

**American Beauty Institute**  
**4625 Convoy Street, Suite A San Diego, CA 92111**  
**Office (858) 560-1088**  
**[www.americanbeautyinst.org](http://www.americanbeautyinst.org)**

**Catalog of Courses**  
**January 1, 2018 to December 31, 2018**

AMERICAN BEAUTY INSTITUTE

Institutional Mission and Objectives .....	1
BPPE Approval .....	1
Questions .....	1
Review Documents .....	1
Complaints .....	1
Instructional Location .....	1
Placement Services.....	1
Financial Stability – Bankruptcy History .....	1
STRF Disclosure .....	2
NOTICE CONCERNING TRANSFERABILITY OF CREDITS .....	2
Accreditation Status .....	3
Catalog Update Policy.....	3
Visa Related Services.....	3
Language of Instruction .....	3
English as a Second Language Instruction .....	3
Language Proficiency.....	3
Policy – Distribution of This Catalog and Program Brochures .....	3
Student Services .....	3
Student Housing.....	3
Student Grievance Procedures – Student Rights .....	4
Student Records and Transcripts.....	4
Privacy Act.....	4
Student Conduct.....	4
Nondiscrimination Policy.....	5
Academic Freedom .....	5
Sexual Harassment .....	5
Description of the Facilities & Type of Equipment Used for Instruction .....	5
Library Resources .....	7
Faculty.....	8
Admissions Policies & Recognition of Credits .....	9
Attendance Policy – All Cosmetology Programs .....	<b>Error! Bookmark not defined.</b>
Attendance Policy – All Other Programs .....	<b>Error! Bookmark not defined.</b>
Leaves of Absence .....	9
Grades and Standards for Student Achievement - Satisfactory Progress .....	<b>Error! Bookmark not defined.</b>
Academic Probation and Dismissal Policies .....	10
Policies and Procedures Regarding Financial Aid (Title IV) .....	10
Loan Repayment .....	11
Professions – Requirements for Eligibility for Licensure .....	11
Student’s Right to Cancel.....	11
Charges: Tuition & Fees .....	13
Program Name – Cosmetology .....	14
Program Name – Esthetician.....	16
Program Name – Manicurist .....	18
Program Name – Barber.....	20
Program Name – Massage Therapist.....	22
Professions – Requirements for Eligibility for Licensure .....	23

## **Institutional Mission and Objectives**

The mission of this institution is to provide student's access to Cosmetology and other programs with training that is both comprehensive and professional. Working with our students, we emphasize how to be successful by providing professional services with integrity and with the highest level of skill possible. American Beauty Institute (ABI) provides affordable high quality education. Through traditional classroom instruction, we teach the skills and values needed prosper as cosmetologists, barbers and massage therapists.

## **BPPE Approval**

American Beauty Institute is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. (BPPE) "Approved" means the school operates in compliance with state standards as set forth in Chapter 8, Part 59, Division 10, Title 3 of the California Education Code.

## **Questions**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 Fax (916) 263-1897

## **Review Documents**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## **Complaints**

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

## **Instructional Location**

American Beauty Institute  
4625 Convoy Street, Suite A  
San Diego, CA 92111

## **Placement Services**

This institution does not provide placement assistance.

## **Financial Stability – Bankruptcy History**

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code

## **STRF Disclosure**

### **Student Tuition Recovery Fund Disclosures.**

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

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

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

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

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

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

The transferability of credits you earn at American Beauty Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in the educational program 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 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 American Beauty Institute to determine if your diploma or certificate will transfer."

## **Accreditation Status**

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do not lead to licensure in California or other states. A degree program that is unaccredited or from an unaccredited institution is not recognized for some employment positions, including but not limited to, positions with the State of California. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

## **Catalog Update Policy**

The policy of this institution is to update the official school catalog annually, in January of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

## **Visa Related Services**

This institution does not admit students from other countries, so no visa related services are offered.

## **Language of Instruction**

Instructions will be given in no language other than English.

## **English as a Second Language Instruction**

This institution does not provide ESL instruction.

## **Language Proficiency**

The following apply to students for whom English is not their primary language:

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, we will seek a score of 500 on a paper based TOEFL test or a score of 70 on the internet based test. The TOEFL requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, the TOEFL requirement does not apply to students who have completed coursework, in English, at the college level.

## **Policy – Distribution of This Catalog and Program Brochures**

This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.

## **Student Services**

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

## **Student Housing**

**This institution has no responsibility to find or assist a student in funding housing.**

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the

immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,200 a month. ([www.apartmentguide.com](http://www.apartmentguide.com))

### **Student Grievance Procedures – Student Rights**

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student’s instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

American Beauty Institute  
4625 Convoy Street, Suite A  
San Diego, CA 92111

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution’s complaint procedure was properly followed, and the student’s signature. The student can expect to receive a written response within ten business days. Student’s rights are set forth at various places in this catalog. Contact the school director if you require additional information.

- Complaint procedures
- Right to Cancel
- Student Tuition Recovery Fund
- Notice Concerning Transferability of Credits
- Student Grievance Procedures
- Student Rights to Inspect Records and Obtain Transcripts
- Non-Discrimination Policy
- Academic Freedom
- Sexual Harassment

### **Student Records and Transcripts**

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

### **Privacy Act**

It is this institution’s intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student’s financial, academic and other school records. We will not release such information to any individual without having first received the student’s written request to do so, or unless otherwise required by law.

### **Student Conduct**

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are

expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

### **Nondiscrimination Policy**

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

### **Academic Freedom**

American Beauty Institute is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

American Beauty Institute encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

### **Sexual Harassment**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

### **Description of the Facilities & Type of Equipment Used for Instruction**

American Beauty Institute is located at 4625 Convoy Street Suite A San Diego CA 92111 over 2,000 sq feet in a spacious air conditioned, two story modern facility that is accessible to all public transportation. For each program of study at American Beauty Institute equipment and supplies are provided that are sufficient to meet the educational needs of the students.

### Cosmetology Program

- Sufficient electrical equipment and dermal lights for giving instruction in skin care and electrical facials ( at least one red, blue and white light).
- mannequins, with full head of hair.
- time clock
- shampoo bowls.
- dryers
- facial chairs or facial couches
- manicure stations
- electrical cap
- THERMAL HAIR STRAIGHTENERS
- electric comb
- non electric combs
- electric curling iron
- non electric curling irons
- stove
- TEXT AND REFERENCE BOOKS
- Textbook approved by the board
- Performance Criteria

### Esthetician Program

- Container and Supplies for Preparation of Wet and Dry Sanitary Maintenance Area
- Hand soap
- Container for Disinfection of Implements
- Disinfectant solution
- Terry towels
- Paper towels
- Appropriate draping for all services
- Pencil type makup sharpener
- Cleansing cream
- Massage cream
- Astringent or witch hazel
- Abrasive cleansing scrub
- Waste receptacle (plastic bags)
- Tweezers
- 1 oz portion cups
- Cosmetic applicators
- Cotton balls
- Cotton tipped swabs
- Cleansing tissue
- Powder and liquid foundation
- Eye shadow and eye liner
- Tube mascara and applicator
- Eyebrow Pencils
- Blush
- Lip color
- Water soluble wax

### Manicurist Program

- Cotton
- Hand Soap
- Container and Supplies for Preparation of Wet and Dry Sanitary Maintenance Area
- Container for Disinfection of Implements
- Disinfectant Solution that Meets Requirements of Board Regulation
- Polish Remover
- Manicure Bowl and Brush
- Pedicure Tubs
- Emery Boards
- Cuticle Solvent
- Cuticle Oil or Cream
- Hand Lotion
- Liquid Polish (medium to dark shade)
- Cuticle Nippers and Scissors
- Metal Cuticle Pusher
- Plastic/Orangewood Stick
- Sufficient Terry Towels for Manicuring Examination
- Paper Towels
- Portion Cups
- First-Aid Supplies for Cuts
- Sufficient Material and Equipment to Apply Acrylic Nails, Nail Tips, and Nail Wraps

### Barbering Program

Time clock	
3 Shampoo bowls	(when the average daily attendance exceeds 15 students, additional bowls shall be added at the ratio of one for each 5 students in average daily attendance in excess of 15)
15 Barber chairs	Chairs shall be spaced at least 4½ feet from center



	to center (when the average daily attendance exceeds 15 students, additional barber chairs shall be added at the ratio of one for each student in average daily attendance in excess of 15)
Workstations	One workstation for each barber chair. Workstations having a wood surface shall be covered with a hard-based paint or some other nonabsorbent washable material
Wet sterilizer	One for each barber chair for individual use of each student.
2 Closed receptacles	For each barber chair, one for disposal of used papers and the other for used linens.
Classrooms	Equipped with either armchairs suitable for students taking notes, or regular school desks
Thermal Hair Straighteners	
1 Electric curling iron	

### Massage Therapist Programs

Anatomical charts Essential oils Body wrap materials Massage chairs Massage stools Portable massage tables;	Treatment tables Heat lamps Cold packs Hot packs Massage stone sets
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### Library Resources

Access to a library is not required by the curriculum to support the instructional needs of the students, (CCR71270) and therefore, no physical library is maintained by this institution. The text materials and classroom activities are sufficient to support the curriculum and instruction required by either the Board of Barbering and Cosmetology or the California Massage Therapy Council, (CAMTC). However, learning resources are available from online sources, some of which are listed below. The students may obtain access to these websites by either at home or by utilizing one of the institution's computers. Student's are to request permission to use the institution's equipment from their instructor or any member of the administrative staff. School internet access is available during school operating hours.

### Online Cosmetology Resources Available to Our Students

#### Web Sites

- **Salon Channel**

Resources for cosmetologists, estheticians, nail technicians, massage therapists, cosmetologists, hairstylists, makeup artists, manufacturers, distributors, and salon and day spa owners.

<http://www.salonchannel.com/>

- **Beauty Site**

Hair styles, beauty how-to's, skin, makeup, and style from About.com. Check out the Beauty Library for lots of tips and articles.

<http://beauty.about.com/index.htm>

- **Beauty Tech**

Networking site for beauty professionals. Lots of links for nails, skin care, salons, trade magazines, beauty products and suppliers, articles and news, and information on state licensing boards.

<http://www.beautytech.com/>

- **BeautyLink**

News, experts' tips, answers to beauty questions.

<http://www.beautylink.com/>

- **Beautynet**

Articles and tips from beauty professionals and experts and links to products and services, for both professionals and customers.

<http://www.beautynet.com/>

- **Behind the Chair**

Products, trends, job search, trade shows, training, articles, and industry news for cosmetologists salon professionals.

<http://www.behindthechair.com/>

- **Lipstick Page**

Many links to cosmetics companies, make-up tips, and, of course, a wealth of information about lipstick. From Madeleine Endre.

<http://broadroom.net/lp/blogs/>

- **Milady**

A leading publisher of beauty education materials.

<http://www.milady.com/>

Created by David W. Rash Page 2 5/20/2009

- **Barbers, Cosmetologists, and Other Personal Appearance Workers**

Job opportunities and descriptions, *Occupational Outlook Handbook*

<http://www.bls.gov/oco/ocos169.htm>

- **National Cosmetology Association**

NCA's membership includes more than 25,000 salon owners, hairdressers, nail technicians, estheticians, educators, and students - and is the world's largest association of salon professionals.

<http://www.ncacares.org/>

## Massage Therapy Resources

The Massage Library

<http://nccam.nih.gov/health/massage>

National Center for Complementary and Alternative Medicine (NCCAM)

<http://massagenerd.com/>

Massage Nerd.com

<http://www.amtamassage.org/index.html>

American Massage Therapy Association

<http://www.americanmedicalmassage.com/>

American Medical Massage Association

<http://namtonline.com/>

National Association of Massage Therapists

<http://camtc.org>

California Massage Therapy Council

## Faculty

**Yoshiko Elkan      Manicurist**

Manicurist License 2007 to present

**Mie Michael    Esthetician, Manicurist, and Massage**

Licensed Massage Therapist

Licensed Esthetician

Licensed Manicurist

Bachelors degree at Hose I University (Japan)1987

This instructor has 11 years experience as an Esthetician and 5 years teaching experience.

**Susan Zheng Manicurist and Cosmetology**

Licensed Cosmetologist 2012 to present

**Chung Wong Massage**

Licensed Massage Therapist since 2010

Sole Proprietor of Massage and Tea, San Diego

**Admissions Policies & Recognition of Credits**

The general criteria for admission are:

1. Student must have graduated from high school, or earned a GED. If the applicant is not a high school graduate and has not earned a GED, an applicant may take an Ability to Benefit test. The Wonderlic Basic Skills Test (WBST) is the ability to benefit test that will be proctored by an independent third party. Passing scores Verbal – 200, Quantitative – 210
2. Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.
3. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
4. This institution has not entered into an articulation or transfer agreement with any other institution.

**Course Requirements:**

- Exams/Research/Assignments –Final
- Presentations – Individual / Group
- Quizzes – unannounced
- Exercises – In class

**Attendance Policy:**

- Students must attend school hours and punctually.

It is expected that students attend school time after the enrollment signed. If for some reason you are unable to attend, please notify instructor as soon as possible via e-mail [info@americanbeautyinst.org](mailto:info@americanbeautyinst.org) or (858) 560-1088. A time or project will be arranged in place of the missed school hours.

**Evaluation**

School Hours 30%

Class activities 20%

Demonstration of techniques & posture 30%

Research/Assignments/Exam 20%

**Grading Scale:**

- 100-94 A
- 93-87 B
- 86-80 C
- 79-75 D
- 74- Below F

**Academic Dishonesty Policy:**

Students will be held accountable for the academic integrity of their work. Violations of academic

integrity include: 1. Not providing credit by footnoting references. 2. Cheating on exams or assignments by unauthorized collaboration with other students. 3. Purchasing papers or taking them from the Internet, quoting or paraphrasing library or Internet without giving proper citations, using aids during an exam, or presenting the same written work as the requirement for more than one course without the permission of the instructors. 4. Doing work for which another will receive credit. This includes allowing one's work to be copied or reports, lab results or computer work to be submitted by another person as his/her own. Any student involved with cheating will be reported to appropriate school personnel. Violations may result in an F or expulsion from the school.

### **Leaves of Absence**

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence to the main campus:

American Beauty Institute  
4625 Convoy Street, Suite A  
San Diego, CA 92111

The written notice must contain a statement of the nature of the request. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

### **Academic Probation and Dismissal Policies**

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus:

American Beauty Institute  
4625 Convoy Street, Suite A San Diego, CA 92111

After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

### **Policies and Procedures Regarding Financial Aid (Title IV)**

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

If a student obtains a loan to pay for an educational program, the student will have to repay to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

## **Loan Repayment**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

## **Professions – Requirements for Eligibility for Licensure**

Each Board of Barbering and Cosmetology program offered requires the completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered exam.

## **Student's Right to Cancel**

### Direct Instruction:

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250).

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 4625 Convoy Street, Suite A San Diego, CA 92111 or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

## **Refund Policy**

A pro rata refund pursuant to section 94910(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 or by fax (916) 263-1897

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



AMERICAN BEAUTY INSTITUTE

### Charges: Tuition & Fees

All fees are subject to change from time to time, without notice.

Program Name	Tuition	Registration Fee	STRF Fee	Estimated Cost of Books & Materials	Total Program Charges
Cosmetology	8,950	100	0.00	Not included	\$9,050.00
Esthetician	6,400	100	0.00	Not included	\$6,500.00
Manicurist	2,850	100	0.00	Not included	\$2,950.00
Barbering	8,500	100	0.00	Not included	\$9,500.00
Massage Therapy 600	6,400	100	0.00	Not included	\$6,500.00

Program Name	
Name of Program - Cosmetology	
<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$9,050.00
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$9,050.00
Name of Program - Esthetician	
<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$6,500.00
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$6,500.00
Name of Program - Manicurist	
<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$2,950.00
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$2,950.00
Name of Program - Barbering	
<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$9,500.00
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$9,500.00
Name of Program – Massage Therapist	
<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$6,500.00
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$6,500.00

AMERICAN BEAUTY INSTITUTE

**Program Name – Cosmetology**

**Program Length in Hours** 1,600

**Description of Program** A 1600-hour course which includes the study and practice of all aspects of the beautification and care of the hair, skin and nails. The course provides for both classroom instruction and supervised practice of job related skills such as hairdressing, hair cutting, coloring, manicuring and skin care services. The program also includes the study of relative subjects such as, bacteriology, anatomy, chemistry, health, etc.

**Name of Course(s) Within this Program of Study**  
 1 Hair Care  
 2 Facial  
 3 Nail Care  
 4 Make Up

**Equipment Used by Instructors and Students**

- Sufficient electrical equipment and dermal lights for giving instruction in skin care and electrical facials ( at least one red, blue and white light).
  - mannequins, with full head of hair.
  - time clock
  - shampoo bowls.
  - dryers
  - facial chairs or facial couches
  - manicure stations
  - electrical cap
  - Wet Hair Styling
  - Thermal Hair Styling
  - Permanent Waving
  - Chemical Straightening
  - Haircutting
  - Hair coloring
  - Bleaching
  - Scalp and Hair Treatments
- THERMAL HAIR STRAIGHTENERS**
- electric comb
  - non electric combs
  - electric curling iron
  - non electric curling irons
  - stove
- TEXT AND REFERENCE BOOKS**
- Textbook approved by the board
  - Performance Criteria
- Facials Manual
  - Electric
  - Make-up
  - Manicuring and Pedicuring
  - Liquid and Powder Brush-on
  - Artificial Nail Tips
  - Nail Wraps and Repairs

**List the skills or competencies to be acquired by the student.**

**Does Training Lead to Licensing or Certification** Yes

**List of Requirements for Eligibility for Licensure:** Completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered exam.  
**Which Agency certifies or licenses graduates?** California Board of Barbering and Cosmetology

**Is an Externship or Internship Required?** No

**Requirements for Completion**

Students shall complete the minimum required number of theory hours and practical operations as specified by the State of California, with a final evaluation score for practical and written test of 75% or better. In addition to the state’s requirements, students at must also complete the following course work:



To complete this program a student must attend a minimum of 100% of the scheduled hours of instruction, and pass an instructor monitored practical exam demonstrating competence in the practice of all aspects of the beautification and care of the hair, skin and nails

1. Complete all assignments from the standard theory and practical workbooks.
2. View videos from required viewing video list.
3. Prepare a photo portfolio of your finished work. (Minimum of 15 photos.)
4. Prepare an organized notebook with subject headings and procedure sheets.
5. Complete a typed functional resume and cover letter (class given for creating a resume.) Upon satisfactory completion of 1600 hours, the State requirements, and the Course Work listed above, the student shall receive American Beauty Institute certified diploma.



AMERICAN BEAUTY INSTITUTE

## Program Name – Esthetician

<b>Name of Program</b>	Esthetician
<b>Program Length in Hours</b>	600
<b>Description of Program</b>	The Esthetics Course offers a complete 600 hour course in the science and art of esthetics. The program is designed to prepare and educate each student in the fundamentals of the basic esthetic education set forth by the California Board of Barbering and Cosmetology. It will also prepare each student for the practical and theory examination for a California Esthetician License. In addition, the course will incorporate the knowledge needed for entry level employment in salons, spas, or clinical esthetics

<b>Name of Course(s) Within this Program of Study</b>	Skin Care Therapy Hair Removal Make Up
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### Equipment Used by Instructors and Students

- Container and Supplies for Preparation of Wet and Dry Sanitary Maintenance Area
- Hand soap
- Container for Disinfection of Implements
- Disinfectant solution
- Terry towels
- Paper towels
- Appropriate draping for all services
- Pencil type makup sharpener
- Cleansing cream
- Massage cream
- Astringent or witch hazel
- Abrasive cleansing scrub
- Waste receptacle (plastic bags)
- Tweezers
- 1 oz portion cups
- Cosmetic applicators
- Cotton balls
- Cotton tipped swabs
- Cleansing tissue
- Powder and liquid foundation
- Eye shadow and eye liner
- Tube mascara and applicator
- Eyebrow Pencils
- Blush
- Lip color
- Water soluble wax

### List the skills or competencies to be acquired by the student.

- The learning outcomes include:
- Ability to analyze customer's skin care needs.
  - Able to discuss treatments and products with clients.
  - Perform facials to cleanse pores and improve skin tone.
  - Apply chemical peels to reduce fine lines and age spots.
  - Perform simple extractions to remove blackheads.
  - Remove unwanted facial hair using depilatory wax.
  - Tint eyebrows.
  - Instruct customers on skin care and makeup techniques.
  - Sterilize equipment and clean work area.
  - Massage the face.
  - Select and apply cosmetic products such as creams, lotions, and tonics.

**Does Training Lead to Licensing or Certification** Yes

**List of Requirements for Eligibility for Licensure:** Completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered exam.

**Which Agency certifies or licenses graduates?** California Board of Barbering and Cosmetology

**Is an Externship or Internship Required?** No

### **Requirements for Completion**

Students are assigned theory study and a minimum of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards. Students must maintain a theory grade of 75% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. To complete this program a student must attend a minimum of 100% of the scheduled hours of instruction and pass an instructor monitored practical exam demonstrating competence in the fundamentals of the basic esthetic care.



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## Program Name – Manicurist

<b>Name of Program</b>	Manicurist
<b>Program Length in Hours</b>	400
<b>Description of Program</b>	This course is the study of the basic principles of Nail Technology that will prepare students to meet all the requirements necessary to pass state licensure examination and obtain gainful employment in the field of Nail Technician. Upon successful completion of this course, students are able to demonstrate professional conduct, recognize nail disorders and diseases, and identify and perform procedures for sanitation and nail care services.
<b>Name of Course(s) Within this Program of Study</b>	Orientation Manicuring Pedicures Electric filing Nail tips Wraps No-light gels and acrylic nail enhancements
<b>Equipment Used by Instructors and Students</b>	<ul style="list-style-type: none"> <li>▪ Cotton</li> <li>▪ Hand Soap</li> <li>▪ Container and Supplies for Preparation of Wet and Dry Sanitary Maintenance Area</li> <li>▪ Container for Disinfection of Implements</li> <li>▪ Disinfectant Solution that Meets Requirements of Board Regulation</li> <li>▪ Polish Remover</li> <li>▪ Manicure Bowl and Brush</li> <li>▪ Pedicure Tubs</li> <li>▪ Emery Boards</li> <li>▪ Cuticle Solvent</li> <li>▪ Cuticle Oil or Cream</li> <li>▪ Clean and sanitize tools and work environment.</li> <li>▪ Schedule client appointments and accept payments.</li> <li>▪ Remove previously applied nail polish, using liquid remover and swabs.</li> <li>▪ Clean customers' nails in soapy water, using swabs, files, and orange sticks.</li> <li>▪ Shape and smooth ends of nails, using scissors, files, and emery boards.</li> <li>▪ Apply undercoat and clear or colored polish onto nails with brush.</li> <li>▪ Advise clients on nail care and use of products and colors.</li> <li>▪ Assess the condition of clients' hands, remove dead skin from the hands and massage them.</li> </ul> <ul style="list-style-type: none"> <li>▪ Hand Lotion</li> <li>▪ Liquid Polish (medium to dark shade)</li> <li>▪ Cuticle Nippers and Scissors</li> <li>▪ Metal Cuticle Pusher</li> <li>▪ Plastic/Orangewood Stick</li> <li>▪ Sufficient Terry Towels for Manicuring Examination</li> <li>▪ Paper Towels</li> <li>▪ Portion Cups</li> <li>▪ First-Aid Supplies for Cuts</li> <li>▪ Sufficient Material and Equipment to Apply Acrylic Nails, Nail Tips, and Nail Wraps</li> </ul>
<b>List the skills or competencies to be acquired by the student.</b>	

- Soften nail cuticles with water and oil, push back cuticles, using cuticle knife, and trim cuticles, using scissors or nippers.
- Brush powder and solvent onto nails and paper forms to maintain nail appearance and to extend nails, then remove forms and shape and smooth nail edges using rotary abrasive wheel

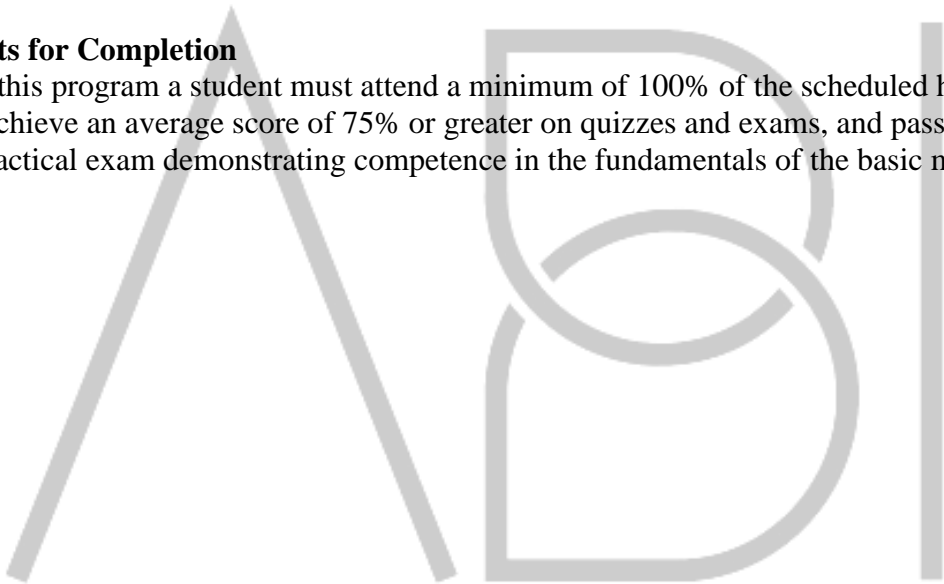
**Does Training Lead to Licensing or Certification** | Yes

**List of Requirements for Eligibility for Licensure:** Completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered exam.

**Which Agency certifies or licenses graduates?** California Board of Barbering and Cosmetology  
**Is an Externship or Internship Required?** No

**Requirements for Completion**

To complete this program a student must attend a minimum of 100% of the scheduled hours of instruction, achieve an average score of 75% or greater on quizzes and exams, and pass an instructor monitored practical exam demonstrating competence in the fundamentals of the basic manicure care.



AMERICAN BEAUTY INSTITUTE

## Program Name – Barbering

Name of Program Barbering

Program Length in Hours 1500

Description of Program The Barber Program consists of lessons addressing the treatment of hair and scalp. Topics include shampooing, hair cutting, hair styling, shaving, hair coloring, permanent waving and chemical relaxers, facial massage and treatments, sanitation procedures, and salon management. Students successfully completing this program will be eligible to sit for the exam for state licensure in California which is administered the California Board of Barbering and Cosmetology.

Equipment Used by Instructors and Students As required by the Board of Barbering and Cosmetology:

**1 Time clock**

**3 Shampoo bowls** – (when the average daily attendance exceeds 15 students, additional bowls shall be added at the ratio of one for each 5 students in average daily attendance in excess of 15)

**15 Barber chairs** – Chairs shall be spaced at least 4½ feet from center to center (when the average daily attendance exceeds 15 students, additional barber chairs shall be added at the ratio of one for each student in average daily attendance in excess of 15)

**Workstations** – One workstation for each barber chair. Workstations having a wood surface shall be covered with a hard-based paint or some other nonabsorbent washable material.

**Wet sterilizer** – One for each barber chair for individual use of each student.

**2 Closed receptacles** – For each barber chair, one for disposal of used papers and the other for used linens.

**Classrooms** – Equipped with either armchairs suitable for students taking notes, or regular school desks.

**Thermal Hair Straighteners**

**1 Electric curling iron**

List the skills or competencies to be acquired by the student.

Men's Hair Cutting

Taper

Side and Back Fade

High and Tight

Flat Top

Buzz

Military

Razor Cutting

Business Professional

Men's Grooming

Beard and Mustache Trim

Other Facial Hair Trim

Facial Shaving

Scalp Treatments

Scalp & Facial Massage

Shampooing and Hair Care

Women's Basic Haircutting

Basic Styles

Other Skills Taught

Networking Skills  
Client Interaction  
Product Support  
Interviewing/Job Placement Skills  
Theory applied to Professional Barbering

**Does Training Lead to Licensing or Certification**

Yes

**List of Requirements for Eligibility for Licensure:**

Completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered exam.

**Which Agency certifies or licenses graduates?  
Is an Externship or Internship Required?**

California Board of Barbering and Cosmetology

No

**Name of Course(s) Within this Program of Study**

The curriculum for students enrolled in a barbering program shall consist of fifteen hundred (1500) hours of technical instruction and practical training as follows:

Hairstyling  
Permanent Waving and Chemical Straightening  
Hair Coloring and Bleaching  
Hair Cutting  
Shaving  
Instruction in Health and Safety  
Laws and Regulations  
Health and Safety Considerations  
Disinfection and Sanitation  
Anatomy and Physiology  
Other Board Recommended Studies (communications)

### **Requirements for Completion**

To complete this program a student must attend a minimum of 100% of the scheduled hours of instruction, achieve an average score of 75% or greater on quizzes and exams, and pass an instructor monitored practical exam demonstrating competence in the fundamentals of the basic manicure care.

## Program Name – Massage Therapist

<b>Name of Program</b>	Massage Therapist
<b>Program Length in Hours</b>	600
<b>Description of Program</b>	This program is designed to provide students with complete and comprehensive training in all areas of massage. Specific emphasis is placed on preparing students with knowledge to open their own massage clinic or to become employed in the massage field working in a doctor's office, a chiropractor's office, an acupuncturist's office or a health center.
<b>Equipment Used by Instructors and Students</b>	Anatomical charts, Essential oils, Body wrap materials, Massage chairs; Massage stools; Portable massage tables; Treatment tables, Heat lamps, Cold packs; Hot packs; Massage stone sets
<b>List the skills or competencies to be acquired by the student.</b>	<ul style="list-style-type: none"><li>▪ Confer with clients about their medical histories and problems with stress or pain to determine how massage will be most helpful.</li><li>▪ Apply finger and hand pressure to specific points of the body.</li><li>▪ Massage and knead muscles and soft tissues of the body to provide treatment for medical conditions, injuries, or wellness maintenance.</li><li>▪ Maintain treatment records.</li><li>▪ Provide clients with guidance and information about techniques for postural improvement and stretching, strengthening, relaxation, and rehabilitative exercises.</li><li>▪ Assess clients' soft tissue condition, joint quality and function, muscle strength, and range of motion.</li><li>▪ Develop and propose client treatment plans that specify which types of massage are to be used.</li><li>▪ Refer clients to other types of therapists when necessary.</li><li>▪ Use complementary aids, such as infrared lamps, wet compresses, ice, and whirlpool baths to promote clients' recovery, relaxation, and well-being.</li></ul>
<b>Does Training Lead to Licensing or Certification? Certification Requirements:</b>	Treat clients in professional settings or travel to clients' offices and homes Massage training can lead to certification by CAMTC, the California Massage Therapy Council. However, certification is voluntary. Local laws exist pertaining to work as a massage therapist or other body worker commonly called a masseuse or a massage practitioner. If an individual chooses not to be certified by CAMTC, the individual may opt to register in the community in which one chooses to work by contacting the licensing division or the city managers office for information pertaining to a given city's jurisdiction.  This institution exercises its autonomy and chooses to offer its program 600 hours in length. The school ownership is of the opinion that the development of professional skill requires more that 500 hours of study.  CAMTC certification is granted to those individuals who successfully complete a 500 hour program of instruction, pass a background check and meet other requirements of CAMTC.
<b>Which Agency certifies or licenses graduates?</b>	Local Authority or CAMTC
<b>Is an Externship or Internship Required?</b>	No



<b>Name of Course(s) Within this Program of Study</b>	<b>CAMTC Required</b> Anatomy Physiology Contraindications Health & Hygiene Business & Ethics  <b>Other Modules</b> <ul style="list-style-type: none"> <li>• Professionalism</li> <li>• Employment Essentials</li> <li>• Nutrition</li> <li>• Massage and the Legal Environment</li> </ul>	<ul style="list-style-type: none"> <li>• Clinical Environment</li> <li>• Foundational Clinical Skills</li> <li>• Application of Clinical Skills</li> <li>• Medical Terminology</li> <li>• Rehabilitative Massage</li> <li>• Deep Tissue Massage</li> <li>• Sports Massage</li> <li>• Pregnancy Massage</li> <li>•</li> </ul>
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**Requirements for Completion**

To complete this program a student must attend a minimum of 100% of the scheduled hours of instruction, achieve an average score of 75% or greater on quizzes and exams, and pass an instructor monitored practical exam demonstrating competence in the application of therapeutic massage techniques

**Professions – Requirements for Eligibility for Licensure**

The Massage Therapist training can lead to certification by CAMTC, the California Massage Therapy Council. However, certification is voluntary. Local laws exist pertaining to work as a massage therapist or other body worker commonly called a masseuse or a massage practitioner. If an individual chooses not to be certified by CAMTC, the individual may opt to register in the community in which one chooses to work by contacting the licensing division or the city managers office for information pertaining to a given city’s jurisdiction.

This institution exercises its autonomy and chooses to offer its program 600 hours in length. The school ownership is of the opinion that the development of professional skill requires more than 500 hours of study.

CAMTC certification is granted to those individuals who successfully complete a 500 hour program of instruction, pass a background check and meet other requirements of CAMTC.

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