

# **ALHAMBRA BEAUTY COLLEGE**

## **Catalog**

**July 1, 2016 – June 30, 2017**

**200 West Main Street, Alhambra, CA 91801  
Tel (626) 282-6433 . Fax (626) 676-0653  
[www.alhambrabeauty.edu](http://www.alhambrabeauty.edu)**

## TABLE OF CONTENTS

Approval Disclosure	02
Accreditation	03
Educational Objectives/Mission Statement	03
Facilities/Access for Handicapped Students	03
English as a Second Language (ESL)	03
Educational Programs	04
Freshman Class Enrollment	04
Admission Policy	04
Transfer Credit Policy	05
CAMTC Unfair Business Practices	05
Statement of Non-Discrimination	05
Credit Evaluation	06
Disclosure of Student Records / FERPA	06
Equipment/Supplies/Textbooks	07
Calendar/Holidays/Class Schedules/Orientation	07
Health Considerations	07
Career/Personal Counseling	07
Placement	07
Library Resources	08
Student Clock Hour Policy	08
Satisfactory Academic Progress (SAP)/Grading Scale	08
Hygiene, Dress Code, & Draping Policies	10
Grading System	11
Leave of Absence	11
School Rules/School Hours	11
Make Up Work & Re-Entry Policy	13
Drug Prevention Program	13
Tuition & Fees Schedules	13
Notice of Students Rights to Cancel	14
Refund Policy	14
Student Tuition Recovery Fund (STRF)	15
Grievance Procedure	16
Financial Aid	16
Cost of Attendance	18
Vaccination Policy	23
Bankruptcy Disclosure Statement	23
Educational Programs	24-32
Faculty	33
Office Hours & Contact Information	33
Catalog Print/Revision Date	33

**As a prospective student you are encouraged to review this catalog prior to signing an enrollment agreement and you are also encouraged to review the school performance fact sheet prior to signing an enrollment agreement.**



## **A MESSAGE FROM THE PRESIDENT**

There is always a need for well-trained people in the Beauty Field. Beauty culture is changing with the times! What was considered adequate schooling years ago is no longer sufficient for today's exacting demands.

Welcome to Alhambra Beauty College, and thank you for selecting us to assist you in obtaining your desired cosmetology training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the beauty industry.

At Alhambra Beauty College, we offer you the training to pass the Board of Barbering and Cosmetology Examination. Our training includes, a "mock-board" which is designed to enhance the likelihood of your success at the Board Examination. We place emphasis on how to be successful in the market place and how to be successful at every operation necessary to create the lifestyle you desired. This means hard work, dedication and practice on your part. You will practice shop management, business concepts, and the psychology of personal success.

It is a pleasure to have you join us at Alhambra Beauty College. Our goal is to help you discover the ability to transform your life and other's lives by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training. With this catalog, we extend to you an open invitation to visit our school, inspect our facility and talk over your career opportunities with our faculty members and administrative staffs. We urge you to act now.

Sincerely,  
Joo Ha Choe  
President

## **APPROVAL DISCLOSURE STATEMENT**

ALHAMBRA BEAUTY COLLEGE (ABC), located at 200 West Main Street, Alhambra CA 91801, was granted institutional approval to operate, pursuant to California Education Code Section 94915, by the Bureau for Private Post Secondary Education/Department of Consumer Affairs, P.O. Box 980818 West Sacramento, CA 95798. The Bureau's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private post secondary educational institutions, 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.

Instruction is in residence with facilities occupancy level accommodating 150 students at any one time. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

This school currently does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant

The following are state bureaus, departments or agencies which set minimum standards for our program of studies in accordance with Education Code Section 94316.12.

### **For unanswered questions and for filing a complaint with BPPE:**

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site below. Also any question a student may have regarding this catalog that has not been

satisfactorily answered by the institution may be directed to BPPE: California Department of Consumer Affairs, Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818 Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov) E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov) & Fax (916) 263-1897.

### **For unanswered questions and for filing a complaint with CAMTC:**

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at One Capitol Mall, Suite 320, Sacramento, CA 95814, [www.camtc.org](http://www.camtc.org) - phone (916) 669-5336, or fax (916) 669-5337.

### **ACCREDITATION**

This institution is accredited by the National Accrediting Commission Of Career Arts & Sciences (NACCAS), 4401 Ford Ave., Suite 1300, Alexandria VA 22302, (703) 600-7600, an agency recognized by the United States Department of Education for Cosmetology Accreditation. As an accredited institution, qualified students may apply for and receive financial assistance for tuition and other costs. Unresolved complaints may also be directed to the above agency.

### **EDUCATIONAL OBJECTIVES/MISSION STATEMENT**

Our goal is to graduate students who will be highly employable and capable of demonstrating the knowledge and experience received in their training. We strive to maintain a program of education that is constantly updated so students will have the knowledge and skills to compete with our current industry professionals, and to insure the constant educational growth of the faculty, students, teaching methods and techniques. The degree of your success will also depend on the effort you are willing to apply during the entire course of your training. We are constantly striving to prepare our students to acquire the knowledge and skills necessary to compete in today's current industry. Our vocational objective is to train and produce graduates sufficiently knowledgeable to pass the state licensing examination so that they may seek and find profitable employment in the beauty and massage therapy industries. The successful student should be able to function effectively in one of the many specialty areas such as **Massage Therapist**, Hair Stylist, Hair Colorist, Manicurist, Make-Up Artist or as a Beauty Salon Operator. Normal progression should move him or her to positions such as Beauty Salon Manager, Beauty Salon Owner, Cosmetology Teacher, Supervising Instructor, School Director, or School Owner.

The daily training operation of ABC is under the instruction of a qualified Director and qualified instructional staff. Our entire staff brings many years of valuable educational experience within the beauty industry. The quality of ABC faculty is exhibited daily in the classroom and in the clinic. This core staff is supplemented on a regular basis through the use of guest artists, lecturers, and trainers with proven expertise from virtually all cosmetology, manicuring, and skin care professions. These exciting activities are carried out in an environment that is characterized by spacious, well-lighted facilities, remodeled to meet functional school needs and salon-type equipment especially designed to properly enhance student training,

ABC welcomes all persons interested in a beauty career. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staffs and consider the many advantages for our serious students. We will be pleased to answer all of your questions.

### **FACILITIES**

Our College is a spacious (6,500 sq. ft.); two-story facility, air-conditioned and we strive to provide a positive working environment. Our school simulates salon conditions to help our students "learn-by-doing", with modern equipment and a variety of tools and supplies that help enhance the student's product knowledge. A student break area is provided for the students' use, which include micro-wave ovens and hot water. Each student is provided a locker to keep their uniform and private articles in. Our students learn to practice managing the reception desk, logging patrons in, answering the telephone and operating the cash register. Our students learn inventory control and assist in operating our supply system. Our mission is to help the student become "salon-ready".

**ACCESS FOR HANDICAPPED STUDENTS:** Access for handicapped students to the institution's facilities is limited at the college. Our college is a two-story facility and is not accessible for wheelchairs. This institution does offer programs for the handicapped student depending on the needs & physical ability of the handicapped student.

## **ENGLISH AS A SECOND LANGUAGE**

This institution does not offer English as a Second Language ("ESL") course. All prospective students that are accepted for enrollment must be proficient in the English language.

## **EDUCATIONAL PROGRAMS**

Massage Therapy Course (600 Clock Hours)

Cosmetology Course (1,600 Clock Hours)

Manicuring/Nail Care Course (400 Clock Hours)

Cosmetician Course (600 Clock Hours)

Teacher Training (600 Clock Hours)

**Attendance Status & Normal Course Completion Time:** Full time: Any student scheduled to attend 24 hours or more per week are considered to be full-time students. Part-time enrollment is defined as at least 16 but less than 24 hours per week. Less than 16 hours per week is less than half time. Half time enrollment requires a minimum of 12 hours per week. The course schedules are based on weekly attendance and are as follows:

Cosmetology (1600 clock hours): full-time: 34 hrs weekly=48 wks, 30 hrs weekly=53.33 wks., 25 hrs weekly=64 wks. & 24 hrs weekly=66.66 weeks to complete the program in the normal time frame. Part-time: 20 hrs weekly=80 wks., 16 hrs weekly=100 weeks to complete the program in the normal time frame.

Cosmetician and Teacher Training (600 clock hours): full-time: 30 hrs weekly=20 wks, 25 hrs weekly=24 wks & 24 hrs weekly=25 weeks to complete the program in the normal time frame. Part-time: 20 hrs weekly=30 wks., 16 hrs weekly=37.5 weeks to complete the program in the normal time frame.

Massage Therapy (600 clock hours): full-time: 30 hrs weekly=20 wks, 25 hrs weekly=24 wks & 24 hrs weekly=25 weeks to complete the program in the normal time frame. Part-time: 20 hrs weekly=30 wks., 16 hrs weekly=37.5 weeks to complete the program in the normal time frame.

## **ADMISSION POLICY**

Applicants are advised to call the College for an appointment to discuss admission requirements and procedures. Each applicant will be interviewed individually, so that the College may better understand the career goals of the applicant, and the applicant can better understand the programs of the College. Prior to enrollment, the College will provide a prospective student with a school catalog and school performance fact sheet. Enrollees are admitted as regular students once one of the following criteria has been met:

- A) Applicant must provide a copy of his/her High School Diploma, High School Transcript (that clearly states you have met all graduation requirements), or the recognized equivalent of a high school diploma, such as a general educational development or GED certificate; and pass an admissions test 'Milady' with a minimum score of 70% as stated in the test publisher's guidelines (This test is administered by school personnel). If you were Home Schooled you must provide a valid certification document provided by the state in which you were home schooled and it must be equivalent to a High School Diploma. For students that have graduated high school outside the United States they must have their High School Diploma translated into English and must have an independent evaluator certify that you have completed the high school equivalency as required by the United States standards or California Board of Education standards.

- B) Students lacking the High School Diploma or its equivalent, must be at least 18 years old (Compulsory school attendance in California), must have completed the 10<sup>th</sup> grade education level or its equivalent as required by the Board of Barbering and Cosmetology or other appropriate agencies and pass an Ability to Benefit exam prior to admission. Students admitted under this criteria, will be required to pass one of the Ability-to-Benefit tests approved by the US Department of Education administered by an independent proctor. Students subject to this criterion are referred to as students admitted under the Ability-to-Benefit criteria guidelines. Currently, our school is using the Wonderlic Basic Skills Test published by Wonderlic. Two (2) tests will be administered and you must receive the minimum scores listed per test in order to pass the ATB test: Verbal Skills (200) & Quantitative Skills (210). This test is approved by the Secretary of Education, Washington, DC. This test will be administered by an independent agency. The school's admissions personnel will provide applicants with additional information as to how to arrange for the Ability-to-Benefit test. All Ability-to-Benefit students must take and pass the test prior to admissions. Student who fail the test maybe scheduled to retake another version of an Ability-to-Benefit test within the test administrator's guidelines. Effective with the 2016-2017 award year, new students who do not have a high school diploma, or an equivalent such as a GED, and who did not complete secondary school in a homeschool setting are not eligible for Title IV funds. Such students can no longer become eligible by passing an approved "ability-to-benefit" test or by satisfactorily completing at least six credit hours or 225 clock hours of college work that is applicable to a degree or certificate offered by the student's postsecondary institution. However, students who were enrolled in an eligible educational program of study before July 1, 2016 may continue to be considered Title IV eligible under either the ATB test or credit hour standards.
- C) Teacher training applicants must have the High School diploma or its equivalent in addition to a valid Cosmetology license.
- D) Our school does not recruit students already attending or admitted to another school offering a similar program of study.
- E) There are no additional prerequisites other than the ones mentioned above in Admission Policy for all programs at ABC.

### **TRANSFER CREDIT POLICY**

Upon enrollment, the student will be asked to list any previous education, training, or experience related to the proposed field of training (experiential learning). If relevant training is sufficiently thorough and relevant, and adequately performed as evidenced by passing grades on an official transcript or through other means in the discretion of Alhambra Beauty College (ABC), appropriate credit may be allowed in the sole discretion of ABC, pending proper documentation and proof of study. Specifically, in order to qualify for transfer credit, the prior education must evidence a grade point average of at least 3.0 or equivalent from an approved institution. Award for prior credit is typically provided at no additional tuition cost to the student, but is assessed on an individual basis in the sole discretion of ABC.

California regulation does not recognize or permit courses of Massage involving correspondence (through-the-mail) instruction. Alhambra Beauty College does not accept hours from non-approved institutions. Additionally, no more than fifty percent (50%) of previous education and training, excluding training completed at ABC, may be granted toward completion of ABC's programs.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS**

#### **EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Alhambra Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in your course of study is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Alhambra Beauty College to determine if your diploma or certificate will transfer.

## **CAMTC UNFAIR BUSINESS PRACTICES**

The following is a direct excerpt from Section 4611 of the Massage Therapy Act, provided per CAMTC:

It is an unfair business practice for a person to do any of the following:

- (1) To hold himself or herself out or to use the title of “certified massage therapist” or “certified massage practitioner,” or any other term, such as “licensed,” “certified,” “CMT,” or “CMP,” in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the council pursuant to this chapter.
- (2) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.
- (b) In addition to any other available remedies, engaging in any of the prohibited behaviors described in subdivision (a) constitutes unfair competition under Section 17200.

## **STATEMENT OF NON-DISCRIMINATION**

ABC does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, ethnic origin or area origin or residence in its admissions, instruction, or graduation policies.

## **CREDIT EVALUATION**

Appropriate credit may be granted for prior training of hours at the discretion of the College and verification by college officials of its validity of any transcripts submitted according to the BBC Rules and Regulations. Students transferring from another school of Cosmetology must furnish a valid Proof of Training document from a licensed California Cosmetology school and our College may elect not to accept all or any of the previous hours of training and operations. ABC has not entered into an articulation or transfer agreement with any other college or university. All out of state applicants must furnish the BBC letter of credit hours from the California Board of Barbering/Cosmetology.

## **DISCLOSURE OF STUDENT RECORDS**

Adult students, parents of minor students, have the right to inspect, review, and challenge information contained in their education records. However, a staff member must be present. Education records are defined as files, materials, and documents that contain information directly related to the student and are maintained by the institution. School will maintain files for five (5) years. Students are not entitled to inspect the financial records of their parents. Written consent is required from the student (or their guardian if the student is a dependent minor) before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law.

### **Notification of Rights under FERPA for Postsecondary Institutions:**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the ABC receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.



2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the ABC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the School who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the ABC.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. The school may make a reasonable attempt to notify each student of these disclosures unless the school states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
 Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW Washington, DC 20202

## **EQUIPMENT/SUPPLIES/TEXTBOOKS**

Cosmetology students: Textbooks will be issued within the first 7 days of starting their classes. The college will provide all needed supplies and equipment the first 2 weeks. During the first 2 weeks of classes all Cosmetology students will be in a combined class with the Cosmetician students and training will be conducted in the Esthetics classroom. Upon completion of the two (2) week training in the Esthetics classroom you will be issued your complete Cosmetology kit. All Cosmetician and Manicuring students will be issued textbooks and kits within the first 7 days of starting their classes. You may elect to purchase your kit & books elsewhere and you must obtain a complete kit checklist from the administrative office and your kit must be complete within the first 7 days of classes. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment, either lost or stolen.

## **CALENDAR/HOLIDAYS**

The college is closed Sundays and the following holidays: Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day and Christmas/New Year's break: **2016-17**; Break is as follows **12-24-2016** thru **01-1-2017**. All students will return on **01-02-17**. A 'special' closing day may be declared for emergencies or special reasons.

## **CLASS SCHEDULES**

Evening classes: Cosmetology, Cosmetician & Instructor Trainee courses start the second Monday of each month.  
Day Classes: Cosmetology, Cosmetician & Teacher Training Trainee courses start the second Tuesday of each month.

Manicuring classes commence each week.

## **ORIENTATION**

Orientation for all students is held every Thursday afternoon from 3:00-5:00 p.m. prior to any new class starting. Please contact the administration office to confirm your date of orientation class. All new students, transfers and re-enrollment students are required to attend prior to admission.

## **HEALTH AND PHYSICAL CONSIDERATIONS**

Generally, the professional in the beauty field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands.

## **CAREER COUNSELING**

Students are advised/counseled individually, as often as necessary at least every six weeks to review the student's progress and adjustment. Successful Salon Owners and Stylists are scheduled into the school regularly to give demonstration and discuss career goals, etc. with the students. This activity supplements the daily counseling carried out by the instructors and supervisor. Students may request additional counseling sessions at any time. Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given to preparation for Licensing Examination.

## **PLACEMENT**

Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in student register and the process of follow-up begins. When students take the licensing examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. While the College provides every reasonable effort to assist students in finding employment, Alhambra Beauty College does not guarantee employment.

## **LIBRARY RESOURCES**

Our campus has a library resource area in which current periodicals, reference books, and Video/DVD's are maintained. Most of these materials can be checked out for overnight use.

## **STUDENT CLOCK HOUR POLICY**

The Board of Barbering and Cosmetology will only recognize time-clock punched hours of attendance. As a result of this requirement, this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. You will be given up to seven (7) minutes to clock in and receive credit for the quarter (1/4) hour. This seven-minute period applies to starting of the class day only. If you do not arrive and clock in by 8:38 a.m. you may not clock in for the day until 10:00 a.m. Once theory classes have been started no one will be allowed to enter the theory classroom. Students who are habitually tardy 4 times in one month will be counseled and if tardiness continues may be suspended or be placed on probation until tardiness ceases. A thirty-minute (30) lunch break shall be taken when a student attends a six-hour class day or more. If you are attending less than 6 hours class a day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break. Instructors may not sign a student in or out. If an error is made on the student time card the instructor must draw a line through the error and make the correction and the student and instructor must initial the change.

You must clock in and out for the lunch break and you must leave your time card in the appropriate designated area. If you fail to clock in and out for lunch, you will be subject to disciplinary action. If you are unable to take your lunch

at the designated time, you must report to your immediate Instructor and he/she will resign your lunchtime for that day only. Only your immediate Instructor may reassign your lunch break. At the completion of the day, the weekly time card must be filled out with all daily activities and signed by the student and instructor. At the end of each week the daily hours and operations earned are added to the totals in the prior column and final totals transferred to the new time card for the next week in the cumulative column. Time cards reflect the student's daily record of hours and operations. It is important that all of your hours and operations are recorded properly and accurately. The attendance personnel must be able to read your time card so that the hours and operations are transferred correctly to the rooster. The time cards are the property of the school and must remain in the school at all times. After clocking in you are required to maintain applied effort, personal grooming and remain in the building; reading material not related to your training or activity not related to your training is not tolerated. If this occurs you will be ask to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your suspension / or termination.

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

**Standards:** This institution expects all students to maintain Satisfactory Academic Progress (SAP) as established by this institution. The student must:

1. Maintain a cumulative academic average of "C" (70%) or better on all tests, work projects (operations) and other required course work.
2. Maintain a cumulative average attendance level of at least two-thirds ( $2/3$ ) (66.67%) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ( $2/3 \times 30 = 20$ ) regardless of the average level of attendance. Students that are attending the course programs whom have more than 2 weeks (14 calendar days) of consecutive absences will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 14 or more days up to 60 days are encouraged to request a Leave-of-Absence. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 66.67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. Please refer to School Rules & Regulations pages of this catalog for additional information.
3. Complete the course within one and one-half ( $1-1/2$ ) times the length of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks.
4. Students must meet minimum academic (70%) and attendance (66.67%) requirements at the end of each payment period of the course to be considered as meeting satisfactory progress until the next evaluation period.
5. All students will be provided a copy of their completed SAP evaluation form at the conclusion of their SAP counseling.

**Evaluation Periods:** Evaluations will be performed for all students based on the US Department of Education Regulations and definition of an Academic Year and will be performed at the end of each payment period. USDOE defines an academic year as being 900 clock hours & 26 calendar weeks, a payment period is defined as 450 clock hours & 13 calendar weeks per period. The school will base upon student's Scheduled Payment Period for evaluations.

**Cosmetology:** Will contain two (2) 450 clock hours scheduled payment periods = 900 clock hours and the remaining 700 hours of the course will be prorated and contain two (2) 350 clock hours scheduled payment periods. The evaluations(s) will be performed at the point when the student's scheduled clock hours for the payment period have elapsed, regardless of whether the student attended them. In addition, in order for the student to be eligible for the next payment under US Department of Education Regulations Section 668.4, the student must successfully completed both the clock hours and weeks of instructional time required for that period. Evaluation/Payment Periods: (1) 450 hours at 15 calendar weeks, (2) 900 hours at 30 calendar weeks, (3) 1250 hours at 42 calendar weeks and (4) 1600 hours at 54 calendar weeks, based on Full-time enrollment. In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 450 clock hours, or at the time of actual completion of the remaining hours, whichever occurs first.

**Cosmetician & Teacher Training:** Cosmetician and Teacher Training courses will contain two (2) 300 clock hours scheduled payment periods = 600 clock hours. The evaluations(s) will be performed at the point when the student successfully completes the scheduled clock hours and weeks for that payment period. The completion is also for the student to be eligible for the next payment under US Department of Education Regulations Section 668.4. Evaluation /Payment Period: (1) 300 hours at 12.5 calendar weeks, (2) 600 hours at 25 calendar weeks, based on Full-time enrollment. In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 450 clock hours, or at the time of actual completion of the remaining hours, whichever occurs first.

**Manicuring:** The first evaluation will be conducted at the midpoint of the course at scheduled 200 clock hours and the final evaluation will be conducted at scheduled 400 clock hours. In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 450 clock hours, or at the time of actual completion of the remaining hours, whichever occurs first.

**Warning:** Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

**Academic Probation:** Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on academic/or attendance probation for one additional evaluation period. Students MUST APPEAL and PREVAIL in order to remain eligible to receive aid during the probation period and will be considered as making SAP progress during the probationary period. Probationary students who fail to meet SAP by the conclusion of the probationary period will be deemed not to be making satisfactory academic/and or Attendance Progress, will lose any remaining eligibility for student financial aid and may be terminated at the discretion of the institution. In the event such students are allowed to continue with instruction, aid eligibility will be reinstated only after the student has reestablished SAP in accordance with the attendance and grading standards indicated in Standards 1, 2, 3 & 4 of this policy. In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the institution's refund policy will apply. Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation and will retain eligibility for Title IV aid.

**Appeal Procedures:** Students must initiate the Appeal Process. Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the institution's administrator. The letter should be received within (15) days from the date of determination and must describe any circumstances related to the student's academic standing which the student believes deserve special consideration. The basis that a student can file an appeal: The death of a relative of your immediate family, an injury or illness of the student or a relative of

your immediate family, (Immediate family relative defined as Grandparents, Parents, Brother(s), Sister(s), Spouse and Children) or other special circumstances. To file an appeal you have to have experienced a death in the family (providing a death certificate), an injury or illness (supported by a physician statement) or other special circumstance that can be documented. The appeal must also state your own explanation describing the reasons for your failure to make SAP and changes made to those circumstances that would allow you to focus and regain your satisfactory status. The administrator shall evaluate the appeal within a reasonable time frame (5-10) days and notify the student in writing of the administrator's decision prior to the end of the current probationary period. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision (a copy of the decision will also be retained in the students file) within a reasonable time frame (5-10 days). The decision of the committee shall be final. Students that prevails upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory progress, and determined as making satisfactory progress will be re-entered in the course and financial aid funds will be reinstated to the student. Students accepted for re-entering the program that previously were not making satisfactory progress must attain a satisfactory progress status by the next scheduled evaluation.

**Re-Establishment Of Satisfactory Progress & Transfer Hours:** Students may re-establish satisfactory progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period. Transfer hours from another institution that are accepted towards your current educational program will not impact your current SAP as they are counted as both attempted and completed hours.

**Interruptions, Withdrawals, Course In-Completes:** Course incompletes, repetitions and non-credit remedial courses have no effect upon the student's satisfactory academic progress. If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll within 6 months will return in the same satisfactory academic progress status as at the time of withdrawal. Student who has been withdrawal for more than 6 months and wish to re-enroll will be treated as a new enrollment.

**Attendance Status:** Full time: Any student scheduled to attend 24 hours or more per week are considered to be full-time students. Part-time enrollment is defined as at least 16 but less than 24 hours per week. Less than 16 hours per week is less than half time. Half time enrollment requires a minimum of 12 hours per week. See page 3 for more information.

## **HYGIENE, DRESS CODE & DRAPING POLICY**

ABC is committed to providing a professional training environment at all times. While learning massage therapy, students alternate between the roles of therapist and client; and hygiene, dress code, and draping policies are strictly enforced. Regarding hygiene, hands must be cleaned properly prior to performing massage or other practical training sessions. Regarding dress code, open-toed sandals and bare feet are prohibited, and students must be in uniform at all times while on campus. Regarding draping, the client is properly covered and modesty must be preserved at all times.

## GRADING SYSTEM

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students at the end of each evaluation period. The evaluation form reflects the overall Attendance (measured in actual hours & weeks) and Academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

Practical			Theory	
Letter Grade	Points	%	Letter Grade	%
A+ Exceptional	10	100		
A Excellent	9	90	A Excellent	100 - 90
B Good	8	80	B Above Average	89 - 80
C Average	7	70	C Satisfactory	79 - 70
D Unsatisfactory	6 & Below	60	D Unsatisfactory	69 & Below

## LEAVE OF ABSENCE

Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. This institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA must be requested in writing by the student and must be approved by the school Financial Aid Department. An application for Leave of Absence may be granted up to 60 days. Do not request a Leave of Absence unless you absolutely need one. School may only grant the second LOA within 12-month period with proof of the death of direct family from student or spouse, siblings, or proof of surgery schedule. Students on LOA's will not be assessed any additional charges of tuition. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from a LOA will have his/her maximum time frame to complete the course extended by the same number of days as the leave of absence. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave and the refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and will be paid within 30-45 days, depending on the financial source.

## RULES AND REGULATIONS:

- Hours and School Attendance:  
Students must be in class promptly at the start of roll call. Students will be allowed up to seven (7) minutes to clock in and receive a full quarter (1/4) hour increment. This seven (7) minute grace period applies at the start of the theory class, Practical classes, or returning from lunch. Once theory classes have been started, no one will be allowed to enter the classroom. Students arriving late will be required to work at their workstation independently until the end of the class session. Late arriving students will not be allowed to clock in until after theory is over. Students are not excused from theory classes except in the case of emergency.
- Students are not allowed to clock in or out for each other, students will be warned if they do so. Both students will be withdrawn after the third warnings. You must clock yourself in and out only. Time cards must be complete with both the student and instructor's signatures. Time cards must be turned in at the end of each week. If students are caught forging time cards, they will be suspended for the day and written up.
- Rigid adherence to the rules of sanitation, sterilization and personal hygiene is strictly enforced at all times.
- Uniforms must be solid black or solid white, or with badge all time (refer to Acceptable School Uniforms). Shoes must be closed toe, no high heels, flat and comfortable. Students not in compliance may be sent home or receive a first verbal warning. After first warning, an advising report will be given. By the third advising

report, student maybe subject to dismissal. Students must take ½ hour of lunch at scheduled time and designated areas.

5. Students are not allowed to use the business phone for personal calls, except for an emergency. Messages from incoming calls will be taken for students to return the call.
6. Students must notify an instructor if leaving the building during normal school hours, the student must also clock out anytime if leaving the building.
7. All instructions in the school will be done by instructors only.
8. When serving the public, students must be courteous and pleasant at all times. In case of any difficulties in dealing with any patron, students should not argue, instead, students should call for instructor's help. People can forgive poor work, but not a bad attitude. Violation of this rule may result in a disciplinary action. After the third advising report, student will be withdrawn automatically.
9. Friends and visitors are not allowed in the working areas or the clinic floor.
10. Students are required to notify the school if they are going to be absent from school, or if they will be late for more than seven minutes.
11. All tuition charges must be paid before graduation. The school reserves the right to interrupt training whenever the tuition is past due from the student.
12. Only authorized students are allowed to help the front desk.
13. Disrespect to an instructor or fellow student is inexcusable. The school reserves right to suspend or expel any student who gossips, fights with student or instructor, damages school properties, or causes discord. Keep a cooperative attitude towards fellow students, staff and patrons at all times.
14. Students may consult with management or administrative staffs at anytime regarding problems of personal, financial, emotional or educational related nature.
15. Any type of disruption in a classroom, (as determined by the instructor), the student involved may be sent home. For examples, late breaks or lunches, students arriving late in a class already in session, talking loud, talking/texting or playing with the cellular phone, listening to the music, etc.
16. Students are required to put their equipment in order before leaving at the end of the day. Kits are allowed to store at school's locker during the student training. However, the school will not be responsible for lost of equipment, personal belongings, or other items.
17. The school does not assume any responsibility for any negligence, carelessness or lack of skill by any student while practicing any part of the course on one another.
18. Personal work can only be down with authorization from the instructor.
19. Students must charge patrons for all additional supplies and services that patron requests after the service ticket are made out.
20. The school reserves the right to check student's locker at any time. Lockers are school property and subject to periodic inspection. The school will make periodic spot check of kits' sanitary conditions and equipment maintenance. Additionally, the school will not be responsible for equipment or articles left more than 30

days.

21. Students are requested to speak in moderate tones when calling another student or instructor.
22. All record cards (for all services) are to be filled out completely and handed in before the service.
23. Before completion of patron service, an instructor must check all works done by students.
24. Any student found using drugs, smoking marijuana, or taking alcohol will be expelled immediately.
25. Each student must do clean up and sanitation as assigned, stations must be kept clean, neat, and sanitary at all times.
26. Any students in violation of these rules after 3 written warnings will be withdrawn immediately.

These rules are designed to form excellent salon habits and attendance, and to assist you in completing program as soon as possible, so you can begin your chosen profession and begin earning the money you deserve.

### **MAKE-UP WORK**

All missed work must be made up. See your instructor for make-up work schedule and the school's make-up work policy.

### **RE-ENTRY POLICY**

All students who withdraw may re-enter into the program without the loss of credit of state Board hours and provided it is within 5 years from the date of their withdrawal. This is our institutional policy. All records of the student are stored for five (5) years only and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment.

### **DRUG ABUSE PREVENTION PROGRAM**

The College makes the following information available to its students, staff, and instructors. Any individual associated with ABC who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

Family Counseling Services West San Gabriel Valley  
Tel: (626) 308-1414, Fax: (626) 308-1818, [www.santaanitafamilyservice.org](http://www.santaanitafamilyservice.org)

### **TUITION AND FEE SCHEDULE:**

All charges are due and payable prior to the completion of each payment period.

COURSE	*TUITION				REG. FEE	KIT/BOOKS/SUPPLIES	STRF FEE	TOTAL COST	WEEKS
	1 <sup>st</sup> PP	2 <sup>nd</sup> PP	3 <sup>rd</sup> PP	4 <sup>th</sup> PP					
Cosmetology	\$2,907	\$2,908	\$2261	\$2261	\$ 75.00	\$ 595.00	\$ 0.00	\$ 10,745.00	40-96
Cosmetician	\$1,938	\$1,938	N/A	N/A	\$ 75.00	\$ 383.00	\$ 0.00	\$ 3,926.00	15-37.5
Teacher Training	\$1,650	\$1,650	N/A	N/A	\$ 75.00	\$ 333.00	\$ 0.00	\$ 3,708.00	15-37.5
Manicuring/Nail Care	\$600	\$600	N/A	N/A	\$ 75.00	\$ 379.00	\$ 0.00	\$ 1,654.00	10-15
Massage Therapy	\$1938	\$1938			\$ 75.00	\$333.00	\$0.00	\$4176.00	15-37.5

**\*Refundable – Tuition Only**

**EXTRA INSTRUCTION CHARGES:** Students are expected to complete their training within the maximum time



scheduled as specified in Enrollment Agreement. This institution does not charge an additional over contract charge. The school reserves the right to change the tuition and fees without prior notice when necessary. Any changes will not affect currently enrolled students.

**Brush-Up:** Students requiring preparation for the licensing exam will be billed at the course hourly rates, depending on which license they are applying for and a registration fee of \$75.00. Students must furnish their own equipment. A minimum numbers of hours will be required and must be approved by the School Director prior to enrollment.

**METHOD OF PAYMENT:** Most of our students apply for financial aid. During our interview of prospective students, we compute a needs analysis based on the amount of income or resources compared to the cost of education, room and board, and traveling expenses. If the student is qualified, we help the individual prepare the appropriate Financial Aid application. For those students who wish to pay their own way through school, the financial officer will develop a personalized payment program for each individual. For those students who are not receiving financial aid, payment schedules (weekly, monthly, and quarterly) are available. Student's tuition account must be paid in full before he or she is awarded a diploma certifying his or her graduation.

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

**SCHOLARSHIPS:** Our College does not award any institutional scholarships; occasionally the college may have promotional incentives and will announce the incentives and conditions to receive such incentive. If a student experiences a severe financial hardship they may consult the financial aid office to inquire as to any assistance that may be available to them.

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

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

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. A written notice must be submitted to the College Administration. Cancellation must be requested and approved. The student will receive a 100% full refund – (minus) the application, STRF fee, and registration fees.

## **REFUND POLICY**

After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (**including absences**), there will be no refund to the student. A registration fee of **\$75.00 is a non-refundable item**. Equipment, books, supplies, tools, uniforms, kits and any other items **issued and received by the student** would not be returnable. **Once received** by the student it will belong to the student and will represent a liability to the student. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. Official withdrawal date is on the student's notification or school's determination.

**Determination of withdrawal from school:** The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

The date you notify the <b>Financial Aid Office</b> of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

**Return of Title IV:** Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment.

**Refunds:** If any refunds are due based on the Return of Title IV calculation **or** based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1 Unsubsidized Loans from FFELP or Direct Loan, 2 Subsidized Loans from FFELP or Direct Loan, 3 Perkins Loans, 4 PLUS (Graduate Students) FFELP or Direct Loan, 5 PLUS (Parent) FFELP or Direct Loan, 6 Pell Grant, 7 Academic Competitiveness Grant (ACG), 8 National SMART Grant, 9 Federal SEOG, 10. Other. This order would apply in accordance to the aid programs available at the institution.

**Notice Concerning Transferability Of Credits And Credentials Earned At Our Institution:** The transferability of credits you earn at ABC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma or certificate you earn in ABC is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending ABC to determine if your credits or degree, diploma or certificate will transfer. Note: Academic transcripts will not be released until ALL tuition charges are paid in full.

**Course Cancellation or School Closure:** If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, or in the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. The school does not participate in any teach-out plans with other institutions. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. Official withdrawal date is on the student's notification via certified mail or school's determination.

## **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 or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid for 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 and Vocational Education.

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

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

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

## **STUDENT GRIEVANCE POLICY AND PROCEDURES**

This institution is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asking to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps: 1: an effort to define the problem, 2: an effort to identify acceptable options for resolution, and 3: an attempt to resolve the conflict through the application of one or more of those options for resolution. The student may thereafter choose to file a written complaint directly with the institution's Director who will work to resolve the matter. That individual will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The School Director will notify the student of the decision reached. At any time, the student also has the right to file a complaint with the Bureau for Private Postsecondary Education, P.O. Box 980818 West Sacramento, CA 95798-0818, toll free number (888) 370-7589, fax number (916) 263-1897, [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **FINANCIAL AID—CONSUMER INFORMATION**

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

A list of these programs include:

Federal PELL Grant: Does not require repayment (FPELL)\*\*\*

Federal Supplemental Education Opportunity Grant: Does not require repayment (FSEOG)\*\*\*

Federal Direct Stafford Loans - Subsidize: Must be repaid

Federal Direct Stafford Loans - Unsubsidized: Must be repaid

Federal Direct Plus Loans: Must be repaid

\*\*\*denotes the programs available at this institution

### **General Financial Aid Information:**

If you wish to apply for financial aid or you have questions, or you need sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding the student aid programs available at ABC may be found in “The Student Guide” and the “Free Application for Federal Student Aid” published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center between 9:00 a.m. and 5:00 p.m. (Eastern Time), Monday through Friday at (800) 433-3243. (Internet access is also available at <http://www.fafsa.ed.gov>)

### **Compliance Statement:**

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students’ identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

### **Financial Aid Mechanism:**

Financial aid is a mechanism that reduces out-of-pocket costs that student’s and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Loans usually have low interest rates and must be repaid in accordance to the individual loan program terms. Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student’s termination from the program or if a student’s attendance falls below half time. Financial aid is awarded to students who have “need”. Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

### **Student Eligibility Requirements:**

To be eligible for financial aid, a student must:

- be admitted as a regular student;
- be enrolled or accepted for enrollment in an eligible program on at least a half time basis;
- be a citizen or an eligible non-citizen;
- not owe a refund on a FPELL Grant or FSEOG at any school;
- not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
- have financial need;
- be making satisfactory progress (as defined by the school’s policy) in the course of study;
- be registered for selective service (if a male born on or after January 1, 1960);
- have signed a statement of educational purpose; have signed a statement of updated information; have a high school diploma, (or its equivalent) a GED, or have demonstrated the ability-to-benefit; agree to use any federal student aid received solely for educational purposes.

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

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

Federal PELL Grant: Does not require repayment (FPELL)

Federal Supplemental Education Opportunity Grant: Does not require repayment (FSEOG)

**Application Procedures And Forms:** Financial aid applications for this institution consist of the following: Free Application for Federal Student Aid (FAFSA) this form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours or on the internet @ <http://www.fafsa.ed.gov> In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

**Federal Pell Grant Program:** Funds received under this program are not subject to repayment from the student.

- **Deadline:** FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office before September 15, of the award year from which aid is requested from, or your last day of enrollment in **2016**, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.
- **Renewal Process:** A FPELL Grant award receive for one award year (July 1 to June 30 of the following year), and it is not automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the **new** SAR or ISIR to the financial aid office.
- **Disbursement:** They are made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account.

**Federal Supplemental Educational Opportunity Grant (FSEOG):** Funds received under this program are not subject to repayment from the student.

- **ABC** will implement the following Federal Pell Grant cross-over Award Year Policy: Federal Pell Grant Payment Periods crossing from June 30, **2016** to July 01, **2017** will be paid out of the funds from either year on a student –by-student basis.
- **Deadline:** You may apply during the enrollment process, using the FAFSA form. The school will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award.
- **Disbursement:** Made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant and have a zero (0) EFC first. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. If SEOG funds still available, a second priority will be given to students having a higher EFC or Non Pell recipient students with the lowest Expected Family contributions enrolled during the last three months. For additional information on Federal Financial Aid programs, request "The Student Guide" published by USDOE

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

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

## **COST OF ATTENDANCE**

**Determining Need:** The information you report on the FAFSA form when you apply for aid is used in a formula established by U.S. Congress that calculated your Expected Family Contribution.

ABC utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be

processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution.

**Student Expense budget for the 2016-2017 Academic Year:**

Tuition & Fees: Actual institutional charges (see Page 12)

Books & Supplies: Actual institutional charges (see Page 12)

Living cost allowance (monthly figures):

	<u>Student living with parent</u>	<u>Off campus</u>
Room and Board, Food	\$ 511.00	\$1,277.00
Transportation	126.00	142.00
Personal/misc.	348.00	319.00

Child/Dependent care: Reasonable expenses with adequate documentation provided by the student, depending upon age and number of children. Loan Fees: For student loan borrowers, actual or average loan origination and insurance fees total, excluding allowances based on actual institutional charges: \$ 1,179.00 per month with parent, Off campus \$1,932.00 per month.

**Award Concept, Selection Of Recipients And Packaging Criteria:**

This institution does not receive enough Campus-Base funds to satisfy all the student financial needs. Therefore, the school emphasizes The Self-Help Concept of student financial assistance. The Self-Help Concept is on a first-come, first-served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school. All loans must be repaid.

The Self-Help Concept lists types of financial assistance in the following order:

1. Family contributions
2. Other resources
3. Federal PELL Grant
4. Self Help (Stafford and/or, PLUS Loans)

The school awards from the Federal Supplemental Educational Opportunity Grants in accordance with the following policy: The institutional participation in the Federal Educational Opportunity Grant is limited to the amount of funds given to the institution for an entire award year. (July 1 to June 30).

Due to the limited amount of funds available to the institution, it is literally impossible to award FSEOG to all students applying for aid. Therefore, the institutional policy to select FSEOG recipients is as follows:

This institution has a continuing enrollment process in which students may start each Tuesday of each week or Wednesday when Tuesday is an observed Holiday. In order to ensure a fair distribution of funds through the entire award year, the institution will make SEOG awards using data from the year proceeding the current year, by using student enrollment, EFC and Pell Grant data to determine how to distribute the SEOG funds available. Based on last year's data, the institution expects an enrollment of 30 new students meeting the "exceptional need" criteria to be enrolled during the 7/1/2016 to 6/30/2017 period. Therefore, the awards to those students will be up to \$300.00 (May be increased up to \$500.00 under special circumstances) through the entire period. As of July 1, 2016 the first selection of SEOG recipients will be made from students with "exceptional need". Students with "exceptional need students" are defined by this institution as students that have an expected family contribution (EFC) that will otherwise be eligible for the FPELL Grant Program during the same award year. If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those students ineligible for the FPELL Grant Program with the lowest expected family contribution that enrolled during the last quarter of the award year (March to June). Both selections will be made from students, whose file has been completed, with no issues pending

regarding the students' eligibility for Federal Aid. Incomplete files will not be considered in the selection criteria due to possible lack of documentation. Awards will be made as long as funds are available throughout the award year. It is our institutional policy to protect our students from incurring unnecessary loan debts, therefore students are carefully interviewed during the enrollment process to secure that the students will utilize any available funds available to them to meet their educational expenses (school charges, transportation, personal or child care) before a need for loans be included in their financial aid package).

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

**Academic Year:** A period of not less than 26 calendar weeks with a minimum of 900 clock hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 13 calendar weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year schedule to be completed in less than 26 calendar weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

**Clock Hour:** A 50 to 60 minutes of supervised instruction during a 60 minutes period.

**Credit Balance:** A credit balance occurs when tuition payments have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education related expenses.

**Dependent Student:** Is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents' income and assets data.

**Dependent:** Is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) **NOT** a dependent of the student.

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

**Financial Aid Eligibility Citizen/Eligible Non-Citizen:** You must be one of the following to receive federal student aid: U.S. Citizen, U.S. National, U.S. permanent resident who has an I-151 or I-551 (Alien Registration receipt card). Departure Record (I-94) from the U.S. Immigration and Naturalization Service (INS) showing one of the following designations: Refugee, Asylum Granted, Indefinite Parole and/or Humanitarian Parole Cuban-Haitian entrant. If you are in the U.S. under one of the following conditions, you are not eligible for Federal Aid:

1. F1, F2, or M1 student visa
2. J1 or J2 exchange visitor visa only

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

1. Was born before January 1, **1991**
2. A graduate or professional student
3. Is Married (Separated but not divorced)
4. An individual with legal dependents other than a spouse. (As defined above)
5. An orphan or ward of the court up to the age of 18
6. Is a veteran of the armed forces of the United States?

**Parent(s):** For the purposes of the financial aid programs, "a parent" is the mother and/or father or adoptive parents, stepparent or legal guardian - not foster parents.

**Payment Period:** 450 hours and 13 weeks for courses of 900 hours or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks.

**Need:** Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

**Withdrawals:** Students are officially withdrawn on date of notification, date terminated by the institution, date of three consecutive weeks of absences or date when the student failed to return from an approved leave of absence.

**Recoveries:** Recoveries resulting from unearned Title IV funds due from the student must be paid in accordance to the terms stated in the promissory note of the student loans. If funds from the grant programs still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid within 45 days from the student's withdrawal date. Students may make repayment arrangements with the U.S. Department of Education within 45 days from the student's withdrawal and present proof of such arrangements to the institution. If no repayment is received nor arrangements are presented, the institution will refer the debt to the U.S. Department of Education. The student will no longer be eligible for aid until informed by U.S. Department of Education.

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

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

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

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

**Verification Process:** Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1987 April 29, 1994, November 29, 1994 - executing legislation 20 U.S.C. 1094 governing the title IV programs require schools to be sure of certain applicant-reported data. These regulations require schools to develop written policies and procedures for



verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of verification process.

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

**Verification Exclusions:** Applicants excluded from verification include:

- Death- Applicant dies during the award year or before the deadline for completing the verification.
- Incarceration- Applicant is incarcerated at the time the verification is to be performed.
- Certain immigration status- Applicant arrived in the U.S. during calendar years 2010 and 2011.
- Certain spouse/parent status:- Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means, or cannot be located because the address is unknown and cannot be obtained by the applicant. Completed verification: If the student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school: 1. Letter stating that the verification process was completed.  
2. Copy of the application data that was verified, and if the student was awarded FPELL Grant, a copy of the signed SAR/ISIR.
- Pacific Island residency status- Legal residents of the Trust Territory of the Pacific Islands, Guam, Samoa, and the Commonwealth of the Northern Mariana Islands. To qualify for this exclusion the parents of a dependent student must also be legal residents of one of these territories. Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau. To qualify for this exclusion the parents of a dependent student must also be citizens of one of these territories. To document the basis for this exclusion, the applicable permanent mailing address No funds disbursed- The applicant will not receive federal aid funds.

**Required Verification Items:** Examine the data items listed in 34 C.F.R. 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used.

Data items may include: Total number of persons in the household. The number of members of household enrolled at least half-time students in postsecondary educational institutions.

- Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year (2015).
- U.S. income tax paid for the base year (2015). Our institution will consider IRS retrieved information as acceptable verification documentation if the Secretary of Education has identified those items as having come from the IRS and they have not been changed.
- Certain untaxed income and benefits for the base year if certain conditions would apply include:
  1. Social Security benefits.
  2. Child support.
  3. Untaxed payments to IRA or Keogh.
  4. Foreign income.
  5. Earned income credit.
  6. Interest on tax free bonds.

The school shall resolve inconsistent application information for all applicants, in agreement with requirements of 34 C.F.R. Part 688.16(f).

**Documentation Required:** Student, spouse and/or parents (as applicable) signed income tax forms (IRS 1040, 1040A, or 1040EZ and W-2 forms). Applicants shall complete the appropriate sections of the Verification Worksheet. There are two different worksheets: One for dependent students and one for independent students. Use the worksheets to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The

school's financial aid officer may require/provide other appropriate forms. Time period for providing documentation: Applicants must provide the required documentation within 60 days from the last day of attendance or September 15, 2016, whichever is earlier.

**Applicant Responsibilities:** To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the data items, as of the date of verification:

- Number of family members in the household.
- Number of family members in the household now enrolled as at least half-time students on postsecondary educational institutions.
- Change in dependency status.
- Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage.
- Campus-based applicants whose dependency status changes during the Award Year must have their FC recalculated. This process does not apply if the change occurs due to marriage.
- The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

**Consequences Of Failure To Provide Documenting Within The Specified Time Period(S):** If the student cannot provide all required documentation, the school cannot complete the verification process within 60 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:

- The student may continue training on a cash payment basis.
- The student may withdraw, and re-enroll at no additional charge. There will be no loss of credit earned, when the student provides all proof, and verification is complete.
- The applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.

**Interim Disbursements:** The school may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.

**Tolerances:** If there are non-dollar errors and if the errors in dollar items total less the \$400, there is no requirement to recalculate the students EFC.

**Notification Of Results Of Verification:** The school shall notify the applicant of the results of the verification process within 30 days of the student's submission.

**Referral Procedure:** The school shall forward to the Secretary of Education, referral of fraud cases.

### **Student Rights And Responsibilities:**

**The student has the right to ask the school:**

- The name of its accrediting and licensing organizations.
- About its programs; laboratory, and other physical facilities; and its faculty.
- What the cost of attending is and the policy on refunds to students who drop out.
- What financial assistance is available: including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting application for each available financial aid program.
- How it selects financial aid recipients.
- How it determines financial need.

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

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

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

Our campus will provide you with a booklet published by the united state department of education 'funding education beyond high school' (2016-17 the guide to financial aid). Please be sure to ask for a copy of these booklets during your interview with the FA department.

## **VACCINATION POLICY**

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

## **BANKRUPTCY DISCLOSURE STATEMENT**

Our college is not involved in any type of Bankruptcy action such as having a pending petition before a Bankruptcy court, or operating as a debtor in possession nor have we filed a petition within the preceding five years or have had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

## PROGRAM: MASSAGE THERAPY

The Massage Therapy program consists of six hundred (600) clock hours of technical instruction and practical operations in massage therapy. The Massage Therapist course provides extensive practical and theoretical training in Swedish Massage, Deep Tissue, Chair Massage, Prenatal Massage, Hot Stones, Body Mechanics, Anatomy and Physiology, Business and Ethics, Contraindications, and Health and Hygiene; thoroughly preparing the student for work in professional spa and massage therapy environments upon graduation.

This level of training is designed to ready the student for state certification through the California Massage Therapy Council ("CAMTC"), or for most individual city and county licensing requirements in California, and for entry level employment in spas, chiropractic and medical clinics, health clubs and beauty salons.

### PROGRAM HOURS

Course of Study	Req. Hours
Anatomy, Physiology, & Kinesiology	100
Contraindications & Pathology	25
Health & Hygiene	10
Business & Ethics	40
Basics of the Traditional Massage	30
Deep Tissue	100
Hot Stones	25
Spa Essentials	30
Swedish Massage & Biomechanics	100
Sports Massage	140
<b>TOTAL CLOCK HOURS:</b>	
	<b>600</b>

**Performance Objective:** Acquire the theoretical and practical knowledge in all phases of massage therapy, including sanitation, anatomy, physiology, and different types of massage techniques as well as acquiring business management skills.

**Skills To Be Developed:** Learn the proper use of implements relative to all massage therapy services, learn the procedures, terminology, and all basic massage techniques including Swedish, American and Shiatsu.

**Graduation Requirements:** When a student has completed the required theory hours and practical operations in Massage Therapy with a GPA of "C" (70%) or better. Student's tuition account is to be paid in full before she is awarded a diploma certifying his or her graduation.

**CAMTC CERTIFICATION NOTICE:** Applicants for CAMTC certification shall have attended 500 supervised hours total with 100 of those hours satisfying CAMTC specified subjects.

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et.seq.

## **COURSE DESCRIPTIONS**

### **ANATOMY, PHYSIOLOGY, & KINESIOLOGY (100 Clock Hours)**

This course introduces students to anatomy, physiology, kinesiology and pathology related to the body systems, including orientation to the human body including the body as a whole (anatomy and physiology of cells and tissues), support and movement (skin and musculoskeletal systems), communication, control and integration (sense organs, and nervous and endocrine systems), transportation and defense (cardiovascular, lymphatic and immune systems), respiration, nutrition and excretion (respiratory, digestive and urinary systems), and reproduction and development (male and female reproductive systems, genetics and heredity). Students gain an introductory foundation in kinesiological principles including agonist and antagonist relationships of muscle and the concept of synergistic muscular action. Students conclude this module with an understanding and appreciation for the core systems that contribute to the structure and function of the human body. This course includes 70 hours in Anatomy and Physiology.

### **CONTRAINDICATIONS & PATHOLOGY (25 Clock Hours)**

Contraindications to the application of massage therapy are examined and discussed in detail, including endangerment areas and medications adverse to massage. Basic pathological processes are examined at the cellular and whole body levels. The inflammation reaction is discussed and related to the formation of trigger points and tight patterns of musculature. Common disease conditions of the skin, internal organs, and all body systems relevant to massage therapy are examined. Different vectors of contamination and production of disease are looked at from a holistic perspective. Special populations are considered. Students gain an appreciation for the healing process and beneficial effects of massage. This course includes 15 hours of required course of study in Contraindications.

### **HEALTH & HYGIENE (10 Clock Hours)**

Good hygienic practices such as keeping clean hands and linen, and using hypoallergenic oils are essential to a healthy massage practice. Standard precautions, infection control, therapist hygiene, and disease processes are discussed in detail. Students complete this module by committing to memory a short check-list of hygienic questions to ask themselves and clients on a routine basis. Safeguards against transmission vectors for disease are emphasized. This course includes 5 hours of required course of study in Health & Hygiene.

### **BUSINESS & ETHICS (40 Clock Hours)**

Basic training in proper goal setting, ethical marketing, and client record keeping is covered in this module. Students are taught the importance of obtaining and maintaining credentials, adhering to laws and regulations, ethical principles, standards of ethical practice, and compliance with the Massage Therapy Act applicable to CAMTC certified professionals. Students acquire a quick overview of skills needed to begin and promote a successful massage practice in the spa, clinic, and other professional business environments. Students end this module with a good grasp of skills needed to function well in a spa environment and begin a successful massage therapy practice. This course includes 18 hours of required course of study in Business & Ethics.

### **BASICS OF THE TRADITIONAL MASSAGE (30 Clock Hours)**

### **DEEP TISSUE (100 Clock Hours)**

An in-depth study of deep tissue techniques and introduction to the use of knuckles, elbows and thumbs to apply directed, increased pressure as needed. Various similar forms of deep-tissue therapy are discussed and evaluated. Students are taught elements of a ten-session program of body assessment and myofascial release, emphasizing postural changes and integration of proper movement patterns. Deep Tissue as applied in a spa environment is

emphasized and students end this module confident in the integration and application of deep tissue massage techniques in conjunction with Swedish massage.

### **HOT STONES (30 Clock Hours)**

The application of hot and room temperature stones as an adjunct to massage therapy has become popular as a method to enhance Swedish, Deep Tissue or other forms of massage. Students learn the indications and contraindications to applying heated stones in particular patterns, and complete this module with confidence in the application of hot stones in a spa or clinic setting.

### **SPA ESSENTIALS (25 Clock Hours)**

This course is specific to working in a luxury day spa environment, and explores spa structure and function, customer service, and spa products from a theoretical and practical perspective. The bulk of training is devoted to integration of various massage techniques such as Swedish Massage and Deep Tissue Massage, in order to develop flexibility and physical endurance in a luxury spa environment, with additional emphasis placed upon body biomechanics, self-care, and injury prevention for the massage therapist. Upon completion of this course, students have gained the ability to function professionally, safely, and effectively in a luxury spa environment.

### **SWEDISH MASSAGE & BIOMECHANICS (100 Clock Hours)**

The Swedish Massage course introduces and emphasizes core concepts in massage therapy, including massage history and theory, basic nutrition, hydrotherapy, and CPR and first aid. Practical components of training emphasize the fifty-minute full-body Swedish massage sequence and four basic Swedish massage strokes: effleurage, petrissage, friction, and percussion, and several variations of each. Proper body position and biomechanics are well integrated into the actual practice of massage. Selection of a massage table suitable for practice is also discussed. Basic anatomy of the integumentary, muscular and skeletal systems is also reviewed. Students end this course very proficient in basic techniques and able to confidently administer a fifty-minute Swedish massage in a spa, clinic, or other professional business environment.

### **SPORT MASSAGE (140 Clock Hours)**

The Sport Massage course introduces and emphasizes core concepts in massage therapy for sport industry. including massage history and theory, basic nutrition, hydrotherapy, and CPR and first aid. Theoretical and practical components of the course focus on pre/post event massage, training massage, injury care, nerve innovations, range of motion, structural kinesiology, muscle testing , and PNF stretching.

## PROGRAM: COSMETOLOGY COURSE

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

<b>THEORY SUBJECT INSTRUCTIONS</b>	<b>Req. Hours</b>
Hairstyling: Analysis, Shampooing	10
Fingerwaving, Pin Curls, Comb-Outs	15
Straightening, Waving	20
Curling w/Hot Combs & Irons, Blow Drying	20
Permanent Waving & Chemical Straightening	40
Hair Coloring & Bleaching	60
Haircutting	20
BBC Laws & Regulations	20
Cosmetology Chemistry, Electricity	25
Bacteriology, Com. Diseases, HIV/AIDS & Hepatitis B	40
Material Data Sheets, Anatomy & Physiology	15
Disinfections/Sanitation, Health & Safety	50
Facials – Manual: Cleaning, Packs, Masks	10
Facials – Chemical: Peels, Packs, Masks, & Scrubs	10
Facials – Electrical: Elec. Modalities, Derma	5
Eyebrow Beautification & Make-Up	25
Water & Oil Manicure	5
Hand/Foot/Arm/Ankle Massage	5
Acrylic Nails & Wraps – Liquid & Powder	10
Brush-Ons, Artificial Nail Tips & Wraps & Repair	15
Salon Management, Business Ethics, Job Searching	30
<b>PRACTICAL OPERATIONS</b>	<b>Req. Hours</b>
Hairstyling: Analysis, Shampooing	50
Wet Hair Styling, Pin Curls, Braids, Blow Drying, & Up dos	130
Thermal Hair Styling (Hot Combs & Irons), Barrel Curls	60
Permanent Waving & Chemical Straightening	120
Haircutting	150
Bleaching / Highlight/Weave	100
Hair Coloring / Lowlight	130
Scalp & hair Treatments	10
Facials – Manual	30
Facials – Chemical	10
Facials – Electrical	10
Eyebrow Beautification & Make-Up	35
Disinfections/Sanitation	50
Water & Oil Manicuring	20
Pedicuring	10
Acrylic Nails – Liquid & Powder	15
Artificial Nail Tips	10

Nail Wraps & Repairs	10
Instructor Discretionary Instruction	200
<b>TOTAL CLOCK HOURS:</b>	<b>1600</b>

Additional Training Will Be Given In The Following Subject Matter: Salon Management, communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

**Performance Objective:**

- A. Acquire knowledge of laws and rules regulating California's cosmological establishments' practices.
- B. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
- C. Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry and theory.
- D. Acquire business management techniques common to cosmetology.

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

**Requirements For Satisfactory Completion Of Course:** Shall have completed Theory and Operations required by Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

**Progress Policy** Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

**Graduation Requirements:** When a student has completed the required theory hours and practical operations in Cosmetology with a GPA of "C" (70%) or better. Student's tuition account is to be paid in full he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering/Cosmetology Examination.

**Licensing Requirements:** Applicant must be 17 years of age or older and have completed the 10th grade, A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 70%.



## PROGRAM: MANICURIST COURSE

The curriculum for students enrolled in a manicurist and pedicurist course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. Please note 40 hours are devoted to clinical/theory experience which will include all phases of manicuring. Such technical instruction and practical operations shall include:

<b>THEORY SUBJECT INSTRUCTIONS</b>	<b>Req. Hours</b>
BBC Rules and Regulations	10
Manicuring Chemistry	10
Health & Safety / Hazardous Substance, Communicable Diseases	15
Disinfection and Sanitation	20
Bacteriology, Anatomy, Physiology	10
Water and Oil Manicures	15
Pedicures	10
Acrylic Brush-Ons	15
Nail Tips	15
Nail Wraps and Repairs	5
Salon Management & Business Ethics	35
<b>PRACTICAL SUBJECT OPERATIONS</b>	<b>Req. Hours</b>
Disinfection and Sanitation	10
Water and Oil Manicures	40
Complete Pedicures	20
Acrylic: Liquid & Brush-Ons	80
Nail Tips	50
Nail Wraps and Repairs	40
<b>TOTAL CLOCK HOURS: 400</b>	

**Manicurist Performance Objective:** Acquire knowledge of laws and rules regulating California Cosmological establishments' practices, understand sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed and acquire business management techniques common to manicurist.

**Manicurist Performance Objective:** Acquire knowledge of laws and rules regulating California Cosmological establishments' practices, understand sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed and acquire business management techniques common to manicurist.

**Skills To Be Developed:** Use of proper implements relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

**Requirements For Satisfactory Completion Of Course:** Shall have satisfactorily completed Theory and Operations required by Program of Barbering & Cosmetology with an average grade of "C" (70%) or better.

**Graduation Requirements:** When a student has completed the required theory hours and practical operations in Manicuring with a GPA of "C" (70%) or better. Student's tuition account is to be paid in full he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

**Licensing Requirements:** Applicant must be 17 years of age or older and have completed the 10th grade, a manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the Cosmetology Licensing Exam with an overall average of 70%.

## PROGRAM: COSMETICIAN COURSE

The curriculum for students enrolled in the Cosmetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a Skin Care, pursuant to Section 7354 of the Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person. Such technical instruction and practical operations shall include:

<b>THEORY SUBJECT INSTRUCTIONS</b>	<b>Req. Hours</b>
Cosmetology Act and Rules	10
Cosmetology Chemistry	15
Health & Safety / Haz./ HIV & AIDS	50
Electricity	10
Disinfection and Sanitation	10
Bacteriology, Anatomy, Physiology	20
Facials – Manual	30
Facials – Chemical	20
Facials – Electrical	20
Eyebrow Arching - Tweezers & Wax	25
Hair Removal - Wax & Depilatories	15
Make-Up	20
Salon Management, SPA Ethics/Skills	15
<b>PRACTICAL SUBJECT OPERATIONS</b>	<b>Req. Hours</b>
Disinfections/Sanitation	20
Facials – Manual	60
Facials – Chemical	60
Facials – Electrical	50
Eyebrow Arching - Tweezers & Wax	40
Hair Removal - Wax & Depilatories	50
Make-Up	40
Client Preparation & Record Keeping	20
<b>TOTAL CLOCK HOURS: 600</b>	

**Performance Objective:** Acquire knowledge of laws and rules regulating California Cosmetology establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Aesthetics.

**Skills To Be Developed:** Learn the proper use of implements relative to all COSMETICIAN services, acquire the knowledge of analyzing the skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all COSMETICIAN services, will learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes and also learn the proper procedure of plain and electrical facials.

**Graduation Requirements:** When a student has completed the required theory hours and practical operations in Cosmetology with a GPA of "C" (70%) or better. Student's tuition account is to be paid in full he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the

appropriate Licensing Examination.

**Licensing Requirements:** Applicant must be 17 years of age or older and have completed the 10th grade. An license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 70%.

## **PROGRAM: TEACHER TRAINING COURSE**

The curriculum for students enrolled in the Teacher Training course consists of six hundred (600) clock hours of technical instruction and practical operations in teaching the art of cosmetology, as defined in section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation & examination. Practical operation shall mean the actual performance by the Teacher Training of teaching techniques and principles. Please note 110 hours will be devoted to clinic/theory experience which shall include all phases of being an Instructor.

<b>THEORY SUBJECT</b>	<b>Hours</b>
1. The Cosmetology Act and the Board's Rules and Regulations	10
2. Preparatory instruction	
(A) Instructional techniques: method of instruction, lecture; demonstration, performance communication skills; instructional aides and the use of questions to promote learning	40
(B) Organizational techniques: 4 step teaching method: performance objectives; learning domains, etc.	30
(C) Lesson planning: Subject; title; outlines, development; and visual aids, etc.	60
(D) Techniques of evaluation: purpose of tests; types of tests; test administration, scoring and grading etc.	10
3. Conducting classroom and technical instructions and demonstrations for three (3) or more students on all practices of cosmetology, including the Barbering and Cosmetology Act/ Rules and Regulations. (Shall be conducted under the supervision of a licensed instructor).	140
4. Supervising and Training of students while they are practicing the art of cosmetology on a live person or mannequin in a classroom or laboratory	100
<b>TECHNICAL SUBJECT PRACTICAL OPERATIONS</b>	<b>Hours</b>
1. Organizational techniques: 4 step teaching method: performance objectives; and learning domains, etc.	50
2. Lesson planning: Subject; title; outlines; development; and visual aids, etc.	50
3. Instructor Discretionary Instruction	110
<b>Total Clock Hours:</b>	<b>600</b>

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

**Teacher Training Performance Objectives:** To help develop the ability to: Teach related information, manipulative operations, and techniques. Use various teaching aids, such as instruction sheets, visual aids and tests. To provide information about: A. Specific teaching techniques used by the vocational teacher in the working area and in the classroom.

**Skills To Be Developed:** Develop occupational experiences and personal characteristics that will upgrade the cosmetology profession by producing quality students, develop lesson plans, outlines, procedures and tests that will insure student comprehension and will instill the will to learn in even the most difficult student, development of a course content reflecting a comprehensive, correlated unit of study, development of instructional materials that will

facilitate set-up and preparation of class and development of supplemental teaching aids that will give the student a variety of ideas from which to draw and maintain motivation.

**Requirements For Completion Of Course:** Shall have satisfactorily completed Theory and Operations required by Board of Barbering & Cosmetology with an average grade of 70% or better he or she will be awarded a diploma certifying his or her graduation. Possess a high school diploma Currently the Board of Barbering & Cosmetology does not offer a Licensing Exam for instructors.

## FACULTY

Wai In Ho	Instructor	Licensed Cosmetologist: 6 years
Phillip W. Ngan	Instructor	Licensed Cosmetologist: 15 years
Irene Yu	Instructor	Licensed Cosmetologist: 21 years
Katrin Ha	Instructor	Licensed Cosmetologist: 26 years
Lynda Lo	Instructor	Licensed Cosmetologist 25 years
Marta Ortega	Instructor	Licensed Cosmetologist 25 years
Gabriela Pulido	Instructor	Licensed Cosmetologist 7 years
Xioran Wei	Instructor	Licensed Cosmetologist 5 years
Lourdes Rasmussen	Instructor	Licensed Cosmetologist 10 years
Hung Minh Nguyen	Instructor	Licensed Massage Therapist 15 years

## OFFICE HOURS AND CONTACT INFORMATION

**Admissions:** Applicants for Admissions may secure information on Tuesday through Friday between 9:00 am – 6:00 pm & Saturdays 9:30 am – 5:00 pm. Contact person: Yvonne Le at (626) 282-6433.

**Financial Aid:** Applicants or students may secure Financial Aid information from Tuesday through Fridays between 9:30 am – 6:00 pm & Saturdays 9:30 am – 5:00 pm. Contact person: Mr. Roger Lei at (626) 282-6433.

**Placement Assistance:** Tuesday to Saturday between: 10:00 am – 4:00 pm. Contact person: Ms. Wai In Ho or Yvonne Le (626) 282-6433

## CATALOG PRINT/REVISION DATE

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