians written instruction. The school can release student file information without written permission for legal or accreditation purposes. The student will receive a copy of his/her Record of Completion/Withdrawal upon graduation or withdrawal from school. If a student needs another copy at a later time then we require him/her to send a written request along with a **\$35.00** administrative fee for the first document and \$10 more for each additional document requested to the corporate office: Transcript request forms are available from the school or the Home Office.

The school provides and permits access to student and other school records as required for any accreditation process initiated by the institution or by NACCAS, or in response to a directive of the commission.

EQUAL RIGHTS STATEMENT

Salon Success Academy is in full compliance with Title VI (Civil Rights Amendments Act of 1972). Consequently, we in no way discriminate on the basis of race, color, creed, age, sex, religion, sexual preference or ethnic origin.

NON DISCRIMINATION DISCLOSURE

No applicant shall be rejected from admission to the school on the basis of age, race, color, sex, and disability, and religion, ethnic or national origin nor be subjected to discrimination of any kind based on the above. For information regarding non-discrimination or to resolve complaints contact the school director.

ADVISEMENT SERVICES

Along with academic counseling in conjunction with Satisfactory Academic Progress, individual and career counseling is available on an as need basis. Students may request an appointment with the Campus Student Services Facilitator or designate for assistance. *Academic Advisements (SAP) will be completed by the Campus Registrar or designate.

EMPLOYMENT ASSISTANCE

The school provides placement assistance by posting all Salon inquiries for help on the bulletin boards of the surrounding schools, AND on our Facebook page at www.facebook.com/salonsuccessacademies as well as to students who request assistance. Students can contact their Student Services Facilitator for job leads and assistance with resume's and interview techniques. In addition to being given direct referrals to potential employers, applicants are taught how to identify and approach prospective employers.

Salon Success Academy does not offer any guarantee of employment; we do however, provide effective assistance and direction in the employment search.

Information regarding specific procedures for requesting employment assistance, prospects and/or employment statistics may be obtained from the Student Services Facilitator or the Campus Director.

OCCUPATIONS AND STATE EXAMINATION REQUIREMENTS BY COURSE

COSMETOLOGY - 1600 HOUR COMPLETION: Product Representative, Platform Artist, Retail Sales, Salon Manager, Salon Owner, Hair Stylist, and Manicurist, Esthetician, Fashion Show Stylist, Editorial/ Advertising Stylist, Celebrity Stylist, Artistic Director for Salons or Brands, Cosmetology Educator / Instructor, Salon Development Partner, Film / Theater Stylist, Cosmetic Brand Representative, Salon Receptionist, Beauty Supply Clerk / Manager, Cosmetology Entrepreneur

39-5012 [Hairdressers, Hairstylists, and Cosmetologists](#)

39-5090 Miscellaneous Personal Appearance Workers

39-5091 [Makeup Artists, Theatrical and Performance](#)

39-5092 [Manicurists and Pedicurists](#)

39-5093 [Shampooers](#)

39-5094 [Skincare Specialists](#)

41-0000 [Sales and Related Occupation](#)

41-2030 Retail Salespersons

41-2031 [Retail Salespersons](#)

41-3090 Miscellaneous Sales Representatives, Services

41-3099 [Sales Representatives, Services, All Other](#)

41-9000 Other Sales and Related Workers

41-9010 Models, Demonstrators, and Product Promoters

41-9011 [Demonstrators and Product Promoters](#)

41-9090 Miscellaneous Sales and Related Workers

41-9091 [Door-to-Door Sales Workers, News and Street Vendors, and Related Workers](#)

41-9099 [Sales and Related Workers, All Other](#)

43-0000 [Office and Administrative Support Occupations](#)

43-1000 Supervisors of Office and Administrative Support Workers

- 43-4050 Customer Service Representatives
- 43-4051 Customer Service Representatives
- 43-4170 Receptionists and Information Clerks
- 43-4171 Receptionists and Information Clerks
- 43-6014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
- 43-9000 Other Office and Administrative Support Workers
- 11-9033 Education Administrators, Postsecondary
- 11-9039 Education Administrators, All Other
- 13-1040 Compliance Officers
- 13-1041 Compliance Officers
- 25-1190 Miscellaneous Postsecondary Teachers
- 25-1194 Vocational Education Teachers, Postsecondary
- 25-1199 Postsecondary Teachers, All Other
- 25-2032 Career/Technical Education Teachers, Secondary School
- 25-3020 Self-Enrichment Education Teachers
- 25-3021 Self-Enrichment Education Teachers

COSMETOLOGY EXAM QUALIFICATIONS:

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 and timeliness and paid the required fee. State Board related testing questions may be directed to the Campus Director and our Home Office. Applicants who do not provide acceptable documentation, arrive late or miss their scheduled examination may be required to pay additional fees to the State Board in order to re-test. Testing related qualifications are as follow:

- a) The applicant 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 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).

ESTHETICIAN* - 680 HOUR COMPLETION: Product Representative, Instructor, Retail Sales, Salon Manager, Salon Owner, and Make-up Artist, Esthetician for Spa, Doctors Office or Salon, Editorial/ Advertising Makeup Artist, Celebrity Makeup Artist, Salon Development Partner, Film

/ Theater Makeup Artist, Cosmetic Brand Representative, Salon Receptionist, Esthetics Entrepreneur.

- 39-5090 Miscellaneous Personal Appearance Workers
- 39-5091 Makeup Artists, Theatrical and Performance
- 39-5094 Skincare Specialists
- 41-0000 Sales and Related Occupation
- 41-2030 Retail Salespersons
- 41-2031 Retail Salespersons
- 41-3090 Miscellaneous Sales Representatives, Services
- 41-3099 Sales Representatives, Services, All Other
- 41-9000 Other Sales and Related Workers
- 41-9010 Models, Demonstrators, and Product Promoters
- 41-9011 Demonstrators and Product Promoters
- 41-9090 Miscellaneous Sales and Related Workers
- 41-9091 Door-to-Door Sales Workers, News and Street Vendors, and Related Workers
- 41-9099 Sales and Related Workers, All Other
- 43-0000 Office and Administrative Support Occupations
- 43-1000 Supervisors of Office and Administrative Support Workers
- 43-4050 Customer Service Representatives
- 43-4051 Customer Service Representatives
- 43-4170 Receptionists and Information Clerks
- 43-4171 Receptionists and Information Clerks
- 43-6014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
- 43-9000 Other Office and Administrative Support Workers
- 11-9033 Education Administrators, Postsecondary
- 11-9039 Education Administrators, All Other
- 13-1040 Compliance Officers
- 13-1041 Compliance Officers
- 25-1190 Miscellaneous Postsecondary Teachers
- 25-1194 Vocational Education Teachers, Postsecondary
- 25-1199 Postsecondary Teachers, All Other
- 25-2032 Career/Technical Education Teachers, Secondary School
- 25-3020 Self-Enrichment Education Teachers
- 25-3021 Self-Enrichment Education Teachers

ESTHETICIAN* EXAM QUALIFICATIONS:

The board shall admit to examination for a license as an esthetician (Skin Care) to practice skin care, any person who had made application to the board in proper form and timeliness and paid the required fee. State Board related testing questions may be directed to the Campus Director and our Home Office. Applicants who do not provide acceptable documentation, arrive late or miss their scheduled examination may be required to pay additional fees to the State Board in order to re-test. Testing related qualifications are as follow:

- 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 (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, 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).

BARBERING - 1500 HOUR COMPLETION: Product Representative, Platform Artist, Retail Sales, Salon Manager, Salon Owner, Barber, and Manicurist, Fashion Show Stylist, Editorial/ Advertising Stylist, Celebrity Stylist, Artistic Director for Salons or Brands, Barbering Educator / Instructor, Salon Development Partner, Film / Theater Stylist, Salon Receptionist, Beauty Supply Clerk / Manager, Barbering Entrepreneur

- 39-5000 Personal Appearance Workers
- 39-5010 Barbers, Hairdressers, Hairstylists and Cosmetologists
- 39-5011 [Barbers](#)
- 39-5012 [Hairdressers, Hairstylists, and Cosmetologists](#)
- 39-5090 Miscellaneous Personal Appearance Workers
- 39-5092 [Manicurists and Pedicurists](#)
- 39-5093 [Shampooers](#)

- 41-0000 [Sales and Related Occupation](#)
- 41-2030 Retail Salespersons
- 41-2031 [Retail Salespersons](#)
- 41-3090 Miscellaneous Sales Representatives, Services
- 41-3099 [Sales Representatives, Services, All Other](#)
- 41-9000 Other Sales and Related Workers
- 41-9010 Models, Demonstrators, and Product Promoters
- 41-9011 [Demonstrators and Product Promoters](#)
- 41-9090 Miscellaneous Sales and Related Workers
- 41-9091 [Door-to-Door Sales Workers, News and Street Vendors, and Related Workers](#)
- 41-9099 [Sales and Related Workers, All Other](#)

- 43-0000 [Office and Administrative Support Occupations](#)
- 43-1000 Supervisors of Office and Administrative Support Workers
- 43-4050 Customer Service Representatives
- 43-4051 [Customer Service Representatives](#)
- 43-4170 Receptionists and Information Clerks

- 43-4171 [Receptionists and Information Clerks](#)
- 43-6014 [Secretaries and Administrative Assistants, Except Legal, Medical, and Executive](#)
- 43-9000 Other Office and Administrative Support Workers
- 11-9033 [Education Administrators, Postsecondary](#)
- 11-9039 [Education Administrators, All Other](#)
- 13-1040 Compliance Officers
- 13-1041 [Compliance Officers](#)
- 25-1190 Miscellaneous Postsecondary Teachers
- 25-1194 [Vocational Education Teachers, Postsecondary](#)
- 25-1199 [Postsecondary Teachers, All Other](#)
- 25-2032 [Career/Technical Education Teachers, Secondary School](#)
- 25-3020 Self-Enrichment Education Teachers
- 25-3021 [Self-Enrichment Education Teachers](#)

BARBERING EXAM QUALIFICATIONS:

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 and timeliness and paid the required fee. State Board related testing questions may be directed to the Campus Director and our Home Office. Applicants who do not provide acceptable documentation, arrive late or miss their scheduled examination may be required to pay additional fees to the State Board in order to re-test. Testing related qualifications are as follow:

- The applicant is not less than 17 years of age.
- Has completed the 10th grade in the public schools of this state or its equivalent.
- Is not subject to denial pursuant to Section 480
- Has done any of the following:
 - Completed a course in barbering from a school approved by the board.
 - Practiced barbering 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.
 - Holds a license as a cosmetologist in this state and has completed a barbering crossover course in a school approved by the board.
 - Completed a cosmetology course in a school approved by the board and has completed a barbering crossover course in a school approved by the board.
 - Completed the apprenticeship program in barbering specified in article 4 (commencing with Section &7332).

MANICURIST/NAIL CARE - 400 HOUR COMPLETION: Salon Manicurist, Product Representative, Receptionist, Retail Sales, Salon Manager, Salon Owner, Beauty Education office support, Manicuring Instructor, School Manager or Owner.

39-5092.00 - Manicurists and Pedicurists

41-0000 Sales and Related Occupation

41-2030 Retail Salespersons

41-2031 Retail Salespersons

41-3090 Miscellaneous Sales Representatives, Services

41-3099 Sales Representatives, Services, All Other

41-9000 Other Sales and Related Workers

41-9010 Models, Demonstrators, and Product Promoters

41-9011 Demonstrators and Product Promoters

41-9090 Miscellaneous Sales and Related Workers

41-9091 Door-to-Door Sales Workers, News and Street Vendors, and Related Workers

41-9099 Sales and Related Workers, All Other

43-0000 Office and Administrative Support Occupations

43-1000 Supervisors of Office and Administrative Support Workers

43-4050 Customer Service Representatives

43-4051 Customer Service Representatives

43-4170 Receptionists and Information Clerks

43-4171 Receptionists and Information Clerks

43-6014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

43-9000 Other Office and Administrative Support Workers

11-9033 Education Administrators, Postsecondary

11-9039 Education Administrators, All Other

13-1040 Compliance Officers

13-1041 Compliance Officers

25-1190 Miscellaneous Postsecondary Teachers

25-1194 Vocational Education Teachers, Postsecondary

25-1199 Postsecondary Teachers, All Other

25-2032 Career/Technical Education Teachers, Secondary School

25-3020 Self-Enrichment Education Teachers

25-3021 Self-Enrichment Education Teachers

MANICURIST NAIL CARE EXAM QUALIFICATIONS:

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 required fee 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 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).

Reason for deny an application for licensure under Section 480:

a) A board may deny a license regulated by this code on the grounds that the applicant has of the following:

- 1) Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any action which a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code.
- 2) Done any act involving dishonesty, fraud or deceit with intent to substantially benefit himself or another, or substantially injure another; or
- 3) Done any act which if done by a licentiate of the business or profession in question, would be grounds for suspension or revocation of license.

The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made.

- b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if he has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license.
- c) A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

COMPENSATION, HEALTH AND PHYSICAL CONSIDERATIONS

Generally, the professional in the beauty field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students in need of Reasonable Accommodation if these students believe they can fulfill training demands. The most recent Job Demand in the Cosmetology Sector (2007) published by NACCAS noted an average annual salary in a full-service salon (exclusive of tips) to be \$35,966. Compensation is primarily based on commission and salary ranges and gratuities which are all determined by the level of productivity of the professional.

CANCELLATION AND REFUND POLICY

1. Students rejected by The Salon Success Academy will receive 100% refund of all fees paid. Except for the non-refundable Registration Fee of \$100.00.
2. **Student Right to Cancel:** For students canceling before the 7th day after signing the Enrollment Agreement or on the first day of attendance whichever comes later shall receive 100% refund of the amount paid for institutional charges, less a Registration Fee of \$100.00.
3. If student is a minor, notice of termination must be made by Guarantor.
4. **Cancellation or withdrawal after the 7th day of signing the enrollment agreement or after the 1st day of class, the following refund policy will be followed. The institution shall provide a pro-rata refund of the institutional charges through 60% or less of the period of attendance. The period of attendance is the length of the program the student is enrolled in. Any refund that are do the student will be made with 45 days of cancellation or withdrawal. If the amount that is owed is more than the amount that has been already paid, then the student will have to make arrangements to pay it.**
5. Refunds will be made within 45 days after the school has determined that the student has withdrawn from classes.
6. Enrollment time is defined as the time elapsed between the actual starting date and the student's last day of physical attendance in the school. Cancellation or termination date is determined by the postmark on written notification, or the date notice of cancellation is delivered to the school administration in person. In case of a leave of absence, regardless of duration, the termination date is the date that student was scheduled to return to school but failed to be present. Refunds are due within 45 days of that date.
7. For students who do not formally withdraw, the institution monitors students on a daily attendance basis. If student fails to attend fourteen consecutive scheduled days of attendance, and the institution is unable to contact the student, student' contract is cancelled on the fifteen (15) day. Refunds are due within 45 days of that date.
8. If the school discontinued or canceled or the institution closes prior to completion of the educational program. When an institution is in default, students institutional charges may be refunded on a pro-rata basis if the bureau determines that the school has made provision for students enrolled at the time of default to complete a comparable education program at another institution at no additional charge to the student beyond the amount of the total charges in the original enrollment agreement. If the institution does not make that provision, a total refund of all institutional charges shall be made to the student.
9. If you receive a loan to pay for the cost of your program you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
10. **APPLICATION OF REFUND PROCEEDS:** If any portion of the tuition was paid from proceeds of a student loan the refund shall be sent to the lender(s) or if appropriate to the state or federal agency(ies) that guaranteed or reinsured the loan following the attribution to payment periods required in CFR 34668.22: in order of priority: Perkins Loans, Supplemental loans to students, Stafford loans, Parent loans for undergraduate students. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial programs from which the buyer/student received any benefits. In proportion to the amount of the benefits received and any remaining amount shall be paid to the buyer/student. **If the student has received federal student financial aid funds,**

the student is entitled to a refund of moneys not paid from federal student financial aid program funds. Any overpayment of monies distributed for indirect educational expenses will be based on the percentage of time in the award period. The buyer/student will be responsible for the repayment of any such overpayment. Repayments made by the buyer/student will be made to the appropriate financial aid fund account and or student loan lender(s) in proportion to the amount of the benefits received by the buyer/student.

11. **WITHDRAWAL-** A student may be withdrawn for inadequate grades, failure to comply with attendance policies, or any failure to comply with the policies of Salon Success Academy as outlined in the policies and this Catalog.
12. If you are eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
 - a. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
 - b. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

NOTICE OF STUDENT RIGHTS:

You may cancel your contract for schooling, without any penalty or obligation as described in the Notice of Cancellation form that will be given to you on the first day of class.

Read the Notice of Cancellation form for an explanation of your cancellation, rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy. You have a right to stop school at any time and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

If the school closes before you graduate, you may be entitled to a refund. Contact the Director at the address and phone number below for information.

If you have any complaints, questions, or problems which you cannot work out with school, write or call:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
P.O. Box 980818
West Sacramento, CA 95798
(916) 574-7720

ACCREDITATION

The following location, Salon Success Academy is an Accredited Member of the National Accrediting Commission of Career Arts & Science an accrediting agency recognized by the United States Department of Education.

Questions regarding accreditation should be addressed to:

National Accrediting Commission of
Career Arts and Sciences

3015 Colvin Street, Alexandria, VA 22314

(703) 600-7600

Website: <http://naccas.org/naccas/>

SCHEDULE CHANGES & CAMPUS TRANSFERS

There will be a \$150.00 Fee for all schedule request changes or Agreement changes made by the student on or after their start date. This Fee must be paid in cash before the request can be submitted for review. Payment of the fee does not guarantee approval of the request for change. Students must choose from a currently offered schedule. They will not be allowed to create their own schedule for any reason.

Any student desiring to transfer to another Salon Success Academy campus will be charged a **Transfer Fee of \$150.00 in addition to any other expenses the student may incur.**

OTHER FEES FOR AUTOMATIC DEBIT

Students who are making payments via automatic debit may request a 14 day hold on their payment. The Hold Request form must be completed and turned in to the corporate office no later than one day prior to the automatic payment date. There will be a \$25 fee charged to the student's account for this service. Salon Success Academy is not responsible for overdraft fees incurred on a student's bank account if the check has been processed. It is the student's responsibility to contact Kyle Rumbel at (909) 982-4200 or by email at kylar@salonsuccessacademy.com to confirm receipt of their hold request.

Students who are making payments via automatic debit may request a change of payment date. The Date Change Request form must be completed and turned in to the corporate office no later than one day prior to the automatic payment date. There will be a \$25 fee charged to the student's account for this service.

Salon Success Academy is not responsible for overdraft fees incurred on a student's bank account if the check has been processed. It is the student's responsibility to contact Kyle Rumbel at (909) 982-4200 or by email at kylar@salonsuccessacademy.com to confirm receipt of their date change request.

OVER AGREEMENT

At each SAP evaluation it will be determined if the student is on track to graduate by the contract end date or with perfect attendance they will be going over agreement. Students are notified that all over contract amounts (\$13.00/hr for **Cosmetology & Barbering**, \$14.00/ hr **Esthetician** and \$6.00/hr **Manicuring/Nail Care** program) must be paid in full the day the student goes over agreement.

Students will not be allowed to come to school until they have paid for their extended agreement in full. In the event that 14 calendar days have elapsed and the student has not paid for their extended agreement, he/she may be withdrawn from the course.

FACILITIES FOR THE REASONABLE ACCOMODATION

A restroom is provided which is accessible by individuals in need of Reasonable Accommodation. No special programs are provided for individuals in need of Reasonable Accommodations.

CAMPUS LOCATIONS

Owned by R & M Beauty College Inc. Robert Gross

For School Information Call 877 987-4247

Email: corp@gotobeautyschool.com

Website: www.gotobeautyschool.com

Salon Success Academy

6780 Indiana Avenue Ste 200

Riverside, CA 92506

(Main Campus)

Salon Appointment Call 951-462-1028

Admissions Call 877-987-4247

GRIEVANCE POLICY

In the event a student has a grievance which cannot be resolved to his/her satisfaction with the student's immediate instructor the student is to make his/her grievance known to the following personnel:

Riverside Campus - Campus Director

If the grievance is still not resolved, please submit a detailed letter describing the problem and person(s) involved; and send it via email to christinab@salonsuccessacademy.com or by fax at (909) 982-7318 or by mail to:

Salon Success Academy

Attention: Christina Belcher, Chief Operating Officer

1385 E Foothill Blvd.

Upland, CA 91786

1. All grievances **must** be submitted in writing.
2. Once the written grievance is received by the Campus Director, the student's file and circumstances will be reviewed and investigated. A determination will be made at the discretion of management whether or not a meeting will be granted to the student, or if the grievance will be forwarded to the Chief Operating Officer for further investigation or review.
3. If the student has been dropped from the program by the Campus Director, she/he may appeal the decision in writing to the Chief Operating Officer within 7 business days.
4. All grievances/appeals will be responded to either verbally or in writing within 15 business days by one of the following people; Campus Director, Chief Operating Officer and or other authorized school personnel.

Board of Barbering and Cosmetology

PO Box 944226
Sacramento, CA 94244-2260
Phone: (916) 445-7061
Website: <http://www.barbercosmo.ca.gov/>

Bureau for Private Postsecondary Education
P.O. Box 980818 West Sacramento, CA 95798
By E-mail to: bppe@dca.ca.gov
Web site: www.bppe.ca.gov
Phone: 916-574-7720 Toll Free: (888) 370-7589

The National Accrediting Commission of Career Arts & Sciences
3015 Colvin Street, Alexandria, VA 22314 (703) 600-7600

STUDENT SERVICES

Salon Success Academy offers students assistance with job placement, referrals for help finding health and human services. Advisement, career counseling and assistance with financial aid and leaves of absence.

INFORMATION TECHNOLOGY REQUIREMENTS

The Cosmetology and Esthetician programs include an online component, Milady's CourseMate. This resource is included as an additional study tool to give the student a digital option. CourseMate includes an Ebook version of the textbook, practice tests, flash cards, note taking options and more. CourseMate can be accessed on a personal computer, tablet or smartphone. Students who do not have access to electronic devices at home may use the computers or tablets provided in the campus media center during approved hours.

FACULTY OFFICE HOURS

Students may arrange time to meet with an Instructor during their office hours.

CODE OF CONDUCT

Conduct is expected to be such that class progress is not interrupted. Misconduct of any nature which interrupts the learning atmosphere will not be tolerated and the student may be suspended up to thirteen (13) calendar days or terminated from the program

The forms of misconduct listed below are considered to be in conflict with the educational goals of the school and may lead to the student's immediate termination or suspension from the program.

Students may be suspended from school for the alleged misconduct while the circumstances are investigated. Students will be notified by phone as to the determination of the investigation. A student wanting to appeal the decision must do so in writing to the Chief Operating Officer (see

grievance policy).

- Theft, or purposeful damage or destruction of School property, that of a fellow student, staff member, or client.
- Committing a crime, such as but not limited to theft, from another business while identified as a Salon Success Student in any way. Such as wearing school uniform or badge.
- Using offensive language or making discriminatory statements while on school premises or in writing via social media, text or email etc.
- Any type of destruction or vandalism to the property of the school, fellow students or staff member.
- Leaving the building without clocking out.
- Leaving class or clinic floor without permission from the Instructor.
- Leaving early without informing the Campus Director.
- Physical or verbal abuse of any person on or off school premises. This includes written threats or malice towards another student, staff member of Salon Success Academies via text messaging, or other type of social media.
- Intentional disruptions or obstruction of teaching, administration or other school activities.
- Engaging in behavior that may lead to harm of a student, staff or client; including but not limited to ignoring instructor / staff instructions, school policies, procedures or state board regulations which could lead to health and safety violations.
- Leaving a client in the middle of a service without permission from the clinic floor supervisor.
- Possession, use or distribution of any nature of illegal drugs, drug paraphernalia, or alcoholic beverages on the school premises or while in school uniform off of school premises.
- Suspicion of any student being under the influence of illegal drugs or alcohol while on school premises or in school uniform.
- Posting inappropriate pictures or other media which is determined to be in conflict with the school's policies and educational goals.
- Any form of cheating or dishonesty. This includes students who violate time clock policies, cheating on exams or operations.
- Making false allegations against a student or staff member.
- Failure to comply with the directions of institutional officials acting in the performance of their duties.
- Clocking in or remaining on school premises when the student has been told by staff to either clock out or go home or not to clock back in until given permission by the Campus Director or other members of staff.
- Student who does not leave the school grounds when told to do so by the staff will be subject to immediate withdrawal from the course. The police may be called to escort students from the grounds.
- Fraternizing with SSA staff at any time while still enrolled in school.
- Refusal to meet the student's financial obligations.
- Soliciting uninvolved parties to interfere or influence Management, staff or students in the making of decisions on impending complaints or problems.

- The posting of signs, stickers, bills, publications, notices and solicitations (other than pre- approved activities) in or around school grounds and property.

RULES AND REGULATIONS

1. School hours:

-Full time students – hours vary with schedules Monday - Saturday.

For the full time students attending 8:30 – 5:00 Tuesday through Saturday:

Lunch periods are 30 minutes.

2. Dress Code:

Our primary concern in this school is that you become successful in the field you are trained. Part of your training is to teach you to create a good self-image; one that makes a good representation of your school and, finally, the salon in which you work. We invite you to become part of this training by staying within the dress code policies.

4. Op Sheets& Clocking in/out:

- a) A student may not leave the building without first notifying the Supervisor. Students must clock out to leave the building for any reason. Students must clock out if in the break room for any reason.

A student may not sign another student in or out for ANY reason. Your op sheet is your responsibility.

Losing it may result in the loss of hours. It must be kept in the designated area assigned by the School Director

- b) Students can be given hours only for applied effort in class and must perform clinic floor services. Also, theory classes must be attended as designated. Failure to do so may result in a student being clocked out for the day or suspension from the school (at discretion of the instructor).

5. Classroom and Clinic Floor Conduct:

- a) Gum chewing is not permitted in class or on clinic floor. Eating is permitted in the lounge area only. Only bottled water is allowed on the clinic floor and in classrooms.
- b) Unnecessary conversation is disturbing to others and is not permitted in class. Any students causing discord or disruption or engaging in constant talking during classroom instruction may be subject to suspension.
- c) It is the policy of Salon Success Academy and the California State Board of Barbering & Cosmetology for all students to maintain clean and properly labeled and sanitized station and equipment. Each student is also required to do an assigned clean up.
- d) Visitors are not allowed in classrooms, clinic floor, or lounge.
- e) Cell phones are not allowed to be in use in the following restricted areas, classrooms, hallways, bathrooms, or on the clinic floor. All cell phones and other electronic communication devices must be on vibrate or off during school hours. Students may use them only on break time in the student lounge or outside of the school. Any student found using their Cell Phone in a restricted area (as stated above) will be written up and asked to turn in their phone to the campus director or supervising instructor until the student clocks out for the day or the student

may be clocked out and sent home immediately upon the discretion of the campus director or supervisor.

- In some instances cell phones, laptops and other electronic devices may be allowed by the Instructor for the purpose of learning and education. Do not use any electronic device without FIRST receiving permission from the classroom, clinic floor Instructor or Campus Director.
 - We encourage our students to take before and after pictures of their work for the purposes of building a business portfolio. Inappropriate pictures will not be allowed or tolerated and may result in suspension.
 - Video and/or pictures taken or voice recordings of anyone on school grounds without their permission is a violation of privacy. Students must receive permission PRIOR to taking any video, pictures or recordings in the school by the Campus Director or Supervising Instructor. Violation may result in suspension or termination from the program.
- f) The practical training obtained by working on clients is essential for your success. Therefore, all clinic floor assignments will be made by the instructional staff. Refusing to do an assignment could result in suspension or termination from the program.
- g) Personal service is a privilege and is limited to hours and days assigned by the instructor. Any student receiving personal service must always have the permission of their immediate instructor or Campus Director. Violation may result in Suspension or possible termination from the program.
- h) Students are not allowed to wear ear buds or headphones at any time. Students may not listen to their own music via cell phones or other electronic devices in the classrooms or on the clinic floor.
- i) Salon Success Academy is not responsible for any personal items that are stolen or lost on school premises.

WITHDRAWAL FOR MISCONDUCT

A student withdrawn from school for misconduct may not be eligible for re-enrollment into any course of instruction being offered by Salon Success Academies. All final decisions will be determined by the Vice President of Operations.

TIME CLOCK PROTOCOLS

Your hours are important to you, and we want to make sure that you are getting the proper credit for all of your hard work. Remember, you must be responsible for clocking correctly so that you don't lose your time! The following is a list of occurrences which could result in a loss of time:

If you,

- **Forget to clock in when you get here:** you may lose the time until you do remember to clock in.
- **Forget to clock out for lunch:** you may only receive a **maximum** of ½ credit for the day.
- **Forget to clock in from lunch:** you may only receive a **maximum** of ½ credit for the day.

- **Forget to clock out to go home:** you may only receive a **maximum** of ½ credit for the day. Lunch breaks must be a **minimum of 30 minutes and taken only at the designated lunch time**. Leaving school at any time without clocking out is grounds for termination from the program.
- Having another student sign you in or out is grounds for termination for both students involved.
- You are **required** to take a 30 minute lunch break when you are here **more than 5 ½ hours in a day**.
-

DRESS CODE

THE CAMPUS DIRECTOR HAS THE RIGHT TO SEND STUDENTS HOME WITHOUT PRIOR WRITE UPS FOR UNIFORM VIOLATIONS.

STUDENT DRESS CODE

Our Primary mission in this school is that you become successful in the field you are trained. Part of your training is to teach you to create a good self-image; one that makes a good representation of you and the salon in which you work. We invite you to become part of our education and training experience by adhering to our dress code uniform policies.

Salon Success Academy shirts and Dickie or “Dickie-like” scrub pants only. **Shoes must be Dark Black Only and Completely**. No other colors can show on the shoe, the edge of the sole or the laces. Shoes must be closed toe and heel and cover the top of the foot. They must have a hard non-skid sole such as Tennis shoes. Black Boots and all shoes can have a heel no greater than 2 ½”.

PANTS

Dark Black Only. Dockers or work Dickies or “Dickie-like” scrub pants only. Absolutely no jeans, leggings, jeggings, sweats, yoga or other light-weight material. . Pant legs must extend **below** the ankle. No capris or shorts allowed.

SHIRTS & JACKETS : Only Salon Success Academy uniform shirts are permitted. No clothing that has rips, stains, or frayed hemlines will be allowed. School sweatshirts or any other sweaters or jackets will not be allowed on the clinic floor. Only the Salon Success Sweatshirt may be worn in the classrooms. Only a long sleeved **black** t-shirt or black thermal may be worn under your uniform shirt. No other colors allowed and no prints.

SHOES : Dark Black Only and Completely. No other colors can show on the shoe, the edge of the sole or the laces. Shoes must be closed toe and heel and cover the top of the foot. They must have a hard non-skid sole such as Tennis shoes. Black Boots if worn can have a heel no greater than 2 ½”. Absolutely no flip-flops, sandals, ballet style slippers, toms or open toe or heel.

HAIR & JEWELRY Jewelry should not be excessive. Facial jewelry will be monitored by the Campus Director. She/he will determine if it is excessive and determine if the student must remove the jewelry and/or be sent home. Hair must always be clean and neat.

STUDENT BADGE: All students are issued a student badge upon starting school. The badge is a part of your required uniform and must be worn daily. Replacement badges must be purchased from the Campus Director. The cost is \$3.00.

UNIFORM DON'TS: Do not alter your uniform shirt in any way. You will be required to purchase a new one before clocking-in. Do not wear clothing that is torn, stained or looks unprofessional in any way.

Hats, hoods, bandanas or scarves of any type are not allowed in your hair, on your head or around your neck. Hair bands may be worn in your hair as long as they are not made from bandana material or hang down in the back like a scarf. Hair bands cannot be wider than 1".

A small bow or flower accessory is allowed in your hair, but no larger than 3" in diameter.

PROFESSIONAL DRESS & SPIRIT DAY DRESS GUIDELINES Shoes are the same requirement as when in uniform. Flip flops, sandals, high heels over 1½" are not allowed at any time.

No spaghetti straps, strapless, or sleeveless blouses or shirts. Underarms should never be exposed.

All jewelry guidelines are the same in uniform or professional dress.

No ripped, torn or stained clothing.

No shorts.

No skirts or dresses shorter than the knee.

No demonstrations of excessive skin exposure.

No clothing with offensive writing.

No hats or bandannas unless prior approval is received for religious or medical related reasons.

Occasionally, Salon Success Academy will have days when the Dress Code expectations may be adjusted to meet the expectations of the event. On these occasions the Campus Director will provide the expectations of those exceptions to our Dress Code

RIVERSIDE STAFF

MARIA GALVAN	CAMPUS DIRECTOR, LICENSED COSMETOLOGIST
LINDA HARRIS	REGISTRAR / FINANCIAL PLANNER
GABBY RIOS	ADMISSIONS REPRESENTATIVE
MONICA GONZALEZ	LICENSED COSMETOLOGIST, LICENSED BARBER, INSTRUCTOR
PETRIE LOPEZ	LICENSED COSMETOLOGIST, INSTRUCTOR
MICHELLE WIRTZ	LICENSED COSMETOLOGIST, INSTRUCTOR

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MODEL RELEASE FOR STUDENTS (AGE 16 – 17)

For valuable consideration I hereby give to Salon Success Academies the absolute and irrevocable right and permission with respect to the photographs that he/she has taken of my minor child in which he/she may be included with others:

- A) To copyright the same in the school's name or any other name that you may select;
- B) To use, reuse, publish and republish the same in whole or in part, separately or in conjunction with other photographs, in any medium now or hereafter known, and for any purpose whatsoever, including (but not by way of limitation) illustration, promotion, advertising and trade, and;
- C) To use my name or my child's name in connection therewith if he/she so decides.

I hereby release and discharge Salon Success Academies from all and any claims and demands ensuing from or in connection with the use of the photographs, including any and all claims for libel and invasion of privacy.

This authorization and release shall insure to the benefit of the legal representatives, licensees and assigns of Salon Success Academies.

I have read the foregoing and fully understand the contents hereof. I represent that I am the Parent/guardian of the below named model. I hereby consent to the foregoing on his/her behalf.

Dated: _____ **Minor's Name:** _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Address: _____

City: _____ **State/Zip:** _____

Phone: _____

Parent's email address: _____

MODEL RELEASE FOR STUDENTS (AGE 18 OR OLDER)

In consideration of my engagement as a model, upon the terms herewith stated, I hereby give to Salon Success Academies, their heirs, legal representatives and assigns, and those acting with their authority and permission:

a) the unrestricted right and permission to copyright and use, re-use, publish and republish photographic portraits or pictures of me or in which I may be included intact or in part, composite or distorted in character or form, without restriction as to changes or transformations in conjunction with my own or a fictitious name, or reproduction hereof in color or otherwise, made through any and all media now or hereafter known for illustration, art, promotion, advertising, trade, or any other purpose whatsoever.

B) I also permit the use of any printed material in connection therewith.

C) I hereby relinquish any right that I may have to examine or approve the completed product or products or the advertising copy or printed matter that may be used in conjunction therewith or the use to which it may be applied.

D) I hereby release, discharge and agree to save harmless Salon Success Academies, their heirs, legal representatives and assigns, and those acting with their authority and permission, from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form whether intentional or otherwise, that may occur or be produced in the taking of said picture or in any subsequent processing thereof, as well as any publication thereof, including without limitation any claims for libel or invasion of privacy.

E) I hereby affirm that I am over the age of majority and have the right to contract in my own name. I have read the above authorization, release and agreement, prior to its execution; I fully understand the contents thereof. This agreement shall be binding upon me and my heirs, legal representatives and assigns

PRINT NAME: _____

SIGNED: _____

ADDRESS: _____ **CITY:** _____

STATE / ZIP: _____ **PHONE:** _____

EMAIL: _____

INDEMNITY AGREEMENT

Whereas, Salon Success Academy and the party identified herein as "Student" have entered into a contract whereby student will receive certain schooling from Salon Success Academy and in doing so will receive access to the facilities of schools operated by Salon Success Academy

Whereas, Salon Success Academy requires that as a condition of entering into such education agreement with student understanding and accept the risk inherent in utilizing Salon Success Academy facilities.

Now therefore, the parties agree as follows: (1) the facilities offered by Salon Success Academy which will be attended by students, have implements such as scissors, electronic machinery, poisons, dyes and other potentially dangerous equipment present.

Student understands and accepts responsibility for correctly utilizing such equipment and to the extent the student is injured through the use of such instruments or while upon the facility of Salon Success Academy, student releases and holds Salon Success Academy harmless for any claims arising thereby. (2) Student is aware of the type and quality of the risk which student will experience in the course of being present upon the premises of Salon Success Academy and therefore, indemnifies Salon Success Academy for any claims that student might take against Salon Success Academy for injuries sustained during students' use of the premises and equipment there on.

SCHOOL CATALOG ACKNOWLEDGEMENT

I have received a school Catalog and or have been advised that I can access the catalog on the school website at

<http://www.gotobeautyschool.com>

Print Name _____

Signature _____

Date _____